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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
DIVISION OF ADMINISTRATION

Helen E. Hanks  
Commissioner

Robin H. Maddaus  
Director

P.O. BOX 1806  
CONCORD, NH 03302-1806

603-271-5610 FAX: 1-888-908-6609  
TDD Access: 1-800-735-2964  
www.nh.gov/hdoc

April 22, 2019

His Excellency, Governor Christopher T. Sununu  
and the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the NH Department of Corrections (NHDOC) to exercise a two-year contract renewal option, Amendment Agreement #1, to PO# 1056751, with Alliance Group, Inc. (VC # 216354), 6 David Drive, Essex Junction, VT 05453, to increase the contract amount by \$79,620.00 from \$79,620.00 to \$159,240.00 for the provision of Heating Ventilation and Air Conditioning services for the period effective upon Governor and Executive Council approval beginning July 1, 2019 through June 30, 2021. The original contract, Agreement 2017-78, was approved on June 7, 2017, Item #78. 100% General Funds

Funding is available in the following account, Maintenance: 02-46-46-465510-6632-048-500226 as follows with the authority to adjust encumbrances in each State Fiscal Year through the Budget Office if necessary and justified. Funding for SFY 2020 and SFY 2021 is contingent upon the availability and continued appropriation of funds.

**Original Contract, Agreement: Alliance Mechanical, Inc.**

Account	Description	SFY 18-19	SFY 20	SFY 21	Total
02-46-46-465510-6632-048-0226	Maintenance	79,620.00	-	-	79,620.00

**Amendment Agreement #1: Alliance Group Inc.**

Account	Description	SFY 18-19	SFY 20	SFY 21	Total
02-46-46-465510-6632-048-0226	Maintenance	-	39,810.00	39,810.00	79,620.00


<b>Total Contract Amount</b>		<b>79,620.00</b>	<b>39,810.00</b>	<b>39,810.00</b>	<b>\$ 159,240.00</b>
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**EXPLANATION**

This contract is for the maintenance and repair of Heating Ventilation and Air Conditioning (HVAC) equipment at the Northern Correctional Facility (NCF), Berlin, NH and the southern regional facility locations: NH State Prison for Men (NHSP-M), NH Correctional Facility for Women (NHCF-W), NH State Prison Warehouse, NH State Prison Farm & Retail Store, Concord Probation and Parole District Office, North End Traditional Housing Unit, Concord Transitional Work Center, Shea Farm, Concord, NH and Calumet House, Manchester, NH.

Amendment Agreement #1 shall modify the Agreement's contractor name, completion date and price limitation of the original contract, Agreement.

Respectfully Submitted,



Helen E. Hanks  
Commissioner



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
DIVISION OF ADMINISTRATION

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Commissioner

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AMENDMENT AGREEMENT # 1

This amendment is between the State of New Hampshire, acting by and through the STATE OF NEW HAMPSHIRE, DEPARTMENT OF CORRECTIONS ("State" or "Department"), and ALLIANCE GROUP INC. (formerly Alliance Mechanical, Inc.) ("Contractor"), a Vermont Corporation with a place of business at 6 David Drive, Essex Junction, VT 05453.

WHEREAS, pursuant to a Contract ("Agreement 2017-78") approved by the Governor and Executive Council on June 7, 2017, Item #78, with services to commence on July 1, 2017, the Contractor agreed to perform HVAC Services Services based upon the terms and conditions specified in the Agreement as amended and in consideration of certain sums specified; and

WHEREAS, the State and Contractor have agreed to make changes to the contractor name, completion date, price limitation, scope of services (Exhibit A), and special provisions (Exhibit C), and Appendix A of the Agreement; and

WHEREAS, pursuant to the General Provisions, Paragraph 18 of the Agreement and Exhibit A, Paragraph 2, Terms of Contract, of the original Agreement, the State may renew the Agreement for one (1) additional period of up to two (2) years only by an instrument in writing signed by the parties and after approval of such amendment by the N.H. Governor and Executive Council; and

WHEREAS, the State wishes to exercise the renewal period provided for in Exhibit A, Paragraph 2, Terms of the Contract and increase the price limitation of the Agreement.

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the original Agreement and set forth herein, the parties hereto agree as follow:

To amend as follows:

1. Form P-37, General Provisions, Block 1.3, Contractor Name, to read: "Alliance Group Inc.";
2. Form P-37, General Provisions, Block 1.7, Completion Date, to read: "June 30, 2021";
3. Form P-37, General Provisions, Block 1.8, Price Limitation, to read: "\$159,240.00" a total increase of \$79,620.00";
4. Scope of Services, Exhibit A, Paragraph 2., Terms of Contract, page 16 of 55, of original Agreement, by adding:

“Amendment #1 exercises the renewal option for an additional period of up to two (2) years and shall become effective on July 1, 2019 for the period of July 1, 2019 through June 30, 2021 with the approval of the Commissioner of the NH Department of Corrections (NHDOC) and upon Governor and Executive Council (G&C) approval.”

5. Scope of Services, Exhibit A, Paragraph 3., Location of Services, Southern Region – Southern NH Correctional Facilities, page 16 of 55, of the original Agreement, to read:

Southern Region – Southern NH Correctional Facilities			
<del>EX</del>	NH State Prison for Men – (NHSP- M)	281 North State Street	Concord, NH 03301
<del>EX</del>	NH Correctional Facility for Women – (NHCF-W)	42 Perimeter Road	Concord, NH 03301

6. Special Provisions, Exhibit C, Paragraph 1., Special Provisions, Sub-Paragraph 1.1., page 33 of 35, to read:

“To modify the Form P-37, General Provisions, Section 14. Insurance, paragraph 14.3, by changing the last sentence of the clause to read: “Cancellation notice by the Insurer to the Certificate Holder will be delivered in accordance with the policy provisions.”

7. NHDOC Inventory for Fire Alarm Systems, Appendix A, Paragraph 6., “NH Correctional Facility for Women (NHCF-W)”, page 52 of 55, or the original Agreement, to read:

Subset Location	Description	Make	Quantity
NH Correction Facility for Women			
	RTU-1 through RTU-6 Units	Trane	6
	ERU-1 through ERU-3 Units	Trane	3
	ACCU-1 through ACCU-9 (ERU's and RTU's) <sup>1</sup>	Trane	9
	Condensing Boilers		

8. That all other provisions of the Agreement shall remain in full force and effect.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.  
SIGNATURE PAGE FOLLOWS.

<sup>1</sup> Only preventative maintenance services, excludes parts and labor for repair.

SIGNATURE PAGE TO AMENDMENT AGREEMENT # 1 TO: HVAC Services Agreement 2017-78.

STATE OF NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

By: [Signature]  
Name: Helen E. Hanks  
Title: Commissioner  
Date: 4/25/19

Alliance Group Inc.

By: [Signature]  
Name: Tom Mooney  
Title: PM Sales Manager  
Date: 4-16-19

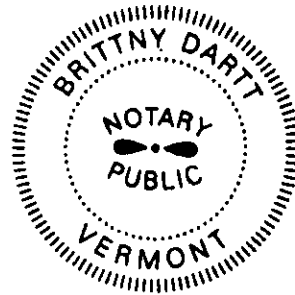
STATE OF Vermont

COUNTY OF Chittenden

On this 16 day of April 20 19, before me, Brittney Dart, the undersigned officer, personally appeared Tom Mooney, known to me (or satisfactorily proven) to be the person whose name is signed above and acknowledged that he/she executed this document in the capacity indicated above.

In witness thereof, I hereto set my hand and official seal.

[Signature]  
Notary Public/Justice of the Peace



My Commission Expires: 1/31/2021

[Signature]  
Approval by N.H. Attorney General  
(Form, Substance and Execution)

5/17/2019  
Date

Approved by the N.H. Governor and Executive Council

\_\_\_\_\_  
Date

# State of New Hampshire

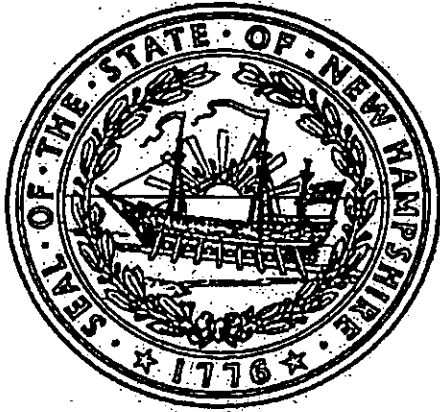
## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that ALLIANCE GROUP INC. is a Vermont Profit Corporation registered to transact business in New Hampshire on June 22, 2015. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 728145

Certificate Number : 0004377196



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 14th day of January A.D. 2019.

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State

## Business Information

### Business Details

Business Name: ALLIANCE GROUP INC.	Business ID: 728145
Business Type: Foreign Profit Corporation	Business Status: Good Standing
Business Creation Date: 06/22/2015	Name in State of Incorporation: ALLIANCE GROUP INC.
Date of Formation in Jurisdiction: 06/22/2015	Mailing Address: NONE
Principal Office 6 David Drive PO Box 666, Address: Essex Jct, VT, 05453, USA	
Citizenship / State of Incorporation: Foreign/Vermont	Last Annual Report Year: 2019
	Next Report Year: 2020
Duration: Perpetual	Phone #: 802-864-4000
Business Email: remom@amivt.com	Fiscal Year End Date: NONE
Notification Email: NONE	

### Principal Purpose

S.No	NAICS Code	NAICS Subcode
1	OTHER / Heating, ventilation, air conditioning, refrigeration and building automation sales, service and maintenance.	

Page 1 of 1, records 1 to 1 of 1

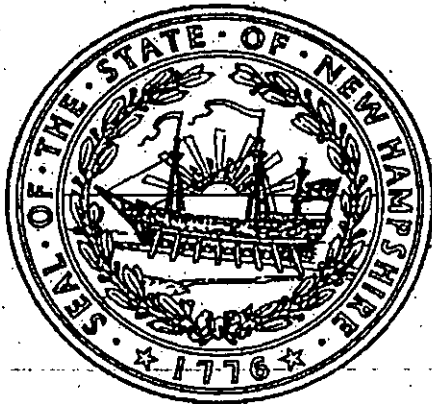
**State of New Hampshire**  
**Department of State**

**AMENDED CERTIFICATE OF AUTHORITY OF**  
**ALLIANCE MECHANICAL INC.**

The Secretary of State of the State of New Hampshire hereby certifies that an Application of **ALLIANCE MECHANICAL INC.**, for an Amended Certificate of Authority to transact business in this State, duly signed pursuant to the provisions of the New Hampshire Business Corporation Act, has been received in this office.

ACCORDINGLY the undersigned, by virtue of the authority vested in him by law, hereby issues this Amended Certificate of Authority to **ALLIANCE GROUP INC.** to transact business in this State under the name of **ALLIANCE GROUP INC.**, and attaches hereto a copy of the Application for such Amended Certificate.

Business ID: 728145



IN TESTIMONY WHEREOF,  
I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 29th day of January 2018 A.D.

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State





**State of New Hampshire**  
**Department of State**  
**2019 ANNUAL REPORT**

Filed
Date Filed: 1/7/2019
Effective Date: 1/7/2019
Business ID: 728145
William M. Gardner
Secretary of State

BUSINESS NAME: <b>ALLIANCE GROUP INC.</b>
BUSINESS TYPE: <b>Foreign Profit Corporation</b>
BUSINESS ID: <b>728145</b>
STATE OF INCORPORATION: <b>Vermont</b>

CURRENT PRINCIPAL OFFICE ADDRESS	CURRENT MAILING ADDRESS
<b>6 David Drive PO Box 666 Essex Jct, VT, 05453, USA</b>	NONE

REGISTERED AGENT AND OFFICE
REGISTERED AGENT: <b>Hayes, Patrick T, Esq</b>
REGISTERED AGENT OFFICE ADDRESS: <b>29 School Street Lebanon, NH, 03766, USA</b>

PRINCIPAL PURPOSE(S)	
NAICS CODE	NAICS SUB CODE
<b>OTHER / Heating, ventilation, air conditioning, refrigeration and building automation sales, service and maintenance.</b>	

State of organization does not require Directors

OFFICER / DIRECTOR INFORMATION		
NAME	BUSINESS ADDRESS	TITLE
<b>Jason Patnaude Patnaude</b>	<b>Alliance Mechanical Inc, Essex Jct, VT, 05452, USA</b>	<b>President</b>
<b>Shaun Patnaude Patnaude</b>	<b>PO Box 666, Essex Jct, VT, 05453, USA</b>	<b>Vice President</b>
<b>Jason Patnaude Patnaude</b>	<b>PO Box 666, Essex Jct, VT, 05453, USA</b>	<b>Chairman of the Board of Directors</b>

State of organization does not require Directors

I, the undersigned, do hereby certify that the statements on this report are true to the best of my information, knowledge and belief.
Title: <b>Authorized Signer</b>
Business Name: <b>Alliance Group Inc.</b>
Name of Signer: <b>Remo Monfreda</b>
Title of Signer: <b>Chief Financial Officer</b>

**Certificate of Authority # 1**

*(Corporation or LLC- Non-specific, open-ended)*

**Corporate Resolution**

I, Jason Patnaude, hereby certify that I am duly elected ~~Clerk/Secretary~~ **President** of  
*(Name)*

Alliance Group Inc. I hereby certify the following is a true copy of a  
*(Name of Corporation or LLC)*

vote taken at a meeting of the Board of Directors/shareholders, duly called and held on April  
*(Month)*

1, 2010 at which a quorum of the Directors/shareholders were present and voting.  
*(Day) (Year)*

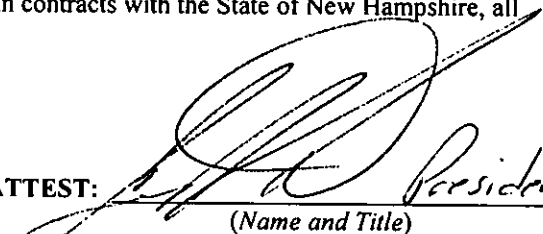
**VOTED:** That Tom Mooney, PM Sales Manager is duly authorized to  
*(Name and Title)*

enter into contracts or agreements on behalf of Alliance Group Inc. with  
*(Name of Corporation or LLC)*

the State of New Hampshire and any of its agencies or departments and further is authorized to execute any documents which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

**DATED:** 4-16-19

**ATTEST:**  President  
*(Name and Title)*



ALLIGRO-01

RCARLILE

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/22/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hickok & Boardman, Inc. 346 Shelburne Rd Burlington, VT 05401	CONTACT NAME: Melissa Kavanagh
	PHONE (A/C, No, Ext): (802) 383-1621 FAX (A/C, No): (802) 658-0541
	E-MAIL ADDRESS: mkavanagh@hbinsurance.com
	INSURER(S) AFFORDING COVERAGE
INSURED Alliance Group, Inc. dba Alliance Mechanical P.O. Box 666 Essex Junction, VT 05453	INSURER A: Phoenix Ins Co 25623
	INSURER B: Travelers Indemnity Co 25666
	INSURER C: Travelers Property Casualty Co of America 25674
	INSURER D: Standard Fire Insurance Company 19070
	INSURER E:
	INSURER F:

## COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		DT-CO-2J777638-PHX-19	3/19/2019	3/19/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			DT-810-2J777939-IND-19	3/19/2019	3/19/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP-6K557584-19-26	3/19/2019	3/19/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) <input checked="" type="checkbox"/> Y <input type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	UB-2J780747-19-26-G	3/19/2019	3/19/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Jason Patnaude & Shaun Patnaude are excluded officers on the Workers Compensation policy.

Additional Insured status applies for the NH Department of Corrections on the General Liability policy per terms and conditions of attached form CG D2 46 (08/05).

## CERTIFICATE HOLDER

NH Department of Corrections  
P.O. Box 1806  
Concord, NH 03302

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*J. De Sauter*

NH DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE RULES

- Cor 307 Items Considered Contraband. Contraband shall consist of:
- a) Any substance or item whose possession is unlawful for the person or the general public possessing it including but not limited to:
    - (1) narcotics
    - (2) controlled drugs or
    - (3) automatic or concealed weapons possessed by those not licensed to have them.
  - b) Any firearm, simulated firearm, or device designed to propel or guide a projectile against a person, animal or target.
  - c) Any bullets, cartridges, projectiles or similar items designed to be projected against a person, animal or target.
  - d) Any explosive device, bomb, grenade, dynamite or dynamite cap or detonating device including primers, primer cord, explosive powder or similar items or simulations of these items.
  - e) Any drug item, whether medically prescribed or not, in excess of a one day supply or in such quantities that a person would suffer intoxication or illness if the entire available quantity were consumed alone or in combination with other available substances.
  - f) Any intoxicating beverage.
  - g) Sums of money or negotiable instruments in excess of \$100.00.
  - h) Lock-picking kits or tools or instruments on picking locks, making keys or obtaining surreptitious entry or exit.
  - i) The following types of items in the possession of an individual who is not in a vehicle, but shall not be contraband stored in a secured vehicle:
    - (1) knives and knife-like weapons, clubs and club-like weapons,
    - (2) tobacco, alcohol, drugs including prescription drugs unless prior approval is granted in writing by the facility Warden/designee, or Director/designee,
    - (3) maps of the prison vicinity or sketches or drawings or pictorial representations of the facilities, its grounds or its vicinity,
    - (4) pornography or pictures of visitors or prospective visitors undressed,
    - (5) radios capable of monitoring or transmitting on the police band in the possession of other than law enforcement officials,
    - (6) identification documents, licenses and credentials not in the possession of the person to whom properly issued,
    - (7) ropes, saws, grappling hooks, fishing line, masks, artificial beards or mustaches, cutting wheels or string rope or line impregnated with cutting material or similar items to facilitate escapes,
    - (8) balloons, condoms, false-bottomed containers or other containers which could facilitate transfer of contraband.

