



NEW HAMPSHIRE STATE

LIQUOR COMMISSION

HEATING AND AIR CONDITIONING SERVICES

REQUEST FOR PROPOSAL

**REQUEST FOR PROPOSAL
FOR HEATING AND AIR CONDITIONING SERVICES 2007
TABLE OF CONTENTS**

<u>REQUEST FOR PROPOSAL</u>	1
<u>GENERAL CONDITIONS</u>	2
<u>EXHIBIT A – PART ONE – GENERAL INFORMATION</u>	
1. NON-COMMITMENT OF THE STATE	3
2. TERMS AND DEFINITIONS	4
3. CONTRACTING OFFICER	4
4. RESTRICTIONS ON COMMUNICATIONS	4
<u>EXHIBIT A – PART TWO - REQUIREMENTS</u>	
1. SCOPE OF SERVICES	5
2. EXPERIENCE	7
4. INSURANCE	7
5. BIDS	8
6. TERMS	8
<u>EXHIBIT A – PART THREE – EVALUATION AND AWARD CRITERIA</u>	
1. EVALUATION	9
2. AWARD	9
<u>EXHIBIT A – PART FOUR – LOCATIONS & EQUIPMENT</u>	
1. LIST OF LOCATIONS & EQUIPMENT	10
<u>EXHIBIT A – PART FIVE – SPECIFIC MAINTENANCE REQUIREMENTS</u>	14
<u>EXHIBIT B – PART ONE - BIDDER’S RESPONSE SHEET</u>	
1. BIDDER’S REPRESENTATIVE	31
2. REFERENCES	31
<u>EXHIBIT B – PART TWO – BUDGET AND METHOD OF PAYMENT</u>	
1. PREVENTATIVE MAINTENANCE – COST BY STORE	32
2. SERVICES OTHER THAN PREVENTATIVE MAINTENANCE	41
3. INVOICING	44
<u>EXHIBIT C – SPECIAL PROVISIONS</u>	45

Request for Proposals

Title: Heating and Air Conditioning services

Issue Date: November 23, 2007

Issuing Agency: New Hampshire State Liquor Commission

Mailing Address: P.O. Box 503
Concord NH 03302-0503

Physical Address: 50 Storrs Street
Concord, NH 03301

All inquiries for information should be directed to: Tina Demers, telephone 603-271-1724.

Period of Contract: From January 1, 2008 through December 31, 2011 with one, two-year option to renew (through December 31, 2013) upon written consent of both parties, and approval by the Governor and Executive Council.

Written Proposal Deadline: Sealed proposals will be received until **9:00AM, on Monday, December 3, 2007**, for furnishing the services described herein. **Proposals postmarked prior to, but received after deadline, will not be accepted.**

Proposal Opening: Monday, December 3, 2007 at 9:00 AM

Bids must be made on the enclosed bid form and must be typed or clearly printed in ink, and signed. Corrections must be initialed. Bids that are not complete or are unsigned will not be considered. Faxed Bids will **NOT** be accepted.

Bids will be made public at the time of the opening. Bid results will not be given by telephone and shall be given by mail only if requested in writing and accompanied by a self-addressed, stamped envelope.

If sending through the mail, send to: NHSLC, P.O. Box 503, Concord, NH 03302-0503

If sending via another carrier, send to: NHSLC, 50 Storrs Street, Concord, NH 03301

Or hand-delivered, deliver to: The New Hampshire State Liquor Commission, 50 Storrs Street, Concord, NH 03301.

ALL PROPOSALS MUST BE LABELED: PROPOSAL-HVAC SERVICES

Attention: Tina Demers

All inquiries for information should be directed to: John Tower, telephone 603-271-1710

In compliance with this Request For Proposals, and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal, or as mutually agreed upon by subsequent negotiation.

THIS BID IS NOT VALID UNLESS SIGNED BY A PERSON AUTHORIZED TO LEGALLY BIND THE COMPANY.

Name and Address of Company:

Date: _____

Contact: _____

Title: _____

Authorized Signature:

Phone: _____ Fax: _____

E-Mail: _____

PLEASE DIRECT ANY QUESTIONS REGARDING THIS PROPOSAL TO: John Tower, Maintenance Engineer, PHONE: 271-1710

PROPOSAL FOR: Proposal for Heating and Air Conditioning Services at various liquor stores throughout the state

Unless specifically deleted by the N.H. State Liquor Commission, the following General Terms and Conditions apply to this Proposal and any resulting Contract.

GENERAL CONDITIONS FOR BIDDING AND CONTRACTS FOR MATERIALS, EQUIPMENT AND SUPPLIES

NATURE OF PROPOSAL AND ELIGIBILITY TO BID.

The proposal is submitted in accordance with Chapter 21-1 and Chapter 8, and rules promulgated thereunder, and constitutes a firm and binding offer. The determination of whether a bid proposal may be withdrawn is solely at the discretion of the N.H. State Liquor Commission. However, in no event shall a proposal be withdrawn unless the request for withdrawal is filed within five days of the date of bid opening, and the bidder establishes that the bid contains a material mistake, and that the mistake occurred despite the exercise of reasonable care.

Proposals may be Issued only by the N.H. State Liquor Commission to authorized vendors and are not transferable.

SAMPLES AND DEMONSTRATIONS. When samples are required they must be submitted free of costs and will not be returned.

Items left for demonstrations purposes shall be delivered and installed free of charge and shall be removed by the vendor at no cost to the State. Said demonstrations units shall not be offered to the State as new equipment.

BIDS. Bids must be received at the N.H. Liquor Commission before the date and time specified for the opening. Bids must be made on the official bid proposal and must be typed or clearly printed in ink. Corrections must be initialed. Bids are to be made less Federal Excise Tax and no charge for handling. Bids that are not complete or unsigned will not be considered.

Bids will be made public at the time of the opening and may be reviewed, only after they have been properly recorded. Bid results will not be given by telephone and shall be given by mail only if requested in writing and accompanied by a self-addressed, stamped business-size envelope.

SPECIFICATIONS. Vendors must bid on items as specified. Any proposed changes must be detailed in writing and received at the N.H. Liquor Commission at least five (5) days prior to the bid opening. Vendors shall be notified in writing if any changes to bid specifications are made. Verbal agreements or instructions from any source are not authorized.

AWARD. The award will be made to the responsible bidder meeting specifications at the lowest cost unless other criteria are noted in the proposal. Unless other criteria are noted in the proposal, the award may be made by individual items. The State reserves the right to reject any or all bids or any part thereof.

If there is a discrepancy between the unit price and the extension, the unit price will prevail.

When identical low bids are received with respect to price, award will be made by drawn lot.

Discounts will not be considered in making award but may be offered on the invoice for earlier payment and will be applicable on the date of completion of delivery or receipt of invoice, whichever is later. On orders specifying split deliveries, discounts will apply on the basis of each delivery or receipt of invoice, whichever is later.

DELIVERY. If the vendor fails to furnish items and/or service in accordance with all requirements, including deliver, the State may re-purchase similar items from any other source without competitive bidding, and the original vendor may be liable to the State for any excess costs. If a vendor is unable to complete delivery by the date specified, he must contact the using agency. However, the agency is not required to accept a delay to the original delivery date. All deliveries are subject to inspection and receiving procedure rules as established by the State of New Hampshire. Deliveries are not considered accepted until compliance with these rules has been established. State personnel signatures on shipping documents shall signify only the receipt of shipment.

INVOICING. All invoices must be in triplicate showing Order number, Unit and Extension Prices and Discounts Allowed. A separate invoice shall be submitted for each order. Unless otherwise noted on the proposal or purchase order, payment will not be due until thirty (30) days after all services have been completed, or all items have been delivered, inspected and accepted or the invoice has been received at the agency business office, whichever is later.

PATENT INFRINGEMENT: Any bidder who has reason to believe that any other bidder will violate a patent should such bidder be awarded the contract shall set forth in writing, prior to the date and time of bid opening, the grounds for his belief and a detailed description of the patent.

ASSIGNMENT PROVISION. The bidder/vendor hereby agrees that it will assign all causes of action that it may acquire under the antitrust laws of New Hampshire and the United States as the result of conspiracies, combinations, or contracts in restraint of trade which affect the price of goods or services obtained by the State under this contract if so requested by the State of New Hampshire.

TOXIC SUBSTANCES. In compliance with RSA 277-A known as the Workers Right to Know Act, the vendor shall provide Material Safety Data Sheets with the delivery of any and all products covered by said law.

SPECIFICATION COMPLIANCE. The vendor may be required to supply proof of compliance with bid specifications. When requested, the vendor must immediately supply the N.H. State Liquor Commission with certified test results or certificates of compliance. When none are available, the State may require independent laboratory testing. All costs for such testing, certified test results or certificate of compliance shall be the responsibility of the vendor.

