Rockingham County Facilities Operations
116 North Road
Brentwood, NH 03833
Jude Gates | Director of Facilities, Planning, and IT
(603) 679-9375
JGates@co.Rockingham.NH.US

Proposal Submission Deadline:
12/02/2026 at 7:30 a.m. Eastern Time
Proposal Opening is noted on page 2.
Mandatory Site Visit:
Friday, November 20, 2026, at 9:30 A.M.
Meet at the Rockingham County Facilities Office 116 North Road, Brentwood NH

REQUEST FOR PROPOSALS
FIRE ALARM TESTING
FACILITIES OPERATIONS
NOVEMBER 13, 2026

You 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 send an email to the RFP submission email listed below.

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 – Fire Alarm Testing". Deliver to:

   Rockingham County Commissioners
   94 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, 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 the proposal 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 **12/03/2026**. 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 conducted in the Lobby Conference Room at the Rockingham County Municipal Building, located at 94 North Road, Brentwood, NH. Remote attendance is available via Zoom. To register for virtual access, please contact the Commissioners' Office at 603-679-9350 at least 24 hours prior to the meeting.

Please note that meeting schedules are subject to change. For the most up-to-date information, 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. 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 appropriated 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.

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 mâterial changes to coverage, and notices must be sent directly to the Rockingham County Commissioners' Office, 94 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 proposal review 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.

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

A. SPECIFICATIONS

See ATTACHMENT A & ATTACHMENT B

B. PRICE SHEET

An itemized price proposal is required with submission unless otherwise noted.

C. MANDATORY SITE VISIT

Mandatory Site Visit in Person: Vendors submitting proposals are required to attend a mandatory site visit on November 20, 2026 at 9:30 AM, at the Facilities Operations office, 116 North Rd. Brentwood, NH 03873. Proposals from vendors who have not made a site visit will be considered invalid.

Proposals from vendors who have not made a site visit will be considered invalid.

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 2026. (Testing will be one month late in 2026 and resume November schedule in following years)
- 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, Ducts 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 Facilities 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 Bldg– 95	Radio Shop/Horse Barn – 35
RCNH/Underhill Bldg– 162	Motor Services – 13
RCNH/Carlisle – 98	Nutrition – 34
RCNH/Atrium – 3	Admin Bldg – 48
Conservation – 27	Facilities – 49
Jail – 235	Grounds Bldg – 25
Biomass – 11	Delegation - 12

Duct Smokes	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. ADDITIONAL TERMS AND CONDITIONS

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.

ATTACHMENT B

Attachment B

INSPECTION AND TESTING FORM

DATE: _____

TIME: _____

SERVICE ORGANIZATION

Name: _____
Address: _____
Representative: _____
License No.: _____
Telephone: _____

PROPERTY NAME (USER)

Name: _____
Address: _____
Owner Contact: _____
Telephone: _____

MONITORING ENTITY

Contact: _____
Telephone: _____
Monitoring Account Ref. No.: _____

APPROVING AGENCY

Contact: _____
Telephone: _____

TYPE TRANSMISSION

- ☐ McCulloh
- ☐ Multiplex
- ☐ Digital
- ☐ Reverse Priority
- ☐ RF
- ☐ Other (Specify) _____

SERVICE

- ☐ Weekly
- ☐ Monthly
- ☐ Quarterly
- ☐ Semiannually
- ☐ Annually
- ☐ Other (Specify) _____

Control Unit Manufacturer: _____ Model No.: _____
Circuit Styles: _____
Number of Circuits: _____
Software Rev.: _____
Last Date System Had Any Service Performed: _____
Last Date that Any Software or Configuration Was Revised: _____

ALARM-INITIATING DEVICES AND CIRCUIT INFORMATION

Quantity	Circuit Style	
_____	_____	Manual Fire Alarm Boxes
_____	_____	Ion Detectors
_____	_____	Photo Detectors
_____	_____	Duct Detectors
_____	_____	Heat Detectors
_____	_____	Waterflow Switches
_____	_____	Supervisory Switches
_____	_____	Other (Specify): _____

Alarm verification feature is disabled _____ enabled _____.

(NFPA Inspection and Testing, 1 of 4)

FIGURE 10.6.2.3 Example of an Inspection and Testing Form.

ALARM NOTIFICATION APPLIANCES AND CIRCUIT INFORMATION

Quantity	Circuit Style	
_____	_____	Bells
_____	_____	Horns
_____	_____	Chimes
_____	_____	Strobes
_____	_____	Speakers
_____	_____	Other (Specify): _____

No. of alarm notification appliance circuits: _____
Are circuits monitored for integrity? ❑ Yes ❑ No

SUPERVISORY SIGNAL-INITIATING 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
_____	_____	Generator In Auto Position
_____	_____	Generator or Controller Trouble
_____	_____	Switch Transfer
_____	_____	Generator Engine Running
_____	_____	Other: _____

SIGNALING LINE CIRCUITS

Quantity and style of signaling line circuits connected to system *(see NFPA 72, Table 6.6.1)*:
Quantity _____ Style(s) _____

