



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  
ELEVATOR PREVENTATIVE MAINTENANCE/REPAIRS AND  
STATE APPROVED INSPECTIONS  
ROCKINGHAM COUNTY  
27 JANUARY 2020**

You are hereby invited to submit a proposal to perform elevator preventative maintenance, repairs and state approved inspections as specified in the attachments of the Request for Proposal.

The information necessary to complete the proposal is listed below and in the attachment of this invitation.

Questions on bidding procedures can be directed to the Commissioner's Office at (603) 679-9350. Questions on the technical 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](mailto:jgates@co.rockingham.nh.us)

**Proposal Instructions:**

Two (2) copies (or one copy and one thumb drive) of the Proposal should be submitted in a **sealed envelope** marked "RFP – Elevator PMs" 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 Friday, 21 February 2020**, 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 – Elevator PMs". Envelopes/packages not marked 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.

An electronic version of your proposal, via CD or flash drive, included inside your sealed bid is welcomed.

**Mandatory Site Visit:**

Vendors submitting proposals are required to attend a mandatory site visit **Thursday, 06 February 2020**, at 9:30am, at the Engineering & Maintenance Services office, 116 North Road, Brentwood, NH. Proposals from vendors who have not made a site visit will be considered invalid.

**Proposal Opening:**

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 **Tuesday, 25 February 2020, at 8:30 AM**. 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.  
Request for Proposal

**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 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://co.rockingham.nh.us>.

**RFP Prices:**

RFP prices are to remain in effect for a period of ninety (90) days from opening date of the proposals 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 thirty days of written notice from either party, the successful awarded proposer/Rockingham County shall have the option of canceling the proposal.

The successful awarded provider acknowledges that all work performed on County property will be done so in accordance with the standard safety rules and guidelines of OSHA. Please include with your Proposal a copy of your safety rules and guidelines and/or acknowledgement of your compliance with OSHA.

**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 Requirements**

The provider shall maintain at all times during the life of this contract the following insurance coverage. The provider 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.

**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.

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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;

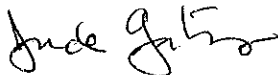
The Rockingham County  
119 North Road  
Brentwood, NH 03833

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.

**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,



Jude Gates, Director of Facilities, Planning and IT  
Engineering & Maintenance Services

JG:lt

## ATTACHMENT A

### 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, a nursing home and a correctional facility.

Rockingham is seeking written proposals from qualified vendors to enter into a contract for the period of one (1) year, commencing on **01 April 2020**, with the purpose of supplying such services as noted in section B.

#### B. **SCOPE OF WORK**

Provide all labor, materials and equipment necessary to perform preventative maintenance, repairs and state approved inspections on the following elevators located at the Rockingham County Complex, North Road, Brentwood, New Hampshire;

- . Four (4) hydraulic and one (1) cable elevator located in the Nursing Home
  - . NHE# 3147 – Driscoll Building (Fire Service)
  - . NHE# 1222 – Blaisdell Building (Fire Service)
  - . NHE# 1223 – Blaisdell Building (Fire Service)
  - . NHE# 0107 – Fernald Building (Fire Service)
  - . NHE# 0106 – Mitchell Building (cable)
- . One (1) hydraulic located in the Assisted Living
  - . NHE# 4788 – Underhill Building (Fire Service)
- . Three (3) hydraulic elevators in the Jail/HOC
  - . NHE#1577
  - . NHE# 1578
  - . NHE# 2945

#### **SERVICES TO INCLUDE (But not limited to)**

- All labor necessary to perform one (1) examination and lubrication service on each elevator per month, to include making necessary minor adjustments, cleaning and oiling equipment, greasing or oiling of bearings, guides rollers and cleaning elevator pit.
- Vendor to dispose of all cleaning supplies used.
- Vendor to furnish all necessary lubricant and machine cleaning materials.
- Perform annual state approved inspection test on each elevator.
- Perform annual fire service inspection on 5 (five) elevators in the 4<sup>th</sup> quarter of 2020, with our fire alarm vendor
- Availability for emergency and service calls as needed.
- All deficiencies are to be reported at the time of inspection to the Engineering & Maintenance Office.
- All service technicians will check in and out at the Engineering & Maintenance office.
- Provide copies of all service reports within 24 hours.

#### C. **SPECIAL CONSIDERATIONS**

1. Please include as part of your Proposal references from work performed of a similar scope.
2. 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 required, above and beyond the services outlined in the monthly examination and lubrication agreement.

3. All materials needed to perform any repairs above and beyond those specified in the monthly examination and lubrication agreement will be at the owners (Rockingham's) expense, a written quotation will be required and prior authorization received before commencing with repairs.
4. All monthly inspections are to be performed during normal business hours, Monday-Friday 7:00am to 3:00pm.
5. 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.
6. All service slips must be signed by an employee in the office of the Engineering & Maintenance Services Department
7. Payment is subject to the County's standard accounts payable process.

**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, Planning and IT  
Rockingham County Engineering & Maintenance Services  
116 North Road, Brentwood, NH 03833  
(603) 679-9375

**E. PREPARATION OF PROPOSALS**

Following the review and screening of all proposals, firms 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**

Rockingham County must receive your written proposal no later than 3:00 p.m, **Friday, 21 February 2020**, addressed and delivered to the attention:

Board of Rockingham County Commissioners  
119 North Road  
Brentwood, NH 03833

"RFP – Elevator PM/Inspections"

**G. ADDITIONAL TERMS AND CONDITIONS**

1. Rockingham County may buy from multiple vendors.
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) which would affect the price, please specify in your proposal.