



**School Administrative Unit #31
Newmarket School District**
186A Main Street, Newmarket, NH 03857
(603) 659-5020 Fax (603) 659-5022
www.newmarket.k12.nh.us



Susan K. Givens, Ed.D.
Superintendent of Schools

Erica C. MacNeil, M.Ed.
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June 22, 2020

Request for Proposals
for
“HVAC Preventative Maintenance Services”
Newmarket Schools

Contact: *Dave Jack*
Interim Business Administrator
SAU #31 Newmarket School District
186 Main Street
Newmarket, NH 03857
[*jackd@newmarket.k12.nh.us*](mailto:jackd@newmarket.k12.nh.us)
(603) 292-7984

Introduction

The Newmarket School District (hereinafter referred to as SAU #31) seeks proposals from interested HVAC contractors to provide HVAC Preventative Maintenance Services. The proposal is for a three-year period, please include additional rate document for increases based by year.

It is the intent of SAU #31 to use this RFP as a competitive means to enter into a contract or multiple contracts with the selected Contractor for “HVAC Preventative Maintenance Services”

Proposal shall include all labor rates and mark-up of materials as requested on the attached proposal sheet included.

Contractor Response

General Information

For further information, please contact:

David Jack
Interim Business Administrator
SAU #31 Newmarket School District
186A Main Street
Newmarket, NH 03857
Phone: 1-603-292-7984

Due Date:

Proposals must be **received** at the below address on or before July 6th at 2:00pm at which time the submission will be publicly opened and read aloud. The results will be recorded on a bid tabulation form which will be made available upon request within seven (7) days after the submission opening date.

Submissions delivered/provided after the due date and time will not be considered.

Submit Proposal

Quantity: one (1) on supplied form in a sealed envelope clearly marked “HVAC Preventative Maintenance Services.”

Frequency of service:

See table listed in submission document

Delivery of submission:

Mailing Address:

***SAU #31 Newmarket School District
Attention: Michelle Martinson
Newmarket Town Hall
186 Main Street
2nd floor Business Office
Newmarket, NH 03857***

Funding for this Request for Proposal starts July 1, 2020 with the start 2020/2021 fiscal budget.

SAU #31 Newmarket School District reserves the right to waive any of the formalities of this RFP, to request additional information from any respondent, to negotiate with any respondent, to negotiate with more than one respondent, to reject any or all proposals or parts of proposals, to solicit new proposals, and to award contracts to one or more respondents or to reject any or all respondents as it deems in its best interest. The issuance of this RFP does not guarantee that a contract will be awarded. Any proposal received after the time specified will be considered a late proposal. Following evaluation of all proposals, the School may do one or more of the following: (1) conduct interviews with representatives of one or more of the respondents; (2) select an apparent successful respondent and enter into contract negotiations; (3) select for award based on the proposals, and commence negotiations with those respondents, and then invite those respondents to submit best and final offers; or (4) reject all proposals if it is determined to be in the best interests of the SAU #31 Newmarket School District.

All submission respondents shall supply proof of insurance with the SAU #31 Newmarket School Department being named as an additional insured based on the limits required for all vendors/contractors working within the Newmarket School District. Vendors/contractors shall supply the SAU#31 Newmarket School District with the properly filled out submission of IRS form W-9 upon award. Failure to supply required submissions shall constitute submission award withdrawal and award to the next qualified submission.

Proposal Conditions
SAU #31 Newmarket School District
HVAC Preventative Maintenance

Equipment Tasking:

Heating Systems / Power Burners / Light Oil Full annually with mid-season inspection

Start-up inspection

- Service burner and fuel systems
- Brush, clean, and vacuum all chamber, flues, and areas of combustion
- Inspect ignition wiring and tighten connections
- Check gas valve, oil pre-heater, and fuel oil pump
- Lubricate per OEM recommendations
- Verify operation of all safety controls
- Perform operating inspection
- Perform combustion testing and make necessary adjustments

Unit Ventilators Filter changes two (2) times annually

Operating Inspection (mid-season) - Heating

- Inspect overall condition
- Confirm heating coil operation
- Lubricate per OEM recommendations
- Calibrate safety and operating controls
- Replace filter media