COR 307.02 Contraband on prison grounds is prohibited. The possession, transport, introduction, use, sale or storage of contraband on the prison grounds without prior approval of the commissioner of corrections or his designee is prohibited under the provision of RSA 622:24 and RSA 622:25.

COR 307.03 Searches and Inspections Authorized.

- a) Any person or property on state prison grounds shall be subject to search to discover contraband...  
Travel onto prison grounds shall constitute implied consent to search for contraband. In such cases where implied consent exists, the visitor will be given a choice of either consenting to the search or immediately leaving the prison grounds. Nothing in this rule however, prevents non-consensual searches in situations where probable cause exists to believe that the visitor is or had attempted to introduce contraband into the prison pursuant to the law of New Hampshire concerning search, seizure and arrest.
- b) All motor vehicles parked on prison grounds shall be locked and have the keys removed. Custodial personnel shall check to insure that vehicles are locked and shall visually inspect the plain view interior of the vehicles. Vehicles discovered unlocked shall be searched to insure that no contraband is present. Contraband discovered during searches shall be confiscated for evidence, as shall contraband discovered during plain view inspections.
- c) All persons entering the facilities to visit with residents or staff, or to perform services at the facilities or to tour the facilities shall be subject to having their persons checked. All items and clothing carried into the institution shall be searched for contraband.

Tom Mooney  
Name

  
Signature

4-16-19  
Date

Brittany Paris  
Witness Name

  
Signature

4-16-19  
Date

NH DEPARTMENT OF CORRECTIONS  
RULES OF CONDUCT FOR PERSONS PROVIDING CONTRACT SERVICES

1. Engaging in any of the following activities with persons under departmental control is strictly prohibited:
  - a. Any contact, including correspondence, other than the performance of your services for which you have been contracted.
  - b. Giving or selling of anything
  - c. Accepting or buying anything
2. Any person providing contract services who is found to be under the influence of intoxicants or drugs will be removed from facility grounds and barred from future entry to NH Department of Corrections property.
3. Possession of any item considered to be contraband as defined in the New Hampshire code of Administrative Rules, Part COR 307 is a violation of the rules and the laws of the State of New Hampshire and may result in legal action under RSA 622:24 or other statutes.
4. In the event of any emergency situation, i.e., fire, disturbance, etc., you will follow the instructions of the escorting staff or report immediately to the closest available staff.
5. All rules, regulations and policies of the NH Department of Corrections are designed for the safety of the staff, visitors and residents, the security of the facility and an orderly flow of necessary movement and activities. If unsure of any policy and procedure, ask for immediate assistance from a staff member.
6. Harassment and discrimination directed toward anyone based on sex, race, creed, color, national origin or age are illegal under federal and state laws and will not be tolerated in the work place. Maintenance of a discriminatory work environment is also prohibited. Everyone has a duty to observe the law and will be subject to removal for failing to do so.
7. During the performance of your services you are responsible to the facility administrator, and by your signature below, agree to abide by all the rules, regulations, policies and procedures of the NH Department of Corrections and the State of New Hampshire.
8. In lieu of Contracted staff participating in the Corrections Academy, the Vendor through the Commissioner or his designees will establish a training/orientation facilitated by the Vendor to supplement this requirement and appropriate orient Vendor staff to the rules, regulations, policies and procedures of the Department of Corrections and the State of New Hampshire.

Tom Mooney

Name

  
Signature

4-16-19  
Date

Brittany Darr  
Witness Name

  
Signature

4-16-19  
Date

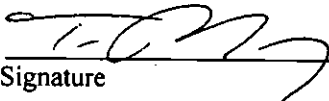
NH DEPARTMENT OF CORRECTIONS  
CONFIDENTIALITY OF INFORMATION AGREEMENT

I understand and agree that all employed by the organization/agency I represent must abide by all rules, regulations and laws of the State of New Hampshire and the NH Department of Corrections that relate to the confidentiality of records and all other privileged information.

I further agree that all employed by or subcontracted through the organization I represent are not to discuss any confidential or privileged information with family, friends or any persons not professionally involved with the NH Department of Corrections. If inmates or residents of the NH Department of corrections, or, anyone outside of the NH Department of Corrections' employ approaches any of the organization's employees or subcontractors and requests information, the staff/employees of the organization I represent will immediately contact their supervisor, notify the NH Department of Corrections, and file an incident report or statement report with the appropriate NH Department of Corrections representative.

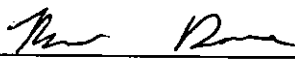
Any violation of the above may result in immediate termination of any and all contractual obligations.

Tom Mooney  
Name

  
Signature

4-16-19  
Date

Brittany Darr  
Witness Name

  
Signature

4-16-19  
Date



**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
DIVISION OF ADMINISTRATION**

**Helen E. Hanks  
Commissioner**

P.O. BOX 1806  
CONCORD, NH 03302-1806

**Robin Maddaus  
Director**

603-271-5610 FAX: 1-888-908-6609  
TDD Access: 1-800-735-2964  
www.nh.gov/nhdoc

**PRISON RAPE ELIMINATION ACT**

**ACKNOWLEDGEMENT FORM**

The Prison Rape Elimination Act (PREA) of 2003 (with Final Rule August 2012) is a federal law established to address the elimination and prevention of sexual assault and sexual harassment within correctional systems and detention facilities. This Act applies to all correctional facilities, including prisons, jails, juvenile facilities and community corrections residential facilities. PREA incidents involve the following conduct:

- Resident-on-resident sexual assault
- Resident-on-resident abusive sexual contact
- Staff sexual misconduct
- Staff sexual harassment, assault of a resident

The act aimed to curb prison rape through a "zero-tolerance" policy, as well as through research and information gathering. The NH Department of Corrections has zero tolerance relating to the sexual assault/rape of offenders and recognizes these offenders as crime victims. Due to this recognition and adherence to the federal Prison Rape Elimination Act (PREA) of 2003, the NH Department of Corrections extends the "zero tolerance" to the following:

- Contractor/subcontractor misconduct
- Contractor/subcontractor harassment, assault of a resident

As a Contractor and/or Subcontractor of the NH Department of Corrections, I acknowledge that I have been provided information on the Prison Rape Elimination Act of 2003 Public Law 108-79—Sept. 4, 2003 and have been informed that as a Contractor and/or Subcontractor of the NH Department of Corrections, sexual conduct between Contractor and/or Subcontractor and offenders is prohibited. Sexual harassment or sexual misconduct involving an offender can be a violation of NH RSA 632-A:2, 632-A:3 and 632-A:4, Chapter 632-A: Sexual Assault and Related Offenses, and result in criminal prosecution.

As a Contractor and/or Subcontractor of the NH Department of Corrections, I understand that I shall inform all employees of the Contractor and/or Subcontractor to adhere to all policies concerning PREA, RSA 632-A:2, RSA 632-A:3, RSA 632-A:4 and departmental policies including NHDOC PPD 5.19 - PREA; NHDOC Administrative Rules, Conduct and Confidentiality Information regarding my conduct, reporting of incidents and treatment of those under the supervision of the NH Department of Corrections. (Ref. RSA Chapter 632-A, NHDOC PPD 5.19 and Administrative Rules, Rules of Conduct for Persons Providing Contract Services, Confidentiality of Information Agreement).

Name (print): Tom Mooney Date: 4-16-19  
(Name of Contract Signatory)

Signature:   
(Signature of Contract Signatory)



6/17



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
DIVISION OF ADMINISTRATION

William L. Wrenn  
Commissioner

Robin H. Maddaus  
Director

P.O. BOX 1806  
CONCORD, NH 03302-1806

603-271-5610 FAX: 1-888-908-6609  
TDD Access: 1-800-735-2964  
www.nh.gov/nhdoc

G&C

Pending  
Approved JUNE 7, 2017  
Item # #78

May 17, 2017

His Excellency, Governor Christopher T. Sununu  
and the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the New Hampshire Department of Corrections to enter into a contract with Alliance Mechanical, Inc. (VC # 216354), 6 David Drive, Essex Junction, VT 05453, in the amount of \$79,620.00, to provide HVAC services for the NH Department of Corrections, for the period beginning July 1, 2017 through June 30, 2019, effective upon Governor and Executive Council approval with the option to renew for one (1) additional period of up to two (2) year(s). 100% General Funds

Funding for this contract is available in the following account with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office, if needed and justified. Funding for SFY 2018 and SFY 2019 is contingent upon the availability and continued appropriation of funds.

Alliance Mechanical, Inc.

Account	Description	SFY 2018	SFY 2019
02-46-46-465510-6632-048-0226	Maintenance	39,810.00	39,810.00

Total Contract Amount: \$79,620.00

**EXPLANATION**

This contract is for the maintenance and repair of Heating Ventilation and Air Conditioning (HVAC) equipment at the Northern Correctional Facility (NCF) and the southern regional facility locations: NH State Prison for Men (NHSP-M), NH Correctional Facility for Women (NHCF-W), NH State Prison Warehouse, NH State Prison Farm & Retail Store, Concord Probation and Parole District Office, North End House, Shea Farm, Calumet House and the Minimum Security Unit.

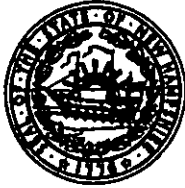
The RFP was posted on the New Hampshire Department of Corrections website: <http://www.nh.gov/nhdoc/business/rfp.html> for eight (8) consecutive weeks and notified fifteen (15) potential vendors of the RFP posting. As a result of the issuance of the RFP, two (2) potential vendors responded by submitting their proposal. In accordance to the Terms and Conditions of the RFP, the New Hampshire

Department of Corrections awarded the contract to Alliance Mechanical, Inc., in the amount of \$79,620.00. This RFP was scored utilizing a consensus methodology by a three (3) person evaluation committee for the purposes of preserving the privacy of the evaluators. The evaluation committee consisted of New Hampshire Department of Corrections employees: Jon Hanson, Administrator of Bureau of Logistics; Richard Morrill, Plant Maintenance Engineer IV of Bureau of Logistics and Dena Rae, Administrator I, Bureau of Logistics.

Respectfully Submitted,



William L. Wrenn  
Commissioner



STATE OF NEW HAMPSHIRE  
 DEPARTMENT OF CORRECTIONS  
 DIVISION OF ADMINISTRATION

William L. Wrenn  
 Commissioner

Robin H. Maddaus  
 Director

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 TDD Access: 1-800-785-2964  
 www.nhgov/hdoc

**RFP Scoring Matrix  
 HVAC Services  
 NHD0C 17-07-GFMAINT**

Respondents:

- Alliance Mechanical, Inc.  
 6 David Drive, Essex Junction, VT 05453
- Control Technologies, Inc.  
 111 Zachary Road, Manchester, NH 03109

Scoring Matrix Criteria:

- Proposals were evaluated based on the proven ability of the respondents to satisfy the provisions set forth in the Scope of Services in the most technical and cost-effective manner.
  1. Total Estimated Cost – 30 points
  2. Organizational Capability – 50 points
  3. Program Structure/Plan of Operation – 10 points
  4. Financial Stability – 5 points
  5. References – 5 points

<b>NHD0C 17-07-GFMAINT RFP Scoring Matrix</b>			
<i>Evaluation Criteria</i>	<i>RFP Weight Point Value</i>	<i>Alliance Mechanical, Inc.</i>	<i>Control Technologies, Inc.</i>
Total Estimated Cost	30	30	28.5
Organizational Capability	50	46.2	42.6
Program Structure/Plan of Operation	10	9.3	9.3
Financial Stability	5	5	5
References	5	4.3	4.3
<b>Total</b>	<b>100</b>	<b>94.8</b>	<b>89.7</b>

Contract Award:

- Alliance Mechanical, Inc.  
 6 David Drive, Essex Junction, VT 05453

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William L. Wrenn  
Commissioner

Robin H. Maddaus  
Director

**RFP Bid Evaluation and Summary**  
**HVAC Services**  
**NHDOC 17-07-GFMAINT**

Proposal Receipt and Review:

- Proposals will be reviewed to initially determine if minimum submission requirements have been met. The review will verify that the proposal was received before the date and time specified, with the correct number of copies, the presence of all required signatures, and that the proposal is sufficiently responsive to the needs outlined in the RFP to permit a complete evaluation. Failure to meet minimum submission requirements will result in the proposal being rejected and not included in the evaluation process.
- The Department will select a group of personnel to act as an evaluation team. Upon receipt, the proposal information will be disclosed to the evaluation committee members only. The proposal will not be publicly opened.
- The Department reserves the right to waive any irregularities, minor deficiencies and informalities that it considers not material to the proposal.
- The Department may cancel the procurement and make no award, if that is determined to be in the State's best interest.

Proposal Evaluation Criteria:

- Proposals will be evaluated based upon the proven ability of the respondent to satisfy the requirements of this request in the most cost-effective manner. Specific criteria are:
  - a. Total Estimated Cost – 30 points
  - b. Organizational Capability – 50 points
  - c. Program Structure/Plan of Operation – 10 points
  - d. Financial Stability – 5 points
  - e. Qualitative References – 5 points
- Awards will be made to the responsive Vendor(s) whose proposals are deemed to be the most advantageous to the State, taking into consideration all evaluation factors in section 34 of NHDOC 17-07-GFMAINT RFP.
  - a. The contract will be awarded to the Bidder submitting a response based on the demonstrated capabilities and skills in relation to the needs of the services identified in the RFP without reducing the current functions of the Department and as long as the Vendor's Total Estimated Cost, Organizational Capability, Financial Stability and Qualitative References are acceptable to the Department.

Evaluation Team Members:

- Jon Hanson, Administrator of Bureau of Logistics, NH Department of Corrections
- Richard Morrill, Plant Maintenance Engineer IV of Bureau of Logistics, NH Department of Corrections
- Dena Rae, Administrator I, Bureau of Logistics, NH Department of Corrections

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**RFP Evaluation Committee Member Qualifications  
HVAC Services  
NHDOC 17-07-GFMAINT**

**Jonathan K. Hanson, Administrator, Bureau of Logistics:**

Mr. Hanson has served as the Administrator of the Bureau of Logistics, Division of Administration since 2010. Mr. Hanson previously served as an Administrator and Program Specialist in multiple capacities at the NH Department of Transportation from 1995 to 2010 and was the former Director of Administration of a major New England area Heavy/Highway Construction, Paving and Aggregate Crushing and Supply Company from 1984 to 1995. Mr. Hanson was the chief contractor and union liaison as well as a registered lobbyist for the Associated General Contractors from 1981 to 1984. Mr. Hanson holds an Associate's Degree in Business Management and a Bachelor's Degree in Business Administration from the University of New Hampshire and also holds numerous certificates in the construction trades, safety and environmental regulations.

**Richard L. Morrill III, Plant Maintenance Engineer IV, Bureau of Logistics:**

Mr. Morrill has served as the Plant Maintenance Engineer IV of the Bureau of Logistics, Division of Administration since 1994 with primary duties to supervise and coordinate the work of Building Maintenance Supervisors, Maintenance Mechanics and subordinate Plant Maintenance Engineers as well as various trade foremen performing maintenance and repairs for the Northern Correctional Facility (NCF), Berlin, NH. Mr. Morrill is a licensed Master Electrician and holds a Class A & B Operator Underground Storage Tank certification through the State of NH Department Environmental Services (NHDES) and has twenty-eight years of military service experience in the United States Army Reserves. In addition, Mr. Morrill has worked as an electrician with seven years of experience in residential, commercial and industrial settings.

**Dena S. Rae, Administrator I, Bureau of Logistics:**

Ms. Rae joined the Bureau of Logistics, Division of Administration, in March of 2017. Prior to Ms. Rae's position as Administrator I, she worked for the Department of Administrative Services (DAS), Bureau of Court Facilities as a liaison for the building control companies that were awarded Statewide contracts through the Bureau of Court Facilities. Ms. Rae maintained an oversight of the work performed and billing process for the HVAC, Fire Suppression, Elevator and other various contracted services. Ms. Rae holds a Bachelor's Degree in Business Administration and a Certificate in Accounting from Franklin Pierce University.

