

**STATE OF NEW HAMPSHIRE  
SCHOOL ADMINISTRATIVE UNIT #101  
WAKEFIELD SCHOOL DISTRICT**

**Owner:** The School Board of Wakefield School District

**Project:** Mechanical and Plumbing Maintenance

**Overview:** Wakefield School District invites proposals for the mechanical and plumbing maintenance needed for School District Operations

**Project Contact:** Joe Williams  
Facilities Manager, SAU #101  
76 Taylor Way  
Sanbornville, NH 03872  
603-630-2089

**Due Date:** Until 3:00 p.m. local time, on the 7th day of May, the Wakefield School District will receive the original proposal as herein set forth in a sealed envelope marked "Mechanical and Plumbing Maintenance Wakefield School District RFP" at the office of:

School Administrative Unit #101  
76 Taylor Way  
Sanbornville, NH 03872

Attn.: Joe Williams

**E-mail, fax, or other forms of the proposal will not be accepted. Proposals received after the closing date and time will not be accepted.**

**REJECTION/AWARD OF PROPOSALS:** The School District reserves the right to accept or reject any or all proposals, to negotiate with any or all Bidders, and to waive any informalities in the Request for Proposals process, and to enter into an agreement with the Bidder whom the School District in its sole discretion determines is in the best interest of the School District even though the Bidder may not submit the lowest bid or proposal. Bidders shall be responsible for any and all expenses that they may incur in preparing their proposals.

**WITHDRAWAL OF ANY PROPOSALS** is prohibited for a period of one-hundred eighty (180) days after the proposal due date.

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All bidders must attend a mandatory pre-bid meeting on April 20, 2020, at 9:00AM at the Paul School and are advised to inspect the job after that meeting.

**I. GENERAL INFORMATION**

1. Wakefield School District is soliciting proposals for the Mechanical and Plumbing Maintenance for Wakefield School District as needed for the Paul School located at 60 & 76 Taylor Way, Sanbornville, NH 03872.
2. The School District intends to enter into an agreement effective **May/June of 2020** for this project. The selection of the Bidder is conditioned upon the successful Bidder signing a contract agreeable to the School District. If the successful Bidder does not sign the contract, the School District may withdraw its offer and select another Bidder.
3. The School District prefers to maintain only one (1) contact person throughout the proposal process. Please appoint one (1) representative of your company with the responsibility for communicating with the School District on all matters relative to this Request for Proposal. During this process, all communications must be channeled through the Facilities Manager to ensure proper documentation and dissemination of information.
4. **The Form of Proposal and the signature page must be completed in its entirety; failure to do so may render your proposal incomplete and subject to disqualification. All information available regarding this bid is contained within this RFP.**
5. The items specified on the Attachments "A, B, and C in this RFP are intended to provide a foundation for a contractual agreement. Your bid should include items, which, in your professional opinion, are needed for the Mechanical and Plumbing Maintenance WSD RFP. Deviations from the established format may result in disqualification of proposal. Your proposal must clearly indicate any deviations.

**II. TERMS AND CONDITIONS**

1. Wakefield School District reserves the right to solicit additional information from Bidders to determine which Bidder best meets the needs of the School District. Additional information may include (but is not limited to) past performance records; list of available personnel, plant and equipment, description of work which will be done

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simultaneously with the School District project; financial statements; on-site tour and evaluation by School District personnel; references, or any other pertinent information. The Wakefield School District also reserves the right to investigate any and all Bidders to determine the Bidder's ability to perform services under the RFP.

