



Rockingham County
Engineering & Maintenance Services
116 North Road — Brentwood, NH 03833-6614
Telephone: 603 679-2256, ext. 9150
Fax: 603 679-9380
www.co.rockingham.nh.us

REQUEST FOR PROPOSAL
Bottled Water Delivery/Service
08 April 2019

You are hereby invited to submit a sealed proposal to enter into a contract for the purpose of providing bottled water delivery and service for several departments at the Rockingham County complex in Brentwood, N.H., to include, but not limited to The Rehabilitation & Nursing Center, Department of Corrections, County Attorney's Office, Registry of Deeds, and several Administrative Offices.

Rockingham would like awarded vendors to extend the contract pricing to our local town offices, SAU school districts, etc., all located within the County of Rockingham. Please specify if this is something you would be willing to do.

Rockingham would prefer to enter into a two year contract. Please specify if you are quoting a one or two year contract.

The technical specifications and the information necessary to complete the proposal(s) are listed in Attachment "A" of this Request for Proposal.

Questions on bidding procedures can be directed to the Commissioner's Office at (603) 679-9350. Questions on the specifications of the Request for Proposal may be addressed to Jude Gates, Director of Facilities, Planning & IT at 603-679-9375, jgates@co.rockingham.nh.us.

Proposal Instructions:

Two (2) copies of the proposal should be submitted in a **sealed envelope** marked "RFP-Bottled Water Delivery/Service" and addressed and delivered to:

Rockingham County Commissioners
119 North Road
Brentwood, NH 03833

Proposals must be submitted to the above address **no later than 3:00 p.m. on Monday, 13 May, 2019** to be eligible for consideration.

If proposals are being sent via FedEx, UPS, or other mail carrier, please ensure that the mailing envelope/package is clearly marked "RFP-Bottled Water Delivery/Service". An electronic copy of the proposal via thumb drive submitted with your sealed proposal will be accepted. Envelopes/packages not marked with the name of the proposal may be misidentified and will be rejected. Other forms of submission (fax or email) will be rejected. Proposals received after the deadline will be rejected.

Proposal Openings:

Proposals will be opened publicly at a regular scheduled meeting of the Board of Rockingham County Commissioners in the Commissioners Conference Room of the Rockingham County Rehabilitation and Nursing Center, 117 North Road, Brentwood, NH, on Wednesday, 15 May, 2019 at 8:30am. Proposals will be taken under

advisement at that time and will be awarded as soon as a complete review and comparison of the proposals received has been made by the Board of Commissioners.

Proposal Award:

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 Commissioners' Conference Room located in the Rockingham County Rehabilitation and Nursing Center, 117 North Road, Brentwood, NH. Formal notification of proposal award to all proposers will occur immediately thereafter. Information on the award will also be available on the RFP/Bidding section of the County's website at: <http://www.rockinghamcountynh.org>

RFP Prices:

RFP prices are to remain in effect for a period of forty five (45) days from opening date of the proposal and are to remain firm once proposal is awarded to the successful proposer(s).

Performance Clause:

In the event that the successful awarded proposer/Rockingham County should default in the observance of the stipulations set forth in this Request for Proposal and any attachments thereto and such default is not corrected within 30 days of written notice from either party, the successful awarded proposer/ Rockingham County shall have the option of canceling the proposal.

Contractual Obligations:

In the event that contracts for the supply of materials, equipment, or services are required under the bid, 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 into by Rockingham County are required to contain Non-Appropriation and Indemnification clauses. Sample language 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:

Workers Compensation Insurance: The provider shall carry workers compensation insurance as required by the State of New Hampshire.

Comprehensive General Liability Insurance: The provider 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.

Motor Vehicle Insurance: The provider 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.

Provider shall provide an insurance certificate confirming the above insurance coverage. 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.

The provider shall have professional insurance errors and omissions insurance with limits of not less than \$1,000,000 each occurrence. The provider shall file certificates with Rockingham County showing that the above insurance has been purchased. The insurance certificate submitted **must** show the certificate holder as:

The Rockingham County
119 North Road
Brentwood, N.H. 03833

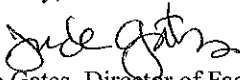
A 30-day notice is required for cancellation and /or material change of coverage, sent directly to the Rockingham County Commissioners Office at 119 North Road, Brentwood, N.H. 03833.

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NOTE:

The Board of Rockingham County Commissioners reserves the right to accept or reject any and 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.

Sincerely,

A handwritten signature in black ink, appearing to read "Jude Gates". The signature is written in a cursive, somewhat stylized font.