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William L. Wrenn  
Commissioner

Robin H. Maddaus  
Director

**RFP Bidders List**  
**HVAC Services**  
**NHDOC 17-07-GFMAINT**

**AAA Energy Service Company, Inc.**  
P.O. Box 908  
Scarborough, ME  
Lynn Schiller  
HVAC/R Systems consultant  
[lschiller@aaaenergy.com](mailto:lschiller@aaaenergy.com)  
(p) 603.626.4884  
[www.aaa.energy.com](http://www.aaa.energy.com)

**Alliance Mechanical, Inc.**  
6 David Drive  
Essex Junction, VT  
Tom Mooney  
Sales Manager  
[tomm@amivt.com](mailto:tomm@amivt.com)  
(p) 802-864-4000  
(f) 802-857-5019  
[www.amivt.com](http://www.amivt.com)

**Christenson Plumbing & Heating**  
844 Elm Street, Suite 100  
Manchester, NH 03101  
Aron Christenson, Owner  
[customerservice@christensonph.com](mailto:customerservice@christensonph.com)  
(p) 603-464-3974  
(p) 888-552-1293  
[www.christensonph.com](http://www.christensonph.com)

**Control Technologies**  
111 Zachary Road  
Manchester, NH 03109  
Tim Lord, Service Sales Representative  
[tlord@controltechinc.com](mailto:tlord@controltechinc.com)  
[webinfo@controltechinc.com](mailto:webinfo@controltechinc.com)  
(p) 603-626-6070  
(f) 603-626-0352  
[www.controltechinc.com](http://www.controltechinc.com)

**Commercial Refrigeration & Air Conditioning, LLC**  
110 Main Street  
Epping, NH 03042  
Michael D. King, Owner  
(p) 603-770-4716  
[mking@commercialrefrigerationac.com](mailto:mking@commercialrefrigerationac.com)  
[www.commercialrefrigerationac.com](http://www.commercialrefrigerationac.com)

**CMP Plumbing & Heating, LLC**  
1 Corporate Park Drive, Unit 9  
Derry, NH 03038  
Chad M. Perry, Founder  
[chad@cmpplumbing.com](mailto:chad@cmpplumbing.com)  
(p) 603-434-8600  
(f) 603-434-8607  
[www.cmpplumbing.com](http://www.cmpplumbing.com)

**Excel Mechanical, Inc.**  
392 McGrath Highway  
Somerville, MA  
[sales@excelmechanical.com](mailto:sales@excelmechanical.com)  
(p) 617-628-1144  
(p) 888-636-4822  
(f) 617-628-0044  
[www.excelmechanical.com](http://www.excelmechanical.com)

**Granite State Plumbing & Heating, LLC**  
10 Riverdale Road  
Weare, NH 03281  
(p) 603-529-4880  
[www.gsphinc.com](http://www.gsphinc.com)

**Mechanical Services, Inc.**  
400 Presumpscot Street  
Portland, ME 04103  
(p) 207-774-1531  
[www.mechanicalservices.com](http://www.mechanicalservices.com)

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**Northern Peabody, LLC**  
25 Depot Street  
Manchester, NH 03101  
Andy Arsenault, Vice President  
[info@northernpeabody.com](mailto:info@northernpeabody.com)  
(p) 603-669-3601  
(f) 603-669-2285  
[www.northernpeabody.com](http://www.northernpeabody.com)

**Ray's Electric, Inc.**  
33 Jericho Road  
Berlin, NH 03570  
Denis Binette, Vice President  
(p) 603-752-1370  
(f) 603-752-5240

**Ross Company, Inc.**  
37 Offer Street  
Haverhill, MA 00185  
Robert Ross, Owner  
(p) 978-702-4543  
(f) 978-702-8973  
[info@rosscompanyinc.com](mailto:info@rosscompanyinc.com)  
[www.rosscompanyinc.com](http://www.rosscompanyinc.com)

**SAM Mechanical Services, LLC**  
1181 Hooksett Road  
Hooksett, NH 03106  
[brenda@sammmechanical.com](mailto:brenda@sammmechanical.com)  
(p) 603-623-2370  
(f) 603-606-7268  
[www.sammmechanical.com](http://www.sammmechanical.com)

**Skovron Mechanical Services, LLC**  
66 Main Street  
Raymond, NH 03077  
Keith Skovron, Owner  
(p) 603-674-9885  
[www.skovronhvac.com](http://www.skovronhvac.com)

**Thermal Stor, Inc.**  
8 Industrial Park Drive #7  
Hooksett, NH 03106  
Donald Herod, President  
(p) 603-641-6000  
(p) 800-696-3360  
[www.thermalstor.com](http://www.thermalstor.com)



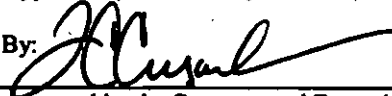

**Notice:** This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

The State of New Hampshire and the Contractor hereby mutually agree as follows:

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

1.1 State Agency Name  NH Department of Corrections		1.2 State Agency Address P.O. Box 1806, Concord, NH 03302 105 Pleasant Street, Concord, NH 03301	
1.3 Contractor Name  <i>Alliance Mechanical Inc.</i>		1.4 Contractor Address  <i>PO Box 666, Essex Jct, VT 05452</i>	
1.5 Contractor Phone Number  <i>802-864-4000</i>	1.6 Account Number  02-46-46-465510-6632 -048-0226	1.7 Completion Date  June 30, 2019	1.8 Price Limitation  \$79,620.00
1.9 Contracting Officer for State Agency  William L. Wrenn, Commissioner		1.10 State Agency Telephone Number  603-271-5603	
1.11 Contractor Signature  		1.12 Name and Title of Contractor Signatory  Thomas L. Moody, Sales Manager	
1.13 Acknowledgement: State of <i>Vermont</i> , County of <i>Chittenden</i> On <i>3/31/2017</i> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace  [Seal] <i>Sarah Snow</i>			
1.13.2 Name and Title of Notary or Justice of the Peace  Sarah Snow, Notary of Public			
1.14 State Agency Signature  		Name and Title of State Agency Signatory  William L. Wrenn, Commissioner	
Date: <i>5/16/17</i>			
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable)  By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) (if applicable)  By:  On: <i>5/23/17</i>			
1.18 Approval by the Governor and Executive Council (if applicable)  By:  <b>DEPUTY SECRETARY OF STATE</b> JUN 07 2017			



**2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED.** The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

**3. EFFECTIVE DATE/COMPLETION OF SERVICES.**

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement as indicated in block 1.18, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.14 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

**4. CONDITIONAL NATURE OF AGREEMENT.**

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

**5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.**

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.

5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

**6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.**

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. This may include the requirement to utilize auxiliary aids and services to ensure that persons with communication disabilities, including vision, hearing and speech, can communicate with, receive information from, and convey information to the Contractor. In addition, the Contractor shall comply with all applicable copyright laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

**7. PERSONNEL.**

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this

Agreement. This provision shall survive termination of this Agreement.

7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

#### 8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

#### 9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. **TERMINATION.** In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. **CONTRACTOR'S RELATION TO THE STATE.** In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. **ASSIGNMENT/DELEGATION/SUBCONTRACTS.** The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written notice and consent of the State. None of the Services shall be subcontracted by the Contractor without the prior written notice and consent of the State.

13. **INDEMNIFICATION.** The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

#### 14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate; and

14.1.2 special cause of loss coverage form covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than thirty (30) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than thirty (30) days prior written notice of cancellation or modification of the policy.

**15. WORKERS' COMPENSATION.**

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

**16. WAIVER OF BREACH.** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

**17. NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

**18. AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no

such approval is required under the circumstances pursuant to State law, rule or policy.

**19. CONSTRUCTION OF AGREEMENT AND TERMS.**

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

**20. THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

**21. HEADINGS.** The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

**22. SPECIAL PROVISIONS.** Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

**23. SEVERABILITY.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

**24. ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

Contractor Initials ALM  
Date 3-31-17

**SECTION D: Scope of Services, Exhibit A**

**1. Purpose:**

The Contractor shall provide Heating, Ventilation and Air Conditioning (HVAC) system inspection, maintenance and repair services for the NH Department of Corrections (NHDOC) facilities/locations as described in the SECTION D: Scope of Services, Exhibit A, Section 3. Locations of Services. Maintenance and repairs may include, but not be limited to, pneumatic control systems, electronic control systems, digital control systems, industrial chillers, commercial sized boilers and air handling units (AHU) and proactive servicing of HVAC systems so as to facilitate heating/cooling with minimal downtime.

**2. Terms of Contract:**

A Contract awarded by the NH Department of Corrections as a result of this RFP is expected to be effective for the period beginning July 1, 2017 or upon approval by the Governor and Executive Council (G&C) of the State of New Hampshire whichever is later through June 30, 2019, with an option to renew for an additional period of up to two (2) years, only after the approval of the Commissioner of the NH Department of Corrections and the Governor and Executive Council.

**3. Location of Services:**

3.1. Northern NH Correctional Facility (NCF), Berlin, NH; Southern NH Correctional Facilities: NH State Prison for Men (NHSP-M), Concord, NH and NH Correctional Facility for Women (NHCF-W), Goffstown, NH; Southern Administrative Locations: NH State Prison - Warehouse (NHSP - W) and NH State Prison Farm, Concord, NH; Southern Probation & Parole District Office, Concord, NH; Community Corrections, Transitional Housing Units (THU): North End House (NEH), Shea Farm, Concord, NH and Calumet, Manchester, NH and Community Corrections, Transitional Work Center (TWC): Minimum Security Unit (MSU), Concord, NH which are marked with an "X" below:

Northern Region - Northern NH Correctional Facility		
<input checked="" type="checkbox"/>	Northern NH Correctional Facility (NCF)	138 East Milan Road Berlin, NH 03570
Southern Region - Southern NH Correctional Facilities		
<input checked="" type="checkbox"/>	NH State Prison for Men - (NHSP- M)	281 North State Street Concord, NH 03301
<input checked="" type="checkbox"/>	NH Correctional Facility for Women - (NHCF-W)	317 Mast Road Goffstown, NH 03045
Southern Region - Administrative Locations		
<input checked="" type="checkbox"/>	NH State Prison Warehouse - (NHSP-W)	3 McGuire Street Concord, NH 03301
<input checked="" type="checkbox"/>	NH State Prison Farm	314 North State Street Concord, NH 03301
Southern Region - Probation & Parole District Office Location		
<input checked="" type="checkbox"/>	Concord Probation & Parole District Office (DO)	314 North State Street Concord, NH 03301
Southern Region - NH Community Corrections by Service Locations		
	Transitional Housing Units (THU)	
<input checked="" type="checkbox"/>	North End House (NEH)	1 Perimeter Road Concord, NH 03301
<input checked="" type="checkbox"/>	Shea Farm	60 Iron Works Road Concord, NH 03301
<input checked="" type="checkbox"/>	Calumet	126 Lowell Street Manchester, NH 03104
	Transitional Work Center (TWC)	
<input checked="" type="checkbox"/>	Minimum Security Unit (MSU)	275 North State Street Concord, NH 03301

3.2. Partial Proposals for requested services for the Northern and Southern Regional Area shall not be accepted.

3.3. Proposals that reduce the NH Department of Corrections current functions shall not be accepted.

**Scope of Services  
Exhibit A**

- 3.4. Locations per contract year may be increased/decreased and or reassigned to alternate facilities during the Contract term at the discretion of the Department. Locations may be added and/or deleted after the awarding of a Contract at the discretion of the Department and upon mutual agreement of the Commissioner of the Department of Corrections and the Contractor.
  - 3.5. In the event that the NH Department of Corrections wishes to add or remove facilities at which the Contractor is to provide services, it shall:
    - 3.5.1. Give the Contractor fourteen (14) days written notice of the proposed change; and
    - 3.5.2. Secure the Contractor's written agreement to the proposed changes.
  - 3.6. Notwithstanding the foregoing, or any provision of this Agreement to the contrary, in no event shall changes to facilities be allowed that modify the "Completion Date" or "Price Limitation" of the Agreement.
4. **Current Inmate/Patient/non-Adjudicated Resident Population: (NOT APPLICABLE)**
5. **Specifications for Required Scope of Services:**
- 5.1. **Inventory of HVAC Systems:** The Contractor shall provide the NH Department of Corrections with HVAC system inspection, testing, maintenance and repair services for the NH Department of Corrections. Components of these systems are listed in Appendix A & B, *NHDOC Inventory for HVAC Systems*, for the following locations as identified in the Scope of Services, Exhibit A, Section 3. Location of Services.
  - 5.2. **HVAC System Inspection, Testing, Maintenance and Repair Services:** The Contractor shall provide "preventative maintenance" services to include all materials, equipment, parts, labor, overhead, programming and transportation necessary for the successful completion of the work to be performed under the terms and conditions contained herein for the HVAC systems at the following locations as identified in the Scope of Services, Exhibit A, Section 3. Location of Services.
    - 5.2.1. Maintenance and repairs shall be provided in accordance with the highest standards of the industry, skill, workmanship, applicable trade practices, meet warranties and in conformance to all applicable laws, codes and regulations.
    - 5.2.2. Normal preventative maintenance services shall occur on Monday through Friday between 7:00AM and 3:00PM including holidays (if required).
    - 5.2.3. Preventative Maintenance Services provided on holidays shall require prior approval by the Administrator of Logistics or designee.
    - 5.2.4. Holidays shall be based on State of NH designated holidays.
    - 5.2.5. The Contractor shall make service available twenty-four (24) hours per day, seven (7) days a week, including weekends and holidays, via answering service or on-call staff. Answering machines or voice mail shall not be an acceptable form of communication.
    - 5.2.6. The Contractor shall respond to the Department via telephone to all service calls within one (1) hour of report of occurrence by the Department. The Contractor shall physically respond to the site within four (4) hours after the report of occurrence and shall complete the work within forty-eight (48) hours of notification.
    - 5.2.7. Services shall be performed at a fixed hourly rate, regardless of time of day, including weekends and holidays and shall be paid in increments of fifteen (15) minutes. The fixed rate shall be inclusive of labor and overhead costs. Travel costs, as defined below, shall not be included in the hourly rate.

Scope of Services  
Exhibit A

- 5.2.7.1. Labor costs shall be inclusive of FICA & Social Security taxes, applicable State taxes and medical insurance expenses.
- 5.2.7.2. Travel costs shall consist of travel time, mileage and tolls.
- Travel time shall be computed for each technician/mechanic at the Contractor's per person hourly rate paid in increments of fifteen (15) minutes from the Contractor's home base or last job site, whichever is closest, to the Department's location and return to home base.
  - Mileage expenses shall not include truck fees, vehicle maintenance & repair, insurance and depreciation expenses.
  - Mileage shall be reimbursed at the standard mileage reimbursement rate established by the Internal Revenue Service.
  - Mileage shall be calculated for one vehicle per service location.
  - Mileage and reimbursement rate shall be itemized on Contractor's invoice.
- 5.2.8. The Contractor shall use the Department's stocked parts and/or materials to be used for repairs. If the Department cannot provide ready available stocked parts and/or materials, Contractor parts/materials shall be invoiced at a cost of the published manufacturer's list price plus a fixed percentage mark up.
- 5.3. Unscheduled/Emergency/Act of Vandalism Services: The Contractor shall provide "on-call" services for unscheduled, emergency and/or acts of vandalism services.
- 5.3.1. Major "on-call" services for unscheduled, emergency and/or acts of vandalism services shall require an estimate for work to be provided at no charge to the NH Department of Corrections to be approved by the Administrator of Logistics and or designee prior to any work to be performed.
- 5.3.2. If damage to a component and/or part is/are determined by mutual agreement of the NH Department of Corrections and the Contractor is to be an act of vandalism, the following procedures shall apply: The component(s)/part(s) shall be turned in to the Control Room for evidence and shall be accompanied by all information needed for billing the responsible party. Within forty-eight (48) hours a bill shall be faxed to the Administrator of Logistics or designee at (603) 271-6181 with the expected costs related to the vandalism.
- 5.4. Methods of Inspection, Testing, Maintenance and Repair: The Contractor shall troubleshoot the system to diagnose the system's problems.
- 5.4.1. The Contractor shall respond to indoor temperature complaints.
- 5.4.2. The Contractor shall inspect all support structures and provide *Trouble Reports* of potential major maintenance and repair issues to the Administrator of Logistics and or designee.
- 5.4.3. The Contractor shall itemize the required equipment/parts under repair or replacement to be approved by the Administrator of Logistics and or designee prior to any work to be performed.
- 5.4.4. The Contractor shall repair or replace failed or worn moving parts and may include, but not be limited to, belts, drives, fans, bearings, motors, starters, seals, gears, sheaves, burners, actuators, controls, and switches.
- 5.5. Certifications/Licenses: The Contractor shall secure and pay for all permits, inspections and licenses necessary for the execution of work performed as required by State and Federal Law (e.g. NH Gas Fitter's License for all persons engaged in the installation, servicing and/or repair of gas fired appliances; EPA Certification for CFC (chlorofluorocarbons) Recovery).

