

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

Proposal Submission Deadline:
**Thursday, January 22, 2026, at
7:30AM**
Proposal Opening: **Thursday,
January 22, 2026, at 1:00PM**

**REQUEST FOR PROPOSALS
PAPER/PLASTIC PRODUCTS
Rockingham County Complex
12/24/2025**

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-PAPER/PLASTIC PRODUCTS"**. 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 **01/22/2026** 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, Senior Director of Facilities, Planning/IT

JG/db

DETAIL OF ITEM(S), SCOPE OF SERVICE(S), SERVICES

You are hereby invited to submit proposals for the supply of paper and plastic products for all departments at the Rockingham County Complex located on North Rd in Brentwood, NH. The awarded pricing is to remain in effect for the period of two (2) years commencing on **02/01/2026-01/31/2028** as specified below.

A. Specifications

Any questions on specific products, please contact the person noted for each individual department. Please deliver the requested samples to the addresses as specified below. Vendors who previously submitted samples are not required to resubmit.

***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

Item Description	Annual Case Qty.	Vendor Item#	Quoted Price
Heavy Duty Trash Can Liners 40x48, 22 micron- Send Sample	100		
Clear Trash Can Liners-30x36-250 count Send Sample	30		
Clear Trash Can Liners-40x48-250 count Send Sample	100		
Styro Cups, 6oz. 1,000 count	35		
Toilet Tissue, 2 ply (96/500) cs	600		
Tri-Fold White Paper Towels-3,600 case	40		
10" Plastic Plates-500 count	20		
8" Hinged Styro 3 compartment trays	45		
Polypro Spork-bulk- Send Sample	320		
Plastic knives-forks-spoons-Medium Weight Bulk- Send Sample	5 each		
Center Pull Disposable Towels 8x15	500		
Photo Copier Paper, 8-1/2 x 11, 20lb 92 brightness	100		
Photo Copier Paper, 8-1/2 x 14, 20lb 92 brightness	4		

***Bill and Ship to:**

**Rockingham County Facilities Operations
116 North Road
Brentwood, NH 03833**

Contact: Diane Bitomske (603) 679-9348

E-Mail: dbitomske@co.rockingham.nh.us

<u>Item Description</u>	<u>Annual Case Qty.</u>	<u>Vendor Item#</u>	<u>Quoted Price</u>
Heavy Duty Black Trash Can Liners 38" x 58", 2mil thick, 100per case	6		
Toilet Tissue, 2 ply (96/500) cs	10		
Multi Fold White Towels (16/250)	20		
Photo Copier Paper, 8-1/2 x 11, 20lb 98 brightness	10		
Photo Copier Paper, 8-1/2 x 11, 20lb Canary Yellow	12		

***Bill and Ship to:**

**Rockingham County Finance Department
119 North Road
Brentwood, N.H. 03833**

Contact: Andrea Bickum (603) 679-9413

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

<u>Item Description</u>	<u>Annual Case Qty.</u>	<u>Vendor Item#</u>	<u>Quoted Price</u>
Photo Copier Paper, 8-1/2 x 11, 20lb 92 brightness	4		
Photo Copier Paper, 8-1/2 x 14, 20lb 98 brightness	1		

***Bill and Ship to:**

**Rockingham County Human Resources
111 North Road
Brentwood, N.H. 03833**

Contact: Eileen Lampro (603) 679-9337

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

<u>Item Description</u>	<u>Annual Case Qty.</u>	<u>Vendor Item#</u>	<u>Quoted Price</u>
Copy Paper, 8-1/2 x 11 minimum 92 brightness, 20lb 10 reams/cs.	25		
Toilet Tissue, 2 ply (96/500cs)	est 3		
Roll paper towels/white/4000ct. 12 rolls per case/350 ft. per roll sheet size 7.875 x 3.50	est 16		
Forks, heavy weight plastic, 1000/cs.	1		
Knives, heavy weight plastic, 1000/cs.	1		
Spoons, heavy weight plastic, 1000/cs.	1		
Heavy weight paper dinner plates	est 65dz		
Heavy weight paper dessert plates	est 20dz		
Avery 5160 Address Labels 1000/bx	5 bx		

***Bill and Ship to:**

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

Business Office

Contact: Kathy Masso (603) 679-5335 ext. 9306

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

<u>Item Description</u>	<u>Annual Case Qty.</u>	<u>Vendor Item#</u>	<u>Quoted Price</u>
Copy Paper, minimum. 92 brightness, 20lb 10 reams/cs.	150		

Assisted Living

Contact: Susie Vachon (603) 679-5335 ext. 9359

E-mail; svachon@co.rockingham.nh.us or

Jill Civiello; E-mail jciviello@co.rockingham.nh.us

Item Description	Annual Case Qty.	Vendor Item#	Quoted Price
Personal Facial Tissues	13		
Cups, Plastic translucent, 5oz	35		
Cups, paper 3/4oz soufflé cups/20 sleeves	26		
Cups, plastic, translucent 1oz	26		
Spoons, plastic, medium weight, approx. 5" 1000/cs.	30		

