

Rockingham County Facilities Operations
116 North Road
Brentwood, NH 03833
Jude Gates/Director of Facilities, Planning & IT
603-679-9375
jgates@co.rockingham.nh.us

Proposal Submission Deadline:
Thursday, September 18, 2025,
at 7:30AM
Proposal Opening: Thursday,
September 18, 2025, at 1:00PM

REQUEST FOR PROPOSALS
Institutional Products/Linens
Rockingham County Rehabilitation & Nursing Center and
Department of Corrections
08/28/2025

You (ORGANIZATION) are hereby invited to submit a proposal in accordance with the specifications outlined in this Request for Proposal (RFP). All necessary information required to complete your submission is contained within this document. Please refrain from adding our e-mail addresses to your marketing or distribution lists. Failure to comply may result in your domain being blocked, which could hinder the receipt of future proposals or communications from you.

Rockingham County, New Hampshire (Rockingham County) is a public entity composed of various departments, including general administrative offices, a nursing home, an assisted living facility, a correctional facility, facilities operations, and offices of Elected Officials such as the Commissioners, the Delegation, County Attorney, High Sheriff, Register of Deeds, and Treasurer.

QUESTIONS?

For questions specific to the product or service listed in this RFP, please direct inquiries to the contact listed in the upper-left corner of this page. For questions regarding the proposal submission process, please contact rfp@co.rockingham.nh.us.

Please note: Any alteration or modification of documents or proposal forms downloaded from Rockingham County or Public Purchase is strictly prohibited. Such actions may result in disqualification from the proposal process.

INSTRUCTIONS

Proposals can be submitted through one of the following methods:

1. Hard Copy Submission

Submit two (2) copies, or one (1) copy along with a thumb drive, in a sealed envelope labeled **"RFP-Institutional Products/Linens"**. Deliver to:
Rockingham County Commissioners
119 North Road
Brentwood, NH 03833

2. Email Submission

Email your proposal as a PDF attachment to rfp@co.rockingham.nh.us. Ensure that no submissions are sent to any other Rockingham County email address, as this may result in disqualification. File attachments must not exceed 20 MB in total. If your attachments exceed this limit, send multiple emails as needed. You will receive a confirmation email within one business day. If you do not receive confirmation, please contact the individual listed in the upper-left corner of this document.

3. Online Submission

Proposals may also be submitted online via Public Purchase. Account registration is free, but please allow 24 hours for activation. Visit the [Public Purchase: Rockingham County Home Page](https://www.rockinghamcountynh.org/rfpbidding), or www.rockinghamcountynh.org/rfpbidding for more information and the submission link.

Submission must include:

- Organization legal name with DBA if applicable.
- Tax ID.
- Physical address and mailing address (if different).
- Organization representative name and contact information (phone, fax, and email).
- Itemized pricing (including shipping or freight, if applicable).
- Cut sheets, specifications, brochures, etc. for all products quoted, if applicable.
- Equivalents must be clearly identified, with all variations from the specification annotated and are subject to approval.
- Complete details about warranty and service availability.
- The proposed start and completion time schedule for after bid has been awarded.
- Insurance requirements, non-appropriations and indemnification obligations.

Proposal Openings

Authorization to open proposals will be given during the regularly scheduled Rockingham County Board of Commissioners meeting on **09/18/2025** at 1:00 pm ET. Please note that proposals will not be reviewed during this meeting. Instead, they will be forwarded to the respective department that issued the RFP for thorough review after the meeting. Proposals will be awarded or rejected once Rockingham County has completed a comprehensive evaluation and comparison of all submissions.

Meetings are held in the Maureen Barrows Conference Room at the Rockingham County Rehabilitation and Nursing Center, 117 North Road, Brentwood, NH. Alternatively, meetings can be accessed via the following Zoom link: <https://us02web.zoom.us/j/5808918771> or by phone at 646-558-8656 (Meeting ID: 580 891 8771).

Meeting schedules are subject to change. For the latest updates, please visit www.rockinghamcountynh.org/events.