- 5.6. **Qualified Technicians/Personnel:** The Contractor shall have in their employ a sufficient number of qualified technicians/personnel to conduct the required scope of service on time as scheduled.
- 5.6.1. **Repair/Service Technicians:** All technicians assigned to perform work under this contract must have a minimum of five (5) years commercial HVAC experience in servicing air conditioning, electrical systems, control systems and mechanical equipment.
- 5.6.2. **Mechanical Technicians:** Services to be performed for large water chillers and air conditioning systems inspections shall be performed by mechanics possessing a "journeyman" level of competence.
- 5.7. **Timely Repair of Services:** Should the Contractor be unable to complete the repair within forty-eight (48) hour time period, the Contractor shall notify the Administrator of Logistics or designee in writing of why the service cannot be performed and request an extension of time to complete the required service via a Delayed Repair Report. Examples of valid reasons are (a) parts/materials unavailable with explanation why (b) repair is ongoing and requires additional time to complete.
- 5.8. **Documentation and Reporting:**
- 5.8.1. **Delayed Repair Report:** The Contractor shall provide written notification to the Administrator of Logistics or designee and shall include the following pertinent information: (a) specified time period until repair can be completed (b) devices and how the system is affected (c) reasons for the delay of repair and (d) any other information to justify the request for non-compliance.
- 5.8.2. **Trouble Report:** The Contractor shall provide written documentation to the Administrator of Logistics or designee and shall summarize and identify the devices and/or components of a system that may affect the system's operational integrity. The Contractor must meet with the Administrator of Logistics or designee either in person or via telephone conference call regarding corrective action(s) and resolution upon request.
- 5.9. **Replacement Parts/Materials:**
- 5.9.1. The Contractor shall use the Department's stocked parts and/or materials to be used for repairs before the Contractor supplied materials/parts are utilized.
- 5.9.2. All used parts/materials remain the property of the NH Department of Corrections.
- 5.9.3. The Contractor shall maintain or have readily available spare parts at the Contractor's cost throughout the duration of the Contract term.
- 5.9.4. The Contractor shall provide only replacement parts that are new and have the same quality and brand name that is being replaced.
- 5.9.5. Substitutions shall be permitted only with prior authorization of the Administrator of Logistics or designee.
- 5.9.6. All replacement parts must be Underwriters Laboratories, Inc. (UL) listed with cut sheets for the existing fire alarm system.
- 5.9.7. Upon commencement of a contract, the Contractor shall submit the published manufacturer's price list for parts to the Administrator of Logistics or designee.
- 5.10. **Supervision of Contractor:** All work performed by the Contractor shall be under the supervision of a Department's maintenance employee or designee.
- 5.11. **Procedure for Acts of Vandalism:** If damage to a component and/or part is/are determined by mutual agreement of the NH Department of Corrections and the Contractor is to be an act of vandalism, the following procedures shall apply:
- 5.11.1. The component(s)/part(s) shall be turned in to the Control Room for evidence and shall be accompanied by all information needed for billing the responsible party.

Within forty-eight (48) hours a bill shall be faxed to the Administrator of Logistics or designee at (603) 271-6181 with the expected costs related to the vandalism.

**6. General Service Provisions:**

- 6.1. **NH Department of Corrections Contact:** The Administrator of Logistics or designee shall contact the Contractor when service is needed.
- 6.2. **Contractor Tools and Equipment:** The Contractor must furnish the required tools and equipment inclusive of computer hardware necessary to provide the requested services of the Contract. Any tools, containers and vehicles the Contractor needs to provide the required services must be inventoried before entering and leaving the facility and are subject to search by NH Department of Corrections security staff at any and all times while on NH Department of Corrections facility grounds.
- 6.3. **Rules and Regulations:** The Contractor agrees to comply with all rules and regulations of the NH Department of Corrections.
- 6.4. **Additional Facilities:** Upon agreement of both parties, additional facilities belonging to the NH Department of Corrections may be added to the Contract. This provision may require Governor and Executive Council approval.
- 6.5. **Contractor Employee Information:** The Contractor shall be responsible for obtaining a criminal background check to include finger printing on all potential employees assigned by the Contractor and/or Subcontractors to provide services to NH Department of Corrections. Upon award of a Contract, the NH Department of Corrections will notify the selected Contractor the procedures to obtain background checks and fingerprinting. Contractor and/or subcontractor employee hiring status shall be contingent upon receipt of a criminal background check and fingerprinting report(s), from the NH Department of Safety, and procedural review of said reports by the NH Department of Corrections.
  - 6.5.1. The NH Department of Corrections reserves the right to conduct a procedural review of all criminal background checks and fingerprinting reports of all potential Contractor and/or subcontractor employees to determine eligibility status.
  - 6.5.2. The NH Department of Corrections will notify the Contractor of any potential Contractor/and or subcontractor employee who does not comply with the criteria identified in Paragraph 6.5.3., below.
  - 6.5.3. In addition, the Contractor and/or subcontractor shall not be able to hire employees meeting the following criteria:
    - Individuals convicted of a felony shall not be permitted to provided services;
    - Individuals with confirmed outstanding arrest warrants shall not be permitted to provide services;
    - Individuals with a record of a misdemeanor offense(s) may be permitted to provide services pending determination of the severity of the misdemeanor offense(s) and review of the criminal record history by the Administrator of Logistics or designee of the NH Department of Corrections;
    - Individuals with restrictions on out-of-state and/or State of NH professional licenses and or certifications;
    - Individuals whose professional licenses and/or certification have been revoked and reinstated from other States and/or the State of NH;
    - Individuals with a history of drug diversion;
    - Individuals who was a former State of NH employee and/or former Contract employee that was dismissed for cause;

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Promoting Public Safety through Integrity, Respect, Professionalism, Collaboration and Accountability



Scope of Services  
Exhibit A

- Individuals previously employed with the NH Department of Corrections without prior approval of the NH Department of Corrections; and
  - Relatives of currently incarcerated felons may not be permitted to provide services without prior approval by the NH Department of Corrections.
- 6.6. **Change of Ownership:** In the event that the Contractor should change ownership for any reason whatsoever, the NH Department of Corrections shall have the option of continuing under the Contract with the Contractor or its successors or assigns for the full remaining term of the Contract, continuing under the Contract with the Contractor or, its successors or, assigns for such period of time as determined necessary by the NH Department of Corrections, or terminating the Contract.
- 6.7. **Contractor Designated Liaison:** The Contractor shall designate a representative to act as a liaison between the Contractor and the NH Department of Corrections for the duration of the Contract. The Contractor shall notify the NH Department of Corrections of such named Liaison within five (5) days after the award of the Contract: submit a written identification and notification to NH Department of Corrections of the business (no personal information) name, title, address, telephone number, fax number and e-mail address of one (1) individual within its organization as a duly authorized representative to whom all correspondence, official notices and requests related to the Contractor's performance under the Contract.
- 6.7.1. Any written notice to the Contractor shall be deemed sufficient when deposited in the U.S. mail, postage prepaid and addressed to the person designated by the Contractor under this paragraph.
- 6.7.2. The Contractor shall have the right to change or substitute the name of the individual described above as deemed necessary provided that any such change is not effective until the Commissioner of the NH Department of Corrections actually receives notice of this change.
- 6.7.3. Changes of the named Liaison by the Contractor must be made in writing and forwarded to: NH Department of Corrections, Administrator of Logistics, P.O. Box 1806, Concord, NH 03302-1806.
- 6.8. **Contractor's Liaison's Responsibilities:** The Contractor shall designate a representative to act as a liaison between the Contractor and the NH Department of Corrections for the duration of the Contract. The representative shall be responsible for:
- 6.8.1. Representing the Contractor on all matters pertaining to the Contract. Such as representative shall be authorized and empowered to represent the Contractor regarding all aspects of the Contract;
- 6.8.2. Monitoring the Contract's compliance with the terms of the Contract;
- 6.8.3. Receiving and responding to all inquiries and requests made by NH Department of Corrections in the time frames and format specified by NH Department of Corrections in this RFP and in the Contract; and
- 6.8.4. Meeting with representatives of NH Department of Corrections on a periodic or as-needed basis to resolve issues which may arise.
- 6.9. **NH Department of Corrections Contract Liaison Responsibilities:** The NH Department of Corrections' Commissioner of Corrections, or designee, shall act as liaison between the Contractor and NH Department of Corrections for the duration of the Contract. NH Department of Corrections reserves the right to change its representative, at its sole discretion, during the term of the Contract; and shall provide the Contractor with written notice of such change. NH Department of Corrections representative shall be responsible for:
- 6.9.1. Representing NH Department of Corrections on all matters pertaining to the Contract. The representative shall be authorized and empowered to represent NH

**Scope of Services  
Exhibit A**

- Department of Corrections regarding all aspects of the Contract subject to the New Hampshire Governor and Executive Council approval, when needed;
- 6.9.2. Monitoring compliance with the terms of the Contract;
  - 6.9.3. Responding to all inquiries and requests related to the Contract made by the Contractor, under the terms and in the time frames specified by the Contract;
  - 6.9.4. Meeting with the Contractor's representative on a periodic or as needed basis and resolving issues which arise; and
  - 6.9.5. Informing the Contractor of any discretionary action taken by NH Department of Corrections pursuant to the provisions of the Contract.
- 6.10. **Reporting Requirements:** The Contractor shall provide any and all reports as requested on an as needed basis according to a schedule and format to be determined by the NH Department of Corrections including but not limited to:
- 6.10.1. Monthly summary of the cost of services;
  - 6.10.2. Breakdowns of billings, quarterly;
  - 6.10.3. It is the intent of the NH Department of Corrections to work with the Contractor so that the Contractor can provide any reporting requirements that meets our needs.
- 6.11. **Performance Evaluation:** NH Department of Corrections shall, at its sole discretion:
- 6.11.1. Monitor and evaluate the Contractor's compliance with the terms of the Contract;
  - 6.11.2. Request additional reports the NH Department of Corrections deems necessary for the purposes of monitoring and evaluating the performance of the Contractor under the Contract;
  - 6.11.3. Review reports submitted by the Contractor. NH Department of Corrections shall determine the acceptability of the reports. If they are not deemed acceptable, the NH Department of Corrections shall notify the Contractor and explain the deficiencies;
  - 6.11.4. Inform the Contractor of any dissatisfaction with the Contractor's performance and include requirements for corrective action; and
  - 6.11.5. Terminate the Contract, if NH Department of Corrections determines that the Contractor is:
    - a.) Not in compliance with the terms of the Contract;
    - b.) Has lost or has been notified of intention to lose their accreditation and/or licensure;
    - c.) Has lost or has been notified of intention to lose their federal certification and/or licensure; or,
    - d.) Terminate the Contract as otherwise permitted by law.
- 6.12. **Declaration of Liaison:**
- 6.12.1. The Contractor shall, within (5) days after the award of the Contract, submit a written identification and notification to NH Department of Corrections of the name, title, business address, business telephone and fax number and e-mail address of one (1) individual within its organization as a duly authorized representative to whom all correspondence, official notices and requests related to the Contractor's performance under the Contract. Any written notice to the Contractor shall be deemed sufficient when deposited in the U.S. mail, postage prepaid and addressed to the person designated by the Contractor under this paragraph.
  - 6.12.2. The Contractor shall have the right to change or substitute the name of the individual described above as deemed necessary provided that any such change is not effective until the Commissioner of the NH Department of Corrections actually receives notice of this change.

6.12.3. NH Department of Corrections, at its discretion, in any Contract resulting from this RFP, may require the Contractor to work cooperatively with any predecessor and/or successor Contractor to assure the orderly and uninterrupted transition from one Contractor to another. The NH Department of Corrections reserves the right to require use of a third party administrator during the life of the Contract.

**7. Other Contract Provisions:**

7.1. Modifications to the Contract: In the event of any dissatisfaction with the Contractor's performance, the NH Department of Corrections will inform the Contractor of any dissatisfaction and will include requirements for corrective action.

7.1.1. The Department of Corrections has the right to terminate the Contract, and any renewal Contracts thereof, if the NH Department of Corrections determines that the Contractor is:

- a.) Not in compliance with the terms of the Contract; or
- b.) As otherwise permitted by law or as stipulated within this Contract.

7.2. Coordination of Efforts: The Contractor shall fully coordinate his or her activities in the performance of the Contract with those of the NH Department of Corrections. As the work of the Contractor progresses, the Contractor shall make advice and information on matters covered by the Contract available to NH Department of Corrections as requested by NH Department of Corrections throughout the effective period of the Contract and any renewals thereof.

**8. Bankruptcy or Insolvency Proceeding Notification:**

8.1. Upon filing for any bankruptcy or insolvency proceeding by or against the Contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the Contractor shall notify the NH Department of Corrections immediately.

8.2. Upon learning of the actions herein identified, the NH Department of Corrections reserves the right at its sole discretion to either cancel the Contract in whole or in part, or, re-affirm the Contract in whole or in part.

**9. Embodiment of the Contract:**

9.1. The Contract between the NH Department of Corrections and the Contractor shall consist of:

- 9.1.1. Request for Proposal (RFP), any addendums and any amendments thereto;
- 9.1.2. Proposal submitted by the Vendor in response to the RFP; and/or
- 9.1.3. Negotiated document (Contract) agreed to by and between the parties that is ratified by a "meeting of the minds," after careful consideration of all of the terms and conditions, and that is approved by the Governor and Executive Council of the State of New Hampshire.

9.2. In the event of a conflict in language between the documents referenced above, the provisions and requirements set forth and/or referenced in the negotiated document noted in 9.1.3. shall govern.

9.3. The NH Department of Corrections reserves the right to clarify any contractual relationship in writing with the concurrence of the Contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Vendor's Proposal and/or the result of a Contract.

**10. Cancellation of Contract:**

10.1. The Department of Corrections may cancel the Contract at any time for breach of contractual obligations by providing the Contractor with a written notice of such cancellation.

- 10.2. Should the NH Department of Corrections exercise its right to cancel the Contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation sent to the Contractor.
- 10.3. The NH Department of Corrections reserves the right to terminate the Contract without penalty or recourse by giving the Contractor written notice of such termination at least sixty (60) days prior to the effective termination date.
- 10.4. The NH Department of Corrections reserves the right to cancel this Contract for the convenience of the State with no penalties by giving the Contractor sixty (60) day notice of said cancellation.

**11. Contractor Transition:**

NH Department of Corrections, at its discretion, for any Contract resulting from this RFP, may require the Contractor to work cooperatively with any predecessor and/or successor Vendor to assure the orderly and uninterrupted transition from one Vendor to another.

**12. Audit Requirement:**

Contractor agrees to comply with any recommendations arising from periodic audits on the performance of this contract, providing they do not require any unreasonable hardship, which would normally affect the value of the Contract.

**13. Additional Items/Locations:**

Upon agreement of both party's additional equipment and/or other facilities belonging to the NH Department of Corrections may be added to the Contract. In the same respect, equipment and/or facilities listed as part of the provision of services of the Contract may be deleted as well.

**14. Information:**

- 14.1. In performing its obligations under the Contract, the Contractor may gain access to information of the inmates/patients/non-adjudicated residents including confidential information. The Contractor shall not use information developed or obtained during the performance of, or acquired or developed by reason of the Contract, except as is directly connected to and necessary for the Contractor's performance under the Contract.
- 14.2. The Contractor agrees to maintain the confidentiality of and to protect from unauthorized use, disclosure, publication, reproduction and all information of the inmate/patient/non-adjudicated residents that becomes available to the Contractor in connection with its performance under the Contract.
- 14.3. In the event of unauthorized use or disclosure of the inmate/patient/non-adjudicated resident information, the Contractor shall immediately notify the NH Department of Corrections.
- 14.4. All material developed or acquired by the Contractor, as a result of work under the Contract shall become the property of the State of New Hampshire. No material or reports prepared by the Contractor shall be released to the public without the prior written consent of NH Department of Corrections.

**15. Public Records:**

NH RSA 91-A guarantees access to public records. As such, all responses to a competitive solicitation are public records unless exempt by law. Any information submitted as part of a bid in response to this Request for Proposal or Request for Bid (RFB) or Request for Information (RFI) may be subject to public disclosure under RSA 91-A, <http://www.gencourt.state.nh.us/rsa/html/VI/91-A/91-A-mrg.htm>.

**Scope of Services  
Exhibit A**

In addition, in accordance with RSA 9-F:1, <http://www.gencourt.state.nh.us/rsa/html/I/9-F/9-F-1.htm>, any contract entered into as a result of this RFP (RFB or RFI) will be made accessible to the public online via the website: Transparent NH <http://www.nh.gov/transparentnh/>. Accordingly, business financial information and proprietary information such as trade secrets, business and financial models and forecasts, and proprietary formulas may be exempt from public disclosure under, RSA 91-A:5, IV, <http://www.gencourt.state.nh.us/rsa/html/VI/91-A/91-A-5.htm>. If a Bidder believes that any information submitted in response to a Request for Proposal, Bid or Information, should be kept

confidential as financial or proprietary information, the Bidder must specifically identify that information in a letter to the State Agency. Failure to comply with this section may be grounds for the complete disclosure of all submitted material not in compliance with this section.

