



Newmarket Facilities and Grounds Department

January 14, 2020

*Request for Proposals
for
Refrigeration Equipment
Preventive Maintenance Service Agreement
School Food Service
Newmarket JR/SR High School
Newmarket Elementary School*

Contact: *Chris Mazzone
School Facilities Dept.
186 Main Street
Newmarket, NH 03857
(603) 292.7987*

Introduction

The SAU #31 Newmarket School District (hereinafter referred to as **SAU #31**) seeks proposals from interested refrigeration contractors to provide Preventive Maintenance and On-Call Services for Food Service refrigeration equipment. The proposal is for a two (2) year period with a third (3) year option to be exercised by Newmarket School District.

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 the “Food Service Department Refrigeration Service” based the attached listing.

The model and brands listed are listed indicative of the equipment installed during the 2018/2019 during the school renovation project.

Proposal shall include all labor, materials, disposal, and expertise to provide for complete Preventive Maintenance services to the equipment listed within this request.

All submissions shall provide for the quantity listed, submission of brands and models provided, and submittal sheets on all provided products.

Contractor Response

General Information

For further information, please contact:

Michelle Martinson
Assistant to the Director
SAU #31 Newmarket School District
186A Main Street
Newmarket, NH 03857
Phone: 1-603-292-7987
E-mail: martinsonm@newmarket.k12.nh.us

Due Date:

Proposals must be ***received*** at the below address on or before March 12,, 2020 at 10:00am at which time the submission will be publicly open and read aloud. The results will be recorded on a bid tabulation form which will be made available upon request within four (4) 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 “Food Service Department Refrigeration Service”.

Equipment:

1 Masterbuilt HOAM72 Open Merchandiser	JR/SR High School
1 Hoshiaki KM-260BAH Ice Maker	JR/SR High School
1 Atlas Metal BLC4-RM Cold Food Server	JR/SR High School
1 Atlas Metal BLC5-RM Cold Food Server	JR/SR High School
1 True Manufacturing T-49-4-HC Reach-in cooler	JR/SR High School
1 True Manufacturing T-23-HC Reach-in cooler	JR/SR High School
1 True Manufacturing GDM-23-HC-TSL01	JR/SR High School
1 Bally 14'5" x 8'8" walk-in cooler Evaporator with remote condenser	JR/SR High School
1 Bally 14'6" x 7'9" walk-in freezer evaporator with remote condenser	JR/SR High School
1 Structural Concepts CO5324R-FS Open Merchandiser	Elementary School
1 Hoshiaki KM-260BAH Ice Maker	Elementary School
1 Atlas Metal BLU-6-MOD RM Cold Food Server	Elementary School
1 Atosa 2 door reach-n freezer	Elementary School
1 1/2/3 small reach-in cooler Single door (older)	Elementary School
2 True Manufacturing GDM-23-HC-TSL01	Elementary School
1 Bally 15'x15' walk-in cooler/Freezer Evaporator with remote condenser	Elementary School

Please note that the milk coolers and ice cream freezer are not the property of Newmarket School District and have not been included within the scope of this RFP.

Preventive Services scope and general services requirements:

Review manufacturer's instructions.

De-energize, lock out, and tag electrical circuits

Comply with the latest provisions of the Clean Air Act and Environmental Protection Agency (EPA) regulations as they apply to protection of stratospheric ozone.

No intentional venting of refrigerants is permitted. During the servicing, maintenance, and repair of refrigeration equipment, the refrigerant must be recovered.

Whenever refrigerant is added or removed from equipment, record the quantities on the appropriate forms.

Recover, recycle, or reclaim the refrigerant as appropriate.

If disposal of the equipment item is required, follow regulations concerning removal of refrigerants and disposal of the equipment.

If materials containing refrigerants are discarded, comply with EPA regulations as applicable.

Refrigerant oils to be removed for disposal must be analyzed for hazardous waste and handled accordingly.

Closely follow all safety procedures described in the Material Safety Data Sheet (MSDS) for the refrigerant and all labels on refrigerant containers. Operating Inspection

Thoroughly inspect exterior of the unit.

Inspect the coils for cleanliness, brush if necessary.

Visibly inspect for refrigerant or oil leaks.

Lubricate fan, and motor bearings as required.

Check belt tension and alignment.

Check entering and leaving discharge air on condenser.

Check liquid line for sub-cooling.

Check unit for excessive noise or vibration. Annual Inspection

Remove debris from air screen and clean underneath unit.

Pressure-wash coil with coil cleaning solution.

Straighten fin tubes.

Check electrical connections for tightness.

Check mounting for tightness.

Check fan blades and belts. Clean fan blades as necessary.

Check wires at condenser electrical fused safety switches for tightness and burned insulation. Repair as necessary

Ice Machine well, curtains, and sump shall be cleaned and free any buildup scale, "slime", and debris

Ice Machine evaporator coils shall be cleaned using a nickel safe cleaner

Any necessary repairs to ensure proper function of the listed equipment shall be provided in a timely manner to the school Facility Department and/or the Food Service Department. Any safety issues shall be brought to the immediate attention to the Facility or Food Service Department and made safe until necessary repairs can be performed.

Frequency of service:

All evaporator and condenser coils shall be cleaned of buildup once before the start of the school year in August and again half way through the school year February. All general cleaning of equipment shall be performed twice a year at the same intervals as coil cleanings. Visual inspection shall occur for the equipment's general health and operation in February. All equipment shall have temperature reading taken at the time of preventive maintenance service and at all service calls to ensure the equipment is running at proper levels as required.

Delivery of submission:

Mailing Address:

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

Funding for this Request for Proposal starts July 1, 2020 with the start of School District's 2020/2021 fiscal budget.

The 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 SAU #31 Newmarket School District.

All submission respondents shall supply proof of insurance with 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 and/or the Town of Newmarket. Vendors/contractors shall supply 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
“Food Service Department Refrigeration Service”

Base proposal Two (2) year period: _____

Year three (3) option: _____

Regular Service rate: _____ Overtime Service rate: _____ Trip Charge: _____

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

By: _____ (Officer, Authorized Individual or Owner)
Print

Name: _____

Title:

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: please indicate the
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 Newmarket School District reserves the right to accept or reject any submissions.