Seasonal Inspection (pre-season) - Heating

- Inspect overall condition
- Service heating coil as necessary
- Calibrate safety and operating controls
- Check starter contacts electrical connections
- Lubricate per OEM recommendations
- Replace filter media

Built Up Units Filter changes three (3) times annually

Operating Inspection (mid-season) - Heating

- Confirm fan operation
- Record motor amps and voltage
- Inspect overall condition
- Check bearing temperature
- Check belt tension and condition
- Lubricate per OEM recommendations
- Replace media filter

Seasonal Inspection (pre-season) - Heating

- Confirm fan operation
- Record motor amps and voltage
- Inspect overall condition
- Check starter contacts and electrical connections
- Replace belts and check sheaves
- Lubricate per OEM recommendations
- Replace filter media

Exhaust Fans

Inspect two (2) times annually

- Operating Inspection
- Confirm fan operation
- Record motor amps and voltage
- Inspect overall condition
- Check bearing temperature
- Check belt tension and condition replace where necessary
- Lubricate per OEM recommendations

AHU's / DX / ERV heating or cooling Units

Filter changes four (4) times annually

Operating Inspection (mid-season)

- Confirm compressor operation
- Inspect overall condition
- Leak check entire system
- Check refrigerant charge
- Check lubrication system
- Clean evaporator and condenser coils (non-chemical)

Seasonal Inspection (pre-season)

- Confirm compressor operation
- Inspect overall condition
- Leak check entire system
- Check starter contacts and electrical connections
- Calibrate safety and operating controls
- Chemical clean evaporator and condenser coil once annual
- Brush. clean, vacuum, and clean systems for proper operation
- Condensate drain cleaning
- Condensate pan treatment

Package / RTUs - HEAT and AC units**Filter changes four (4) times annually****Operating Inspection (mid-season) - Cooling**

- Inspect overall condition
- Confirm DX system operation
- Check refrigerant charge
- Check belt tension and condition replace where necessary
- Lubricate per OEM recommendations
- Replace filter media
- Condensate drain cleaning
- Condensate pan treatment

Seasonal Inspection (pre-season) - Cooling

- Inspect overall condition
- Service DX system as necessary
- Calibrate safety and operating controls
- Check starter contacts and electrical connections
- Replace belts and check sheaves, replace where necessary
- Lubricate per OEM instructions
- Replace filter media

Computer Room Units**Operating Inspection (mid-season) - Cooling**

- Inspect overall condition
- Confirm DX system or chilled water coil operation
- Check condition of filter media
- Check belt tension and condition
- Lubricate per OEM recommendations

Seasonal Inspection (pre-season) - Cooling

- Service DX system or chilled water coil as necessary
- Service dehumidifier and reheat coil as necessary
- Calibrate safety and operating controls
- Check starter contacts and electrical connections
- Replace belts and check sheaves
- Lubricate per OEM recommendations

Proposals shall include costs of filters and materials necessary for PM services and mid-season inspections. These items shall be included in base costs. Upon completion of any air handling equipment preventive maintenance the units shall be sanitized as a part of the preventive maintenance process. The method of sanitization shall be at the contractor's discretion, but

method shall be submitted to the owner upon request. Air filters shall be based on a MERV 13 or better pleated filters. No fiberglass disposable filters shall be used. All Equipment shall be maintained to manufacturers specifications. All outside air dampers, fixed or automated, shall be checked at the time of PM and mid-season to ensure proper operation. Any deficiencies in equipment or system operation shall be detailed to the School's representative along with costing to correct any of the deficiencies found.

This Agreement shall allow up to \$700.00 per visit in necessary repairs without prior authorization, any repairs above this threshold shall be immediately communicated with the Schools' Representative. Any equipment deemed unsafe shall be locked out from use and the Schools' representative shall be notified immediately.

It is understood that all equipment maintained shall be kept in proper operating condition, adjusted and operated to the highest standards, and serviced to maintain healthy environments within our facilities.