**16. Contractor Personnel:**

- 16.1. The Contractor shall agree that employees of the Contractor shall perform all services required by the Contract. The Contractor shall guarantee that all personnel providing the services required by the Contract are qualified to perform their assigned tasks.
- 16.2. The Department shall be advised of, and approve in writing at least ten (10) days in advance of such change, any permanent or temporary changes to or deletions the Contractor's management, supervisory, or key professional personnel, who directly impact the deliverables to be provided under the Contract.

**17. Notification to the Contractor:**

The NH Department of Corrections shall be responsible for notifying the Contractor of any policy or procedural changes affecting the contracted services at least thirty (30) days before the implementation of such policy or procedure. The Contractor shall implement the changes on the date specified by the Department.

**18. Prison Rape Elimination Act (PREA) of 2003:**

Contractor must comply with the Prison Rape Elimination Act (PREA) of 2003 (Federal Law 42 U.S.C.15601 et. seq.), with all applicable Federal PREA standards, and with all State policies and standards related to PREA for preventing, detecting, monitoring, investigating, and eradicating any form of sexual abuse within facilities/programs/offices owned, operated, or contracted. Contractor acknowledges that, in addition to self-monitoring requirements, the State will conduct compliance monitoring of PREA standards which may require an outside independent audit.

**19. Administrative Rules, Policies, Regulations and Policy and Procedure Directives:**

Contractor must comply with any applicable NH Department of Corrections Administrative Rules, Policies, Regulations and Policy and Procedure Directives (PPD's) to include but not limited to PPD 5.08: *Staff Personal Property Permitted In and Restricted from Prison Facilities* located as a separate link: [http://www.nh.gov/nhdoc/business/rfp\\_bidding\\_tools.htm](http://www.nh.gov/nhdoc/business/rfp_bidding_tools.htm)

**20. Special Notes:**

- 20.1. The headings and footings to the sections of this document are for convenience only and shall not affect the interpretation of any section.
- 20.2. The NH Department of Corrections reserves the right to require use of a third party administrator during the life of the Contract and any renewals thereof.
- 20.3. Locations per contract year may be increased/decreased and or reassigned to alternate facilities during the Contract term at the discretion of the Department. Locations may be

**Scope of Services  
Exhibit A**

added and/or deleted after the awarding of a Contract at the discretion of the Department and upon mutual agreement of the Commissioner of the Department of Corrections and the Contractor.

- 20.4. In the event that the NH Department of Corrections wishes to add or remove facilities at which the Contractor is to provide services, it shall:
  - 20.4.1. Give the Contractor fourteen (14) days written notice of the proposed change; and
  - 20.4.2. Secure the Contractor's written agreement to the proposed changes.
- 20.5. Notwithstanding the foregoing, or any provision of this Agreement to the contrary, in no event shall changes to facilities be allowed that modify the "Completion Date" or "Price Limitation" of the Agreement.
- 20.6. Any change in the Contract including the Contractor responsibilities and NH Department of Corrections responsibilities described herein, whether by modification, amendment and or supplementation, must be accomplished by a formal Contract amendment signed and approved by and between the duly authorized representatives of the Contractor and the NH Department of Corrections approved by the Governor and Executive Council.
- 20.7. All work shall be performed in a manner compliant with all existing state and federal safety laws, rules, regulations and standards including but not limited to The Contractor(s) shall comply with any and all applicable federal, state or local laws including but not limited to: Equal Employment Opportunity (EEO), Immigration and Naturalization, National Fire Protection Association (NFPA), NH Department of Environmental Services (NHDES), Occupational Safety & Health Administration (OSHA), US Environmental Protection Agency (EPA), The American with Disabilities Act (ADA), and insurance laws.
- 20.8. Partial Proposals for the requested HVAC Services for the NH Department of Corrections shall not be accepted.
- 20.9. Contractor shall provide, for the life of the Contract and any renewals thereof, the minimum General Liability coverage to be no less than \$1,000,000.00 per each occurrence and \$2,000,000.00 general aggregate.
- 20.10. Contractor shall provide, for the life of the Contract and any renewals thereof, proof of Workers' Compensation and Employers' Liability Insurance.
- 20.11. Contractor shall provide proof and identify limits and expiration dates of General Liability, Excess Umbrella Liability coverage (if applicable), Workers' Compensation and Employer's Liability, Professional Liability, Malpractice Liability and Business Owners Policy (if applicable).


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**SECTION E: Estimated Budget/Method of Payment, Exhibit B**

**1. Signature Page:**

The Vendor proposes to provide HVAC Services for the New Hampshire Department of Corrections (NHDOC) in conformance with all terms and conditions of this RFP and the Vendor provides pricing information as an Attachment to this proposal for providing such products and services in accordance with the provisions and requirements specified in this RFP document.

The pricing information quoted by the Vendor as an attachment to this document represents the total price(s) for providing any and all service(s) according to the provisions and requirements of the RFP, which shall remain in effect through the end of this procurement process and throughout the contracting process until the contract completion date as listed on the State Contract form P-37 (v. 5/8/15), section 1.7 - Completion Date.

 3/31/17  
AUTHORIZED SIGNATURE DATE

Thomas L. Mooney, Sales Manager  
NAME AND TITLE OF SIGNOR (Please Type)

**THE VENDOR ASSUMES ALL RISKS THAT ACTUAL FUTURE FIGURES MAY VARY FROM POPULATION PRESENTED AS PART OF THIS RFP.**

If the NH Department of Corrections determines it is in the best interest of the State, it may seek a "BEST AND FINAL OFFER" (BAFO) from vendors submitting acceptable and/or potentially acceptable proposals. The "BEST AND FINAL OFFER" would provide a Vendor the opportunity to amend or change its original proposal to make it more acceptable to the State. NH Department of Corrections reserves the right to exercise this option.

Financial responsibility for preparation of proposals is the sole responsibility of the Vendor. The solicitation of the Request for Proposals shall not commit the NH Department of Corrections to award a Contract(s).

Financial commitment by the NH Department of Corrections will not occur until such time as the Governor and the Executive Council of the State of New Hampshire approve a Contract(s).

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**Estimated Budget/Method of Payment  
Exhibit B**

**2. Estimated Budget – Northern Region:**

**2.1. Labor Rates per Hour – Northern Region:**

Labor Rates per Hour	Year 1	Year 2
Hourly Rate per Person	\$ 80.00	\$ 80.00
Hourly Overtime Rate per Person	\$ 120.00	\$ 120.00
Hourly Rate per Team (two or more)	\$ 160.00	\$ 160.00
Hourly Overtime Rate per Team	\$ 240.00	\$ 240.00

**2.2. Extended Labor Cost by Person/Team & Overtime – Northern Region:**

Labor Rate Category	Number of Hours per Person/OT per Person/Team/OT per Team	Year 1 Labor Rate (Table 2.1)	Year 1 Extended Labor Cost (multiply No. of Hours by Year 1 Labor Rate)	Year 2 Labor Rate (Table 2.1)	Year 2 Extended Labor Cost (multiply No. of Hours by Year 2 Labor Rate)
Hr/Person	15	\$ 80.00	\$ 1,200.00	\$ 80.00	\$ 1,200.00
Hr OT/Person	20	\$ 120.00	\$ 2,400.00	\$ 120.00	\$ 2,400.00
Hr/Team (two or more)	5	\$ 160.00	\$ 800.00	\$ 160.00	\$ 800.00
Hr OT/Team	2	\$ 240.00	\$ 480.00	\$ 240.00	\$ 480.00
Subtotal Extended Labor Cost (sum Year 1 & 2 Ext. Labor Cost columns)			\$ 4,880.00		\$ 4,880.00
<b>Total Extended Labor Cost (add Subtotals for Year 1 &amp; 2 Extended Labor Costs)</b>				<b>\$ 9,760.00</b>	

**2.3. Estimated Travel Cost – Northern Region:**

Service Location/ Period	Contractor's One Person Hourly Rate (Table 2.1)	Cost for Mileage	Cost for Tolls	Subtotal (add Hourly Rate, Mileage & Tolls)	No. of Trips	Extended Cost (multiply Subtotal x No. of Trips)
NCF						
Year 1	\$ 80.00	\$ 30.00	\$ 2.00	\$ 112.00	10	\$ 1,120.00
Year 2	\$ 80.00	\$ 30.00	\$ 2.00	\$ 112.00	10	\$ 1,120.00
<b>Total Estimated Travel Cost (sum Extended Cost Column)</b>						<b>\$ 2,240.00</b>

**2.4. For budgeting purposes only:**

2.4.1 Original Service Period shall be designated as: Year 1 (July 1, 2017 – June 30, 2018) & Year 2 (July 1, 2018 – June 30, 2019).

2.4.2 Optional Renewal Period, if exercised, Labor Rates per Hour (Table 2.1), Extended Labor Cost by Person/Team & Overtime (Table 2.2) and Estimated Travel Costs (Table 2.3) for Year 3 (July 1, 2019 – June 30, 2020) & Year 4 (July 1, 2020 – June 30, 2021) shall be the Year 2 Contractor amounts.



**Estimated Budget/Method of Payment  
Exhibit B**

2.5 Contractor's Estimated Cost for Parts and Fixed Percentage Markup – Northern Region:

Contractor's Cost Range for Parts	Contractor's Cost for Parts (estimate)	Contractor's Fixed Percentage Markup	Total Cost and Contractor's Fixed Percentage Markup
\$0 - \$499.99	Parts @ \$450.00	30 %	\$ 585.00
\$500.00 - \$999.99	Parts @ \$900.00	25 %	\$ 1,125.00
\$1,000.00 and Over	Parts @ \$3,500.00	20 %	\$ 4,200.00
Subtotal Cost Plus Contractor's Fixed Percentage Markup			\$ 5,910.00
Multiply by (2)			X 2
<b>Total Estimated Cost for Parts and Fixed Percentage Markup</b>			<b>\$ 11,820.00</b>

2.6 Total Estimated Two Year Cost – Northern Region:

Service Category	Table	Total Cost by Category
Total Extended Labor Cost	2.2	\$ 9,760.00
Total Estimated Travel Cost	2.3	\$ 2,240.00
Total Estimated Cost for Parts and Fixed % Markup	2.5	\$ 11,820.00
<b>Total Estimated Two Year Cost – Northern Region (sum Total Cost by Category column)</b>		<b>\$ 23,820.00</b>

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Estimated Budget/Method of Payment  
Exhibit B

3. Estimated Budget – Southern Region:

3.1. Labor Rates per Hour – Southern Region:

Labor Rates per Hour	Year 1	Year 2
Hourly Rate per Person	\$ 80.00	\$ 80.00
Hourly Overtime Rate per Person	\$ 120.00	\$ 120.00
Hourly Rate per Team (two or more)	\$ 160.00	\$ 160.00
Hourly Overtime Rate per Team	\$ 240.00	\$ 240.00

3.2. Extended Labor Cost by Person/Team & Overtime – Southern Region:

Labor Rate Category/Location	Number of Hours per Person/OT per Person/Team/OT per Team	Year 1 Labor Rate (Table 3.1)	Year 1 Extended Labor Cost (multiply No. of Hours by Year 1 Labor Rate)	Year 2 Labor Rate (Table 3.1)	Year 2 Extended Labor Cost (multiply No. of Hours by Year 2 Labor Rate)
<b>Correctional Facilities</b>					
<b>NHSP-M</b>					
Hr/Person	50	\$ 80.00	\$ 4,000.00	\$ 80.00	\$ 4,000.00
Hr OT/Person	25	\$ 120.00	\$ 3,000.00	\$ 120.00	\$ 3,000.00
Hr/Team (two or more)	5	\$ 160.00	\$ 800.00	\$ 160.00	\$ 800.00
Hr OT/Team	2	\$ 240.00	\$ 480.00	\$ 240.00	\$ 480.00
<b>NHCF-W</b>					
Hr/Person	20	\$ 80.00	\$ 1,600.00	\$ 80.00	\$ 1,600.00
Hr OT/Person	10	\$ 120.00	\$ 1,200.00	\$ 120.00	\$ 1,200.00
Hr/Team (two or more)	2	\$ 160.00	\$ 320.00	\$ 160.00	\$ 320.00
Hr OT/Team	2	\$ 240.00	\$ 480.00	\$ 240.00	\$ 480.00
<b>Administrative</b>					
<b>Warehouse/Farm/DO</b>					
Hr/Person	16	\$ 80.00	\$ 1,280.00	\$ 80.00	\$ 1,280.00
Hr OT/Person	8	\$ 120.00	\$ 960.00	\$ 120.00	\$ 960.00
Hr/Team (two or more)	2	\$ 160.00	\$ 320.00	\$ 160.00	\$ 320.00
Hr OT/Team	2	\$ 240.00	\$ 480.00	\$ 240.00	\$ 480.00
<b>Comm. Corrections</b>					
Hr/Person	12	\$ 80.00	\$ 960.00	\$ 80.00	\$ 960.00
Hr OT/Person	6	\$ 120.00	\$ 720.00	\$ 120.00	\$ 720.00
Hr/Team (two or more)	2	\$ 160.00	\$ 320.00	\$ 160.00	\$ 320.00
Hr OT/Team	2	\$ 240.00	\$ 480.00	\$ 240.00	\$ 480.00
Subtotal Extended Labor Cost (sum Year 1 & 2 Ext. Labor Cost columns)			\$ 17,400.00		\$ 17,400.00
Total Extended Labor Cost (add Subtotals for Year 1 & 2 Extended Labor Costs)				\$ 34,800.00	

Promoting Public Safety through Integrity, Respect, Professionalism, Collaboration and Accountability

**Estimated Budget/Method of Payment  
Exhibit B**

3.3. Estimated Travel Cost – Southern Region:

Service Location/Period	Contractor's One Person Hourly Rate (Table 3.1)	Cost for Mileage	Cost for Tolls	Subtotal (add Hourly Rate, Mileage & Tolls)	No. of Trips	Extended Cost (multiply Subtotal x No. of Trips)
<b>Concord</b>						
Year 1	\$ 80.00	\$20.00	\$2.00	\$102.00	30	\$3,060.00
Year 2	\$ 80.00	\$20.00	\$2.00	\$102.00	30	\$3,060.00
<b>Goffstown/Manchester</b>						
Year 1	\$ 80.00	\$20.00	\$2.00	\$102.00	15	\$1,530.00
Year 2	\$ 80.00	\$20.00	\$2.00	\$102.00	15	\$1,530.00
<b>Total Estimated Travel Cost (sum Extended Cost Column)</b>						<b>\$ 9,180.00</b>

3.4. For budgeting purposes only:

- 3.4.1. Original Service Period shall be designated as: Year 1 (July 1, 2017 – June 30, 2018) & Year 2 (July 1, 2018 – June 30, 2019).
- 3.4.2. Optional Renewal Period, if exercised, Labor Rates per Hour (Table 3.1), Extended Labor Cost by Person/Team & Overtime (Table 3.2) and Estimated Travel Costs (Table 3.3) for Year 3 (July 1, 2019 – June 30, 2020) & Year 4 (July 1, 2020 – June 30, 2021) shall be the Year 2 Contractor amounts.