Jude Gates, Director of Facilities
Engineering & Maintenance Services/IT

ATTACHMENT A

ROCKINGHAM COUNTY SPECIFIC REQUIREMENTS

I. General Requirement for Proposing and Instructions to Providers

A. INTRODUCTION AND BACKGROUND

Rockingham County Complex (Rockingham) is a public entity composed of general administrative offices, long term care and a correctional facility.

Rockingham is seeking written proposals from qualified professionals to enter into a one or two year contract with the purpose of supplying such materials as noted in Section B.

Rockingham would like awarded vendors to extend the awarded pricing to our local town offices, SAU school districts, etc., all located within the County of Rockingham.

B. SPECIFICATIONS

You are hereby invited to submit a sealed proposal for the purpose of providing bottled water delivery, and servicing of all supplied equipment for each individual department involved as specified in Attachment "B". Pricing shall be broken down per cost of the water bottles, monthly equipment rental fee, delivery fees, or any other charges that may be applied.

Pricing will commence on 01 June, 2019, and remain firm until end of contract

Delivery and invoicing shall be directed separately to each department as noted on Attachment "B".

Please specify if you are quoting for a one or two year contract

Please specify if you would be willing to extend the awarded pricing to our local town offices, SAU school districts etc., located within the County of Rockingham

General

Please provide as part of your proposal, specifications for all products quoted.

C. NOTICE

Information provided in these specifications is to be used only for the purposes 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:

Jude Gates, Director of Facilities
Engineering & Maintenance Services/IT
Rockingham County Complex
116 North Road
Brentwood, NH 03833
(603) 679-9375

D. PREPARATION OF PROPOSALS

Following the review and screening of all proposals, providers 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.

E. DELIVERY OF PROPOSALS

Your written proposal must be received by Rockingham County no later than 3:00 pm on Monday, 13 May, 2019, addressed and delivered to the attention:

Board of Rockingham County Commissioners
119 North Road
Brentwood, NH 03833
"RFP –Bottled Water Delivery/Service"

F. ADDITIONAL TERMS AND CONDITIONS

1. Rockingham County may award the contract to multiple providers.
2. Any changes to the above Specifications shall meet the approval of the Board of Rockingham County Commissioners.
3. Should you have any variations (discounts and/or penalty clauses) that may affect the price, please specify in your proposal. Upon satisfactory completion of the above noted work, payment is subject to the County's standard accounts payable process.

ATTACHMENT B

Below is a list of each department requesting service, their contact information, specifications of their current or requested equipment, and annual estimated usage.

Any questions on products or delivery, please contact the person noted for each individual department.

***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

Type of Dispenser	Qty.	Bottle Size/Type	Estimated Annual Usage
Top Feed-Hot/Cold Dispenser	1	5 gallon/Spring	66 bottles

***Bill and Ship to:**

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

Contact: Leila Mattila (603) 679-9413
E-mail: lmattila@co.rockingham.nh.us

Type of Dispenser	Qty.	Bottle Size/Type	Estimated Annual Usage
Top Feed-Hot/Cold Dispenser	1	5 gallon/Spring	66 bottles

***Bill to:**

Rockingham County Registry of Deeds
P.O. Box 896
Brentwood, N.H. 03833

Contact: Cathy Stacey (603) 642-5526 ext. 4000
E-mail: cstacey@nhdeeds.com

Deliver to:

Rockingham County Registry of Deeds
10 Route 125
Kingston, N.H. 03848

Type of Dispenser	Qty.	Bottle Size/Type	Estimated Annual Usage
Top Feed-Hot/Cold Dispenser	2	5 gallon/Spring	130 bottles

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***Bill To:**

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

Contact: Joann Brandt (603) 679-9337
E-mail; jbrandt@co.rockingham.nh.us

Deliver To: Employee Fitness Center
Rockingham County Rehabilitation & Nursing Center
117 North Road
Brentwood, N.H. 03833

Type of Dispenser	Qty.	Bottle Size/Type	Estimated Annual Usage
Top Feed-Hot/Cold Dispenser	1	5 gallon/Spring	36 bottles

Deliver to: Human Resource Office

Type of Dispenser	Qty.	Bottle Size/Type	Estimated Annual Usage
Top Feed-Hot/Cold Dispenser	1	5 gallon/Spring	36 bottles

***Bill To:**

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

Contact: Cheri Clements (603) 679-5335 ext. 9304
E-mail; cclements@co.rockingham.nh.us

Deliver to: Social Services Department

Type of Dispenser	Qty.	Bottle Size/Type	Estimated Annual Usage
Top Feed-Hot/Cold Dispenser	1	5 gallon/Spring	60 bottles