FORM OF CONTRACT. The terms and conditions set forth on the following pages are part of the proposal and will apply to any contract awarded the bidder unless specific exceptions are taken and accepted by the N.H. State Liquor Commission.

OFFER. The undersigned hereby offers to sell to the State of New Hampshire the commodities or services indicated in the following page(s) of this Proposal at the price(s) quoted in complete accordance with all conditions of this Proposal.

EXHIBIT A - PART ONE
GENERAL INFORMATION

1. NON-COMMITMENT OF THE STATE

- 1.1. The solicitation of bids by this RFP does not commit the State of New Hampshire Liquor Commission to award a contract or to pay costs incurred in the preparation of a bid proposal. All materials received in response to this RFP shall become the property of the State of New Hampshire and will not be returned to the Vendor. Regardless of the Vendor(s) selected, the State reserves the right to use any information presented in the proposal. The content of each Vendor's proposal is required by law to become public information once a contract has been awarded.
- 1.2. The State of New Hampshire assumes no responsibility or liability for costs incurred by the bidders in preparing or submitting their proposals.
- 1.3. All proposals shall remain valid for a period of 180 days from the proposal due date.
- 1.4. The State of New Hampshire Liquor Commission reserves the right to accept or reject any or all proposals received in response to this RFP, or to cancel this RFP entirely, if it is in the best interest of the State.
- 1.5. The State of New Hampshire Liquor Commission reserves the right to waive any informality in bid proposal content. However, failure to furnish all information requested may disqualify the bid.
- 1.6. The contents of the proposal of the successful bidder will become part of any contract awarded as a result of this procurement process.
- 1.7. Addenda to the Request for Proposal:
In the event it becomes necessary to revise any portion of the RFP, addenda will be provided to all bidders who have requested the original RFP at least 15 days prior to the proposal deadline.
- 1.8. Proposal Disclosure:
RSA 21-I:13-a, II – (1988) provides, in part that no information shall be made available to the public concerning invitations or proposals for public bids from the time the proposal is made public until contract is actually awarded, in order to protect the integrity of the public bidding process. Accordingly, the NHSLC has determined that information contained in proposals submitted to this or any subsequent RFP issued by the NHSLC shall not be released to the public or to other persons identified in RSA 21-I:13-a, II, until the NHSLC has awarded a contract. At that time all proposals will be disclosed to the public to the extent required by the statutes governing access to public records and meeting (the "Right to Know" law), RSA Ch. 91-A.
- 1.9. Bid results will not be given by telephone and shall only be given by mail only if requested in writing and accompanied by a self-addressed, stamped envelope.
- 1.10. Proposal Disclosure Exemption
If an Offeror wishes to submit information it believes to fall within an exemption from the disclosure requirements of the Right to Know Law, RSA Ch. 91-A, the Vendor must clearly mark each page of its proposal containing such information. A designation by the Vendor of information it believes exempt does not have the effect of making such information exempt. The State will determine the information it believes is properly exempted from disclosure.

EXHIBIT A - PART ONE
GENERAL INFORMATION

2. TERMS AND DEFINITIONS

- 2.1. The NHSLC has issued, and is responsible for this RFP. The Department will enter into the resulting Contract on behalf of the State.
- 2.2. “Bidder” or “Vendor” refers to any individual, corporation, partnership or agency that responds in writing to this RFP. “State” refers to the State of New Hampshire; “NHSLC” refers to the New Hampshire State Liquor Commission.
- 2.3. “Contractor” refers to the Bidder under this Request for Proposals (RFP) with which the New Hampshire State Liquor Commission negotiates a contract. The terms in this RFP referring to “Contractor”, represent contract terms that will be a part of the final Contract.
- 2.4. The “Contract” is the resulting contract entered into between NHSLC and the successful Offeror.

3. CONTRACTING OFFICER

The Contracting Officer, acting on the Liquor Commission’s behalf, is the sole point of contact in all matters relating to this RFP. All communications concerning this RFP must be addressed **in writing** via email, mail or facsimile to the Contracting Officer:

John Tower, Maintenance Engineer
New Hampshire State Liquor Commission
50 Storrs Street.
Concord, NH 03301
Tel: (603) 271-1710
FAX: (603) 271-3897
Email: jtower@liquor.state.nh.gov

4. RESTRICTIONS ON COMMUNICATIONS

Other than the contracting officer listed above, bidders shall make **no unsolicited contact with any New Hampshire Liquor Commission personnel including Commissioners**, or agency designee regarding this RFP. Prior to the award of a contract, bidders shall not represent themselves to liquor commission staff or liquor commission retailers as having the endorsement of the liquor commission. Bidders who are currently doing business with New Hampshire Liquor Commission may continue to do so. However, any communication regarding this RFP is prohibited.

EXHIBIT A - PART TWO

REQUIREMENTS

1. SCOPE OF SERVICES:

- 1.1. The State of New Hampshire Liquor Commission proposes to enter into an agreement with a contractor to provide maintenance and service for the heating and air conditioning systems and associated devices as described within in Exhibit A – Part Four, the listing of stores and equipment provided within is subject to change, if at any time a store is closed, opened, or relocated, they shall be considered part of this contract.

Note: Modifications and/or new replacement equipment added during the term of the contract is also the responsibility of the Vendor.

THIS CONTRACT CONSISTS OF FURNISHING ALL MATERIALS, EQUIPMENT, LABOR AND TRANSPORTATION NECESSARY TO PROVIDE HEATING AND AIR CONDITIONING SERVICES AT LOCATIONS LISTED AND DESCRIBED HEREIN.

- 1.2. The contractor shall provide preventative maintenance once every spring and fall as detailed in Exhibit A – Part Five. The Contractor shall schedule the preventative maintenance two weeks prior to performing the service; air conditioning preventative maintenance will be scheduled in the spring and heating preventative maintenance in the fall.
 - 1.2.1. Spring preventative maintenance shall consist of the requirements listed in Exhibit A – Part Five.
 - 1.2.2. Fall preventative maintenance shall consist of the requirements listed in Exhibit A – Part Five.
- 1.3. Preventative maintenance is expected to be billed at a fixed rate per store for fall and spring preventative maintenance on Exhibit B – Part One, any service required above and beyond normal manufacturer preventative maintenance will require an estimate to be approved by the maintenance engineer before any work is performed. Any work performed above preventative maintenance must be billed on a separate invoice.
- 1.4. Major repair service will require an estimate for work to be provided at no charge to the NHSLC. In addition, the State reserves the right to get a second estimate for major repairs.
- 1.5. Response Time:
 - a) All emergency situations shall have an immediate response time.
 - b) All planned repairs/enhancements must have a minimum response time of one (1) week.
- 1.6. All replacement parts shall be new and of the same quality and brand name as that being replaced. All supplies such as coils and refrigerants shall be as specified by the equipment manufacturer. Substitutions will be permitted only with prior authorization of the contracting officer or his designated representative.
- 1.7. The Contractor will be responsible for presenting a report by store on the condition of all equipment as well as recommendations for future repairs. This report must be sent to the Liquor Commission representative, John Tower, no later then the first Friday of January each year.
- 1.8. A separate work order must be made on each unit and sent in with the invoice for payment. The Liquor Commission representative is the contact person and the only one that can request services except for an emergency repair call.