3.5. Contractor's Estimated Cost for Parts and Fixed Percentage Markup – Southern Region:

Contractor's Cost Range for Parts	Contractor's Cost for Parts (estimate)	Contractor's Fixed Percentage Markup	Total Cost and Contractor's Fixed Percentage Markup
\$0 - \$499.99	Parts @ \$450.00	30 %	\$ 585.00
\$500.00 - \$999.99	Parts @ \$900.00	25 %	\$ 1,125.00
\$1,000.00 and Over	Parts @ \$3,500.00	20 %	\$ 4,200.00
<b>Subtotal Cost Plus Contractor's Fixed Percentage Markup</b>			<b>\$ 5,910.00</b>
<b>Multiply by (2)</b>			<b>X 2</b>
<b>Total Estimated Cost for Parts and Fixed Percentage Markup</b>			<b>\$ 11,820.00</b>

3.6. Total Estimated Two Year Cost – Southern Region:

Service Category	Table	Total Cost by Category
Total Extended Labor Cost	3.2	\$ 34,800.00
Total Estimated Travel Cost	3.3	\$ 9,180.00
Total Estimated Cost for Parts and Fixed % Markup	3.5	\$ 11,820.00
<b>Total Estimated Two Year Cost – Southern Region (sum Total Cost by Category column)</b>		<b>\$ 55,800.00</b>

Promoting Public Safety through Integrity, Respect, Professionalism, Collaboration and Accountability

**Section E: Estimated Budget/Method of Payment, Exhibit B**

**3.7. Estimated Budget – Annual Heating, Ventilation and Air Conditioning System Inspection, Maintenance and Repair Services Estimated Fee Schedule:**

<b>Northern Region – Correctional Facility</b>				
<b>Service Category</b>	<b>Facility Location</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>Total</b>
Service	Northern Correctional Facility	6,000	6,000	12,000
Parts	Northern Correctional Facility	5,910	5,910	11,820
<b>Subtotal Service &amp; Parts – Northern Region</b>		<b>11,910</b>	<b>11,910</b>	<b>23,820</b>

<b>Southern Region – Correctional Facility</b>				
<b>Service Category</b>	<b>Facility Location</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>Total</b>
Service	NH State Prison for Men (NHSP-M)	9,300	9,300	18,600
Parts	NH State Prison for Men (NHSP-M)	2,216.25	2,216.25	4,432.50
Service	NH Correctional Facility for Women (NHCF-W)	4,747.50	4,747.50	9,495
Parts	NH Correctional Facility for Women (NHCF-W)	1,477.50	1,477.50	2,955
Service	NH State Prison Warehouse/Farm/District Office	4,060	4,060	8,120
Parts	NH State Prison Warehouse/Farm/District Office	1,477.50	1,477.50	2,955
Service	Community Corrections	3,882.50	3,882.50	7,765
Parts	Community Corrections	738.75	738.75	1,477.50
<b>Subtotal Service &amp; Parts – Southern Region</b>		<b>27,900</b>	<b>27,900</b>	<b>55,800</b>

<b>Northern Region &amp; Southern Regions</b>				
<b>Service Category</b>	<b>Facility Location</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>Total</b>
Service	Northern & Southern Correctional Facilities	27,990	27,990	55,980
Parts	Northern & Southern Correctional Facilities	11,820	11,820	23,640
<b>Total Service &amp; Parts – Northern &amp; Southern Region</b>		<b>39,810</b>	<b>39,810</b>	<b>79,620</b>

**4. Method of Payment:**

- 4.1. Services are to be invoiced monthly commencing thirty (30) days after the start of service. Due dates for monthly invoices will be the 15<sup>th</sup> of the month following the month in which services are provided.
- 4.2. Invoices shall be submitted no later than sixty (60) days post-date of services rendered.
- 4.3. Original invoices shall be sent to the NH Department of Corrections, Bureau of Logistics, Attn: Administrator of Logistics, P.O. Box 1806, Concord, NH 03302-1806 for approval.
- 4.4. Once approved, the original invoices shall be forwarded to the Accounts Payable unit of the Department's Bureau of Financial Services for processing and issuance of payment.
- 4.5. The NH Department of Corrections may make adjustments to the payment amount identified on a Contractor's monthly invoice. The NH Department of Corrections shall suspend payment to an invoice if an invoice is not submitted in accordance with the instructions established by the NH Department of Corrections.
- 4.6. The NH Department of Corrections, Bureau of Financial Services may issue payment to the Contractor within thirty (30) days of receipt of an approved invoice. Invoices shall contain the following information, but not limited to:
  - 4.6.1. Invoice date & number;
  - 4.6.2. Description of services rendered;
  - 4.6.3. Dates of said service(s);
  - 4.6.4. Cost of parts;
  - 4.6.5. Cost of labor and
  - 4.6.6. Cost of mileage, when applicable.
- 4.7. Payment shall be made to the name and address identified in the Contract as the "Contractor" unless: (a) the Contractor has authorized a different name and mailing address in writing or; (b) authorized a different name and mailing address in an official State of New Hampshire Contractor Registration Application Form; or (c) unless a court of law specifies otherwise. The Contractor shall not invoice federal tax. The State's tax-exempt certificate number is 026000618.
- 4.8. For contracting purposes, the State's Fiscal Calendar Year starts on July 1st and ends on June 30<sup>th</sup> of the following year. For budgeting purposes, year one (1) of the Contract shall end on June 30, 2018.

**5. Appropriation of Funding:**

- 5.1. The Contractor shall agree that the funds expended for the purposes of the Contract must be appropriated by the General Court of the State of New Hampshire for each State fiscal year included within the Contract period. Therefore, the Contract shall automatically terminate without penalty or termination costs if such funds are not fully appropriated.
  - 5.1.1. In the event that funds are not fully appropriated for the Contract, the Contractor shall not prohibit or otherwise limit NH Department of Corrections the right to pursue and contract for alternate solutions and remedies as deemed necessary for the conduct of State government affairs.
  - 5.1.2. The requirements stated in this paragraph shall apply to any amendment or the execution of any option to extend the Contract.

**SECTION F: Special Provisions, Exhibit C**

**1. Special Provisions:**

- 1.1. There are no additional provisions set forth in this Exhibit, Special Provisions, to be incorporated as part of this Contract.

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NHDOC Inventory for HVAC Systems

Appendix A

SECTION G: NHDOC Inventory for HVAC Systems, Appendix A

1. Northern Correctional Facility (NCF):

Subset Location	Description	Make	Model	Quantity
	Air Handler Unit-A1 Steam Heat 460V 25HP Motor	Trane		6
	Air Handler Unit-A2 Steam Heat 460V 1.5HP Motor	Trane		6
	Air Handler Unit-B1 Steam Heat 460V 10HP Motor	Trane		5
	Air Handler Unit-B2 Steam Heat 460V 15HP Motor	Trane		4
	Air Handler Unit-B3 Steam Heat 460V 20HP Motor	Trane		9
	Air Handler Unit-A1 Steam Heat 460V 25HP Supply Motor, 5 Hp Return Motor, A/C Trane for CP3 only	Trane	Trane Heat Wheel	8
	Air Handler Unit-C1 Steam Heat 460V 25HP Motor	Trane		4
	Air Handler Unit-C2 Steam Heat 460V 25HP Motor	Trane		2
	Air Handler Unit-C3 Steam Heat 460V 25HP Motor	Trane		5
	Air Handler Unit-C4 Steam Heat 460V 25HP Motor	Trane		3
	Air Handler Unit-C5 Steam Heat 460V 25HP Motor	Trane		5
	Air Handler Unit-C6 Steam Heat 460V 25HP Motor	Trane		5
	Air Handler Unit-C7 Steam Heat 460V 25HP Motor	Trane		5
	Air Handler Unit-D1 Steam Heat 460V 30HP Supply Motor, 25HP Return Motor	Trane	Trane Heat Wheel	9
	Air Handler Unit-D2 Steam Heat 460V 25HP Supply Motor, 20HP Return Motor	Trane	Trane Heat Wheel	9

Promoting Public Safety through Integrity, Respect, Professionalism, Collaboration and Accountability

NHDOC Inventory for HVAC Systems

Appendix A

Northern Correctional Facility (NCF)

Subset Location	Description	Make	Model	Quantity
Administration	A/C Unit	Trane	RAUCC40BT133D000000	1

Northern Correctional Facility (NCF)

Subset Location	Description	Make	Model	Quantity
Central Control	A/C Unit	Trane	TTA060D400A0	1

Northern Correctional Facility (NCF)

Subset Location	Description	Make	Model	Quantity
Medical	A/C Unit	Trane	RAUCC30BT133D000000	1

Northern Correctional Facility (NCF)

Subset Location	Description	Make	Model	Quantity
Operations	A/C Unit	Trane	AC030X1322A	1

Northern Correctional Facility (NCF)

Subset Location	Description	Make	Model	Quantity
Visits	A/C Unit	Nordyne	P6SP090D	1

Promoting Public Safety through Integrity, Respect, Professionalism, Collaboration and Accountability



NHDOC Inventory for HVAC Systems

Appendix A

Northern Correctional Facility (NCF)

Subset Location	Description	Make	Model	Quantity
Dorms				
	A/C Unit	Nordyne	R6GP130D235C	2

Northern Correctional Facility (NCF)

Subset Location	Description	Make	Model	Quantity
CCU				
	A/C Unit	Trane	TTA030C400A0	1

Northern Correctional Facility (NCF)

Subset Location	Description	Make	Model	Quantity
Education				
	A/C Unit	Trane	TTA120C400EA	1

Northern Correctional Facility (NCF)

Subset Location	Description	Make	Model	Quantity
CP 4				
	A/C Unit	Trane	TTB012C100A2	1

Northern Correctional Facility (NCF)

Subset Location	Description	Make	Model	Quantity
CP 5				
	A/C Unit	Trane	TTB012C100A2	1

Promoting Public Safety through Integrity, Respect, Professionalism, Collaboration and Accountability

NHDOC Inventory for HVAC Systems

Appendix A

Northern Correctional Facility (NCF)

Subset Location	Description	Make	Model	Quantity
Kitchen				
	Exhaust Hood	Loren Cook Company	180 KSPB	2
	Exhaust Hood	Loren Cook Company	90 KSPB	1

Northern Correctional Facility (NCF)

Subset Location	Description	Make	Model	Quantity
Boiler				
	CB Package 300 HP	Cleaver Brooks	CB1700300015	2

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NHDOC Inventory for HVAC Systems

Appendix A

2. NH State Prison for Men (NHSP-M):

Subset Location	Description	Make	Model	Quantity	
Administration, NW Attic	AC-3 Heat Air Handlers	Snyder General	MSL 11 4DH	1	
	AC-3 Motor	Magnetek Century Electric	6355806-01	1	
	AC-4 Air Handler	Snyder General	MSL 1280H	1	
	AC-4 Motor	Marathon Electric	UK256TTER7329ENW	1	
	AC-2 Air Handler	Snyder General	MSL 122DH	1	
	AC-2 Motor	Magnetek Century Electric		1	
	Return Fan 1 Cabinet	Greenheck		1	
	Return Fan 1 Motor	Marathon Electric		1	
	Return Fan 2 Combo Motor Starter	Greenheck		1	
	Return Fan 2 Motor	Dayton Tri Volt	3N733	1	
	Return Fan 3 Combo Motor Starter	Greenheck		1	
	Return Fan 3 Motor 208V/5.9 Amps	Greenheck		1	
	Exhaust Fan 37 Motor 120V/5.6Amps	Greenheck		1	
	AC-1 Air Handler	Snyder General	MSL 122DH	1	
	AC-1 Motor	Marathon Electric	UK256TTDR7329FNW	1	
	Exhaust Fan 27 Disconnect 115V/1.8Amps	Greenheck		1	
	Return Fan 6 Disconnect	Greenheck		1	
	HV-8 Air Handler	Snyder General	LHD108CH	1	
	HV-8 Motor	Magnetek Century Electric	6-357719-01	1	
	Exhaust Fan 29 Disconnect	Greenheck		1	
	Exhaust Fan 29 Motor	Dayton Tri Volt	3N488B	1	
	Exhaust Fan 36 Disconnect	Greenheck		1	
	HV-10 Air Handler	Snyder General	LSL117DH	1	
	HV-10 Motor	Lescon	N213T17FB45B	1	
	Return Fan Disconnect (by HV-10)	Greenheck		1	
	Unit Heater-10 Cabinet (3 each)	Dunham-Bush		1	
	Exhaust Fan Motor (by AC-2)	Marathon Electric		1	
	Administration, Control	Roof Exhaust Unit (large)			2
		Roof Exhaust Unit (medium)			1

Promoting Public Safety through Integrity, Respect, Professionalism, Collaboration and Accountability

Section G: NHDOC Inventory for HVAC Systems, Appendix A

Appendix A

NH State Prison for Men (NHSP-M)

Subst Location	Description	Make	Model	Quantity
Administration, Old Boiler Room				
	Exhaust Fan	Leeson	C4T17DJ2C	1
	Return Fan	Marathon Electric	UVJZ3TTDR7359BP L	1
	Cooling Tower	Evapco	AT8-63	1
	Centrifugal Chiller	York	YSCACAS2-CFE	1
	Chiller Control	Johnson Controls	NCE25	1
	Halogen Gas Monitor	Bacharach	3015-4200	1
	Chemical Station Controller	Walchen	WCT310-1N2	1
	Chemical Station Controller Pump 1	Pulsatron A-Plus		1
	Chemical Station Controller Pump 2	Mec-O-Matic (Pulsafeeder) Dolphin 50		2
	Pump #3	Taco	SD060040-4	1
	Pump #3 Motor	Baldor	EM3313T-8 213T	1
	Pump #2	Taco	SD060040-4	1
	Pump #2 Motor	Baldor	EM3313T-8 213T	1
	Pump #1	Taco	SD060040-4	1
	Pump #1 Motor	Baldor	EM3313T-8 213T	1
	VHW Pump #1	Taco	BB4010-9-0-CBB5CL 1 USELECT	1
	VHW Pump #2	Taco	BB4010-9-0-CBB5CL 1 USELECT	1
	Centrifugal Chiller (Cooling Tower)	York		1
	(Variable) Heat Exchanger			2
	(Hot Water) Heat Exchanger			2
	Shock Tank			3
	Expansion Tank 1			1
	Expansion Tank 2 & 3			1
	Air Compressor			1
	Hot Water Pump			2

Promoting Public Safety through Integrity, Respect, Professionalism, Collaboration and Accountability

Vendor Initials: TL

Section G: NHDOC Inventory for HVAC Systems, Appendix A

Appendix A

NH State Prison for Men (NHSP-M)

Subset Location	Description	Make	Model	Quantity
Autobody				
	Space Heaters	Trane	JHSA-1265-8A-AAF	3

NH State Prison for Men (NHSP-M)

Subset Location	Description	Make	Model	Quantity
Box 1				
	Boiler Ultra Series 3	Well McInain	80NG	1
	AC Unit	Mitsubishi Mr. Slim		1

NH State Prison for Men (NHSP-M)

Subset Location	Description	Make	Model	Quantity
Building 1 Mech				
	Laundry Compressor Motor	Baldor	L1322T	1
	Laundry Return Fan Motor	GE	5K182AX965	1
	Exhaust Fan EF28 Motor	Dayton	3H0180	1
	Kitchen Return Fan RF7 Cabinet	Greenheck	SQB-24-30	1
	Kitchen Return Fan RF7 Motor	Marathon	PVD182TTDR7026DF-L	1
	Main Compressor Motor	Dayton Tri-Volt	3N658A	1
	Main Compressor Motor	GE	5KW182BD205A	1
	Compressor Air Dryer	Johnson Controls	A-4423-2	1
	HV-3 Motor	Century	6-350192-02	1
	Return Fan RF6 Motor	Marathon Electric	PVB145TTDR7029ED	1
	HV-2 Motor	Century	6-350221-45	1
	Exhaust Fan EF20 Motor	Marathon Electric	PVD48517D2054E P	1
	Exhaust Fan EF21 Motor	Century	6-350221-45	1
	Heating Hot Water Pump 8 Impeller	Taco	BB3080 7.0	1

Promoting Public Safety through Integrity, Respect, Professionalism, Collaboration and Accountability

Section G: NHDOC Inventory for HVAC Systems, Appendix A

Appendix A

NH State Prison for Men (NHSP-M)

Subset Location	Description	Make	Model	Quantity
Building 1 Mech				
	Heating Hot Water Pump 8 Motor	Marathon Electric	NVN184TTDP7026DF-L	1
	Heating Hot Water Pump 7 Impeller	Taco	BB3080 7.0	1
	Heating Hot Water Pump 7 Motor	WEG	00518EP3E184T	1
	Shock Tank			2
	Heat Recovery Unit 1	Barry Blower	270 VCR BI	1
	Heat Recovery Unit 2	Barry Blower	270 VCR BI	1
	Heat Recovery Unit 3	Barry Blower	270 VCR BI	1
	Exhaust Fan EF29 Motor	Marathon	PVB145TTDR7029ED W	1
	Exhaust Fan EF31 Motor	Dayton	2MXU7	1
	Exhaust Fan EF30 Motor	GE	5K43MG2814	1
	HV-4 Motor	Dayton	3KW94G	1
	HV-1 Motor	US Electric Motors	F-8591-09-901	1
	HV-1 Cabinet	Aeronix	PA-25	1
	AC-1 Cabinet	McQuay	MSL128DH	1
	AC-1 Motor	Baldor	M2515T	1
	Return Fan RF3 Motor	US Electric Motors	F-9237Z-06-692	1
	Return Fan RF 17.Motor	US Electric Motors	F-5812A-00-770	1
	Shock Tank			1
	Expansion Tank			1
	Heat Recovery Pump 6 Motor	Marathon	NVL145TTDR7026DG W	1
	Heat Recovery Pump 6 Impeller	Taco	BB3006 6.2	1
	Heating Hot Water Pump 2 Motor	Marathon	PVA145TTDR7029ED W	1
	Heating Hot Water Pump 2 Impeller	Taco	BB3006 5.9	1
	Heating Hot Water Pump 1 Motor	Marathon	PVA145TTDR7029ED W	1
	Heating Hot Water Pump 1 Impeller	Taco	BB3006 5.9	1

Promoting Public Safety through Integrity, Respect, Professionalism, Collaboration and Accountability

Section G: NHDOC Inventory for HVAC Systems, Appendix A

Appendix A

NH State Prison for Men (NHSP-M)

