

**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: The Wakefield School District invites proposals for the mechanical and plumbing maintenance needed for School District Operations commencing on July 1st 2023 and terminating on June 30th 2026

Project Contact: Brad Davis
Facilities Manager, SAU #101
76 Taylor Way
Sanbornville, NH 03872
603-973-3919

Due Date: Until 3:00 p.m. local time, on the 16th day of May 2023, 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.: Brad Davis

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.

NON-APPROPRIATION: In the event that sufficient funds are not appropriated for school mechanical and plumbing maintenance services in the next succeeding fiscal year, the District may terminate this agreement by written notice within thirty (30) days of adoption of the District budget for the fiscal year in question, and the agreement shall be terminated effective immediately.

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.

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

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 2023** 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 and B 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

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

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.

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

III. FORM OF PROPOSAL

All responses to this RFP shall consist of the signature page as a cover sheet, Attachment “A and B 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 and B” 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.

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

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

PROJECT NAME: Contract for Mechanical and Plumbing Maintenance for WSD

DUE DATE: May 16, 2023

**Contact: Brad Davis
Phone: (603) 973-3919**

ISSUED: MAY 9, 2023

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.

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

**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 provider 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.

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

**MECHANICAL PREVENTATIVE MAINTENANCE SCHEDULE
ATTACHMENT A**

July	August	September	October	November	December	January	February	March	April	May	June	
			X									AIR HANDLER PM, HV1, HV2, RTU, GYM
			X									Belt change
X			X			X			X			Check belt tension (adjust/change when necessary)
			X						X			Check operation of all dampers, valves, fan operations & alarms
X			X			X			X			Check filter bed rack to assure spacers are in place (replace if necessary)
X			X			X			X			Check gaskets on door & assure door seals properly
X												Chemical cleaning of all coils to improve system efficiency
			X									Clean out interior of unit
X			X			X			X			Clean test & lubricate all dampers
X			X			X			X			Document motor operating voltage & amperage
			X						X			Grease bearings (when greasing remove relief port where applicable)
			X						X			Grease fan and motor bearings (when greasing remove relief port where applicable)
X			X			X			X			Inspect filters and change if necessary (mark with dates when changing filters)
			X						X			Inspect and straighten fins for optimal air flow

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

**MECHANICAL PREVENTATIVE MAINTENANCE SCHEDULE
ATTACHMENT A**

July	August	September	October	November	December	January	February	March	April	May	June	AIR COOLED CONDENSING PM, FCU1 FCU2
X			X						X			Visual Inspection unit for leaks
			X						X			Check and tighten all electrical connections, relays, and operating/safety controls
X			X						X			Check belt tension (adjust/change when necessary)
X			X						X			Brush all air cooled condensers to improve system efficiency
									X			Chemical cleaning of all air cooled condensers to improve efficiency
X			X						X			Check compressor/s for operation
X			X						X			Check crank case heaters
X			X						X			Check internal/external interlocks
X			X						X			Check oil level in compressor
X			X						X			Inspect coils for blockage
X			X						X			Lubricate all bearings per manufacturers specifications
									X			Belt change
X			X						X			Wipe compressor free of debris

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

**MECHANICAL PREVENTATIVE MAINTENANCE SCHEDULE
ATTACHMENT A**

July	August	September	October	November	December	January	February	March	April	May	June	HEATING PM, FCU1, FCU1, UV1, UV2
			X									Belt change
X			X			X			X			Check belt tension (adjust/change when necessary)
			X						X			Check operation of all dampers, valves, fan operations & alarms
X			X			X			X			Check filter bed rack to assure spacers are in place (replace if necessary)
X			X			X			X			Check gaskets on door & assure door seals properly
X												Chemical cleaning of all coils to improve system efficiency
			X									Clean out interior of unit
X			X			X			X			Clean test & lubricate all dampers
X			X			X			X			Document motor operating voltage & amperage
			X						X			Grease bearings (when greasing remove relief port where applicable)
			X						X			Grease fan and motor bearings (when greasing remove relief port where applicable)
X			X			X			X			Inspect filters and change if necessary (mark with dates when changing filters)
			X						X			Inspect and straighten fins for optimal air flow

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

**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.

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

			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.

**MECHANICAL PREVENTATIVE MAINTENANCE SCHEDULE
ATTACHMENT A**

July	August	September	October	November	December	January	February	March	April	May	June	
			X									CEILING AND HALLWAY CABINET HEATERS
			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									EXHAUST FANS, GYM, STAGE
			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

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

			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)

**MECHANICAL PREVENTATIVE MAINTENANCE SCHEDULE
ATTACHMENT A**

July	August	September	October	November	December	January	February	March	April	May	June	MODULAR HEATING/COOLING UNIT #1,#2,#3,#4
			X									Open doors. Clean as required.
			X									Inspect system for leaks as required.
			X									Inspect all gasketing on front and rear doors and replace as necessary.
			X									Clean burner and burner pilot (when applicable)
			X									Check electrode and adjust or replace.
			X									Check air damper and blower assembly
			X									Clean 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						X			Check and tighten all electrical connections, relays, and operating/safety controls
X			X						X			Check belt tension (adjust/change when necessary)

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

X			X						X		Brush all air cooled condensers to improve system efficiency
									X		Chemical cleaning of all air cooled condensers to improve efficiency
X			X						X		Check compressor/s for operation
X			X						X		Check internal/external interlocks
X			X						X		Check oil level in compressor
X			X						X		Inspect coils for blockage
X			X						X		Lubricate all bearings per manufacturers specifications
									X		Belt change
X			X						X		Wipe compressor free of bebris

**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.

1. Service Work Hourly Rate:	
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)	\$ _____
2. Emergency Work Rate:	
Regular Working Hours: (8AM – 5PM)	\$ _____
Overtime Working Hours:	

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

(5PM – 8AM M-F)	\$ _____
(5PM – Fri. Midnight Sat.)	\$ _____
Sunday Hours:	
(12 Midnight Sat. – 8AM Mon.)	\$ _____
Holiday:	
(5PM prior night – 8AM following day)	\$ _____
3. Material Mark-up from wholesale rates (%)	_____ %
4. Response Times:	Hours/Days
Standard Response	_____
Emergency Response	_____
5. Sub-Contractor	
Rates	\$ _____
Mark-Up%	_____

END OF DOCUMENT