EXHIBIT A - PART TWO

REQUIREMENTS

- 1.9. **Caution to Offerors:** The heating and air conditioning maintenance and services called for by this solicitation are highly critical to the needs of the Liquor Commission. All contractual requirements will be strictly enforced. Any contractor receiving an award here under will be held fully responsible for proper performance of contract requirements. It is expected that an initial extra effort on the part of the contractor and its personnel will be provided to create and maintain a condition of excellence.
- 1.10. The Bidder shall secure and pay for all permits, inspections and licenses necessary for the execution of his work.
- 1.11. The Contractor shall, after each scheduled or emergency call and before leaving the job site, present a written summary of the work performed and obtain the contracting officer's signature thereon.
- 1.12. The Contractor shall take all responsibility for the work under this contract; for the protection of the work; and for preventing injuries to persons and damage to property and utilities on or about the work. He shall in no way be relieved of his responsibility by any right of the State to give permission or issue orders relating to any part of the work; or by any such permission given on orders issued or by failure of the State to give such permission or issue such orders. The Bidder shall bear all losses resulting to him or to the Owner on account of the amount or character of the work, or because of the nature of the area in or on which the work is done is different from what was estimated or expected, or account of the weather, elements or other causes.
- 1.13. The State reserves the right to hire equipment other than the Contractor if the Contractor's equipment does not report ready for service within three (3) hours of the time ordered. When such equipment, other than the Contractor's is employed, any expense incurred above the contract price shall be borne by the Contractor and such additional expense shall be deducted from any money due the Contractor.
- 1.14. **Upon arrival at the site the Contractor shall sign in with the manager of the store or person in charge and after each scheduled, before leaving the job site present a written summary of the work performed and obtain the State's signature thereon. (time of day must be written in and manager must initial at time of arrival and again at time of departure)**
- 1.15. All work must be performed in such a manner as not to inconvenience building occupants. The Contractor shall conduct his work so as to interfere as little as possible with State business, determine the State's normal working conditions and activities in progress and shall conduct the work in the least disruptive manner.
- 1.16. The Contractor shall do all the work and furnish all the materials, tools, equipment and safety devices necessary to perform in the manner within the time specified. The Contractor shall complete the entire work to the satisfaction of the State and in accordance with the specifications herein mentioned, at the price herein agreed upon. All the work, labor, and equipment to be done and furnished under this contract, shall be done and finished strictly pursuant to, and in conformity with the specifications described herein and any directions of the State representatives as given from time to time during the progress of the work, under the terms of this contract.
- 1.17. The Contractor shall at his own expense, wherever necessary or required, furnish safety devices and take such other precautions as may be necessary to protect life and property.
- 1.18. The Contractor shall bear all losses resulting to him or to the Owner on account of the amount or character of the work, or because of the nature of the area in or on which the work being done is different from what was estimated or expected, or account of the weather, elements or other causes.
- 1.19. Unsatisfactory response to any or all of the listed services or requirements will be a basis for immediate termination of the contract.
- 1.20. The Liquor Commission reserves the right to terminate this contract at any given time with a 30 day written notice.

EXHIBIT A - PART TWO
REQUIREMENTS

2. EXPERIENCE:

- 2.1. Experience Requirements: It is mandatory that the Bidder as a company, corporation, or other entity must have a minimum of three (3) years of successful experience in air conditioning/heating maintenance services. This experience must be completed prior to the date established for the receipt of the proposal. Any bidder unable to or failing to comply with this provision will not be considered for this contract.
- 2.2. The Bidder shall have in his employ a sufficient number of trained mechanics so that calls of any emergency nature can be answered promptly with the mechanic arriving at job site no later than four (4) hours after the call was entered. If overtime is necessary as a result of late arrival, the State may deduct the additional time, over four (4) hours, from any overtime payment.
- 2.3. The Bidder shall, in performing the services as described herein, utilize mechanics skilled in the services of large water chillers and air conditioning systems who have obtained a "journeyman" level of competence. Apprentices may be used only for work of a routine nature and then only when accompanied by and under the direction of a qualified journeyman.
- 2.4. The Bidder shall employ only competent people to do the work, and whenever the Contracting Officer shall notify the Contractor that any person working, in their opinion, is incompetent, unfaithful, disorderly, or otherwise unsatisfactory, such person shall be replaced and shall not be again employed except with the consent of the State.
- 2.5. All subcontractors shall be of recognized standing with a record of satisfactory performance. The Contractor shall not employ any subcontractor or provide any equipment, which the State may reject as incompetent, unfit, or where there is reason to assume the service will not be provided in accordance with the contract documents. Prior to employment of the named subcontractors, the subcontractor must be approved by the State.

3. INSURANCE:

- 3.1. The bidders shall furnish to the Contracting Officer, prior to the start of any work, insurance certificates for comprehensive general liability, automobile liability and worker's compensation in accordance with the following:
 - a. Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per incident; and
 - b. Fire and extended coverage insurance covering all property which has been received from the State or purchased with funds provided for that purpose under this agreement.
 - c. The policies shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modifications of the policy earlier than 10 days after written notice thereof has been received by the State.

EXHIBIT A - PART TWO
REQUIREMENTS

4. BIDS

- 4.1. If sub contractors are to be utilized, please include information regarding the proposed subcontractors including the name of the company, their address and three references with contact personnel for each sub-contractor.
- 4.2. Bidders shall take careful note that only material contained in their proposal shall be criteria for contract award consideration. Bids should encompass all criteria set forth in this RFP.
- 4.3. Bids will be made public at the time of the opening and may be reviewed, only after they have been properly recorded. Bid results will not be given by telephone and shall only be given by mail only if requested in writing and accompanied by a self-addressed, stamped business size envelope.
- 4.4. The time and effort expended in bid preparation is entirely the responsibility of the bidder.
- 4.5. Before submitting a bid, each vendor is encouraged to visit the sites and become familiar with the equipment and pertinent local conditions, such as location, accessibility and general character of the buildings. The act of submitting a bid is to be considered full acknowledgement that the vendor has inspected the sites and is familiar with the conditions and requirements of these specifications. Arrangements to look at these locations must be made prior to bidding by contacting John Tower at telephone number 271-1710.
- 4.6. All Bidder correspondence and submittal shall be sent to :

State of New Hampshire
Liquor Commission
P. O. Box 503
Concord, NH 03302-503
Attn: Tina Demers

Questions can also be sent via e-mail to tdemers@liquor.state.nh.us.

5. TERM:

- 5.1. The term of the contract shall be effective upon Governor and Executive Council Approval through December 31, 2011. Upon completion of the terms, if the vendor notifies the Liquor Commission by an instrument in writing and both parties here to agree this contract may be amended for an additional Two-year term upon approval of the Governor and Executive Council of the State of New Hampshire.

EXHIBIT A - PART THREE
EVALUATION AND AWARD CRITERIA

1. EVALUATION:

- 1.1. The Liquor Commission will evaluate the bid proposals received in response to the RFP. The bid proposals must include specific responses for each item.
- 1.2. The Liquor Commission will select the bid proposal(s) most advantageous to the State for award; the resulting contract to be executed by the Commission subject to approval by the Attorney General's Office and Governor and Executive Council, as required.
- 1.3. Failure of the bidder to provide any information requested by the RFP may result in disqualification of the bid.
- 1.4. The criteria to be used in the evaluation of the bid proposals is as follows:
 - a. The ability of the bidder to meet the minimum specified requirements contained in Exhibit A – Part 1.
 - b. The overall costs of the proposal satisfying the requirements contained in Exhibit A.
- 1.5. Bids will only be considered from Contractors that have a minimum of three years of successful experience providing heating and air conditioning services. The Contractor shall be required to demonstrate that they have successfully completed these type services for clients of the same size and magnitude for a minimum of three years. Failure to demonstrate this experience will be grounds for bid rejection.
- 1.6. The Commission will make the decision for selection of a Bidder. Proposals will be evaluated for purpose of award by the New Hampshire Liquor Commission. The selected Bidder will be notified in writing.
- 1.7. NHSLC may cancel this RFP, or reject proposals at any time prior to an award.
- 1.8. Bid award for the services requested under these specifications will be based upon capacity to perform, capacity of the state to monitor and enforce performance, availability of resources to perform services, and price.
- 1.9. The State reserves the right to reject any or all bids or any part thereof as deemed to be in the best interest of the state.
- 1.10. Any agreement that may result from this proposal shall not be binding on either party until it has been approved by the New Hampshire Attorney General Office and Governor and Executive Council.

2. AWARD:

The bid shall be awarded to the lowest bidder meeting all the specifications listed within. The gross bid must be the exact additive total of the bid for all requirements. The State reserves the right to remove one or more locations from the project at the price quoted in the bid with the remaining locations serviced at the individually quoted prices.

EXHIBIT A - PART FOUR
LOCATIONS AND EQUIPMENT

ST	MANAGER	ADDRESS	PHONE	A/C	HEAT	# OF UNITS	MAKE	MODEL #	FILTERS
4	Penny Brady	1271 Hooksett Rd Hooksett, NH 03106	641-5145	X	X	1	Bryant	579FPV180300AGHB	(4) 16x20x2 (4) 20x20x2
4		Hooksett				1	Bryant	580DPV090224ACAA	(4) 16x20x2
5	Sherry Normand	IGA Shppng Plaza, 17 Pleasant St Berlin, NH 03570	752-1552	X	X	2	Comfortmaker	PAMA048G1	N/A
6	Pam Grondin	Pick N Pay, 800 Islington Street Portsmouth, NH 03801	436-3382	X	X	1	Lennox	LGA120551Y	(4) 18x24x2
6		Portsmouth				1	Lennox	GCS16-090-200-0Y	(3) 16x20x2
10	Tammy Martin	333 Lincoln St Manchester, NH 03103-5749	626-0940	X	X	2	York	D3CG090N16525B	(4) 12x24x2 (4) 16x25x2
11	Kristie Davis	12 Centerra Parkway Lebanon, NH 03766	643-8979	X	X	1	York	D1EG090N16525ECA	(2) 12x24x2 (2) 16x24x2
13	Darrell Haynes	5 Somersworth Plaza Somersworth, NH 03878	692-2555	X	X	1	Carrier	48LJE008-521HF	(4) 16x20x2
14	Art Gerry	Lilac Mall, Rt 25 Rochester NH	332-0378	X	X	2	New Units 11-15-2007		
16	Scott Roden	1 Forest St., Butson's Complex Woodsville, NH 03785	747-3471	X	X	1	Snyder General	DC2HC060	(4) 15x30x1
16		Woodsville				1	Comfortmaker	PAMA048G1	Washable
17	Karen Fink	Franklin Shppng Ctr, 880 Central St. Franklin, NH 03235	934-3523	X	X	1	American Standard	YCD090C3G0BE	(3) 16x25x1
19	Steven Willey	494 Tenney Mt Hwy Unit #3 Plymouth, NH 03264	536-3614	X	X	2	Carrier	38EN048320	(2) 20x20x1
20	Nancy Dylun	Derry Meadows Shoppes 35 Manchester Rd. Derry, NH 03038	437-2826	X	X	1	Trane	YCD180B3HAFA	(4) 20x20x2 (2) 20x25x2
21	Phil Courtad	One Jaffrey Road, Rte 202 Suite 1 Peterborough, NH 03458	924-6671	X	X	1	Carrier	38EH060330DL	(4) 16x25x1
22	Larry Hammond	44A Rte.13 Brookline NH 03033	672-8426	X	X	1		DM150N20N2AA2A	(4) 20x25x2