Subset Location	Description	Make	Model	Quantity
Building 1 Mech				
	Centrifugal Chiller	PEH	048-BAAA	1
	Centrifugal Chiller Pump 3 Motor	Dayton	3N733	1
	Centrifugal Chiller Pump 3 Impeller	Taco	BB3009 7.9	1
	Centrifugal Chiller Pump 4 Motor	Dayton	3N733	1
	Centrifugal Chiller Pump 4 Impeller	Taco	BB3009 7.9	1
	Centrifugal Chiller Pump 5 Motor	Dayton	3N733	1
	Centrifugal Chiller Pump 5 Impeller	Taco	BB3009 7.9	1
	Bakery Space Heater	Modine	H533501	1
	Bakery Heat Recovery Unit	Z Pack	P2-8 48 X 740 52 X 207	1
	Tunnel Exhaust Fan	Marathon Electric	UWF48A110251K P	1
	Pot & Pans Exhaust Fan		5K336N2A	1
	Ice Machines	Manitowoc	B570	2
	Chemical Station Controller	Walchen	WCT310-1N2	1
	Chemical Station Controller Pump 1	Pulsatron A-Plus		1
	Chemical Station Controller Pump 2	Mec-O-Matic (Pulsafeeder) Dolphin 50		2

NH State Prison for Men (NHSP-M)

Subset Location	Description	Make	Model	Quantity
Building A, Autobody				
	Space Heater	Trane	JHSA-126S-8A-AAF	3
Building A, Automotive Shop				
	Exhaust Fan	Airmaster	FD24T-B3A	1
	Space Heater	Trane	JHSA-126S-8A-AAF	3
	Exhaust 1 Motor	Baldor	3ph cat. M3154t	1
	Exhaust 2			1
	Gatehouse AC (split unit)	Sanyo	THS2432	1

Promoting Public Safety through Integrity, Respect, Professionalism, Collaboration and Accountability

Section G: NHDOC Inventory for HVAC Systems, Appendix A

Appendix A

NH State Prison for Men (NHSP-M)

Subset Location	Description	Make	Model	Quantity
Administration, Bldg A, Sign Shop	Exhaust Fan/Collector	Binks	30 4307	1
	HV-7	Snyder General	LHD111CH	1
	Exhaust Fan	Greenbeck		2
	Space Heater	Dunham-Bush	W-400-C	1
Administration, Bldg A, Plate Shop	HV-6	Snyder General	LHD111DH	1
	Space Heater	Dunham-Bush	W-400-C	1
	Main Air Compressor w/ Air Dryer	Curtis		1
Administration, Bldg A, Print Shop	HV-5	Snyder General	LHD111CH	1
	Space Heater	Dunham-Bush	H-175-C	2
	Exhaust Fan	Greenbeck		1
	Space Heater	Dunham-Bush	H-100-C	1
	AC Unit	Sanyo	K53632	1
	HV-4	Snyder General	LHD111CH	1
Administration, Bldg A, Furniture Shop	AC-5	Snyder General	LHD111DH	1
	Return Fan			1
	HV-3	Snyder General	LHD111DH	1
	Space Heater	Dunham-Bush	H-400-C	1

Promoting Public Safety through Integrity, Respect, Professionalism, Collaboration and Accountability



Section G: NHDOC Inventory for HVAC Systems, Appendix A

Appendix A

NH State Prison for Men (NHSP-M)

Subset Location	Description	Make	Model	Quantity
<b>Building A, Roof</b>				
	AC Unit (split unit w/ Print Shop)	Sanyo	C3632A	1
	Exhaust Fan (large)		QB-14-3	2
	Exhaust Fan (small)		G-70-DCEX-OD	2
	Exhaust Fan (medium)		G-95-DCEX-OD	1
<b>Building B, Woodshop</b>				
	Roof Exhaust Unit (large)			1
	HV-1	Snyder General	LHD122DH	1
	Spray Booth Exhaust Fan	Binks	30-4308	1
	Chemical Room Exhaust Fan			1
	Space Heater	Dunham-Bush	H600-C	1
<b>Building B, Hobby Craft</b>				
	HV-2	Snyder General	LHD128DH	1
	Space Heater	Dunham-Bush		1
	Exhaust Fan	Dayton	4C360A	1
<b>Building B, Gym</b>				
	Exhaust Fan			2
	Circulating Fan			1
	Overhead Heaters (steam)	Trane		6
	Overhead Unit Heater (steam)	(BTU 20,000)		4
	Exhaust Fan			2
<b>Building B, Compressor Room</b>				
	Exhaust Fan			1
	Air Compressor	Curtis	6DF4ED	1
	Space Heater	Dunham-Bush		1

Promoting Public Safety through Integrity, Respect, Professionalism, Collaboration and Accountability

Section G: NHDOC Inventory for HVAC Systems, Appendix A

Appendix A

NH State Prison for Men (NHSP-M)

Building B North Bubble Control	AC Unit	(BTU 13000-13100)		1
	North Tank	Radiant Floor Heat		1
CCU	Roof Exhaust Unit (side mount)			2

NH State Prison for Men (NHSP-M)

Subset Location	Description	Make	Model	Quantity
H Building	Return Fan 2	Greenheck	BSQ-13-10	1
	Return Fan 3	Greenheck	BSQ-13-10	1
	Roof Exhaust Unit (smoke evac)			6
H Building, Ceiling Space Heater	Hot Water Pump (p-1) motor	Baldor	M3305T	1
	Hot Water Pump (p-1) impeller	Taco	BB4010 9.5	1
	Hot Water Pump (p-2) motor	Baldor	M3305T	1
	Hot Water Pump (p-2) impeller	Taco	BB4010 9.5	1
	Shock Tank	Neptune		1
	Air handler (HV-8) cabinet	Snyder General	LYF117DH	1
	Air handler (HV-8) motor	Magnetek Century Electric		1
	Expansion Tank	Taco		1
	Exhaust Fan	Greenheck	DSQ-80-DGEX-OD	1
H Building, A-Pod	HV-5 w/ Exhaust Fan	Snyder General	LHD106CH	1

Promoting Public Safety through Integrity, Respect, Professionalism, Collaboration and Accountability

Section G: NHDOC Inventory for HVAC Systems, Appendix A

Appendix A

NH State Prison for Men (NHSP-M)

Subset Location	Description	Make	Model	Quantity
H Building, B-Pod	HV-6 w/ Exhaust Fan	Snyder General	LHD106CH	1
H Building, C-Pod	HV-2 w/ Exhaust Fan	Snyder General	LHD106CH	1
H Building, D-Pod	Exhaust Fan	Snyder General	LHD106CH	1
H Building, E-Pod	HV-4	Snyder General	LHD106CH	1
	Return Fan 4	Greenheck	BSQ-13-10	
	Exhaust Fan 4	Greenheck	BSQ-8-5	1
H Building, F-Pod	HV-4	Snyder General	LHD106CH	1
	Return Fan 4	Greenheck	BSQ-13-11	1
	Exhaust Fan 4	Greenheck	BSQ-8-6	1
H Building, Penthouse	AC-1	Snyder General	LSL106CH	1
	HV-9	Snyder General	LYF117DH	1
	AC-1 Condenser	Snyder General	ALP013C	1
	Air Compressor	Curtis	6DP4E0	1
	Return Fan 5	GE	5KCP33GN288GS	1
H Building, Roof	Exhaust Fan	GE	5KCP33GN288GS	1
H Building, Upstairs	Exhaust Fan VF-8			1
	HV-7	Snyder General	LYF117DH	1

Promoting Public Safety through Integrity, Respect, Professionalism, Collaboration and Accountability

Section G: NHDOC Inventory for HVAC Systems, Appendix A

Appendix A

NH State Prison for Men (NHSP-M)

Subset Location	Description	Make	Model	Quantity
Kitchen/Laundry				
	Roof Exhaust Unit (medium)	McQuay	LSL106CH	3
	Roof Exhaust Unit (small)	Century	6-350220-10	2
	AC-4 Cabinet	McQuay	LSL111CH	1
	AC-4 Motor			1
	AC-3 Cabinet			1
	AC-3 Motor			1
	AC-2 Cabinet	McQuay	LSL111CH	1
	AC-2 Motor	Century	6-350221-41	1
	Exhaust Fan EF22	Penn Ventilation	3C755C	1
	Return Fan RF8 Motor	GE	5K37PN2	1
	Return Fan Motor	Dayton	5N304	1
	Return Fan Motor	Marathon		1
	Ductwork Motor (laundry)	Dayton	3KX04G 3'X3'X60'	1

NH State Prison for Men (NHSP-M)

Subset Location	Description	Make	Model	Quantity
Maintenance				
	Space Heater	Modine	PAH130AF	1
	Space Heater	Modine	PAH130AF	1
	Space Heater	Modine	PAH130AF	1
	Air Handler	York Diamond	90G-HD0605A	1
	Space Heater	Modine	PAH130AF	1
	Heat/AC Unit	York	DINA018N0360C	1

Promoting Public Safety through Integrity, Respect, Professionalism, Collaboration and Accountability

Section G: NHDOC Inventory for HVAC Systems, Appendix A

Appendix A

NH State Prison for Men (NHSP-M)

Subset Location	Description	Make	Model	Quantity
MCN				
	Air Handler (MZ-1)	Trane	31A	1
	Supply Fan Motor	Dayton	3N662A	1
	Return Fan Cabinet		SOB-30-50	1
	Return Fan Motor	Dayton	3N733	1
	Space Heater	Dunham-Bush	H-175-0	2
	Air Handler (MZ-2)	Trane	31A	1
	Supply Fan	Loeson	N254T17FE13B	1
	Return Fan Motor	Marathon Electric	NVN184TTDR7026DF	1
	Air Compressor (Comp # 1), (2 motors 480V)	Johnston Controls		1
	AC Unit			
	Radiant Floor Heat (pipes & electric lines)			

NH State Prison for Men (NHSP-M)

Subset Location	Description	Make	Model	Quantity
Minimum Custody South (MCS)				
	Air Handler (MZ-1)	Trane	31A	1
	Supply Fan Motor	Dayton	3N662A	1
	Return Fan Cabinet		SOB-30-50	1
	Return Fan Motor	Dayton	3N733	1
	Space Heater	Dunham-Bush	H-175-0	2
	Air Handler (MZ-2)	Trane	31A	1
	Supply Fan	Loeson	N254T17FE13B	1
	Return Fan Motor	Marathon Electric	NVN184TTDR7026DF	1
	Air Compressor (Comp # 1), (2 motors 480V)	Johnston Controls		1
	AC/Heat	GE	A255H 15 DABM	1
	South Tank Space Heater	Marley	AWJ4408D	1

Promoting Public Safety through Integrity, Respect, Professionalism, Collaboration and Accountability

Section G: NHDOC Inventory for HVAC Systems, Appendix A

Appendix A

NH State Prison for Men (NHSP-M)

Subset Location	Description	Make	Model	Quantity
Misc, Ice Room Bldg 1				
	Space Heater	Airtherm	HR-27	1
	Space Heater	Dunham-bush	TT-175-0	1
	HV-5	McQuay	LHD106CH	1
Misc, Courtyard Bldg 1				
	Cooling Tower	Baltimore Air Coil		1
Misc, FCC				
	Return Fan	Mitsubishi Electric	R410A	1

NH State Prison for Men (NHSP-M)

Subset Location	Description	Make	Model	Quantity
North Yard Gatehouse 1				
	AC (split unit)	Sanyo	THS2432	1

NH State Prison for Men (NHSP-M)

Subset Location	Description	Make	Model	Quantity
Outside Boiler Room				
	Boiler	Cleaverbrooks	CB 350 HP	3
	Air Handler	Trane	H5A1L01LOAL	1
	Air Handler	Trane	CCDB21AV0C	1

NH State Prison for Men (NHSP-M)

Subset Location	Description	Make	Model	Quantity
Outside Canteen				
	Space Heater	Modine	PAH90AF	2

Promoting Public Safety through Integrity, Respect, Professionalism, Collaboration and Accountability

Section G: NHDOC Inventory for HVAC Systems, Appendix A

Appendix A

NH State Prison for Men (NHSP-M)

Subset Location	Description	Make	Model	Quantity
R&D	Roof Exhaust Unit (large)			2

NH State Prison for Men (NHSP-M)

Subset Location	Description	Make	Model	Quantity
Secure Housing Unit (SHU)				
	Pump	Lincoln		1
	Pump Impeller	Taco		1
	Recirculating Pump # 1	Emerson		1
	Recirculating Pump # 2	General Motors		1
	Supply Fan	Baldor		1
	AC Unit	GE Electric		1
	Exhaust Fan (unit)	Dayton		1
	Heat Transfer Wheel (unit)	Emerson		1
	Heat Wheel Gear Drive	LMO-06		1
	Return Fan (unit)	AO Smith		1
	Exhaust Fan (bldg)	Marathon		1
	Compressor			1
	Compressor			1
	Dryer	Hankison		1
	Backflow Preventer	Watts		1
	Pressure Regulator	Watts		1
	Safety Relief Valve	Watts		1
	Temp Gauges			13
	Temp Controllers			13
	Transmitters			13
	Trunk Supply (10" x 12")			648'
	Trunk Return (14" x 20")			648'
	Branch for Cells Supply (6" x 1")			1920'

Promoting Public Safety through Integrity, Respect, Professionalism, Collaboration and Accountability

Section G: NHDOC Inventory for HVAC Systems, Appendix A

Appendix A

NH State Prison for Men (NHSP-M)

Subset Location	Description	Make	Model	Quantity
Secure Housing Unit (SHU)				
	Branch for Cells Return (6" x 1')			1920'
	Branch for Cells Supply (6" x 1')			3840'
	Branch for Cells Return (6" x 1')			3840'
	Trunk Supply (18" x 12")			50'
	Trunk Return (18" x 12")			50'
	Branch (6" x 1')			40'
	Supply (2' x 4')			125'
	Return (2' x 4')			125'
	Roof Exhaust Unit (side mount)			1
	AC Unit	Carrier		1
	AC Unit	Fedders		1
	Space Heater	Modine		2
	AC Unit AHU-3	Carrier		1

NH State Prison for Men (NHSP-M)

Subset Location	Description	Make	Model	Quantity
Secure Psychiatric Unit (SPU)				
	Accu 1 (split unit)	Mitsubishi Electric	PUY-AJZNHA4 R4104	1
	Accu 2	Mitsubishi Electric	PUY-AJZNHA4 R4104	4
	Space Heater PUH-4	Vulcan	HV-024	1
	Air Handler ERU-1	Innovent	ERU-SS-PL-3000-FF-HW-460	1
	Shock Tank	Neptune	DBF-5HP	1
	Expansion Tank ET-1	Taco	001-398	1
	Hot Water Pump HWP-1	Leeson	C4T17DC3F	1
	Hot Water Pump HWP-2	Leeson	C4T17DC3F	1
	Variable Hot Water Pump VFD-HWP-1	ABB Inc.	ACH550-PCR-03A3-4	1
	Variable Hot Water Pump VFD-HWP-2	ABB Inc.	ACH550-PCR-03A3-4	1
	Heat Exchanger HX-1			1
	Smoke Damper X45	Belmo	PSLF120-S US	1
	ERU Water Pump CP-1	Leeson	C4C17DCBJ	1

Promoting Public Safety through Integrity, Respect, Professionalism, Collaboration and Accountability



Section G: NHDOC Inventory for HVAC Systems, Appendix A

Appendix A

NH State Prison for Men (NHSP-M)

Subset Location	Description	Make	Model	Quantity
Vocational Training	Steam Heat Cast Iron Radiators			

3. NH State Prison Warehouse (NHSP - W):

Subset Location	Description	Make	Model	Quantity
Warehouse				
	Boiler	Raypack	Xtherm H7-1005	2
	Exhaust Hood	Greenheck	GB-300-7	2
	Exhaust Fan	Greenheck	GB-100-4XQD-2A	2
	Exhaust Fan	Greenheck	G-90-DGEX-QD	1
	AC Unit	York	D3CE060A25C	1
	Air Handler	Greenheck	RSF180-15	2
	Fresh Air Intake	Greenheck	FHI36X36	1

4. NH State Prison Farm:

Subset Location	Description	Make	Model	Quantity
Farm	Boiler			1

5. Concord Probation and Parole District Office (PPO - DO):

Subset Location	Description	Make	Model	Quantity
Vocational Training	Boiler	Weil Mclain Ultra	310 Series 3	2

6. NH Correctional Facility for Women (NHCF-W):

Subset Location	Description	Make	Model	Quantity
	Ductless Splits 9000 BTU	Comfort Air		3

Promoting Public Safety through Integrity, Respect, Professionalism, Collaboration and Accountability

Section G: NHDOC Inventory for HVAC Systems, Appendix A

Appendix A

NH State Prison for Women (NHSP-W)

Subset Location	Description	Make	Model	Quantity
	Ductless splits 9000 BTU	Comfort Air		1
	Ductless split	Friedrich		1
	Ductless split/heat pump	Mitsubishi		1
	Heating Units (heat only)	Mitsubishi		2
	Air Handling Unit (heat only)	Herman Nelson		2
	Air Handlers (heat only)	AAF		2
	Exhaust Fan Units	McQuay		4
Kitchen	Exhaust Fan Unit	Dayton		1

7. Community Corrections:

Subset Location	Description	Make	Model	Quantity
<b>North End House (NEH)</b>				
	Boiler	Weil Mclain Ultra	310 Series 3	2
	Air Handler	Mor-Flo/American		1
<b>Shea Farm</b>				
	Boiler	Weil Mclain Ultra	310 Series 2	2
<b>Calumet</b>				
	Boiler	Weil Mclain Ultra	310 Series 2	2
<b>Minimum Security Unit (MSU)</b>				
	Boiler	Weil Mclain Ultra	310 Series 3	4
	AC	York	HDB060306A	1
	AC	Thermal Zone	TZAA-330-2A757	1
	Air Handler	York	G+HC024AA "Refr R22	1
	Air Handler	York	G+HC060AA "Refr R22	1

Promoting Public Safety through Integrity, Respect, Professionalism, Collaboration and Accountability

**State of New Hampshire  
Department of State**

**CERTIFICATE**

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that ALLIANCE MECHANICAL INC. is a Vermont Profit Corporation registered to transact business in New Hampshire on June 22, 2015. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 728145



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 29th day of March A.D. 2017.

