Rockingham County Facilities Services 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, 10/16/25 at 7:30AM

Site Visit:

Wednesday, 10/08/25 9:30AM at the Facilities Office 116 North Rd., Brentwood, NH 03833

REQUEST FOR PROPOSAL FIRE ALARM TESTING SEPTEMBER 29, 2025

You are hereby invited to submit proposals as specified in this Request for Proposal. The information necessary to complete the proposal is contained within this document.

Rockingham County, New Hampshire (Rockingham County) is a public entity composed of general administrative offices, nursing home, assisted living, correctional facility, facilities office, and offices from Elected Officials: Commissioners, Delegation, County Attorney, High Sheriff, Register of Deeds, and Treasurer.

Questions on the technical specifications of the Request for Proposal should be directed to the contact listed above. Questions on bidding procedures can be directed to rfp@co.rockingham.nh.us. Do not alter or modify any documents or proposal forms downloaded from Rockingham County or Public Purchase. Altering or modifying such documents or forms may result in disqualification.

1. Proposal Instructions (3 ways to submit)

a) Two (2) copies (or one copy and one thumb drive) of the Proposal should be submitted in a sealed envelope marked "RFP – Fire Alarm Testing" addressed and delivered to:

Rockingham County Commissioners 119 North Road, Brentwood, NH 03833

- b) Submit your bid as a PDF to: rfp@co.rockingham.nh.us. DO NOT send your bid to any other Rockingham County email address. Doing so may result in disqualification. You will receive a confirmation email within 1 business day. If you do not receive your confirmation email, you may inquire with the contact person listed at the top of this document.
- c) You may submit your Proposal online through Public Purchase, which is free to sign up and submit. Please visit <u>Public Purchase</u>: Rockingham County Home Page, or <u>www.rockinghamcountynh.org/rfpbidding</u> for the link to our Public Purchase page.

2. 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).
- An itemized price proposal including shipping or freight is required with submission.
- Items presented as "equivalent" must be clearly identified, with all variations from the specification annotated and are subject to approval.
- Complete cut sheets and specifications for all products quoted, if applicable.
- All pertinent information regarding warranty and service availability.
- Anticipated start time after receipt of order and anticipated time to perform the scope of services.
- Insurance requirements, non-appropriations and indemnification obligations.

Attachments must be uploaded in PDF format. Any agreements or contracts that require our signature need to be in Microsoft Word format for review and tracking purposes.

- 3. <u>Proposal Openings</u>: Authorization to open proposals will be given at the **10/16/25** regular scheduled meeting of the Board of Rockingham County Commissioners beginning at 8:30 am. Proposals will be distributed after the meeting and will be awarded or rejected as soon as a complete review and comparison of the proposals received has been made by Rockingham County.
 - a. Meetings are held in the Maureen Barrows Conference Room of the Rockingham County Rehabilitation and Nursing Center, 117 North Road, Brentwood, NH through the following online Zoom meeting: https://us02web.zoom.us/j/5808918771 or by telephone: 646-558-8656, Meeting ID: 580 891 8771.
 - b. Scheduled meetings are subject to change and information may be found here: www.rockinghamcountynh.org/events.
- 4. <u>Proposal Award:</u> The proposal(s) will be formally awarded and announced publicly at a regular scheduled meeting of the Board of Rockingham County Commissioners held in the Maureen Barrows Conference Room located in the Rockingham County Rehabilitation and Nursing Center, 117 North Road, Brentwood, NH through the following online Zoom meeting: https://us02web.zoom.us/j/5808918771 or by telephone: 646-558-8656, Meeting ID: 580 891 8771. Formal notification of proposal award will occur thereafter.
- **5. Pricing:** Proposal prices are to remain in effect for a period of (60) days from opening date of the proposal and are to remain firm once proposal is awarded to the successful Organization(s).
 - a. Vendors awarded a state bid/contract should offer that pricing.
 - b. Should you have any variations (discounts and/or penalty clauses) that may affect the price, please specify in proposal.
- **6.** Additional Materials: Following the review and screening of all proposals, Organization may be invited to participate in the final selection process, which may include the submission of additional information regarding cost or other issues, as requested by Rockingham County.
- 7. Performance Clause: In the event that the successful awarded Organization/Rockingham County should default in the observance of the stipulations set forth in this Request for Proposal and such default is not corrected within 30 days of written notice from either party, the successful awarded Organization/Rockingham County shall have the option of canceling the proposal.
- 8. <u>Contractual Obligations</u>: In the event that contracts for the supply of materials, equipment, or services are required under the proposal, the Board of Rockingham County Commissioners reserves the right to review said contracts and amend to comply with county legal requirements prior to signing by the appointed representative of the Board of Rockingham County Commissioners. All contracts entered by Rockingham County are required to contain Non-Appropriation and Indemnification clauses. Sample language is provided below.

a. 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, appropriate, 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.

b. 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.

