

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF EMPLOYMENT SECURITY (NHES)**

**REQUEST FOR PROPOSAL
RFP# NHES 2018-05
STATEWIDE HVAC MAINTENANCE, REPAIR AND REPLACEMENT SERVICES**

ADDENDUM #2

RESPONSES TO RFP# NHES 2018-05, SECTION 4B, PROPOSAL INQUIRIES. This Addendum #2 to RFP NHES 2018-05 includes timely responses to proposer inquiries received by the required date of April 5, 2018, as follows:

Question 1. For the above referenced RFP, what is the manufacturer of the controls systems at each site?

NHES Response. Following is an updated chart listing control system manufacturers.

Location	BAS	Manufacturer
426 Union Avenue Laconia, NH 03246	Metasys 30	Johnson Controls
6 Townsend West Nashua, NH 03263	Back Talk View Port	Aletron
45 South Fruit Street Concord, NH 03301	Tracer ES (currently maintained by Trane US Inc)	Trane

Question 2. Is NHES seeking a service contract for preventative maintenance of listed equipment, with repair or replacement being separate from the preventative maintenance contract? For mechanical contracts, our company typically offers two ‘flavors’ : preventative maintenance only, where repair and replacements are invoiced separately from the service contract. OR, a full coverage “preferred” service contract where both Preventative Maintenance and repair/replacements of listed equipment is covered by the service contract? If I am understanding the RFP correctly, the invoice section would indicate that there will be a Preventative Maintenance contract in place, and any parts labor required for service calls and equipment repair would be invoiced to NHES separately?

NHES Response. NHES is seeking a single contract for HVAC preventative maintenance and repair/replacement services. While it is not necessary to invoice preventative maintenance separate from repair/replacement services, it is necessary to list preventative maintenance separate from repair/replacement services on the invoice.

Question 3. Addendum number 1, item 2. This is for informational purposes only? This control equipment will not be part of the mechanical service on the equipment listed in the RFP

NHES Response. Control equipment is not part of preventative maintenance services. However, in the event control equipment requires service or repairs, the vendor shall either perform service or repairs on control equipment, if adequately certified, and/or sub-contract with a vendor that is adequately certified.

Question 4. Attachment D is the only “Quote” you need from us correct? We will complete all the other requirements too, I just want to confirm that these Preventive Maintenances are essentially on a T&M basis.

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NHES Response. Please refer to RFP Section 5 – Content and Requirements for a Proposal.

Question 5. Attachment D is the only dollars “Quote” you need from us correct?

NHES Response. While Attachment D is not the only document required to be included in each proposal, it is the only document containing dollars. Again, please refer to RFP Section 5 – Content and Requirements for a Proposal.

Question 6. Do you want any sort of per Building Quote too?

NHES Response. The RFP does not require a per building quote to be included in proposals.

Question 7. RE: 45 South Fruit St, Concord Building. Is there a Cooling Tower or Chiller on site?

NHES Response. The 45 South Fruit Street, Concord building has an on-site chiller. Service to the on-site chiller is not required under the contract resulting from this RFP.

Question 9. The equipment listed for Salem and Berlin sites are exactly identical. Can you confirm that this is not a copy/paste error?

NHES Response. This is not a copy/paste error.

Question 10. Who was awarded the previous contract, and what was the contract value?

NHES Response. Eckhardt & Johnson, Inc. was awarded the previous contract and the three year contract value was \$210,000.

Question 11. If No previous contract was awarded please provide an estimated contract value and please provide an explanation of how the determination was reached.

NHES Response. Not applicable.

Question 12. There are several mentions throughout the RFP of this contract covering the associated “controls” for each locations, is there currently an energy management controls system in any or all of the buildings in this contract?

- a.) And if so, please list the age and manufacturer of each per building.
- b.) If No, please provide clarification as to the “controls” to be covered in this contract in more detail.

NHES Response. No, NHES does not have any energy management control systems. Please see Addendum #1 plus response to question #1 for the response to b.).

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Question 13. Please provide detail as to the age of the associated mechanical equipment to be covered in this contract, as it may affect certain procedures.

- a.) There is no mention of availability for site visits/walkthroughs to access site and equipment, is this possible? And if so please provide the procedure to do so.
- b.) In regards to the age of equipment and site walkthrough, please list any known accessibility issues there may be or any special equipment that may be required to perform the tasks as detailed in this contract.

NHES Response. NHES believes the detail contained in the RFP is adequate for vendors to provide a response to the RFP. However, all systems described in the RFP are 10 years or older with the exception of Claremont (2 years) and Somersworth (1 year).

Question 14. Please provide clarity as to if Davis-Bacon rates will apply to this contract for ALL work performed?

- a.) If yes, please provide the rates that will apply. If said rates do not apply for ALL work, please provide needed breakdown of which rates will apply to which category of work, i.e. maintenance, service, repairs, etc.

NHES Response. The Davis-Bacon Act will not apply for HVAC maintenance services, but the Davis-Bacon Act may apply if there are alterations and/or repairs in excess of \$2,000 under the contract resulting from this RFP.

Question 15. Is it correct that the only maintenance performed under this contract is determined by Attachment B,

- a.) If no, and it is a combination of the statements made within the documents (see page 3 of the RFP) and the attachment B, can attachment B be updated to reflect the discrepancies in the maintenance? If the changes cannot be made can you please provide clarification as to how the price for maintenance will be determined?

NHES Response. RFP Section 3, Attachment B and Addendum #1 contain the preventative maintenance services to be performed under the contract.

Question 16. Please see the “locations section” starting on page three (3) of the documents where location 1 (151 Pleasant street, Berlin, NH 03570) and location 9 (29 South Broadway, Salem, NH 03079) have the same equipment list. Is this correct?

