

**REQUEST FOR PROPOSAL - ROOFTOP SNOW REMOVAL
NEW HAMPSHIRE EMPLOYMENT SECURITY**

**REQUEST FOR PROPOSAL: RFP# NHES2017-04
ADDENDUM #1 – NHES RESPONSES TO VENDOR QUESTIONS**

DATE OF RFP ISSUANCE

OCTOBER 4, 2016

QUESTIONS SUBMITTED BY VENDORS AND ANSWERS FROM NHES:

1. At Paragraph 2.4, the RFP states that, "Travel may not be billed as a separate line item." So if I am reading that correctly, travel time can be billed but as roof shoveling not travel? Again on Attachment A it states, "No additional reimbursement for travel or other allowances will be made." I believe this means you can't or won't pay for travel if it is stated it is travel. I do not see anywhere that it says the hours billed for snow removal from the roof must be time spent on the roof.

NHES requests that the hourly price proposals for snow removal submitted in the Cost Proposal Form (Attachment A), include all costs, including costs for travel to and from each location proposed. Hours spent traveling should not be priced or billed separately. Stated another way, NHES is asking Vendors to build all known costs associated with the work, including travel costs, into your hourly rate for the snow removal work for each location.

2. When it says snow removal around the perimeter, what exactly does that mean? Perimeter of the roof or down below on the sidewalk once snow is shoveled off from roof areas? Also, it looks like you sent me a scan, do you have this as a PDF you can send me?

Snow removal around the perimeter means snow removal around the building perimeters on the ground. A fillable PDF version of Attachment A is attached to this RFP Addendum #1 for your convenience in completing the Form.

**CONTACT: Jill D. Revels, Business Administrator, New Hampshire Employment Security
(603) 229-4449**

Vendor _____ Address _____

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

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

ATTACHMENT A

COST PROPOSAL PAGE 1

Prices quoted will reflect labor and equipment for the work specified. No additional reimbursement for travel or other allowances will be made. Please build all costs into your cost proposal for each specific facility. The undersigned hereby agrees to perform in accordance with all terms of this Request for Proposal and specifications contained herein at prices quoted below.

NHES Facility	Snow Removal from Roof Hourly Rate	Snow Removal from Around Buildings Flat Rate per incident
1) Claremont	\$ _____	\$ _____
2) Concord	\$ _____	\$ _____
3) Somersworth	\$ _____	\$ _____
4) Laconia	\$ _____	\$ _____
5) Manchester	\$ _____	\$ _____
6) Nashua	\$ _____	\$ _____
7) Portsmouth	\$ _____	\$ _____
8) Salem	\$ _____	\$ _____
9) Conway	\$ _____	\$ _____
10) Berlin	\$ _____	\$ _____

Company Name: _____

Name/Title of Authorized Representative: _____

Signature of Authorized Representative: _____

Address: _____

E-mail Address: _____

Tel. Number: _____

NH Employer ID Number: _____

Please check the appropriate form of business: Corporation Partnership Individual

**ATTACHMENT A
CONTINUED**

COST PROPOSAL PAGE 2

List Sub-Contractors to be used, if any: _____

Please list three (3) references - Company Name - Contact Name -Telephone Number or E-Mail Address

PLEASE RETURN ATTACHMENT A (PAGES 1 & 2)

Signing of bid page(s) constitutes agreement and compliance with all of the above.