- 9. <u>Insurance Requirements:</u> The Organization shall always maintain during the life of this proposal insurance coverage. The Organization must also require its subcontractors to maintain such coverage. Any request for modification of the coverage requirements must be submitted in writing with the proposal and will be evaluated accordingly.
 - a. <u>Coverage:</u> The Organization shall have professional insurance/errors and omissions insurance with limits of not less than \$1,000,000 each occurrence. The insurance certificate and the underlying insurance coverage shall be issued by a carrier authorized to do business in the State of New Hampshire and having A.M. Best Company rating of "A" or better.
 - b. <u>Workers Compensation Insurance:</u> The Organization shall carry workers compensation insurance as required by the State of New Hampshire.
 - c. <u>Comprehensive General Liability Insurance:</u> The Organization shall maintain comprehensive general liability insurance policy, which includes coverage for contractual liability, in an amount of no less than \$1,000,000 per occurrence.
 - d. <u>Motor Vehicle Insurance:</u> The Organization shall carry motor vehicle insurance to include bodily injury, property damage, and uninsured motorist, coverage in an amount of no less than \$1,000,000 combined single limit per accident.
 - e. <u>Insurance Certificate:</u> The Organization shall provide an insurance certificate confirming the above insurance coverage.
 - The provider shall file certificates with Rockingham County showing that the above insurance has been purchased. Include with proposal submission and use mail to: Rockingham County, attn. Commissioners Office, 119 North Road, Brentwood, NH 03833.
 - ii. A 30-day notice is required for cancellation and /or material change of coverage and sent directly to the above mail to address.

10. NOTICE:

- a. The Board of Rockingham County Commissioners reserves the right to accept or reject all proposals or parts thereof, to accept the proposal which they deem to be in the best interest of Rockingham County and to waive any bid formality.
- b. Proposals are subject to public review and cannot be honored with proprietary, confidential, do not disclose, or any other restriction that conflicts with the New Hampshire Right to Know law.
- c. Information provided in these specifications is to be used <u>only</u> for the purpose of preparing a proposal detailing costs and services to be provided to Rockingham County. It is expected that each Organization will read these specifications with care. Failure to meet certain conditions may invalidate proposals.
- d. The information contained herein is believed to be accurate but should not be considered as warranted in any way.
- e. Rockingham County may be awarded to multiple providers.
- f. Any changes to the specifications shall meet with the approval of Rockingham County.
- g. Any variations (discounts and/or penalty clauses) that may affect the price, please specify in your proposal.
- h. Upon satisfactory completion of the work and or receipt of product, payment is subject to standard accounts payable process at Rockingham County.

Sincerely,

Jude Gates, Director of Facilities, Planning/IT

JG/dr

ATTACHMENT A

A. INTRODUCTION

Rockingham County Complex (Rockingham) is a public entity composed of general administrative offices, a nursing home, and a correctional facility.

Rockingham is seeking written proposals from qualified vendors to enter a one-year contract for the purpose of supplying such services as noted in section B. Proposed multiple-year contracts will be considered.

B. SCOPE OF WORK

Provide all labor, materials, and equipment necessary to perform annual cleaning, testing, and inspection of approximately 1,700 fire alarm system devices located in the Nursing Home, Jail/HOC, Water and Wastewater Treatment Plants and several surrounding buildings containing administrative offices.

Verify that all devices are in proper working condition and that all alarms are properly announced at the fire panels.

- The annual tests are due and shall be completed in November 2025.
- The testing can only occur Monday Thursday.
- Vendors will furnish all labor, materials, and equipment necessary to perform an annual testing, cleaning (if necessary), and inspection of smoke and heat detectors, pull stations, horns and strobes, and several fire panels located throughout the Nursing Home, Jail, and support buildings on the Complex.
- Testing will not be done with a hair drier or torch. Only approved testing devices for heats and smokes may be used. Magnets are not preferred to be used only when necessary.
- Test all devices; heats, smokes pulls, duct smokes, supply and return, elevator, elevator pit and top of elevator shaft, elevator machine rooms and beam smokes.
- All batteries shall be load tested on all panels and boosters.
- All testing shall be done in the presence of a county employee.
- All deficiencies are to be reported at the time of inspection to the Engineering & Maintenance Office.
- Provide copies of all service reports within one week.
- Provide all necessary written reports (legible if handwritten) in accordance with the guidelines set forth by NFPA 25 and all other governing Codes. See the required Attachment B form.
- Provide separate reports for each building and Nursing Home wing (see list below).
- Availability for emergency and service calls as needed.
- All service slips must be signed by the Facilities Operations office staff.