Proposal Award

Proposals will be formally awarded and publicly announced at a regular scheduled Rockingham County Board of Commissioners meeting held in the Maureen Barrows Conference Room located in the Rockingham County Rehabilitation and Nursing Center, 117 North Road, Brentwood, NH. Meetings may also be accessed via Zoom: <https://us02web.zoom.us/j/5808918771> or by phone at 646-558-8656 (Meeting ID: 580 891 8771). Following the announcement, formal notification of the award decision will be provided.

Pricing

Proposal prices must remain valid for a period of sixty (**60**) days from the proposal opening date and must remain firm once the proposal is awarded to the successful organization(s).

- Vendors holding a state bid/contract are encouraged to offer the corresponding pricing.
- If any variations, such as discounts or penalty clauses, may affect the proposed price, please specify them clearly in your submission.

Additional Materials

Organizations may be invited to participate in the final selection process following the review and screening of all proposals. This process may include providing additional information, such as cost adjustments or other clarifications, as requested by Rockingham County.

Performance Clause

In the event that the successful organization or Rockingham County defaults on any stipulations outlined the RFP, and such default is not corrected within thirty (30) days of receiving written notice, either party may opt to cancel the agreement.

Contractual Obligations

Should the proposal require contracts for the provision of materials, equipment, or services, the Rockingham County Board of Commissioners reserves the right to review and amend these contracts to ensure compliance with county legal requirements. All agreements or contracts requiring our signature must be submitted in Microsoft Word format to facilitate efficient review and tracking. All contracts must include Non-Appropriation and Indemnification clauses, as specified in the RFP. Sample language for these clauses is provided below.

Non-Appropriation

Rockingham County is obligated to pay only such contract amounts that can lawfully be made from funds budgeted and appropriate for that purpose during Rockingham County's then current fiscal year, subject to annual approval by the Rockingham County Delegation. Should Rockingham County fail to budget, appropriately, or otherwise make available funds to make payments under this contract, such contract shall be deemed terminated at the end of the then current term. Rockingham County agrees to deliver prompt notification after any decision to non-appropriation is made, but failure to give such notice will not extend the term beyond such Original or Renewal Term.

Indemnification

To the fullest extent permitted by law, (ORGANIZATION) shall protect, indemnify, save, defend and hold harmless Rockingham County, including its officials, agents, volunteers and employees, ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Contract or the activities of (ORGANIZATION) or its agents, employees, contractors or subcontractors, and even if caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.

In addition, and regardless of respective fault, (ORGANIZATION) shall defend, indemnify and hold harmless the Indemnified Parties for any costs, expenses and liabilities arising out of a claim, charge or determination that (ORGANIZATION) officers, employees, contractors, subcontractors or agents are employees of the Indemnified Parties, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, Medicare, state or federal taxation, and/or any other similar obligation associated with an employment relationship.

(ORGANIZATION'S) obligations to defend, indemnify and hold harmless the Indemnified Parties hereunder shall survive the term of this Contract.

Rockingham County shall not be required to defend or indemnify (ORGANIZATION) or its agents, employees, contractors or subcontractors or any professional service provider.

Insurance Requirements

The organization shall maintain insurance coverage throughout the duration of this proposal. Subcontractors engaged by the organization must also maintain the required coverage. Any requests for modifications to these insurance requirements must be submitted in writing with the proposal and will be subject to evaluation.

1. Coverage Requirements

The organization must have professional liability/errors and omissions insurance with limits of no less than \$1,000,000 per occurrence. The insurance certificate and coverage must be issued by a

carrier authorized to conduct business in the State of New Hampshire, with an A.M. Best Company rating of "A" or better.

2. **Workers' Compensation Insurance**

The organization shall carry workers' compensation insurance as mandated by the State of New Hampshire.

3. **Comprehensive General Liability Insurance**

The organization must maintain a comprehensive general liability insurance policy, including contractual liability coverage, with limits of no less than \$1,000,000 per occurrence.

4. **Motor Vehicle Insurance**

The organization must carry motor vehicle insurance, including coverage for bodily injury, property damage, and uninsured motorists, with a combined single limit of no less than \$1,000,000 per accident.