The Contractor is required to provide Newmarket Schools with accurate record keeping for all testing conducted during the preventative maintenance service and mid-season inspections. This shall include but not limited to the following:

- Motor voltages
- Motor amperes
- Compressor voltages
- Compressor amperes
- Discharge air temperatures
- Other items as deemed necessary for proper operation and maintenance per manufacturer's specifications
- Return air temperatures
- Combustion efficiencies
- Air filter conditions found
- Belt condition
- Condensate drains/pans condition

An existing equipment list is attached for reference as the basis for the proposal structure, all contractors are responsible for conducting any site visitation necessary to provide a complete and accurate proposal. The schools have just completed a major renovation with many new systems in place. The school has not created a filter or preventative maintenance materials list; this would be the responsibility of the contractor.

Proposal Equipment List **SAU #31 Newmarket School District** **HVAC Preventative Maintenance**

Location	Type	Model
JR/SR	10 Cabinet Heaters	-
JR/SR	Viessmann Boiler (Vitocrossal 200) B1	CM2-500
JR/SR	Viessmann Boiler (Vitocrossal 200) B2	CM2-501
JR/SR	Viessmann Boiler (Vitocrossal 200) B3	CM2-502
JR/SR	Bell & Gossett Pump	00718ET3E213JM-S
JR/SR	Bell & Gossett Pump	00718ET3E213JM-SG
JR/SR	Bell & Gossett Pump	00518ET3E184JM-SG
JR/SR	Bell & Gossett Pump	00518ET3E184JM-SG
JR/SR	Bell & Gossett Pump	NRF-451034041L81
JR/SR	HTP Hot Water Heater DWH1	SSU-119
JR/SR	HTP Hot Water Heater DWH2	SSU-119
JR/SR	HTP Hot Water Heater DWH3	SSU-119
JR/SR	HTP Hot Water Heater DWH4	PH199-119
JR/SR	Mezzanine Gym AHU1,2 Trane	
JR/SR	EF-6 GreenHeck	1ZCSW-X-10-CW-TH-0-A5
JR/SR	ERU-4 Aura Green	D13R FSE ESHVVH4BBBELS
JR/SR	Klim AH EF-1 GreenHeck	12CSW-X-10CWTH 0A5
JR/SR	ERU-5 Aura Green	D11R FSE ESHVVH4BBLSN
JR/SR	Green Heck	CUE-080-VS-X
JR/SR	ERU-6 Aura Green	D09R FSE ESHVVH4BBLSN
JR/SR	RTU-3 Johnson Controls	J07ZJN18G4D6HCDZE2
JR/SR	DAG-5 Daikin	RK36NMVJU
JR/SR	DAG-4 Daikin	RK30NMVJU
JR/SR	ERU-7 Aura Green	D10R-FSE ESHVVH4BBBLSN
JR/SR	ERU-8 Aura Green	D08R-FSE ESHVVH4BBBLSN
JR/SR	EF-8 Green Heck	CUE-080-VG-X
JR/SR	ERU-1 Aura Green	D07R-FSESHVVH4BBBLSN
JR/SR	DEF-1 Captive Aire	DU30HFA
JR/SR	Daikin	RK35NMVJU
JR/SR	RTU-2 Johnson Controls	J12ZJN24G4D6HCDZE1
JR/SR	ERU-7 Aura Green	D04R-FSEESHVVH4BBBELS
JR/SR	ERU-7 Aura Green	D03R-FSEASHBBH1BBBELS
JR/SR	RTU-1 York Solution XT	XT0-060X084
JR/SR Annex	Rheem Air	RAKB-024JAZ
JR/SR Annex	Becket Oil Fired Furnace	RLUF80B112/125D20-3A

Proposal Equipment List **SAU #31 Newmarket School District** **HVAC Preventative Maintenance**