Number of Devices (numbers may vary, +/-)

RCNH/Blaisdell Bldg - 211 Water Treatment - 23 RCNH/Driscoll Bldg - 267 WasteWater - 21 RCNH/Fernald Bldg- 268 Storage Building - 7 RCNH/Mitchell Bldq-95 Radio Shop/Horse Barn - 35 RCNH/Underhill Bldg- 162 Motor Services - 13 RCNH/Carlisle - 98 Nutrition – 34 Admin Bldg - 48 RCNH/Atrium – 3 Conservation - 27 Facilities - 49 Jail - 235 Grounds Bldg - 25 Biomass - 11 Delegation - 12

<u>Duct Smokes</u>	Supply	Return
Driscoll East Penthouse	3	3
Driscoll West Penthouse	2	2
Fernald Main Roof		4
Fernald Bakery	2	
Fernald Staff Dinning Room	3	3
Fernald Two Dinning Room	1	
Fernald Two Storage Rooms	: 1	1
Mitchell Attic	1	1
Blaisdell Penthouse	2	2
Carlisle Basement	1	. 1
Underhill		5

C. SPECIAL CONSIDERATIONS

- Please include as part of your proposal references from work performed of an equal scope at similar sites and County complexes.
- Please include as part of your proposal an hourly labor rate and any other associated costs to be charged for any repairs or service calls above and beyond the services outlined in the annual testing and inspection agreement.
- All labor and materials needed to perform repairs above and beyond those specified in the
 annual testing and inspection agreement will be at the owners (Rockingham's) expense, a
 written quotation will be required, and prior authorization received before commencing with
 repairs.
- Work to be performed is in an occupied facility. Scheduling to be coordinated with the office of Engineering & Maintenance Services.
- Work to be performed in the elevators must be conducted with the County's contracted elevator service company to be coordinated by the Engineering & Maintenance office.
- Service technicians shall check in at the office of Engineering & Maintenance Services, located at 116 North Road, (across the street from the Nursing Home) before starting.
- All service slips must be signed by an employee in the office of the Engineering & Maintenance Services Department
- Payment is subject to the County's standard accounts payable process.
- Invoicing should be per building/system.

D. <u>NOTICE</u>

Information provided in these specifications is to be used <u>only</u> for the purpose of preparing a proposal detailing costs and services to be provided to Rockingham County. It is expected that each provider will read these specifications with care. Failure to meet certain conditions may invalidate proposals.

E. <u>ADDITIONAL TERMS AND CONDITIONS</u>

- 1. Any changes to the above Specifications need approval from the Board of Rockingham County Commissioners.
- 2. Should you have any variations (discounts and/or penalty clauses) which would affect the price, please specify them in your proposal.

	DATE:
	TIME:
SERVICE ORGANIZATION	PROPERTY NAME (USER)
Name:	
Address:	
Representative:	
cicense No.;	Telephone:
Pelephone:	Telephone:
MONITORING ENTITY	APPROVING AGENCY
Contact:	
elephone:	· · · · · · · · · · · · · · · · · · ·
Aonitoring Account Ref. No.:	
YPETRANSMISSION	SERVICE
1 McCulloh 1 Multiplex	Weekly
1 Multiplex 1 Digital	Monthly
J Reverse Priority	□ Quarterly □ Semiannually
ı RF	☐ Annually
Other (Specify)	Other (Specify)
Control Unit Manufacturer:	Model No.:
Circuit Styles:	· ·
Jumber of Circuits:	<u> </u>
oftware Rev.:	
ast Date System Had Any Service Performed:	
ast Date that Any Software or Configuration Was Revis	ed:
· · · · · · · · · · · · · · · · · · ·	
ALARM-INITIATING DE	EVICES AND CIRCUIT INFORMATION
Quantity Circuit Style	
<u> </u>	Manual Fire Alarm Boxes
	Ion Detectors
	Photo Detectors
444444	Duct Detectors
	Heat Detectors
	Waterflow Switches
	Supervisory Switches
	Other (Specify):

FIGURE 10.6.2.3 Example of an Inspection and Testing Form.