EXHIBIT A - PART FOUR
LOCATIONS AND EQUIPMENT

ST	MANAGER	ADDRESS	PHONE	A/C	HEAT	# OF UNITS	MAKE	MODEL #	FILTERS
23	Cindy Sanborn-Dubey	234 White Mountain Hwy, Suite 9 Conway, NH 03818	447-2782	X	X	3	Frigidaire	S3BA060KA	N/A
23		Conway				1	Olsen	MP1120	(1) 20x20x1
23		Conway				1	Arco (Indoor)	0140A-5	N/A
23		Conway				2	Arco (Indoor)	0168A-5	(4) 14x25x1
24	Leslie Sampson	Sugar Riv Shp Ctr, 52 John Stark Hwy Newport, NH 03773	863-3550	X	X	2	Carrier	48HDF00850	(4) 16x20x2 (4) 20x20x2
26	Madeline Hart	Northumberland Shp Ctr, PO Box 42 Route 3, Groveton, NH 03582	636-1003	X	X	1	American Standard	YCD060C1H0BE	(2) 20x25x2
27	Joyce McInnis	300 Main Street Nashua NH 03060	595-2374	X	X	4	American Standard	Y5C060A4RHA00000 HD	(8) 20x30x1
						1	Reznor	FE50	N/A
28	Colleen Condon	186 Ocean Boulevard Seabrook NH 03874	474-2632	X	X	2	American Standard	AUX120X960D3	(2) 14x25x1
							Reznor	UDAP100	N/A
29	Barbara Bolduc	100 Lancaster Road Whitefield, NH 03598	837-2632	X	X	1	ThermoPride	1224-1	(1) 16x25x1
30	Jim Bridges	Granite Town Plaza, Suite 6 189 Elm Street, Route 101 West Milford NH 03055	673-1666	X	X	1	Climate Control	R132C00601	(4) 16x25x2
30		Milford				1	BRE2-0750-TFC	PAH150AF	N/A
30		Milford				1	Modine	PAH150AF	N/A
35	Monica Wood	15 Antrim Road, Suite #1 Hillsboro, NH 03244	464-3412	X	X	2	Trane	YHC063A3RHA11A0 A0C1B00000B	(4) 20x30x1

EXHIBIT A - PART FOUR
LOCATIONS AND EQUIPMENT

ST	MANAGER	ADDRESS	PHONE	A/C	HEAT	# OF UNITS	MAKE	MODEL #	FILTERS
36	Cheryl Caron	Monadnock Plz, 80 Peterborough St. Jaffrey, NH 03452	532-7291	X	X	1	York	D6CG060N09925C	(2) 14x20x1 (1) 14x25x1
37	Beverley Roy	Butson's Marketplace, 199A Main St. Lancaster, NH 03584	788-4861	X	X	1	York	D4CG090N16525A	(2) 12x24x2 (2) 16x24x2
39	Stephen Estabrook	35 Center Street Wolfeboro Falls, NH 03896	569-3567	X	X	3	Carrier	38CKB060300	N/A
39		Wolfeboro Falls				2	Electric Furnas	AH68BKD425D	(2) 16x20x1 (1) 20x20x1
40	James O'Brien	32 Ames Plaza Lane Walpole, NH 03608	756-3916	X	X	2	York	D2CG036N08225B	(2) 14x20x1 (2) 16x20x1
42	Mark Roy	71 Route 104, Old Province Common Meredith, NH 03253	279-7018	X	X	2	Lennox (Condensing)	H518-511-5P	N/A
42		Meredith				2	Lennox (Air Handler)	GS1804-5E-125-5	N/A
42		Meredith				1	Lennox (Condensing)	H523-311-29	N/A
42		Meredith				1	Lennox (Air Handler)	GS11603-75-3	(3) 20x22x1
43	Dave Wilson	829 NH Route 11, Unit #2 Farmington, NH 03835	755-3571	X	X	1	York	H1D8060506A	(3) 16x25x1
45	Dodie Kidder	6 Water Street Pittsfield, NH 03263	435-6592	X	X	1	Carrier	40QB060300	(1) 20x25x1
47	Cynthia Ham	No. Woodstock Plz, Box 11 No. Woodstock, NH 03262	745-8922	X	X	1	Lear Siegler	LSR-60-1	(1) 14x25x1 (2) 20x25x1
48	Muriel Southwick.	Route 119, Box 114 Hinsdale, NH 03451	256-8637	X	X	2	Carrier	48TJE008501QE	(8) 16x20x2
49	Kathleen Smith	9 Plaistow Rd. Shaw's Plaza Plaistow, NH 03865	382-8511	X	X	2	Trane	YCD09C3L0AA	(6) 16x25x2
51	Chris Kulick	Route 38, PO Box 10 Pelham, NH 03076	635-7551	X	X	1	York	DM060N10A2AAA1A	(1) 15x20x1 (1) 14x25x1
51						1	York	D2ECO60N140	(1)20x25x1 (1)16x25x1

EXHIBIT A - PART FOUR
LOCATIONS AND EQUIPMENT

ST	MANAGER	ADDRESS	PHONE	A/C	HEAT	# OF UNITS	MAKE	MODEL #	FILTERS
52	Sudie Francoeur	159 Main Street, Androscoggin Plaza Gorham, NH 03581	466-3367	X	X	1	Lennox Coomfortmaster	OH250120B	(4) 16x20x1
55	Lisa Gosslin	5 Colby Court Bedford NH 03110	627-5878	X	X	1		D1CG180N32025ECA	(3)18x24x2 (2)18x25x2
58	Ben Mooney	Shop N Save Plaza, 605 Mast Road Goffstown, NH 03102	626-4725	X	X	2	Lennox	GCA16-653-75-5Y	(2) 20x25x1
59	Nancy Bartlett	Shaws Shopping Center 356 DW Highway Merrimack, NH 03054-4131	424-2521	X	X	1	Carrier	48TFE006-S01GA	(2) 16x25x1
59		Merrimack				1	Carrier	48LPT006550	(1) 16x25x1 (1) 20x25x1
60	Joe McLaughlin	Powerhouse Plaza, Unit #3 10 Benning Drive 12A West Lebanon, NH 03784	298-8629	X	X	3	McQuay	CUR076F821	(9) 25x25x2
63	Barbara Bastille	Suite 1, 30 Warwick Road Winchester, NH 03470-2819	239-6223	X	X	1	Lennox	GCS16-1353-270-5Y	N/A
64	Pat Cheney	New London Shopping Center, Rte. 11 New London, NH 03257	526-6868	X	X	1	Amana	ACFC60A0UA	(2)16x25x1
						1	Amana	GHI140A50	(2)16x25x1
65	Bob Margeson	25 Vintinner Road Campton NH 03223	726-2901	X	X	2	New 2/07		
68	John Reardon	69 Lafayette Road, Village Shppng Ctr North Hampton, NH 03862	964-6991	X	X	1	Rheem	RRGG-12E61CKR	(2) 20x20x1
68		North Hampton				1	Rheen	RRGF-201076CKR	(2) 20x20x1
70	Jacob Goreki	Rt.12, 37 Monadnock Highway Swanzey NH 03431	357-0693	X	X	2	York	D6CG060N09925C	(4) 14x20x1 (2) 14x25x1
75	Kathy Clough	15 Old State Road Belmont NH 03220	528-2170	X	X	1	Carrier	48TDB012-620	(4) 16x25x2 (2) 16x20x2

EXHIBIT A - PART FIVE
PREVENTATIVE MAINTENANCE REQUIRMENTS

Operational Inspection
Automatic Temperature Controls

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Air Compressor

Drain tank and check traps.

