



**COUNTY OF CARROLL**  
**OFFICE OF THE COMMISSIONERS**

Administration Building  
95 Water Village Road  
Ossipee, New Hampshire 03864-0152  
Phone 603-539-2428 • Fax 603-539-4287



**RFP for**  
**Seasonal HVAC Maintenance**  
**and**  
**Admin RTU-2 Repair**

1. Introduction

Part 1:

The County of Carroll, NH proposes to engage the services of a company that can seasonally inspect, clean, and service County owned HVAC equipment, including propane fired hot water boilers, Dx rooftop cooling units, ERV's, chiller, and VRF heating/cooling units.

Part 2:

Repair/replacement of 2 (two) dx condenser coils, associated contactors, and VFD replacement on Admin RTU-2

2. Submission Details

A complete proposal shall be submitted to the Carroll County Commissioners Office, 95 Water Village Rd, Ossipee, NH 03864. All submissions shall be received no later than **4:00 pm, Thursday May 6, 2021.**

The County reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.

Proposals may be withdrawn by written notice only provided such notice is received at the Carroll County Business Office prior to the date/time set as the closing time for receiving proposals.

Proposals shall be chosen by virtue of being deemed most advantageous to Carroll County.

Any interpretation of, additions to, deletions from, or any other corrections to the proposal document, will be issued as written addenda by the County of Carroll.

Except as expressly and specifically permitted in these instructions, no proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in the RFP, and by submitting a proposal, each proponent shall be deemed to have agreed that it has no claim.

3. Inquiries

Terry McCarthy  
Chairman

Matthew Plache  
Vice Chairman

Kimberly Tessari  
Clerk

Clarifications of terms and conditions of the proposal, and scheduling of mandatory site visit, shall be directed to:

Bob Murray  
Director of Maintenance  
Carroll County Facilities  
93 Water Village Rd.  
Ossipee, NH 03864  
603-387-1289 C  
603-297-4431 O  
bmurray@mtnviewnh.org

#### 4. Project Schedule

The start date shall be determined after the notification of the award. But, is anticipated to be prompt.

#### 5. Working Agreement

The successful proponent will enter into a contract for the project(s) with the County based upon the information contained in this request for proposal and the successful proponent's submission and any modifications thereto.

#### 6. Detailed Requirements

All proponents shall be required to attend a mandatory site visit/walkthrough prior to submission of Proposal.

All submitted proposals shall be inclusive of all labor, materials, and subcontractors necessary to complete proposed work (excludes service parts needed in annual PMs as part of the service agreement).

Proposals shall be evaluated to determine the best value offered to the County against conformance to the following criteria:

- Familiarity of the equipment in use, along with possession of or access to, and understanding of any service software/hardware necessary to diagnose and perform proper service.
- Experience and qualifications.
- Ability to guarantee 2 hour response time to emergency service requests.
- Ability to stock common service parts, and ability to expedite procurement of non-stocked parts.
- Proponents shall annualize overall service agreement costs, and subdivide costs by location (ie: Jail, Nursing Home, etc.), as well as provide rate sheet for any charges and labor costs above and beyond what would normally be covered in initial service agreement.

- Proponents shall submit separate annual service agreement costs (Part 1) and RTU-2 repair costs (Part 2)
- Cost of crane for RTU-2 repair shall be itemized on RTU-2 repair proposal. Carroll County shall have the option to provide crane service.
- Service Agreement proposal shall have options for multiple years, priced annually, with no automatic renewal clause at end of initial term. Agreements shall have 30 day notice of cancellation clause.
- Decommissioned RTU-2 condenser coils shall remain the property of Carroll County. All other refuse and scrap shall be removed and disposed of by contractor.

See attached schedule of equipment to be serviced.

## 7. Submittal Information

Please mail, courier, or hand-deliver proposals to (**emailed and faxed proposals will not be accepted**):

Carroll County Commissioners, c/o Mellisa Seamans  
Carroll County Business Office  
Attn: Carroll County HVAC Service Agreement/RTU-2 Repair  
95 Water Village Rd. Box 1  
Ossipee, NH 03864  
603-539-7751 ph  
603-539-4287  
mseamans@carrollcountynh.net

Proposals must be received no later than **4:00 pm, Thursday May 6, 2021**.  
Bids will be opened at next scheduled Meeting of the County Commissioners