Location	Type	Model
Elementary	4 Cabinet Heaters	
Elementary	Mezzanine AHU 1,2 Trane	
Elementary	AH Music Mezz Trane XL14 Heat Controller	AUB1324-013
Elementary	CU-4 Mitsubishi	PUY-A18NKA7
Elementary	ERU-4A Renew Aire	HE4XRT
Elementary	ERU-3A Renew Aire	HE6XRT
Elementary	ERU-2 Renew Aire	HE1XINH
Elementary	ERU-1 Renew Aire	HE1XINH
Elementary	CU-3 Mitsubishi	PUZ-HA30NHAS
Elementary	Trane XR	4TTR4048L1000AA
Elementary	Mitsubishi	PUZ A12NKA7
Elementary	CU-2 Mitsubishi	MXZ-8C48NAHZ
Elementary	CU-1 Mitsubishi	PUZ-A12NKA7
Elementary	ERU-5A Renew Aire	HE6XRT
Elementary	RTU-1 Trane	CSAA0174BL00
Elementary	MAU-1 Kitchen MakeupAir Captive Aire	A2-D250 20D
Elementary	Viessmann Hot Water Heater DWH3	EVIA 450
Elementary	Viessmann Hot Water Heater DWH2	EVIA 450
Elementary	HTP Hot Water Heater DWH1	PH199-119
Elementary	Cleaver Brooks Boiler B1	CFC-E
Elementary	Cleaver Brooks Boiler B2	CFC-E
Elementary	Armstrong Pump P1	DE43801VS 0310 00500
Elementary	Armstrong Pump P2	DE43801VS 0310 00500

Proposal Submission Form
SAU #31 Newmarket School District
HVAC Preventative Maintenance

Total Cost for Preventative Maintenance - Junior Senior High School

Year 1 _____ Year 2 _____ Year 3 _____

Total Cost for Preventative Maintenance - Elementary School

Year 1 _____ Year 2 _____ Year 3 _____

Technician: \$ _____ regular working hours

Technician: \$ _____ Overtime hours

Technician: \$ _____ Holiday hours

Materials Mark-up Range:

\$ _____ to \$ _____ %: _____ \$ _____ to \$ _____ % : _____

Submission: _____ (Corporation, Firm, Individual or Company)

Name: _____ (Officer, authorized Individual or Owner)

Signature: _____

Street Address: _____

City, State: _____ Zip Code: _____

DATE: _____

Telephone: _____ Fax: _____

E-Mail: _____

Do the ownership or stock holders have relatives currently employed by the Town of Newmarket or the Newmarket School District?

Yes _____ No _____ If yes: Relationship: _____

NOTE: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid. By signing this submission, you agree to all terms and conditions as detailed in the bid specifications. SAU #31 reserves the right to accept or reject any submissions.

Proposal Checklist
SAU #31 Newmarket School District
HVAC Preventative Maintenance

- Will provide Heating Systems/Power Burners/Light Oil a full annual and mid-season inspections
- Will provide Unit Ventilators filter changes two (2) times annually
- Will provide Built Up Units filter changes three (3) times annually
- Will inspect Exhaust Fans two (2) times annually
- Will provide AHU's / DX / ERV heating or cooling units filter changes four (4) times annually
- Will provide Package / RTUs - HEAT and AC units filter changes four (4) times annually
- Will provide Air Filters based on a MERV 13 or better pleated filters. No fiberglass disposable filters shall be used.
- Will provide Newmarket Schools with accurate record keeping for all testing conducted during the preventative maintenance service and mid-season inspections. This shall include but not limited to the following:
 - Motor voltages
 - Motor amperes
 - Compressor voltages
 - Compressor amperes
 - Discharge air temperatures
 - Other items as deemed necessary for proper operation and maintenance per manufacturer's specifications
 - Return air temperatures
 - Combustion efficiencies
 - Air filter conditions found
 - Belt condition
 - Condensate drains/pans condition

This checklist must be included within the contract proposal submission. Failure to include this checklist shall disqualify your submission. By signing this checklist, you verify agreement that items included are what will be provided with no substitutions.

Submission: _____ (Corporation, Firm, Individual or Company)

Name: _____ (Officer, authorized Individual or Owner)

Signature: _____

Street Address: _____

City, State: _____ Zip Code: _____

DATE: _____

Telephone: _____ E-Mail: _____