SYSTEM POWER SUPPLIES

(a) Primary (Main): Nominal Voltage _____ Amps _____
Overcurrent Protection: Type _____ Amps _____
Location (of Primary Supply Panelboard): _____
Disconnecting Means Location: _____
(b) Secondary (Standby):
_____ Storage Battery: Amp-Hr. Rating _____
Calculated capacity to operate system, in hours: _____ 24 _____ 60
_____ Engine-driven generator dedicated to fire alarm system:
Location of fuel storage: _____

TYPE BATTERY

❑ Dry Cell
❑ Nickel-Cadmium
❑ Sealed Lead-Acid
❑ Lead-Acid
❑ Other (Specify):

(c) Emergency or standby system used as a backup to primary power supply, instead of using a secondary power supply:
_____ Emergency system described in NFPA 70, Article 700
_____ Legally required standby described in NFPA 70, Article 701
_____ Optional standby system described in NFPA 70, Article 702, which also meets the performance requirements of Article 700 or 701.

(NFPA Inspection and Testing, 2 of 4)

FIGURE 10.6.2.3 *Continued*

PRIOR TO ANY TESTING

NOTIFICATIONS ARE MADE	Yes	No	Who	Time
Monitoring Entity	☐	☐		
Building Occupants	☐	☐		
Building Management	☐	☐		
Other (Specify)	☐	☐		
AHJ Notified of Any Impairments	☐	☐		

SYSTEM TESTS AND INSPECTIONS

TYPE	Visual	Functional	Comments
Control Unit	☐	☐	
Interface Equipment	☐	☐	
Lamps/LEDS	☐	☐	
Fuses	☐	☐	
Primary Power Supply	☐	☐	
Trouble Signals	☐	☐	
Disconnect Switches	☐	☐	
Ground-Fault Monitoring	☐	☐	

SECONDARY POWER

TYPE	Visual	Functional	Comments
Battery Condition	☐		
Load Voltage		☐	
Discharge Test		☐	
Charger Test		☐	
Specific Gravity		☐	
TRANSIENT SUPPRESSORS	☐		
REMOTE ANNUNCIATORS	☐	☐	
NOTIFICATION APPLIANCES			
Audible	☐	☐	
Visible	☐	☐	
Speakers	☐	☐	
Voice Clarity		☐	

INITIATING AND SUPERVISORY DEVICE TESTS AND INSPECTIONS

Loc. & S/N	Device Type	Visual Check	Functional Test	Factory Setting	Measured Setting	Pass	Fail
		☐	☐			☐	☐
		☐	☐			☐	☐
		☐	☐			☐	☐
		☐	☐			☐	☐
		☐	☐			☐	☐
		☐	☐			☐	☐

Comments: _____

(NFPA Inspection and Testing, 3 of 4)

FIGURE 10.6.2.3 *Continued*

EMERGENCY COMMUNICATIONS EQUIPMENT	Visual	Functional	Comments
Phone Set	☐	☐	
Phone Jacks	☐	☐	
Off-Hook Indicator	☐	☐	
Amplifier(s)	☐	☐	
Tone Generator(s)	☐	☐	
Call-in Signal	☐	☐	
System Performance	☐	☐	

	Visual	Device Operation	Simulated Operation
INTERFACE EQUIPMENT			
(Specify) _____	☐	☐	☐
(Specify) _____	☐	☐	☐
(Specify) _____	☐	☐	☐
SPECIAL HAZARD SYSTEMS			
(Specify) _____	☐	☐	☐
(Specify) _____	☐	☐	☐
(Specify) _____	☐	☐	☐

Special Procedures: _____

Comments: _____

SUPERVISING STATION MONITORING	Yes	No	Time	Comments
Alarm Signal	☐	☐		
Alarm Restoration	☐	☐		
Trouble Signal	☐	☐		
Supervisory Signal	☐	☐		
Supervisory Restoration	☐	☐		

NOTIFICATIONS THAT TESTING IS COMPLETE	Yes	No	Who	Time
Building Management	☐	☐		
Monitoring Agency	☐	☐		
Building Occupants	☐	☐		
Other (Specify)	☐	☐		

The following did not operate correctly: _____

System restored to normal operation: Date: _____ Time: _____

THIS TESTING WAS PERFORMED IN ACCORDANCE WITH APPLICABLE NFPA STANDARDS.

Name of Inspector: _____ Date: _____ Time: _____

Signature: _____

Name of Owner or Representative: _____

Date: _____ Time: _____

Signature: _____

(NFPA Inspection and Testing, 4 of 4)

FIGURE 10.6.2.3 *Continued*

NOTICE

Information provided in these specifications is to be used only 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.

The information contained herein is believed to be accurate but should not be considered as warranted in any way. Questions or requests for additional information should be directed to:

Lindsey Rowe, Administrator of Facilities Operations
Rockingham County Complex
116 North Road, Brentwood, NH 03833
(603) 679-2256 ext 9148 / LRowe@co.rockingham.nh.us

Sincerely,

Jude Gates, Director of Facilities, Planning/IT

JG/dsr