A handwritten signature in cursive script, appearing to read "Wm Gardner".

William M. Gardner  
Secretary of State



**State of New Hampshire**  
**Department of State**  
**2017 ANNUAL REPORT**

Filed
Date Filed: 1/25/2017
Effective Date: 1/25/2017
Business ID: 728145
William M. Gardner
Secretary of State

<b>BUSINESS NAME:</b> ALLIANCE MECHANICAL INC.
<b>BUSINESS TYPE:</b> Foreign Profit Corporation
<b>BUSINESS ID:</b> 728145
<b>CITIZENSHIP:</b> Foreign
<b>STATE OF INCORPORATION:</b> Vermont

CURRENT PRINCIPAL OFFICE ADDRESS	CURRENT MAILING ADDRESS
6 David Drive PO Box 666 Essex Jct, VT, 05453, USA	NONE

REGISTERED AGENT AND OFFICE	
REGISTERED AGENT: Hayes, Patrick T, Esq	
REGISTERED AGENT OFFICE ADDRESS: 29 School Street Lebanon, NH, 03766, USA	

PRINCIPAL PURPOSE(S)	
NAICS CODE	NAICS SUB CODE
OTHER / Heating, ventilation, air conditioning, refrigeration and building automation sales, service and maintenance.	

Check this box to certify that your State of organization does not require Directors.

OFFICER / DIRECTOR INFORMATION		
NAME	BUSINESS ADDRESS	TITLE
Jason Patnaude	Alliance Mechanical Inc, Essex Jct, VT, 05452, USA	President
Shaun Patnaude	PO Box 666, Essex Jct, VT, 05453, USA	Vice President
Jason Patnaude	PO Box 666, Essex Jct, VT, 05453, USA	Chairman of the Board of Directors

I, the undersigned, do hereby certify that the statements on this report are true to the best of my information, knowledge and belief.

<u>Jason Patnaude</u> SIGNATURE	<u>President</u> TITLE
------------------------------------	---------------------------

Certificate of Authority # 2

(Corporation or LLC- Contract Specific, date specific)

**Corporate Resolution**

I, Thomas L. Mooney, hereby certify that I am duly elected Clerk/Secretary of  
(Name)

Alliance Mechanical, Inc. I hereby certify the following is a true copy of a  
(Name of Corporation or LLC)

vote taken at a meeting of the Board of Directors/shareholders, duly called and held on April  
(Month)

1st, 20 10 at which a quorum of the Directors/shareholders were present and voting.  
(Day) (Year)

VOTED: That Thomas L. Mooney, Sales Manager is duly authorized to enter into a  
(Name and Title)

contract or agreements on behalf of Alliance Mechanical, Inc. with the  
(Name of Corporation or LLC)

NH Department of Corrections State of New Hampshire and further is  
(Name of State Agency)

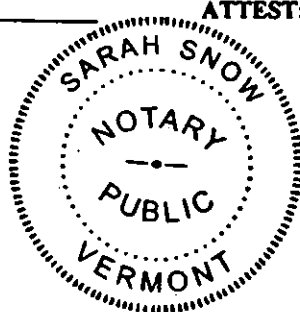
authorized to execute any documents which may in his/her judgment be desirable or necessary to  
effect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of  
the original contract signature date of March 31<sup>st</sup>, 20 17. I further certify that it is understood that the  
(Month) (Day) (Year)

State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies  
the position indicated and that they have full authority to bind the corporation to the specific contract indicated.

DATED: 5/16/17

ATTEST: Sarah Snow, Notary Public  
(Name and Title)





ALLIMEC-01

BMILLER

## CERTIFICATE OF LIABILITY INSURANCE

DATE (mm/dd/yyyy)  
03/30/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hickok & Boardman, Inc. 346 Shelburne Rd Burlington, VT 05401	<b>CONTACT NAME:</b> Melissa Kavanagh <b>PHONE (A/C, No, Ext):</b> (802) 383-1621 <b>FAX (A/C, No):</b> (802) 658-0541 <b>EMAIL ADDRESS:</b> mkavanagh@hbinsurance.com
	<b>INSURER(S) AFFORDING COVERAGE</b>
<b>INSURED</b>  Alliance Mechanical, Inc. P.O. Box 666 Essex Junction, VT 05453	<b>INSURER A:</b> Charter Oak Fire Ins Co
	<b>INSURER B:</b> Travelers Property Casualty Co of America
	<b>INSURER C:</b> Standard Fire Insurance Company
	<b>INSURER D:</b>
	<b>INSURER E:</b>

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR (REQ) (WV)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		DT-CO-2J777638-COF-17	03/19/2017	03/19/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		DT-610-2J777939-TIL-17	03/19/2017	03/19/2018	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		CUP-2J793337-17-26	03/19/2017	03/19/2018	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	UB-2J780747-17-26-G	03/19/2017	03/19/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

State of New Hampshire  
 NH Department of Corrections  
 P.O. Box 1806  
 Concord, NH 03302

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*J. de Sutter*

New Hampshire Department of Corrections  
Division of Administration  
Contract/Grant Unit

**Comprehensive General Liability Insurance Acknowledgement Form**

The New Hampshire Office of the Attorney General requires that the Request for Proposal (RFP) package inform all proposal submitters of the State of New Hampshire's general liability insurance requirements. The limits of liability required are dependent upon your corporation's legal formation, and the annual total amount of contract work with the State of New Hampshire.

Please select only ONE of the checkboxes below that best describes your corporation's legal formation and annual total amount of contract work with the State of New Hampshire:

**Insurance Requirement for (1) - 501(c) (3) contractors whose annual gross amount of contract work with the State does not exceed \$500,000, per RSA 21-I:13, XIV, (Supp. 2006):** The general liability insurance requirements of standard state contracts for contractors that qualify for nonprofit status under section 501(c)(3) of the Internal Revenue Code and whose annual gross amount of contract work with the state does not exceed \$500,000, is comprehensive general liability insurance in amounts of not less than \$1,000,000 per claim or occurrence and \$2,000,000 in the aggregate. *These amounts may NOT be modified.*

- The contractor certifies that it IS a 501(c) (3) contractor whose annual total amount of contract work with the State of New Hampshire does not exceed \$500,000.

**Insurance Requirement for (2) - All other contractors who do not qualify for RSA 21-I:13, XIV, (Supp. 2006), Agreement P-37. General Provisions, 14.1 and 14.1.1. Insurance and Bond, shall apply:** The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefits of the State, the following insurance: 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 or occurrence. *These amounts MAY be modified if the State of NH determines contract activities are a risk of lower liability.*

- (2) The contractor certifies it does NOT qualify for insurance requirements under RSA 21-I:13, XIV (Supp. 2006).

Please indicate your current comprehensive general liability coverage limits below, sign, date and return with your proposal package.

\$1,000,000 Per Claim    \$1,000,000 Per Incident/Occurrence    \$2,000,000 General Aggregate

[Signature], SALES MANAGER  
Signature & Title

3-31-17  
Date

This acknowledgement must be returned with your proposal.

**NH DEPARTMENT OF CORRECTIONS**  
**ADMINISTRATIVE RULES**

- COR 307** Items Considered Contraband. Contraband shall consist of:
- a) Any substance or item whose possession is unlawful for the person or the general public possessing it including but not limited to:
    - (1) narcotics
    - (2) controlled drugs or
    - (3) automatic or concealed weapons possessed by those not licensed to have them.
  - b) Any firearm, simulated firearm, or device designed to propel or guide a projectile against a person, animal or target.
  - c) Any bullets, cartridges, projectiles or similar items designed to be projected against a person, animal or target.
  - d) Any explosive device, bomb, grenade, dynamite or dynamite cap or detonating device including primers, primer cord, explosive powder or similar items or simulations of these items.
  - e) Any drug item, whether medically prescribed or not, in excess of a one day supply or in such quantities that a person would suffer intoxication or illness if the entire available quantity were consumed alone or in combination with other available substances.
  - f) Any intoxicating beverage.
  - g) Sums of money or negotiable instruments in excess of \$100.00.
  - h) Lock-picking kits or tools or instruments on picking locks, making keys or obtaining surreptitious entry or exit
  - i) The following types of items in the possession of an individual who is not in a vehicle, (but shall not be contraband if stored in a secured vehicle):
  - j) Knives and knife-like weapons, clubs and club-like weapons,
    - (1) tobacco, alcohol, drugs including prescription drugs unless prior approval is granted in writing by the facility Warden/designee, or Director/designee,
    - (2) maps of the prison vicinity or sketches or drawings or pictorial representations of the facilities, its grounds or its vicinity,
    - (3) pornography or pictures of visitors or prospective visitors undressed,
    - (4) cell phones and radios capable of monitoring or transmitting on the police band in the possession of other than law enforcement officials,
    - (5) identification documents, licenses and credentials not in the possession of the person to whom properly issued,
    - (6) ropes, saws, grappling hooks, fishing line, masks, artificial beards or mustaches, cutting wheels or string rope or line impregnated with cutting material or similar items to facilitate escapes,
    - (7) balloons, condoms, false-bottomed containers or other containers which could facilitate transfer of contraband.



COR 307.02 Contraband on prison grounds is prohibited. The possession, transport, introduction, use, sale or storage of contraband on the prison grounds without prior approval of the commissioner of corrections or his designee is prohibited under the provision of RSA 622:24 and RSA 622:25.

COR 307.03 Searches and Inspections Authorized.

- a) Any person or property on state prison grounds shall be subject to search to discover contraband...  
Travel onto prison grounds shall constitute implied consent to search for contraband. In such cases where implied consent exists, the visitor will be given a choice of either consenting to the search or immediately leaving the prison grounds. Nothing in this rule however, prevents non-consensual searches in situations where probable cause exists to believe that the visitor is or had attempted to introduce contraband into the prison pursuant to the law of New Hampshire concerning search, seizure and arrest.
- b) All motor vehicles parked on prison grounds shall be locked and have the keys removed. Custodial personnel shall check to insure that vehicles are locked and shall visually inspect the plain-view interior of the vehicles. Vehicles discovered unlocked shall be searched to insure that no contraband is present. Contraband discovered during searches shall be confiscated for evidence, as shall contraband discovered during plain-view inspections.
- c) All persons entering the facilities to visit with residents or staff, or to perform services at the facilities or to tour the facilities shall be subject to having their persons checked. All items and clothing carried into the institution shall be searched for contraband.

<u>Thomas L. Maxney</u> Name	<u>[Signature]</u> Signature	<u>3-31-17</u> Date
<u>Sarah Snow</u> Witness Name	<u>[Signature]</u> Signature	<u>3/31/17</u> Date

**NH DEPARTMENT OF CORRECTIONS**  
**RULES OF CONDUCT FOR PERSONS PROVIDING CONTRACT SERVICES**

1. Engaging in any of the following activities with persons under departmental control is strictly prohibited:
  - a. Any contact, including correspondence, other than in the performance of your services for which you have been contracted.
  - b. Giving or selling of anything
  - c. Accepting or buying anything
2. Any person providing contract services who is found to be under the influence of intoxicants or drugs will be removed from facility grounds and barred from future entry to the NH Department of Corrections property.
3. Possession of any item considered to be contraband as defined in the New Hampshire code of Administrative Rules, COR 307 is a violation of the rules and the laws of the State of New Hampshire and may result in legal action under RSA 622:24 or other statutes.
4. In the event of any emergency situation, i.e., fire, disturbance, etc., you will follow the instructions of the escorting staff or report immediately to the closest available staff.
5. All rules, regulations and policies of the NH Department of Corrections are designed for the safety of the staff, visitors and residents, the security of the facility and an orderly flow of necessary movement and activities. If unsure of any policy and procedure, ask for immediate assistance from a staff member.
6. Harassment and discrimination directed toward anyone based on sex, race, creed, color, national origin or age are illegal under federal and state laws and will not be tolerated in the work place. Maintenance of a discriminatory work environment is also prohibited. Everyone has a duty to observe the law and will be subject to removal for failing to do so.
7. During the performance of your services you are responsible to the facility administrator, and by your signature below, agree to abide by all the rules, regulations, policies and procedures of the NH Department of Corrections and the State of New Hampshire.
8. In lieu of Contracted staff participating in the Corrections Academy, the Vendor through the Commissioner or his designees will establish a training/orientation facilitated by the Vendor to supplement this requirement and appropriate orient Vendor staff to the rules, regulations, policies and procedures of the Department of Corrections and the State of New Hampshire.

Thomas L. Mooney  
Name  
Sarah Snow  
Witness Name

[Signature]  
Signature  
Sarah Snow  
Signature

3-31-17  
Date  
3/31/17  
Date

NH DEPARTMENT OF CORRECTIONS  
CONFIDENTIALITY OF INFORMATION AGREEMENT

I understand and agree that all employed by the organization/agency I represent must abide by all rules, regulations and laws of the State of New Hampshire and the NH Department of Corrections that relate to the confidentiality of records and all other privileged information.

I further agree that all employed by or subcontracted through the organization I represent are not to discuss any confidential or privileged information with family, friends or any persons not professionally involved with the NH Department of Corrections. If inmates or residents of the NH Department of Corrections, or, anyone outside of the NH Department of Corrections' employ approaches any of the our organization's employees or subcontractors and requests information, the staff/employees of the organization I represent will immediately contact their supervisor, notify the NH Department of Corrections, and file an incident report or statement report with the appropriate NH Department of Corrections representative.

Any violation of the above may result in immediate termination of any and all contractual obligations.

Thomas L. Mooney  
Name

Sarah Snow  
Witness Name

[Signature]  
Signature

Sarah Snow  
Signature

3-31-17  
Date

3/31/17  
Date



**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
DIVISION OF ADMINISTRATION**

**William L. Wrenn  
Commissioner**

P.O. BOX 1806  
CONCORD, NH 03302-1806

**Robin Maddaus  
Director**

603-271-5610 FAX: 603-271-5639  
TDD Access: 1-800-735-2964

**PRISON RAPE ELIMINATION ACT  
ACKNOWLEDGEMENT FORM**

The Prison Rape Elimination Act (PREA) of 2003 (with Final Rule August 2012) is a federal law established to address the elimination and prevention of sexual assault and sexual harassment within correctional systems and detention facilities. This Act applies to all correctional facilities, including prisons, jails, juvenile facilities and community corrections residential facilities. PREA incidents involve the following conduct:

- Resident-on-resident sexual assault
- Resident-on-resident abusive sexual contact
- Staff sexual misconduct
- Staff sexual harassment, assault of a resident

The act aimed to curb prison rape through a "zero-tolerance" policy, as well as through research and information gathering. The NH Department of Corrections has zero tolerance relating to the sexual assault/rape of offenders and recognizes these offenders as crime victims. Due to this recognition and adherence to the federal Prison Rape Elimination Act (PREA) of 2003, the NH Department of Corrections extends the "zero tolerance" to the following:

- Contractor/subcontractor misconduct
- Contractor/subcontractor harassment, assault of a resident

As a Contractor and/or Subcontractor of the NH Department of Corrections, I acknowledge that I have been provided information on the Prison Rape Elimination Act of 2003 Public Law 108-79—Sept. 4, 2003 and have been informed that as a Contractor and/or Subcontractor of the NH Department of Corrections, sexual conduct between Contractor and/or Subcontractor and offenders is prohibited. Sexual harassment or sexual misconduct involving an offender can be a violation of NH RSA 632-A:2, 632-A:3 and 632-A:4, Chapter 632-A: Sexual Assault and Related Offenses, and result in criminal prosecution.

As a Contractor and/or Subcontractor of the NH Department of Corrections, I understand that I shall inform all employees of the Contractor and/or Subcontractor to adhere to all policies concerning PREA, RSA 632-A:2, RSA 632-A:3, RSA 632-A:4 and departmental policies including NHDOC PPD 5.19 - PREA; NHDOC Administrative Rules, Conduct and Confidentiality Information regarding my conduct, reporting of incidents and treatment of those under the supervision of the NH Department of Corrections. (Ref. RSA Chapter 632-A, NHDOC PPD 5.19 and Administrative Rules, Rules of Conduct for Persons Providing Contract Services, Confidentiality of Information Agreement).

Name (print): Thomas L. Noonan Date: 3-31-17  
(Name of Contract Signatory)

Signature: [Handwritten Signature]  
(Signature of Contract Signatory)