- a.) And if no, please provide the correct information needed.

NHES Response. Please see response to question #9.

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Question 17. Under same locations section page 6 final location listed (6 marsh brook drive, Somersworth, NH 03878) has an item listed as “(1) small carrier (back of building on the ground)” – please provide equipment detail as provided for all other listed equipment.

NHES Response. There is only one small [5 ton] Carrier unit at the Somersworth location (Carrier 5 ton Model #48TJE007-512FF Serial #4999G21270). Please disregard the line that reads “[1] Small Carrier (Back of building on the ground)” as it is a duplicative reference.

Question 18. Please provide clarification for an item on page 6 of the RFP where it states that the contractor will be responsible for any sub-contracted utility company. Can you provide an explanation as to how this is applicable to this contract?

NHES Response. In the event coordination with utility company is required for service under the contract resulting from this RFP, such coordination shall be the responsibility of the contractor.

Question 19. Page 8 “Invoicing” Last bullet item states that rate will be for work time on the job, please provide an addition to this invoicing criteria list to include travel time charges/ mileage.

a.) **If no, then please provide an explanation.**

NHES Response. It is expected that travel time and associated cost will be listed separately on the invoice. Please note the separate line for a travel hourly rate on Attachment D.

Question 20. Page 10 Section D. Validity of proposal states that proposals must be valid for 180 days following the deadline for submission of proposals in schedule of events, or until the effective date of any resulting contract, whichever is later. Please provide the stated “effective date” and a maximum allowable time frame to correct “whichever is later”.

NHES Response. The anticipated effective date is July 1, 2018.

Question 21. Please see page 13 – section G. price proposal review – it states the formula for the price proposal scoring, and states that the determination of all bidders scores will be based on the “lowest proposed price”, can you please provide an explanation as to how the lowest proposed price is determined?

a.) **When referencing Attachment D (price proposal form) there is no designation of price for maintenance only a T&M rate sheet. Is there a separate attachment for the proposed maintenance price per building?**

b.) **If no, please provide clarification as to how the maintenance portion of this contract will be determined, and how the hours associated with said maintenance will be determined.**

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NHES Response. The lowest proposed price will be determined based on the lowest rates per hour. Preventative maintenance is to be billed at a time and material rate per hour.

Question 22. Page 13 section J. Rights of the agency – Bullet item 4 – states “omit any planned evaluation step if, in the agency’s view, the step is not needed” – please provide an explanation as to why there would be steps involved in the qualification process that are “not needed” and would this not contradict the “contractor qualifications minimum requirements” as set forth by the agency?

NHES Response. This is standard language in the state RFP template. NHES does not plan to omit any planned evaluation step.

Question 23. Page 13 under section G. Price proposal review – last line – states “proposer who has scored above the minimum necessary for consideration on the technical score” – there is no designation as to what the “minimum” is. Please provide guidelines for the “minimum” requirements.

NHES Response. There is no minimum technical score required for this RFP. The sentence in the RFP should have included “if applicable” at the end.

Question 24. Page 16 – section C. standard contract terms – states that the agency will require the successful bidder to execute a not to exceed contract. Can you please provide an explanation of how a not to exceed dollar amount will be determined for this contract?

NHES Response. The contract resulting from this RFP will have a not to exceed amount that reflects the agency’s experience with the equipment.

Question 25. When you reference the Appendix A as the document states it refers you to Exhibits A, B, C which are not included in this RFP, If there are needed “Exhibits” to the contract please provide.

NHES Response. The references to Exhibits A, B and C in the Standard Terms and Conditions of the State of New Hampshire (Appendix A) are comprised of the various components of the RFP. For example, Exhibit A will contain the Scope of Work located in Section 3 of the RFP, Exhibit B will contain the contract payment method/terms located in the winning proposal’s Attachment D and Exhibit C will contain any special terms located in Section 8 of the RFP.

Question 26. Page 17 section D. special terms – line b. – last sentence – states “there is a fee for each background check required, which must be paid by the contractor.” Please provide details as to where said paperwork can be retrieved and provide the costs/fees associated.

a.) Is it understood that the technician(s) being assigned to this contract to perform the routine maintenance will need to be approved prior to start of work, but this will not be necessary for all technicians who may report to sites throughout the year for emergency service/repairs?

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NHES Response. Information regarding criminal record checks may be found at: <https://www.nh.gov/safety/divisions/nhsp/ssb/crimrecords/>. All contractor staff that will perform any work at any NHES location will be required to have a criminal record check conducted and submitted to NHES.

Question 27. Please provide details as to the Bonding process for the contract as there is no designated total dollar amount for the contract. Please provide clarification as to the type of Bond needed, and will a bond be required for all projected maintenance and work performed under attachment “d”?

a.) If Bonding is required please provide an explanation as to how the bonding will be retrieved by the contractor if there is no designated dollar amount to the contract (please reference question # 12 in this RFP)

NHES Response. Bonding is not required for the maintenance work under this contract. Bonding may be required if significant repair/replacement work is needed during the term of the contract.

Question 28. The RFP states that any sub-contractor needs prior approval for this contract, and also states that the sub-contractors will be listed on attachment C at the time of Bidding. Can you please clarify the discrepancy as far as prior approval vs. at time of bidding?

a.) Also, will the scoring process reflect a higher score for the attachment C if no sub-contractors are needed and the services as described in the RFP are being provided solely by the contractor?

NHES Response. Potential sub-contractors are requested to be included on Attachment C with vendor proposals. As an added level of oversight and point of control, NHES will require prior approval for each occurrence a sub-contractor may be needed.

Vendor _____ Address _____

By: _____
(This document must be signed) (Title)

(Please print or type name) Tel. No. _____

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