Check belt, sheaves, filter, and change as required.

Change suction filter as required.

Analyze motor operating conditions and lubricate.

permit.

Check PE switch, starter and alternator.

Record compressor run time.

Refrigerated Air Dryer

Check refrigerant pressure and record.

Record refrigerant temperature.

Brush condenser and cover grills as required.

Operate drain trap and bypass valves.

Report controls condition and repair requirements.

NOTE: *The preceding inspection task will be completed when operating conditions*

EXHIBIT A - PART FIVE
PREVENTATIVE MAINTENANCE REQUIREMENTS

Comprehensive Inspection and Calibration
Automatic Temperature Controls

NOTE: *The Comprehensive Inspection and Calibration may be performed in more than one season, due to climatic conditions, winter shutdown, spring startup, etc. This will ensure proper equipment operating efficiency as well as appropriateness and timeliness of the procedures.*

Report in with Customer Representative

Record and report abnormal conditions, measurements taken, etc.

Air Compressor

Drain tank and check traps.

Change oil and check oil pressure.

Check belt and sheaves; change as required.

Change suction filter as required.

Inspect unloader and check valve.

Inspect high pressure safety valve.

Analyze motor operating conditions and lubricate.

Check PE switch, starter and alternator.

Record compressor run time.

Record oil carryover rate. *

Refrigerated Air Dryer

Check refrigerant pressure and record.

Record refrigerant temperature.

Brush condenser and cover grills as required.

Operate drain trap and bypass valve.

Filter and Pressure Reducing Station

Inspect coalescent filters (change as required).

Inspect charcoal filter (change as required).

Record pressure reducing valve settings, adjust as required.

Record oil carryover rate. *

Boiler, Chiller, Convertor, Pumps and Zone Control

Check and calibrate all controllers.

Calibrate all transmitters and set receiver gages as required.

**where applicable*

Fan Systems and HVAC Unit Controls

Review sequence of operation.

Check operation of all dampers.

Check pilot positioners.

Check all control valves.

Calibrate all controllers as required.

Calibrate all transmitters and set receiver gages as required.

Check all solenoid air valves, PE switches and air valves for proper operation.

Check auxiliary control devices.

Room-Terminal Unit Controls

Check all room stats and calibrate as required.

Check all control valves and report condition.

Check operation of unit coil steam traps.

Check operation of all dampers.

Check all PE switches, solenoid air valves, and limit controls.

Check operation of auxiliary devices.

Terminal Units

Boxes--Mixing and Variable Air Volume(w/o Fan)

Inspect box for ductwork connection.

Lubricate and adjust dampers and linkage.

Verify operation of control.

Electric Duct Heaters

Inspect coil for damage to element.

Inspect isolators for damage or cracks.

Brush coil. Remove dust and debris.(where accessible)

Torque heating terminals.

Verify operation of control.

Verify staging of heating elements.

EXHIBIT A - PART FIVE

PREVENTATIVE MAINTENANCE REQUIRMENTS

Check all PE switches.

Check all control valves.

Check all pilot positioners

Check auxiliary control devices

Clean discharge grill.

Check and clean strainers

Check steam traps and hand valves.

Reheat Coils - Electric

Inspect coil for damage to element.

Inspect isolators for damage or cracks.

Brush coil. Remove dust and debris. (Where accessible)

Torque heating terminals.

Verify operation of control.

Verify staging of heating elements.

Reheat Coils - Team and Hot Water

Inspect coil for leaks or damage.

Brush coil. Remove dust and debris. (Where accessible)

Induction Unit

Visually inspect coil. Clean as required.

Check and clean drains and drain pans.

Check and clean strainers.

Verify operation of steam trap(s) where applicable.

Verify operation of controls.

Radiation

Visually inspect fins/cast iron.

Check and clean strainers.

Clean as required.

Check steam traps and hand valves.

Report controls condition and repair requirements (if any).

**where applicable*

EXHIBIT A - PART FIVE
PREVENTATIVE MAINTENANCE REQUIREMENTS

**Comprehensive Annual Inspection
Exhaust Fan And Blower**

NOTE: *The Comprehensive Annual Inspection may be performed in more than one season due to climatic conditions, winter shutdown, spring startup, etc. This will ensure proper equipment lay-up, startup, and appropriateness and timeliness of the procedures.*

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review operation with customer for problems and trends.

Fan and Motor

Verify operation of system motor.

Inspect flexible connections and ductwork for damage and leaks.

Inspect tension on drive and fan belts, and change as needed.

Lubricate fan shaft bearings.

Lubricate motor bearings.

Lubricate dampers.

Clean intake screen on motor

Inspect fan wheel for free rotation, cracks and alignment.

Inspect for vibrations and unusual noises.

Report condition of dampers and damper linkage.

Test secureness of guards, doors and panels.

Verify operation of all indication.

Inspect all structural elements for corrosion and damage

Inspect motor windings for cleanliness.

Starter

Inspect wiring for secureness and damage.

Megger motor at starter and record reading.*

Inspect starter for signs of wear, arcing, overheating, burns, etc.

Inspect electrical connections for tightness and absence of moisture.

Measure and record operating voltage.

Measure and record operating amperage.*

Record condition and repair requirements (if any).

**where applicable*

EXHIBIT A - PART FIVE
PREVENTATIVE MAINTENANCE REQUIREMENTS

Operational Inspection
Exhaust Fan And Blower

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review customer logs with customer for operational problems and trends.

Fan and Motor

Verify operation of system motor.

Inspect tension on drive and fan belts, and change as needed.

Lubricate fan shaft bearings.

Lubricate motor bearings.

Inspect dampers and damper linkage.

Inspect for vibrations and unusual noises.

Report condition of dampers.

Report condition of motor windings - clean/dirty.

Clean intake screen on motor.

Starter

Inspect starter for signs of wear, arcing, overheating, burns, etc.

Measure and record operating amperage.*

Record condition and repair requirements (if any).

***Note:** The preceding inspection tasks will be completed when operating conditions permit.*

EXHIBIT A - PART FIVE
PREVENTATIVE MAINTENANCE REQUIREMENTS

Comprehensive Annual Inspection
Air Handling Unit

Report in with Customer Representative.
Record and report abnormal conditions, measurements taken, etc.
Review operation with customer for problems and trends.

Fan and Motor

Verify operation of system motor, gages, etc.
Inspect flexible connections and ductwork for damage and leaks.
Inspect tension on drive and fan belts, and change as needed.
Lubricate fan shaft bearings.
Lubricate motor bearings.
Lubricate dampers
Clean intake screen on motor.
Inspect fan wheel for free rotation, cracks and alignment.
Inspect for vibrations and unusual noises.
Inspect coils for steam or water leaks.
Report condition of dampers.
Test secureness of guards, doors and panels.
Inspect humidifier parts.

Inspect all major stop valves and report condition.
Inspect all structural elements for corrosion and damage.
Report condition of coil -- clean/dirty.
Inspect motor windings for cleanliness.

Starter

Inspect wiring for secureness and damage.
Megger motor at starter and record reading.
Inspect switch gear, starter and contactor points.
Inspect starter for signs of wear, arcing, overheating, burns, etc.
Inspect electrical connections for tightness and absence of moisture.
Measure and record operating voltage.
Measure and record operating amperage.

Report condition and repair requirements (if any).

***Note:** The preceding inspection tasks will be completed when operating conditions permit.*

EXHIBIT A - PART FIVE
PREVENTATIVE MAINTENANCE REQUIREMENTS

**Operational Inspection
Pump**

Report with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review customer logs with customer for operational problems and trends.

Inspect for vibrations, unusual noises, odors, etc.

Inspect packing; adjust to a slow drip if necessary*

Inspect mechanical seal.*

Verify flow in sealing/flushing line.*

Lubricate coupling.*

Lubricate motor bearings.

Inspect system for leaks in piping, flange connections, etc., and record condition.

Lubricate pump bearings.

Inspect motor windings for dirt buildup.

Clean ventilation openings (grills and/or screens).

Visually inspect coupling.*

Starter or Contactor.

Inspect contracts for signs of wear, arcing, overheating, etc., and record condition.

Measure operating amperage and record reading.

Operational Test

Inspect level in system expansion tank and record reading.

Record suction and discharge pressure.

Report pump condition and repair requirements (if any).

***Note:** The preceding inspection tasks will be completed when operating conditions permit.*

** where applicable.*

EXHIBIT A - PART FIVE
PREVENTATIVE MAINTENANCE REQUIREMENTS

**Comprehensive Annual Inspection
Pump**

Report with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review operation with customer for problems and trends.

Inspect for vibrations, unusual noises, odors, etc.

Inspect mounting points for secureness and tighten.