2. Successful Bidder agrees to maintain comprehensive general liability insurance, including contractual liability, with limits not less than \$1 million per occurrence and \$2 million aggregate; professional liability with limits not less than \$1 million per occurrence and \$2 million aggregate; automobile liability for owned, non-owned and hired vehicles with a combined single limit not less than \$1 million per occurrence; Employers Liability with a minimum limit of \$500,000; and Workers' Compensation to statutory limits as required by the State of New Hampshire. Successful Bidder agrees to have the Wakefield School District added as an additional insured with respect to comprehensive general liability insurance and provide the School District with 30 days prior written notice of any material changes in the above insurance. Successful Bidder shall provide the School District with a certificate of the above insurance coverage and amounts upon execution of this agreement.
3. Successful Bidder shall indemnify the School District, its school board members, officers, employees, agents and students from and against any costs, losses, damages, liabilities, expenses, demands and judgments, including court costs and attorney fees, which may arise out of Bidder's performance of services, except to the extent caused by the sole fault or negligence of the School District.
4. The School District may at any time terminate the services and/or Contract with the successful Bidder at the School District's convenience and without cause. In case of termination for the School District's convenience, the successful Bidder shall be entitled to receive payment from the School District limited to actual documented expenses as of the date of termination as its sole remedy. In no event will the School District be responsible for lost profits, compensatory or other consequential damages.

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**III. FORM OF PROPOSAL**

All responses to this RFP shall consist of the signature page as a cover sheet, Attachment "A, B, and C", and the responses to the following information, which must be numbered exactly as listed. The following requirements constitute the minimum for all bids. Failure to do so may render your proposal incomplete and subject to disqualification.

1. Provide general information about your company including financial statements or annual reports. Brief description of company structure, ownership, and parent company information.
2. Provide explanation and list of your company's services.
3. How long has your company been in business?
4. Provide a list of similar projects from your company. (This list can be returned upon request.)
5. Submit a minimum of three (3) references of projects of similar size; which is preferred or larger. Please include the contact name, organization, address, phone/fax numbers, and the date of the project.
6. Use the attached spreadsheet and/or list and/or diagrams, called "A, B, and C" to document the total price to provide the services. All proposal pricing should include all time, materials, labor, shipping, etc. Any fees/charges not identified at this point will NOT be allowed for the term of the contract period. Prices will be firm for six (6) months.

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Wakefield School District  
SAU #101  
76 Taylor Way  
Sanbornville, NH 03872

PROJECT NAME: Contract for Mechanical and Plumbing Maintenance for WSD

DUE DATE: May 7, 2020

Contact: Joe Williams  
Phone: (603) 630-2089

ISSUED: MARCH 30, 2020

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ALL PAGES OF THIS DOCUMENT MUST BE RETURNED TO ENSURE A VALID BID. BIDS SUBMITTED WITHOUT ALL PAGES CAN BE RENDERED INVALID. SEND ALL CORRESPONDENCE, AND REFERENCE PROJECT NAME, TO THE ADDRESS SHOWN ABOVE ON THE LEFT. WAKEFIELD SCHOOL DISTRICT STANDARD TERMS AND CONDITIONS SHALL APPLY.

Contract for Mechanical and Plumbing Maintenance  
Wakefield School District

Please complete the following:

Terms Net 30 E.I.N. \_\_\_\_\_ D & B No. \_\_\_\_\_

Company Name \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Bid Items: Cost to accomplish the Work as described within the specification.

Maximum price \$ \_\_\_\_\_

F.O.B. POINT: PRICES QUOTED SHALL BE FOB WAKEFIELD SCHOOL DISTRICT UNLESS OTHERWISE SPECIFIED  
COMPLIANCE: VENDOR MUST COMPLY WITH PROVISIONS OF STATE AND FEDERAL OSHA LAWS, STANDARDS, AND REGULATIONS.  
ACCEPTANCE: PLEASE ITEMIZE ALL PRICES, DISCOUNTS AND CHARGES. WE RESERVE THE RIGHT TO ACCEPT ALL OR PART, OR DECLINE THE WHOLE. THERE IS NO OBLIGATION TO BUY.  
TAXES: NONE  
SPECIFICATIONS: ATTACH COMPLETE SPECIFICATIONS FOR ANY SUBSTITUTION OFFERED.