5. **Insurance Certificate**

The organization shall provide an insurance certificate confirming the required coverage. Certificates must be filed with Rockingham County and included with the proposal submission. A 30-day notice is required for cancellation or material changes to coverage, and notices must be sent directly to the Rockingham County Commissioners' Office, 119 North Road, Brentwood, NH 03833.

NOTICE:

1. The Rockingham County Board of Commissioners reserves the right to accept or reject any proposals or parts thereof, select the proposal deemed to be in the best interest of Rockingham County, and waive any formalities in the bidding process.
2. Proposals are subject to public review and cannot include proprietary, confidential, or restricted information that conflicts with New Hampshire's Right to Know law.
3. The information provided in this RFP is solely for the purpose of preparing proposals detailing costs and services for Rockingham County. Organizations are expected to carefully review these specifications. Failure to meet specified conditions may result in invalidation.
4. Although believed to be accurate, the information provided herein is not warranted and should be verified independently.
5. Rockingham County reserves the right to award contracts to multiple providers.
6. All modifications to the specifications must receive prior approval from Rockingham County.
7. Any variations, including discounts or penalty clauses, that may affect pricing, must be clearly specified in the proposal.
8. Payment for satisfactory work completion or product delivery is subject to Rockingham County's standard accounts payable process.

Sincerely,



Jude Gates, Director of Facilities, Planning/IT

JG/db

ATTACHMENT A

SCOPE OF WORK You are hereby invited to submit a sealed proposal to enter a **two-year** contract for the purpose of supplying institutional products and linens as specified below for the Rockingham County Rehabilitation and Nursing Center, and the Department of Corrections located at the Rockingham County Complex, Brentwood, NH., for the period of **10/01/2025-09/30/2027**.

A. Specifications

Any questions on specific products, please contact the person noted for each individual department. Please deliver requested samples to the addresses specified below.

Each Department shall be responsible for placing their own orders on an as needed basis throughout this period, delivery and invoices shall be directed separately to each department as noted.

***Bill and Ship to:**

Rockingham County Department of Corrections
99 North Road
Brentwood, NH 03833

Contact: Katherine Arsenault (603) 679-2256 ext. 9451

E-mail: karsenault@co.rockingham.nh.us

Proposal prices are to remain firm effective 01 October 2025 through 30 September 2027. Supplies may be ordered as needed for the period of the contract. Prices are to include shipping and handling to Brentwood, NH. Orders guaranteed to be delivered within 60 days of Purchase Order receipt.

We supply an inmate population of up to 250.

Send Samples for items specified

Colors needed (unless noted): Red, Navy, Orange, Khaki Tan, Spruce/Forest Green, and Black & white striped (for females only)

Part No.	Description
	Institutional Trousers (Size S, M, L, XL, XXL) No Pockets, Elastic Waistband, no drawstring, hemmed bottoms, pull-on style, perm-press, industrial/cotton/poly blend – Stenciled on LEG “ROCKINGHAM COUNTY DOC” – White on Navy/Green, black on all other colors
	Institutional Trousers (Size 3XL, 6XL, 8XL) No Pockets, Elastic Waistband, no drawstring, hemmed bottoms, pull-on style, perm-press, industrial/cotton/poly blend – Stenciled on LEG “ROCKINGHAM COUNTY DOC” – White on Navy/Green, black on all other colors
	Institutional V-Neck Shirt (Size L, XL, XXL) Raglan short sleeves, hemmed sleeves and bottoms, one breast pocket, per-press, industrial/cotton/poly blend – Stenciled on BACK “ROCKINGHAM COUNTY DOC” – White on Navy/Green, black on all other colors
	Institutional V-Neck Shirt (Size 3XL, 6XL, 8XL) Raglan short sleeves, hemmed sleeves and bottoms, one breast pocket, per-press, industrial/cotton/poly blend – Stenciled on BACK “ROCKINGHAM COUNTY DOC” – White on Navy/Green, black on all other colors
	Institutional Jumpsuit, Orange (Size L, XL, 2XL) Industrial finish cotton/polyester blend, perm press, one breast pocket, raglan short sleeve, elastic waistband, stainless steel snaps, hemmed sleeves and bottoms – Stenciled on BACK “ROCKINGHAM COUNTY DOC” – in black
	Institutional Jumpsuit, Orange (Size 3XL, 4XL, 6XL, 8XL) Industrial finish cotton/polyester blend, perm press, one breast pocket, raglan short sleeve, elastic waistband, stainless steel snaps, hemmed sleeves and bottoms – Stenciled on BACK “ROCKINGHAM COUNTY DOC” – in black

