



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**  
**Gloves-RCRNC/DOC**  
**02 May 2019**

You are hereby invited to submit a sealed proposal to enter into a two year contract for the period of July 1, 2019 through June 30, 2021 for the supply of latex/vinyl gloves to be used at the Rockingham County Rehabilitation & Nursing Center, and Assisted Living, located at 117 North Road, Brentwood, N.H., and Department of Corrections, located at 99 North Road, Brentwood, N.H.

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 items in the Request for Proposal may be addressed to the contact person specified for each department as noted in Attachment "A".

**Proposal Instructions:**

Two (2) copies of the proposal should be submitted in a sealed envelope marked "RFP-Gloves RCRNC/DOC" 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, 03 June 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-Gloves- RCRNC/DOC". 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, 05 June, 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 style with a large initial "J".

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, assisted living and a correctional facility.

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

**B. SPECIFICATIONS**

You are hereby invited to submit a sealed proposal for the **supply only** of latex/vinyl gloves as specified below for the Rockingham County Rehabilitation & Nursing Center, Assisted Living, and the Rockingham County Department of Corrections. **Please provide samples.**

**Rockingham County Rehabilitation & Nursing Center**

❖ **Nursing Department**  
**Contact: Donna Deem/Central Supply Coordinator**  
**Phone: 603-679-9336**  
**E-mail: [ddeem@co.rockingham.nh.us](mailto:ddeem@co.rockingham.nh.us)**

	Estimated Annual Case Qty.	Quoted Price
<hr/>		
➤ Powder Free Vinyl Exam Gloves		
Size: Small	260	
<hr/>		
Size: Medium	950	
<hr/>		
Size: Large	950	
<hr/>		
Size: X-Large	25	
<hr/>		
➤ Synthetic Rubber Nitrile Gloves		
Size: Small	6	
<hr/>		
Size: Medium	6	
<hr/>		
Size: Large	6	
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\*case = 10/bx-100 gloves/bx.  
Weekly Deliveries Required (Wednesdays)  
Standing order (& will call to increase as needed) (2 Small, 12 Medium, 12 Large, and 2 XL)

❖ **Environmental Services**

**Contact: William Connolly/Director, Environmental Services**

**Phone: 603-679-9323**

**E-mail; [wconnolly@co.rockingham.nh.us](mailto:wconnolly@co.rockingham.nh.us)**

	Estimated Annual Case Qty.	Quoted Price
➤ Non-Sterile Powder Free Vinyl Gloves		
Size: Medium	60	
Size: Large	60	
Size: X-Large	48	
*Monthly Deliveries (5 Med, 5 Large, 4 XL)		
➤ Synthetic Rubber Nitrile Gloves		
Size: Large	50	
*case = 10/bx-100 gloves/bx.		

❖ **Assisted Living**

**Contact: Kris Andreozzi/Director**

**Phone: 603- 679-5335 ext. 9359**

**E-mail; [kandreozzi@co.rockingham.nh.us](mailto:kandreozzi@co.rockingham.nh.us)**

	Estimated Annual Case Qty.	Quoted Price
➤ Powder Free Vinyl Exam Gloves		
Size: Small	6	
Size: Medium	30	
Size: Large	60	
Size: X-Large	25	
*case = 10/bx-100 gloves/bx.		
*Deliveries (will call to order as needed)		

**Rockingham County Department of Corrections**

**Contact: Katherine Arsenault/Business Office Administrator**  
**Phone: 603-679-9451**  
**E-mail; [karsenault@co.rockingham.nh.us](mailto:karsenault@co.rockingham.nh.us)**

	Estimated Annual Case Qty.	Quoted Price
➤ Heavy Duty Vinyl/Polyethylene Gloves		
Sizes: Small-Med-Large-X Large	200	
➤ Serving Gloves		
Size: Large	50	

\*case = 10/bx-100 gloves/bx.  
\*Deliveries (will call to order as needed)

**C. GENERAL**

- **Please provide samples**
- Pricing shall include delivery cost to Brentwood, NH.
- Pricing will commence on, 01 July 2019, and remain firm through 30 June 2021.

**D. 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

**E. 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.

**F. DELIVERY OF PROPOSALS**

Your written proposal must be received by Rockingham County no later than 3:00 p.m., Monday, 03 June, 2019, addressed and delivered to the attention:

Board of Rockingham County Commissioners  
119 North Road  
Brentwood, NH 03833  
"RFP -Gloves-RCRNC/DOC"

**G. 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.