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**MECHANICAL AND PREVENTATIVE MAINTENANCE SCHEDULE  
ATTACHMENT "A"  
WAKEFIELD SCHOOL DISTRICT**

1. All units covered under Mechanical Preventative Maintenance Schedule (MPMS) will receive operating inspections as specified. Contractor must follow scope of service in this detail. Any deviation must be pre-approved by the Wakefield Facilities Manager or his/her designee prior to work being performed.
2. Labor for leak checks and troubleshooting will be provided in the contract.
3. Preferential service will be provided 24/365
4. All boilers, air handlers, split systems and, unit ventilator packages will have service within two hours of trouble call.
5. Provide a complete detailed service report quarterly, referencing contract unit, for each unit listed.
6. Service provider must submit a written cost quote and service date for necessary repairs above and beyond the scope of MPMS agreement. Before performing the work, Service provider must receive written or verbal approval.
7. It is the responsibility of the service provder to maintain the units at their highest efficiency.
8. All work under this proposal will carry thirty-day warranty on labor and the manufacture's warranty on material.
9. A phone number must be provided for 24/365 service and the same technician is preferred on all service calls.

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**MECHANICAL PREVENTATIVE MAINTENANCE SCHEDULE  
ATTACHMENT A**

| July | August | September | October | November | December | January | February | March | April | May | June | HEATING BOILER PM, UNIT #1, UNIT #2, BASEMENT  |
|------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|--|
|      |        |           | X       |          |          |         |          |       |       |     |      | Open front and rear doors. Clean Vacuum fireside surfaces as required.                                 |
|      |        |           | X       |          |          |         |          |       |       |     |      | Inspect all refractory. Patch and wash coat as required.   |
|      |        |           | X       |          |          |         |          |       |       |     |      | Inspect all gasketing on front and rear doors and replace as necessary.                                |
| X    |        |           | X       |          |          |         |          |       |       |     |      | Seal and close front and rear doors properly   |
|      |        |           | X       |          |          |         |          |       |       |     |      | Remove low and auxiliary low cut off controls, clean and inspect. Then reinstall using new gaskets.    |
|      |        |           |         |          |          |         |          |       |       |     |      | Remove plugs in control piping, inspect, clean and re-install.   |
|      |        |           | X       |          |          |         |          |       |       |     |      | Removal all hand hole and man hole plates. Flush boiler with water to remove loose scale and sediment. |
|      |        |           | X       |          |          |         |          |       |       |     |      | Replace all hand hole and man hole plates with new gaskets.  |
|      |        |           | X       |          |          |         |          |       |       |     |      | Open feedwater tank manway, inspect and clean as required. Replace manway plate with new gasket.       |
|      |        |           | X       |          |          |         |          |       |       |     |      | Clean burner and burner pilot (when applicable)  |
|      |        |           | X       |          |          |         |          |       |       |     |      | Check electrode and adjust or replace.   |
|      |        |           | X       |          |          |         |          |       |       |     |      | Check air damper and blower assembly   |
|      |        |           | X       |          |          |         |          |       |       |     |      | Clean motor starter contacts and check operation   |
|      |        |           | X       |          |          |         |          |       |       |     |      | Make necessary adjustments to burner for proper combustion and record all results in service report.   |
|      |        |           | X       |          |          |         |          |       |       |     |      | Perform all flame safeguard and safety trip checks and record results in service reports.              |
|      |        |           | X       |          |          |         |          |       |       |     |      | Check hand hole plates and man hole plates for leaks at normal operating temperatures and pressures.   |