	Gym Shorts (Size M, L, XL, 2XL) Cotton/polyester blend, permanent press, pull-on style, elastic waistband gym shorts (SEND SAMPLE)
	Men's Briefs (Size M, L, XL, 2XL, 3XL) White Polyester/Cotton
	Woman's Panties (Size S, M, L, XL, 2XL, 3XL) White Polyester/Cotton
	Women's Sport Bras, White (Size M, L, XL, 2XL, 3XL) - qty 12/pkg
	Tube Socks: 80% Cotton, 20% Polyester
	Sweatshirts (Size XL, 2XL, 3XL) – Spruce/Forest Green - Stenciled on BACK "ROCKINGHAM COUNTY DOC" – in black Crew Neck, raglan sleeves, 50/50 blend medium weight
	Hats: Watch Caps, high bulk acrylic yarn – Orange and Navy only
	Mattress – Polyester – 25x75x4
	Mattress - w/pillow – sealed seams – Polyester – 25x75x4
	Bath Towels, Turkish – White 24"x48" 100% Cotton, 8lb 24x48 (irregular okay) by the bale
	Thermal Blankets – Blue 62x90
	Wool Blankets – Gray 62x80
	Laundry Bags – 30"x40" – white, red, blue, yellow Laundry Net bags, 100% polyester net – heavy weight (SEND SAMPLE)
	E.V.A. Clog Shoe (Croc-style w/strap) Orange, sizes 5-15 (SEND SAMPLE)

***Bill and Ship to:**

Rockingham County Rehabilitation & Nursing Center
117 North Road
Brentwood, N.H. 03833

Environmental Services

Contact: Sam Forbush (603) 679-5335 ext. 9323
E-mail; sforbush@co.rockingham.nh.us

Product Description	Estimated Annual Usage	Product No.	Price Quoted
Hand Towels / 1888 mills 16273BLVD 16 x 27 / 3 lbs. / white / 86/14 blend Or international 16 x 27 / 3 pound / 86/14 12S yarns domestic quality box packaging	400 dozen		
Bath Towels / 1888 mills 2040BLVD 20 x 40 / 5.5 pounds / white/86/14 blend Or international 20 x 40 5.5 pounds, 86/14 12S yarns domestic quality, box packaging	40 dozen		
Wash Cloths / 1888 mills 12121BLVD 12 x 12 / 1 lb. white 86/14 blend or International 12 x 12 1 lb. 86/14 12S yarns domestic quality box packaging	2000 dozen		
Flat Sheets Thomaston or 1888 mills 66 x 104 / percale 50/50 / T180 / white / domestic or international – 66x104 T-180 single pick construction, 55/45 blend, crease resistant finish, ring spun yarns, tuck selvages white percale sheets	30 dozen		
Pillow Cases Thomaston or 1888 mills 42 x 34 white percale 50/50 / T180 / Domestic or White Atlas 55/45 – T180 or equal	50 dozen		
Patient Gowns 62" sweep / 46" length overlap Tie / print	30 dozen		
Fitted Sheets-36x81x14 19oz. knitted fitted sheet with green thread	25 dozen		
Patient Bibs Becks/18 x 34/cotton white terry bib/Velcro close, <u>Submit Sample</u>	200 dozen		
Thermal Blankets-white, non-snag, 60 x 90 Domestic only	60 each		

B. General

- Please provide as part of your proposal complete specifications for items quoted.
- Please include as part of your proposal anticipated delivery time after receipt of order.
- Pricing is to include all freight charges to Brentwood, New Hampshire. Rockingham County will not be responsible for any additional freight charges not specified in your proposal.