

## **REQUEST FOR PROPOSALS FOR Documentation Preservation Engineering & Maintenance Services**

You are hereby invited to submit proposals for Documentation Preservation, as specified in the attachments of this Request for Proposal.

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

Questions on the technical specifications of the Request for Proposal should be directed to Robin Bernier/ IT Manager at 603-679-9400. Questions on bidding procedures can be directed to the Commissioners Office at (603) 679-9350.

**Proposal Instructions:** Two (2) copies of the proposal should be submitted in a **sealed envelope** marked Documentation Preservation 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, March 16, 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 Documentation Preservation. 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.

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

**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, March 18, 2020 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: [www.RockinghamCountyNH.org](http://www.RockinghamCountyNH.org)

**RFP Prices:** RFP prices are to remain in effect for a period of (60) 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 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.

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.

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,



O/DD

Enclosed: Attachment

## ADDENDUM 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 County is seeking written proposals from qualified vendors to enter into a contract with the purpose of supply such services as noted in Section B.

#### B. SPECIFICATIONS

Rockingham County seeks proposals from qualified vendors to supply the following services for the Rockingham County Complex in Brentwood, New Hampshire:

Digitization of County ledgers as well as treatment and physical preservation of the handwritten ledgers. The ledgers are to be rebound. The handwritten ledgers are in a fragile condition and the ink is fading.

This is phase II of the preservation project. Completion of future phases will be subject of the County's annual appropriations process.

Proposals must include a detailed description of plan and procedures. References must also be included. Please contact Robin Bernier (603) 679-9400 to schedule a mandatory onsite visit to be completed by Monday, March 9, 2020 to review ledgers

#### C. SPECIAL CONSIDERATIONS

- Items presented as "equivalent" must be clearly identified, with all variations from the specification annotated and are subject to approval.
- Please provide as part of your proposal complete cut sheets and specifications for all products quoted.
- Please provide all pertinent information with regard to warranty and service availability.
- Please include in your proposal anticipated start time after receipt of order and anticipated time to perform the scope of services.

**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 provided 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 direct to:

Robin Bernier, IT Manager  
Engineering & Maintenance Services  
Rockingham County  
116 North Rd, Brentwood, NH 03833-6614  
(603) 679-9400 [rbernier@co.rockingham.nh.us](mailto:rbernier@co.rockingham.nh.us)

**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 County

**F. DELIVERY OF PROPOSALS**

Your written proposal must be received by Rockingham County no later than 3:00 pm, Monday, March 16, 2020, addressed and delivered to the attention:

Board of Rockingham County Commissioners  
119 North Rd  
Brentwood, NH 03833-6614

“RFP- Documentation Preservation”

**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