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Quantity	Circuit Style	Beils
	·	Dalla
		Della .
		Horns
		Chimes
		Strobes
		Speakers
		Other (Specify):
o. of alarm notification	appliance circuits:	
re circuits monitored fo		
SU	PERVISORY SIGNAL-INITIATI	NG DEVICES AND CIRCUIT INFORMATION
Quantity	Circuit Style	
		Building Temp.
		Site Water Temp.
		Site Water Level
		Fire Pump Power
		, ,
		Fire Pump Running Fire Pump Auto Position
	 .	
		Fire Pump or Pump Controller Trouble
		Fire Pump Running
	<u> </u>	Generator In Auto Position
	***************************************	Generator or Controller Trouble
•		Switch Transfer
		Generator Engine Running
	Language and the second	Other:
Quantity	maling line circuits connected to sys	
YSTEM POWER SUPPI		
		Amps
Overcurrent Prot	ection: Type	Amps
Location (of Prim	ary Supply Panelboard):	
Disconnecting Me	eans Location:	· · · · · · · · · · · · · · · · · · ·
(b) Secondary (Stand	(by):	
0.1.1.1.1	Storage B	Battery: Amp-Hr. Rating
		2460 Engine-driven generator dedicated to fire alarm syste
	torage:	Engine-driven generator dedicated to are arana syste
YPE BATTERY		
→ Dry Cell		
☐ Nickel-Cadmium		·
☐ Sealed Lead-Acid		
☐ Lend-Acid		
→ Other (Specify):		·
• •	ndby system used as a backup to p	rimary power supply, instead of using a secondary power supply:
	Emergency system described in NI	
		3 1 NIDIO A GO A 1/ 1 HO1
	Legally required standby described	
		d in NFPA 70, Article 702, which also meets the performance

FIGURE 10.6.2.3 Continued

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			PRIOR TO AN	NYTESTING		•	
NOTIFICATIONS	ARE MADE		Yes	No	Who		Time
Monitoring Entit	v		. 5	٥			
Building Occupat	nts		5	Ü			
Building Manage				ū		****	
Other (Specify)	·		Ī	ā	***************************************		
	Any Impairments		- 5	ů.			
			. –				
		SYS		ND INSPECTIONS	٠.		
TYPE			Visual	Functional	Con	nments	
Control Unit			ב	0			
Interface Equipm	ent		ن	u			
Lamps/LEDS				a			
Fuses			a,	Ġ.			
Primary Power S	upply		u i	u			
Trouble Signals			5	<u> </u>			
Disconnect Switc	hes		5	<u>.</u>			
Ground-Fault Mc			5				
SECONDARY PO	•		-	-			
TYPE			Visual	Functional		nments	
Battery Condition	n			. uncontain	Con	muenta	
Load Voltage			ä				
Discharge Test				ü			
				ō	•		
Charger Test				0			
Specific Gravity				ü			
TRANSIENT SUP	PRESSORS		2				
REMOTE ANNUN	CIATORS		Ċ	Ü			
NOTIFICATION A	PPLIANCES			•			
Audible			Э	ם			
Visible			_	ū			
Speakers			Ē.	ä			
Voice Clarity			٠ ـــ	0			
voice chairs				٠.			
	INITIATI	ING AND SU	IPERVISORY DE	EVICE TESTS AND	INSPECTIONS		
Loc. & S/N	Device Type	Visual Check	Functional Test	Factory	Measured	_	
ACCRETATION NOTES	rype			Setting	Setting	Pass	Fail
		ā	<u></u>			i)	ū
		o o	<u></u>	PP 147 147 147 147 147 147 147 147 147 147			Ü
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Comments:							•
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FIGURE 10.6.2.3 Continued

EMERGENCY COMMUNICATIONS EQUIPMENT		Visual	Functional	Comments
Phone Set		7	· 👊 -	
Phone Jacks		i i	ü	
Off-Hook Indicator		<b>–</b>	O	
Amplifier(s)		3	ů.	
Tone Generator(s)		ت	Ġ	
Call-in Signal		J	ú	
System Performance		)	<b>a</b> .	•
		Visual	Device Operation	Simulated Operation
INTERFACE EQUIPMENT				
(Specify)		ن	L	Ü
(Specify)		.a	0	a
(Specify)		3	a	ت
SPECIAL HAZARD SYSTEMS			•	
(Specify)			u	u
(Specify)		<u> </u>	ā	<u>.</u>
(Specify)				0
		<b>-</b>	-	
Special Procedures:		· · · · · ·		
		·	<del></del>	
SUPERVISING STATION MONITORING Alarm Signal Alarm Restoration Trouble Signal Supervisory Signal Supervisory Restoration	Yes D D D	No 	Time	Comments
NOTIFICATIONS THAT TESTING IS COMPLETE	Yes	No	Who	Time
Building Management		ב	***	
Monitoring Agency	Ö	5		
Building Occupants	ā	ว์		
Other (Specify)		ن د		
The following did not operate correctly:				
System restored to normal operation: Date:		Time:		
THIS TESTING WAS PERFORMED IN ACCORDANCE		LICABLE NE	PA STANDARDS.	
THIS TESTING WAS PERFORMED IN ACCORDANCE	WITH APP	PLICABLE NE	•	Time
Name of Inspector:	WITH APP	Date:		Time:
Name of Inspector:Signature:	WITH APP	Date:		Time:
Name of Inspector: Signature: Name of Owner or Representative:	WITH APF	Date:		Time:
Name of Inspector: Signature: Name of Owner or Representative:	WITH APF	Date:		Time:
Name of Inspector:	WITH APF	Date:		Time:

FIGURE 10.6.2.3 Continued