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**MECHANICAL PREVENTATIVE MAINTENANCE SCHEDULE  
ATTACHMENT A**

| July | August | September | October | November | December | January | February | March | April | May | June |   |
|------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|---|
|      |        |           | X       |          |          |         |          |       |       |     |      | <b>CEILING AND HALLWAY CABINET HEATERS</b>                |
|      |        |           | X       |          |          |         |          |       |       |     |      | Open unit. Clean Vacuum as required.                      |
|      |        |           | X       |          |          |         |          |       |       |     |      | Inspect all for leaks. Repair as necessary                |
|      |        |           | X       |          |          |         |          |       |       |     |      | Clean or replace filter as required.                      |
|      |        |           | X       |          |          |         |          |       |       |     |      | Make thermostat operation. Repair as necessary            |
|      |        |           | X       |          |          |         |          |       |       |     |      | Assess field-serviceable bearing. Lubricate if necessary. |

| July | August | September | October | November | December | January | February | March | April | May | June |   |
|------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|---|
|      |        |           | X       |          |          |         |          |       |       |     |      | <b>EXHAUST FANS, GYM, STAGE</b>   |
|      |        |           | X       |          |          |         |          |       |       |     |      | Belt change   |
| X    |        |           | X       |          |          | X       |          |       | X     |     |      | Check belt tension (adjust/change when necessary)                                 |
|      |        |           | X       |          |          |         |          |       | X     |     |      | Check operation & alarms if applicable  |
| X    |        |           | X       |          |          | X       |          |       | X     |     |      | Check gaskets on door & assure door seals properly                                |
|      |        |           | X       |          |          |         |          |       |       |     |      | Clean out interior of unit  |
| X    |        |           | X       |          |          | X       |          |       | X     |     |      | Document motor operating voltage & amperage                                       |
|      |        |           | X       |          |          |         |          |       | X     |     |      | Grease fan and motor bearings (when greasing remove relief port where applicable) |

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**ATTACHMENT "B"  
PER EVENT COST- BID SHEET**

Bidders should familiarize themselves with the local conditions affecting the cost of the work and the site of the work. Bidders are required to perform, provide and furnish all of the labor, materials, necessary tools, fees, permits and equipment including transportation services necessary to complete the work outlined at the unit prices indicated below.

|   |                   |
|---|-------------------|
| <b>1. Service Work Hourly Rate:</b>                 |                   |
| Regular Working Hours: (8AM-5PM)                    | \$ _____          |
| Overtime Working Hours:                             |                   |
| (5PM - 8AM M-F)                                     |                   |
| (5PM – Fri. Midnight Sat.)                          | \$ _____          |
| Sunday Hours:                                       |                   |
| (12 Midnight Sat. 8 AM Mon.)                        | \$ _____          |
| Holiday:  |                   |
| (5PM prior night – 8AM following day)               | \$ _____          |
| <b>2. Emergency Work Rate:</b>                      |                   |
| Regular Working Hours: (8AM – 5PM)                  | \$ _____          |
| Overtime Working Hours:                             |                   |
| (5PM – 8AM M-F)                                     | \$ _____          |
| (5PM – Fri. Midnight Sat.)                          | \$ _____          |
| Sunday Hours:                                       |                   |
| (12 Midnight Sat. – 8AM Mon.)                       | \$ _____          |
| Holiday:  |                   |
| (5PM prior night – 8AM following day)               | \$ _____          |
| <b>3. Material Mark-up from wholesale rates (%)</b> | _____ %           |
| <b>4. Response Times:</b>                           | <b>Hours/Days</b> |
| Standard Response                                   | _____             |
| Emergency Response                                  | _____             |
| <b>5. Sub-Contractor</b>                            |                   |
| Rates   | \$ _____          |
| Mark-Up%  | _____             |
|   |                   |

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ATTACHMENT "C"  
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Job examples

To better evaluate your proposal, please furnish a detailed total cost for the following examples:

Example "A"

Provide the total cost to remove the oil fired boiler and install a new one in the primary wing basement. The BTU capability should be at least equivalent to the old boiler to heat this eight classroom section.

Total Cost \$ \_\_\_\_\_. Please attach a detailed pricing quote labeled as Job "A" Detailed Pricing.

Example "B"

Provide the total cost to remove and install a new heating circulator pump. Pump is tagged in main boiler room.

Total cost \$ \_\_\_\_\_. Please attach a detailed pricing quote labeled as Job "B" Detailed Pricing.