Environmental Services

Contact: Sam Forbush (603) 679-5335 ext. 9323

E-mail; sforbush@co.rockingham.nh.us

Item Description	Annual Case Qty.	Vendor Item#	Quoted Price
Toilet Tissue, 2 ply/500 sheets per roll/96 rolls per case			
Sheet size 4.4 x 3.5 include case weight	150		
Premium Micro Core Tissue, 2 ply/36 rolls Per case/1000 sheets per roll			
Sheet size 4 x 3.75 include case weight	175		
Roll paper towels/white/4000ct. 12 rolls per case/350 ft. per roll			
sheet size 7.875 x 3.50 Include case weight	450		
Multi-Fold paper towels/white/4000ct. 16/250 Size 9.25 x 9.5 Include case weight	200		
Natural plastic bags 24 x 24/1000cs. 20/50 rolls, 6 mic., 8-10gal			
Include case weight	120		
Natural plastic bags 33 x 40/250cs./16 mic., 10/25 rolls 33 gal			
Include case weight	200		
Natural plastic bags 40 x 48/150cs./22 mic., 6/25 rolls 40-45 gal			
Include case weight	100		

Nursing

Contact: Donna Deem (603) 679-5335 ext. 9336

E-mail; ddeem@co.rockingham.nh.us or

Steve Shepardson (603) 679-5335 ext. 9181

E-mail; sshepardson@co.rockingham.nh.us

Item Description	Annual Case Qty.	Vendor Item#	Quoted Price
Straw, wrapped, plastic flexible 7-1/2"			
Sweetheart flex or similar 10,000/cs.	10		
Spoons, plastic medium weight, approx. 5"			
1000/cs.	110		
Cups, paper 3/4oz soufflé cups, 20/sleeve/250ea.			
5000 cs.	5		
Cups, 1oz liquid, plastic rigid calibrated med cups			
5000 cs.	50		
Cups, plastic, translucent, 5oz	60		

***Bill and Ship to:**

**Rockingham County Registry of Deeds
102 North Road
Brentwood, N.H. 03833**

Contact: Cathy Stacey (603) 642-5526 ext. 4000

E-mail; cstacey@nhdeeds.com

Item Description	Annual Case Qty.	Vendor Item#	Quoted Price
Copy paper, 8-1/2" x 11", 20lb, 92 brightness	42		
Copy paper, 8-1/2" x 14", 20lb, 92 brightness	5		
Copy paper, 11" x 17" 20lb, 92 Brightness	20		
Paper rolls, 24" x 500', 3" core, 20lb bond, 92 brightness	16 rolls		
Paper rolls, 18" x 500', 3" core, 20lb bond, 92 brightness	16 rolls		
Toilet Tissue, 2 ply (96/500) cs	est. 6		
Paper Towels, Hard wound 1-ply, 7.88"x800', 6/cs	est. 6		
Toilet Seat Covers, half fold 14.25"X 16.5" 250/sleeve/4cnt	est. 2		

***Bill and Ship to:**

Rockingham County Attorney's Office
Attn: Accounts Payable
100 North Road
Brentwood, N.H. 03833

Contact: Tracy Ryan (603) 642-4249 ext. 2323
E-mail: tryan@rcao.net

<u>Item Description</u>	<u>Annual Case Qty.</u>	<u>Vendor Item#</u>	<u>Quoted Price</u>
Photo Copier Paper, 8-1/2 x 11, 20lb			
98 brightness	72		
Toilet Tissue, 2 ply (96/500) cs	est. 4		
Paper Towels, Hard wound			
1-ply, 7.88:x800', 6/cs	est. 6		
Toilet Seat Covers, half fold			
14.25"X 16.5" 250/sleeve/4cnt	est. 2		

***Bill and Ship to:**

Rockingham County Sheriff's Department
96 North Road
Brentwood, N.H. 03833

Contact: Valerie Hammond (603) 679-2241
E-mail: VHammond@rockso.org

<u>Item Description</u>	<u>Annual Case Qty.</u>	<u>Vendor Item#</u>	<u>Quoted Price</u>
Copy Paper, 8-1/2 x 11, 20lb,			
92 brightness	43		
Plain white #10 envelopes, 500/bx.	28		
Facial tissues, 100/bx., 30bxs/case	4		
Forks, heavy weight plastic, 1000/cs.	4		
Knives, heavy weight plastic, 1000/cs.	3		
Spoons, medium weight plastic, 1000/cs.	3		
Toilet Tissue, 2 ply (96/500) cs	est. 6		
Paper Towels, Hard wound			
1-ply, 7.88:x800', 6/cs	est. 8		
Toilet Seat Covers, half fold			
14.25"X 16.5" 250/sleeve/4cnt	est. 2		

***Bill and Ship to:**

**Rockingham County Commissioners' Office
94 North Road
Brentwood, N.H. 03833**

Contract: Leila Mattila (603) 679-9350

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

<u>Item Description</u>	<u>Annual Case Qty.</u>	<u>Vendor Item#</u>	<u>Quoted Price</u>
Photo Copier Paper, 8-1/2 x 11, 20lb 92 brightness	1		
Photo Copier Paper, 8-1/2 x 14, 20lb 98 brightness	1		
Toilet Tissue, 2 ply (96/500) cs	est. 6		
Paper Towels, Hard wound 1-ply, 7.88"x800", 6/cs	est. 6		
Toilet Seat Covers, half fold 14.25"X 16.5" 250/sleeve/4cnt	est. 2		