



**School Administrative Unit #31
Newmarket School District**
186A Main Street, Newmarket, NH 03857
(603) 659-5020 Fax (603) 659-5022
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Susan K. Givens, Ed.D.
Superintendent of Schools

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April 14, 2020

Request for Proposals
for
**Energy Management Systems
Preventative Maintenance Services**
Schools of Newmarket

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

Introduction

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

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

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

Contractor Response

General Information

For further information, please contact:

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

Due Date:

Proposals must be ***received*** at the below address on or before May 12th at 10:00am at which time the submission will be publicly opened and read aloud. The results will be recorded on a bid tabulation form which will be made available upon request within four (7) days after the submission opening date.

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

Submit Proposal

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

Frequency of service:

See table listed in submission document

Delivery of submission:

Mailing Address:

***SAU #31 Newmarket School District
Attention: Michelle Martinson
Newmarket Town Hall
186 Main Street
3rd floor Business Office
Newmarket, NH 03857***

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

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

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

Proposal Submission Form
SAU #31 Newmarket School District
Energy Management System Preventative Maintenance

Tasking:

End of School Year Operational check:

All systems shall be checked for proper operations to ensure that the mechanical systems are working to their peak performance as it directly relates to energy efficient operations. A systematic review of all control operations, system adjustments, setpoint adjustments, and all operating thresholds are within standard norms. A detailed report shall be provided to the Newmarket School Department's designated representative for review and comment. Any operations concerns or issues shall be reported to the Newmarket School Department's designated representative along with a cost to remedy the situation.

Quarterly, On-site Operator Services:

The Energy Management Contractor shall assist in the operation of your DDC controls system by dedicating a full day on site every quarter by our lead service technician. Our technician will check with you on issues, review open HVAC control work orders, analyze points in failure, alarm, or override, and make schedule changes and other requests.

Mid School Year operational check:

All systems shall be checked for proper operations to ensure that the mechanical systems are working to their peak performance as it directly relates to energy efficient operations. A systematic review of all control operations, system adjustments, setpoint adjustments, and all operating thresholds are within standard norms. A detailed report shall be provided to the Newmarket School Department's designated representative for review and comment. Any operations concerns or issues shall be reported to the Newmarket School Department's designated representative along with a cost to remedy the situation.

Additional information:

The Energy Management Contractor shall meet with the IT department to create an HVAC email where your lead custodians can report control operational issues. These can also be created through the School Dude work order request format that shall be directly dispatched to our designated technician or service dispatch department.

Energy Management system contractor will provide remote system and software troubleshooting and diagnostics. They will use your on-line communication equipment to enable the local office to remotely log-on to your system via secured remote connection.

Alarm point verification:

The Energy Management Contractor will provide annually a validation of all reportable alarm points for proper operation. All points must be validated at least three (3) times annually to ensure proper operation and reporting. This service will require the assistance of the facility staff to activate the alarm to be tested; the Energy Management Contractor shall validate the correct process and alarm management escalation through the use of the customer's email service and energy management client front end systems.

Cloud Based Data Protection & Data Recovery Services:

The Energy Management Contractor will perform scheduled database back-ups of your workstation database & graphics and / or field panel databases and provide safe storage of this critical business information. Should a catastrophic event occur, we will respond onsite to reload the databases and system files from our stored backup copy, to restore your operation as soon as possible. The equipment to be included as part of this service, is itemized in the List of Maintained Equipment in this Service Agreement.

Software Support and Updates

The Energy Management Contractor will provide software and documentation updates to your software systems as they become available. Included shall be onsite training to familiarize the school department's staff with the new features and their associated benefits. Workstations software support and updates three (3) shall be included in this agreement.

Any deficiencies in equipment or system operation shall be detailed to the School's representative along with costing to correct any of the deficiencies found.

This Agreement shall allow up to \$500.00 per visit if necessary repairs without prior authorization, any repairs above this threshold shall be immediately communicated with the Schools' Representative. Any equipment deemed unsafe shall be locked out from use and the Schools' representative shall be notified immediately.

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

The Contractor is required to provide Newmarket School Department with accurate record keeping for all testings conducted during the preventative maintenance service and mid school year inspections.

The schools have just completed a major renovations to all of their locations, the existing Energy Management System is Siemens based platform. Energy Management Contractors providing submission for preventive maintenance services shall either work directly with the existing platform, utilize a platform that works with the existing platform, update the platform at the contractor cost, or provide systems that provide for all of the requirements of a fully operational system.

Proposal for Energy Management Systems Preventative Maintenance Newmarket School Department

Total Cost for Preventative Maintenance for Energy Management Systems:

Year 1 _____ Year 2 _____ Year 3 _____

Technician: \$ _____ regular working hours

Technician: \$ _____ Overtime hours

Technician: \$ _____ Holiday hours

Materials Mark-up Range:

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

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

By: _____ (Officer, authorize Individual or Owner)

Name: _____

Mailing Address: _____

Zip Code: _____

DATE: _____

Telephone: _____ Fax: _____

E-Mail: _____

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

Yes _____ No _____ If yes: Relationship: _____

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