Inspect packing; adjust to a slow drip if necessary.*

Inspect mechanical seal.*

Verify flow in sealing/flushing line.*

Lubricate coupling.*

Lubricate motor bearings.

Inspect system for leaks in piping, flange connections, etc., and record condition.

Lubricate pump bearings.

Inspect motor windings for dirt buildup.

Clean ventilation openings (grills and/or screens).

Visually inspect coupling.*

Starter or Contactor.

Inspect wiring for secureness and damage, and record condition.

Megger motor at starter and record reading.

Clean enclosure.

Tighten terminal connections at starter

Inspect contacts for signs of wear, arcing, overheating, etc., and record condition.

Measure operating amperage and record readings.

Operational Test

Inspect level in system expansion tank and record reading.

Record discharge pressure.

Measure operating voltage and record reading.

Test accuracy of all pressure gages.

Record suction pressure.

Report pump condition and repair requirements (if any).

** where applicable.*

EXHIBIT A - PART FIVE
PREVENTATIVE MAINTENANCE REQUIREMENTS

Operational Inspections
Reciprocating Chillers And Standalone Compressors

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review customer logs with customer for operational problems and trends.

Compressor(s)

Verify setting of oil cooler water (valve) regulator.*

Open Compressor (Only)

Lubricate motor bearings.

Clean motor air intake screens.

Lubricate coupling.*

Inspect motor windings and report condition.

Visually inspect coupling.

Controls

Verify operation of bypass valve.

Verify capacity control reaction.

Verify operation of oil temperature control.*

Verify operation of cooling water (valve) regulator.*

Starter

Measure operating amperage and record readings.

Inspect starter for signs of wear, arcing, overheating, burns, etc.

Operational Test

Draw oil sample for analysis.

Run and record a complete test log on machine.

Verify refrigerant charge.

Verify oil level.

Verify superheat adjustment.

Inspect for vibrations and unusual noises in bearings, motors, etc.

Inspect moisture indicator for evidence of moisture.

Record compressor oil pressure.

Record compressor suction pressure.

Record compressor discharge pressure.

Check and record superheat.*

Check and record sub cooling.*

Compressor and Vessels

Test for refrigerant leaks and report results.

Report condition and repair requirements (if any).

***Note:** The preceding inspection tasks will be completed when operating conditions permit.*

** where applicable.*

EXHIBIT A - PART FIVE
PREVENTATIVE MAINTENANCE REQUIREMENTS

**Comprehensive Annual Inspection
Reciprocating Chillers And Standalone Compressors**

NOTE: *The Comprehensive Annual Inspection may be performed in more than one season due to climatic conditions, winter shutdown, spring startup, etc. This will ensure proper equipment lay-up, startup, and appropriateness and timeliness of the procedures.*

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review customer logs with customer for operational problems and trends.

Compressor(s)

Inspect vibration eliminators for secureness and damage.

Clean and flush cooling system.*

Verify setting of oil cooler water (valve) regulator.*

Test oil for acid.*

Change oil and filter element.*

Take oil sample for analysis.*

Tighten terminal connections at heater elements.

Test secureness of mounting points, and tighten all major points.

Open Compressor (Only)

Lubricate motor bearings.

Clean motor air intake screens.

Lubricate coupling.*

Inspect motor windings and report condition.

Visually inspect coupling.

Check shaft alignment. Align as needed.

Controls

Inspect control center; clean and tighten connection; inspect components.

Verify operation of bypass valve.

Verify capacity control reaction.

Test low pressure cutout & record; calibrate if needed.

Test high pressure safety & record; calibrate if needed.

Verify operation of cooling water (valve) regulator.*

Test freeze control cutout and record temperature.*

Verify operation of oil temperature control.

Test oil high temp cutout and record; calibrate if needed.*

Starter

Inspect wire insulation for signs of overheating, burns etc.

Megger motor at starter and record reading.

Measure operating amperage and record reading.

Clean enclosure.

Tighten terminal connections at starter.

Measure operating voltage and record reading.

Inspect starter for signs of wear, arcing, overheating, burns, etc.

Operational Test

Run and record a complete test log on machine.

Verify refrigerant charge.

Verify oil level.

Verify superheat adjustment.

Inspect for vibrations and unusual noises in bearings, motors, etc.

Inspect moisture indicator for evidence of moisture.

Test accuracy of all pressure gauges.

Record compressor oil pressure.

Record compressor suction pressure.

Record compressor discharge pressure.

Compressor and Vessels

Test for refrigerant leaks and report results.

Report machine condition and repair requirements.

* *where applicable.*

EXHIBIT A - PART FIVE
PREVENTATIVE MAINTENANCE REQUIREMENTS

**Operational Inspection
Condensing Unit**

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review customer logs with customer for operational problems and trends.

Clean all debris from air inlet louvers.

Inspect all structural elements for corrosion and damage.

Test for secureness of guards, doors and panels.

Compressor(s)

Verify setting of oil cooler water (valve) regulator.*

Open Compressor (Only)

Lubricate motor bearings.

Clean motor air intake screens.

Lubricate coupling.*

Inspect motor windings and report condition.

Visually inspect coupling.

Controls

Verify operation of bypass valve.

Verify capacity control reaction.

Verify operation of oil temperature control.

Verify operation of cooling water (valve) regulator.*

Verify operation of fan speed control.*

Verify operation of damper cycling controller.*

Verify operation of fan cycling controller.*

Starter

Measure operating amperage and record readings.

Inspect starter for signs of wear, arcing, overheating, burns, etc.

Condenser Fan Motor(s)

Inspect for vibrations and unusual noises in bearings, motor, etc.

Inspect tension on drive and fan belts, and change as needed.

Lubricate motor bearings.

Report condition of coils - clean/dry.

Operational Test.

Run and record a complete test log on machine.

Verify refrigerant charge.

Verify oil level.

Verify superheat adjustment.

Inspect for vibrations and unusual noises in bearings, motors, etc.

Inspect moisture indicator for evidence of moisture.

Record compressor oil pressure.

Record compressor suction pressure.

Record compressor discharge pressure.

Report machine condition and repair requirements (if any).

***Note:** The preceding inspection tasks will be completed when operating conditions permit.*

** where applicable.*

EXHIBIT A - PART FIVE
PREVENTATIVE MAINTENANCE REQUIREMENTS

**Comprehensive Annual Inspection
Condensing Unit**

NOTE: *The Comprehensive Annual Inspection may be performed in more than one season due to climatic conditions, winter shutdown, spring startup, etc. This will ensure proper equipment lay-up, startup, and appropriateness and timeliness of the procedures.*

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review customer logs with customer for operational problems and trends.

Clean all debris from air inlet louvers.

Brush condenser coil(s) to remove loose dirt.

Test for secureness of guards, doors and panels.

Inspect all structural elements for corrosion and damage.

Compressor(s)

Inspect vibration eliminators for secureness and damage.

Clean and flush cooling system.*

Verify setting of oil cooler water (valve) regulator.*

Test oil for acid.*

Change oil and filter element.*

Take oil sample for analysis.*

Tighten terminal connections at heater elements.

Test secureness of mounting points and tighten all major points.

Open Compressor (Only)

Lubricate motor bearings.

Clean motor air intake screens.

Lubricate coupling.*

Inspect motor windings and report condition.

Visually inspect coupling.

Check shaft alignment. Align as needed.

Test low pressure cutout and record; calibrate if needed.

Test high pressure safety and record; calibrate if needed.*

Verify operation of cooling water (valve) regulator.*

Test freeze control cutout and record temperature.*

Verify operation of oil temperature control.

Test oil high temp cutout and record; calibrate if needed.*

Verify operation of fan speed control.*

Verify operation of fan cycling controller.*

Starter

Inspect wire insulation for signs of overheating, burns, etc.

Megger motor at starter and record reading.

Measure operating amperage and record readings.

Clean enclosure.

Tighten terminal connections at starter.

Measure operating voltage and record readings.

Inspect starter for signs of wear, arcing, overheating, burns, etc.

EXHIBIT A - PART FIVE
PREVENTATIVE MAINTENANCE REQUIREMENTS

Controls

Inspect control center, clean and tighten connections; inspect components.

Verify operation of bypass valve. Verify capacity control reaction.

Operational Test

Run and record a complete test log on machine.

Verify refrigerant charge.

Verify oil level.

Verify superheat adjustment.

Inspect for vibrations and unusual noises in bearings, motors, etc.

Inspect moisture indicator for evidence of moisture.

Test accuracy of all pressure gages.

Record compressor oil pressure.

Record compressor suction pressure.

Record compressor discharge.

Condenser Fan Motor(s)

Inspect for vibrations and unusual noises in bearings, motor, etc.

Wipe down motor(s) to remove loose dirt and oil buildup.

Inspect tension on drive and fan belts, and change as needed.

Inspect fans for vibrations and tightness.

Inspect wiring and connections for signs of wear, overheating, burns, etc.

Lubricate motor bearings.

Inspect all structural elements for corrosion and damage.

Report condition of coils - clean/dry.

Compressor and Vessels

Test for refrigerant leaks and report results.

Report machine condition and repair requirements.

** where applicable.*

EXHIBIT A - PART FIVE
PREVENTATIVE MAINTENANCE REQUIREMENTS

Comprehensive Annual Inspection
Computer Room Units (Direct Expansion)

NOTE: *The Comprehensive Annual Inspection may be performed in more than one season due to climatic conditions, winter shutdown, spring startup, etc. This will ensure proper equipment lay-up, startup, and appropriateness and timeliness of the procedures.*

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review operation with customer for problems and trends.

Fan(s) and Motor(s)

Verify operation of system motor, gages, etc.

Inspect flexible connections and ductwork for damage and leaks.

Inspect tension on drive and fan belts, and change as needed.

Lubricate fan shaft bearings.

Lubricate motor bearings.

Lubricate dampers.

Clean intake screen on motor.

Inspect fan wheel for free rotation, cracks and alignment.

Inspect for vibration and unusual noises.

Report condition of dampers.

Test secureness of guards, doors and panels.

Inspect humidifier parts.*

Inspect roof curb flashing.*

Inspect all major stop valves and report condition.

Inspect all structural elements for corrosion and damage.

Report condition of coils – clean/dirty.

Inspect motor windings for cleanliness.

Condenser Fan Motor(s)

Inspect for vibrations and unusual noises in bearings, motors, etc.

Wipe down motor(s) to remove loose dirt and oil buildup.

Inspect wiring and connections for signs of wear, overheating, burns, etc.

Lubricate motor bearings.

Compressor(s)

Inspect vibration eliminators for secureness and damage.

Test oil for acid content.*

Change oil and filter element.*

Take oil sample for analysis.

Tighten terminal connections at heater elements.*

Test secureness of mounting points, and tighten all major points.

Controls

Inspect all panel lights.

Inspect control center; clean and tighten connections; inspect components.

Check all alarm points.

Test low pressure safety and record; calibrate if needed.

Test temperature sensors.

Verify operation of fan speed control.*

Verify economy cycle control.*

Verify operation of fan cycling controller.*

Verify operation of damper cycling controller.*

EXHIBIT A - PART FIVE

PREVENTATIVE MAINTENANCE REQUIREMENTS

Starter

Inspect wiring for secureness and damage.
Megger motor at starter and record reading.
Inspect switch gear, starter and contactor points.
Inspect starter for signs of wear, arcing, overheating, burns, etc.
Inspect electrical connections for tightness and absence of moisture.
Measure and record operating voltage.
Measure and record operating amperage.
Inspect for vibrations and unusual noises in bearings, motor, etc.
Inspect moisture indicator for evidence of moisture.*
Record compressor oil pressure.*
Record compressor suction pressure.
Record compressor discharge pressure.

Electric Reheat

Inspect coil for damage to element.
Measure and record reheat amperage.
Inspect isolators for damage or cracks.
Brush coil. Remove dust and debris.
Torque heating terminals.
Verify operation control.
Verify staging of heating elements.

Operational Test - Compressor(s)

Run and record and complete test log on machine.
Verify refrigerant charge.
Verify oil level.*
Verify superheat adjustment.

Steam and Hot Water Reheat

Inspect coil for leaks or damage.
Brush coil. Remove dust and debris.
Check and clean strainers.*
Verify operation of steam trap(s).*
Verify operation of controls.

Humidifier*

Verify operation of humidify probes.
Check steam orifice and clean, if necessary.*
Inspect humidifier pan.
Inspect infrared bulbs and clean, if needed.*

Report machine condition and repair requirements.

** where applicable.*

EXHIBIT A - PART FIVE
PREVENTATIVE MAINTENANCE REQUIREMENTS

Operational Inspection
Computer Room Units (Direct Expansion)

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review customer logs with customer for operational problems and trends.

Fan(s) and Motor(s)

Verify operation of system motor, gages, etc.

Inspect tension on drive and fan belts, and change as needed.

Lubricate fan shaft bearings.

Lubricate motor bearings.

Lubricate dampers.

Inspect for vibration and unusual noises.

Inspect coils for steam or water leaks.

Inspect roof curb flashing.*

Report condition of dampers.

Report condition of coils – clean/dirty.

Clean intake screen on motor.

Starter

Inspect starter for signs of wear, arcing, overheating, burns, etc.

Measure and record operating amperage.

Condenser Fan Motor(s)

Inspect for vibrations and unusual noises in bearings, motors, etc.

Lubricate motor bearings.

Controls

Check all alarm points.

Verify operation of fan speed control.*

Inspect all panel lights.

Verify operation of damper cycling controller.*

Verify operation of fan cycling controller.*

Operational Test - Compressor(s)

Run and record and complete test log on machine.

Verify refrigerant charge.

Verify oil level.*

Verify superheat adjustment.

Inspection of vibrations and unusual noises in bearings, motor, etc.

Inspect moisture indicator for evidence of moisture.*

Record compressor oil pressure.*

Record compressor suction pressure.

Record compressor discharge pressure.

Electric Reheat*

Verify staging of heating elements.

Verify operation of control.

Steam and Hot Water Reheat

Inspect coil for leaks or damage.

Verify operation of steam trap(s).*

Verify operation of controls.

Humidifier*

Verify humidifier operating sequence.

Inspect humidifier pan.

Report condition and repair requirements (if any).

Note: *The preceding inspection tasks will be completed when operating conditions permit.*

* where applicable.

EXHIBIT A - PART FIVE
PREVENTATIVE MAINTENANCE REQUIREMENTS

Operational Inspection
Air Handling Unit

Report in with Customer Representative.

Record and report abnormal conditions, measurements taken, etc.

Review customer log with customer for operational problems and trends.

Fan and Motor

Verify operation of system motor, gages, etc.

Inspect tension on drive and fan belts, and change as needed.

Lubricate fan shaft bearings.

Lubricate motor bearings.

Lubricate dampers.

Inspect for vibrations and unusual noises.

Inspect coils for steam or water leaks.

Additional Tasks and/or Special Instructions:

Report condition of dampers.

Report condition of coil -- clean/dirty.

Report condition of motor windings -- clean/dirty.

Clean intake screen on motor.

Starter

Inspect starter for signs of wear, arcing, overheating, burns, etc.

Measure and record operating amperage.

Report condition and repair requirements (if any).

Note: *The preceding inspection tasks will be completed when operating conditions permit.*

EXHIBIT B – PART ONE

BIDDER'S RESPONSE

1. **BIDDER'S REPRESENTATIVES:** The Bidder shall be required to supply the Contracting Officer with the name and telephone number of the Bidder's representative who will be on call incase of emergency twenty-four (24) hours a day.

Name, address, and telephone number of Bidder's agent who is on twenty-four-(24) hour call.

Name: _____

Address: _____

Telephone #: _____

2. **REFERENCES:** Please list three references and contact persons that your firm has performed similar work for.

1. _____

2. _____

3. _____

EXHIBIT B – PART TWO
BUDGET AND METHOD OF PAYMENT

1. PREVENTATIVE MAINTENCE (PM)
FIXED COST BY STORE

YEAR ONE

ST	Location	Fall PM	Spring PM	Total PM Year One
4	Hooksett			
5	Berlin			
6	Portsmouth			
10	Manchester			
11	Lebanon			
13	Somersworth			
14	Keene			
16	Woodsville			
17	Franklin			
19	Plymouth			
20	Derry			
21	Peterborough			
22	Brookline			
23	Conway			

EXHIBIT B – PART TWO
BUDGET AND METHOD OF PAYMENT
YEAR ONE – (continued)

ST	Location	Fall PM	Spring PM	Total PM Year One
24	Newport			
26	Groveton			
27	Nashua			
28	Seabrook			
29	Whitefield			
30	Milford			
35	Hillsboro			
36	Jaffrey			
37	Lancaster			
39	Wolfeboro Falls			
40	Walpole			
42	Meredith			
43	Farmington			
45	Pittsfield			
47	N Woodstock			
48	Hinsdale			
49	Plaistow			

EXHIBIT B – PART TWO
BUDGET AND METHOD OF PAYMENT

YEAR ONE – (continued)

ST	Location	Fall PM	Spring PM	Total PM Year One
51	Pelham			
52	Gorham			
55	Bedford			
58	Goffstown			
59	Merrimack			
60	W Lebanon			
63	Winchester			
64	New London			
65	Campton			
68	No Hampton			
70	Swanzey			
75	Belmont			
	Total:			

EXHIBIT B – PART TWO
BUDGET AND METHOD OF PAYMENT
YEAR TWO

ST	Location	Fall PM	Spring PM	Total PM Year Two
4	Hooksett			
5	Berlin			
6	Portsmouth			
10	Manchester			
11	Lebanon			
13	Somersworth			
14	Keene			
16	Woodsville			
17	Franklin			
19	Plymouth			
20	Derry			
21	Peterborough			
22	Brookline			
23	Conway			

EXHIBIT B – PART TWO
BUDGET AND METHOD OF PAYMENT

YEAR TWO – (continued)

ST	Location	Fall PM	Spring PM	Total PM Year Two
24	Newport			
26	Groveton			
27	Nashua			
28	Seabrook			
29	Whitefield			
30	Milford			
35	Hillsboro			
36	Jaffrey			
37	Lancaster			
39	Wolfeboro Falls			
40	Walpole			
42	Meredith			
43	Farmington			
45	Pittsfield			
47	N Woodstock			
48	Hinsdale			

EXHIBIT B – PART TWO
BUDGET AND METHOD OF PAYMENT
YEAR TWO – (continued)

ST	Location	Fall PM	Spring PM	Total PM Year Two
49	Plaistow			
51	Pelham			
52	Gorham			
55	Bedford			
58	Goffstown			
59	Merrimack			
60	W Lebanon			
63	Winchester			
64	New London			
65	Campton			
68	No Hampton			
70	Swanzey			
75	Belmont			
	Total:			

EXHIBIT B – PART TWO
BUDGET AND METHOD OF PAYMENT
YEAR THREE

ST	Location	Fall PM	Spring PM	Total PM Year Three
4	Hooksett			
5	Berlin			
6	Portsmouth			
10	Manchester			
11	Lebanon			
13	Somersworth			
14	Keene			
16	Woodsville			
17	Franklin			
19	Plymouth			
20	Derry			
21	Peterborough			
22	Brookline			
23	Conway			

EXHIBIT B – PART TWO
BUDGET AND METHOD OF PAYMENT

YEAR THREE – (continued)

ST	Location	Fall PM	Spring PM	Total PM Year Three
24	Newport			
26	Groveton			
27	Nashua			
28	Seabrook			
29	Whitefield			
30	Milford			
35	Hillsboro			
36	Jaffrey			
37	Lancaster			
39	Wolfeboro Falls			
40	Walpole			
42	Meredith			
43	Farmington			
45	Pittsfield			
47	N Woodstock			
48	Hinsdale			

EXHIBIT B – PART TWO
BUDGET AND METHOD OF PAYMENT

YEAR THREE – (continued)

ST	Location	Fall PM	Spring PM	Total PM Year Three
49	Plaistow			
51	Pelham			
52	Gorham			
55	Bedford			
58	Goffstown			
59	Merrimack			
60	W Lebanon			
63	Winchester			
64	New London			
65	Campton			
68	No Hampton			
70	Swanzy			
75	Belmont			
	Total:			

EXHIBIT B – PART TWO
BUDGET AND METHOD OF PAYMENT

2. SERVICES OTHER THAN PREVENTATIVE MAINTENANCE:

Charges shall consist of actual time at the job site. An estimate of hours required and number of workers needed to complete a requested service will be provided to the Liquor Commission by the Contractor at the time the Contractor schedules the work.

Disclaimer: This estimate is based on prior year actual figures and will be used to award bid, but is not a guarantee of hours, dollars, or mileage.

2.1. YEAR ONE – (January 1, 2008 to December 31, 2008)

2.1.1. Hourly Charges:

(This estimate is for services other than the Preventative Maintenance.)

Monday through Friday - Regular Hours \$ _____ /hour X 250 hrs/yr = \$ _____ **A**

Weekends, Holidays, and
After-Scheduled Working Hours \$ _____ /hour X 25 hrs/yr = \$ _____ **B**

2.1.2. Material Charges:

(This estimate is for services other than the Preventative Maintenance.)

Contractor's Percentage of Mark-up from Contractor's Cost: Please indicate as a Percentage.

_____ % X \$3,000.00/year in materials = \$ _____ **C**

2.1.3. Mileage Charge: Mileage shall be from portal to portal or the distance from the previous worksite to the next worksite, whichever is less.

Rate per Mile \$ _____ X 2,000 miles/year = \$ _____ **D**

YEAR ONE TOTAL: (Add lines A-D) \$ _____.

EXHIBIT B – PART TWO
BUDGET AND METHOD OF PAYMENT

2.2. YEAR TWO – (January 1, 2009 to December 31, 2009)

2.2.1. Hourly Charges:

(This estimate is for services other than the Preventative Maintenance.)

Monday through Friday - Regular Hours \$ _____ /hour X 250 hrs/yr = \$ _____ **A**

Weekends, Holidays, and
After-Scheduled Working Hours \$ _____ /hour X 25 hrs/yr = \$ _____ **B**

2.2.2. Material Charges:

(This estimate is for services other than the Preventative Maintenance.)

Contractor's Percentage of Mark-up from Contractor's Cost: Please indicate as a Percentage.

_____ % X \$3,000.00/year in materials = \$ _____ **C**

2.2.3. Mileage Charge: Mileage shall be from portal to portal or the distance from the previous worksite to the next worksite, whichever is less.

Rate per Mile \$ _____ X 2,000 miles/year = \$ _____ **D**

YEAR TWO TOTAL: (Add lines A-D) \$ _____.

EXHIBIT B – PART TWO
BUDGET AND METHOD OF PAYMENT

2.3. YEAR THREE – (January 1, 2010 to December 31, 2010)

2.3.1. Hourly Charges:

(This estimate is for services other than the Preventative Maintenance.)

Monday through Friday - Regular Hours \$ _____ /hour X 250 hrs/yr = \$ _____ **A**

Weekends, Holidays, and
After-Scheduled Working Hours \$ _____ /hour X 25 hrs/yr = \$ _____ **B**

2.3.2. Material Charges:

(This estimate is for services other than the Preventative Maintenance.)

Contractor's Percentage of Mark-up from Contractor's Cost: Please indicate as a Percentage.

_____ % X \$3,000.00/year in materials = \$ _____ **C**

2.3.3. Mileage Charge: Mileage shall be from portal to portal or the distance from the previous worksite to the next worksite, whichever is less.

Rate per Mile \$ _____ X 2,000 miles/year = \$ _____ **D**

YEAR THREE TOTAL: (Add lines A-D) \$ _____.

EXHIBIT B – PART TWO
BUDGET AND METHOD OF PAYMENT

SUMMARY OF TOTALS:

Totals from:	Year One	Year Two	Year Three	Total
Preventative Maintenance: (From Exhibit B – Part Two Item 1)				
Other Services: (From Exhibit B – Part Two Item 2)				
Totals:				

3. INVOICING:

- 3.1. All invoices must include detail of work performed, dates and location of service and prices, a separate work order must be made on each unit and sent in with the invoice for payment. Any work performed above preventative maintenance will be billed on a separate invoice. Please include one original invoice and one copy. Payment will not be due until thirty (30) days after the invoice has been received at the New Hampshire State Liquor Commission business office.
- 3.2. All invoices must be submitted within 30 days of the fiscal year-end, (June 30th) of each year for work completed within the current fiscal year. It is the contractor's further responsibility to ensure that they have been paid within 60 days from the time of submittal. If invoices haven't been submitted within the above mentioned time frame, approval will be required from The Governor and Executive Council prior to any processing of payments, which will delay the payment process.
- 3.3. Payment may be withheld if work is not performed as described under SCOPE OF SERVICES, and the immediate termination of this contract could occur.
- 3.4. A check will be issued through the State Treasurer and forwarded to the Vendor within fourteen (14) days after processing begins at the agency level. Payments will be for only what has been agreed to in the contract. The State of New Hampshire Liquor Commission does not pay late charges or interest.

EXHIBIT C
SPECIAL PROVISIONS

There are no special Provisions

ATTACHMENTS TO BE INCLUDED WITH BID RESPONSE

NOTE: These forms will be **REQUIRED** during contract signing. We ask that you provide them during the bid submission if possible, or be prepared to furnish them during contract signing.

1. **Certificate of Insurance:** This certificate is obtained from the Bidder's Insurance Company.
One Original and two copies should be returned with Bidder's Response Sheet. The amount of insurance should reflect the requested levels of the RFP.
2. **Certificate of Authorization/Good Standing:** This document may be obtained through the Secretary of State's Office located in the State House, 107 North Main Street, Concord, NH 03301, 603-271-3242. One Original and two copies should be returned with the Bidder's Response Sheet.
3. **Certificate of Authority/Existence:** This is merely a notarized form on your company's letterhead stating the individual signing the contract is authorized to enter into contracts on behalf of the company. Make sure this form is notarized and that the person that signs this form is not the same person that signs the contract. Standard forms available upon request. One Original and two copies should be returned with the Bidder's Response Sheet.