

**REQUEST FOR PROPOSAL
RFP NHES2016-05
LANDSCAPE AND MAINTENANCE SERVICES**

**ADDENDUM #1: BID#RFP NHES2016-05
RESPONSES TO VENDOR QUESTIONS**

DATE OF RFP ISSUANCE

3-30-2016

QUESTIONS SUBMITTED BY VENDORS AND ANSWERS FROM NHES:

- 1. 4.10 Davis Bacon Act – Is there somewhere to review the prevailing wage using the lower skilled craft above laborer?**

Answer: Based upon posted rates, landscaping laborers should be paid at a rate of \$12.00 per hour in Merrimack and Sullivan Counties. In the absence of a specified rate for other counties, laborers should be paid at least \$10.15 per hour.

- 2. 4.13 – Payment Bond/Miller Act – Is the surety bond necessary if you aren't subcontracting any work or material out?**

Answer: The answer will depend on the total value of the work under the agreement. If the dollar value of the agreement is under \$35,000.00, then no bond will be required.

- 3. Is it necessary to fill out the attached agreement (P-37 contract form) prior to award of the contract?**

Answer: No. It isn't necessary to fill out the agreement form which is Attachment B to the RFP until and unless the contract is awarded. It is necessary to fill out Attachment A, the Cost Proposal Page, for each separate location for which you are submitting a proposal.

- 4. Nashua - Will the landscape/maintenance contractor for the Nashua location be responsible for existing plow damage at that location?**

Answer: No.

- 5. Nashua - The Goddard School appears to share a property line with the Nashua Local Office along the right front where the sign is located. Would the contractor for this location be responsible for maintaining any of this property?**

Answer: The dividing line between the Goddard School and the Local Office is the fence line. Everything on the NHES side of the fence line is part of what the contractor will have to maintain.

- 6. Nashua - Upon entering the property, there is a large island along the left side of the driveway. Would maintenance of any of the island area be included in services to be provided?**

Answer: Yes – this area is part of the property to be maintained. However, the only requirement is that the growth is to be treated as ground cover and maintained to a reasonable height.

- 7. Nashua – Does the property have an irrigation system? Has it been winterized? How many zones are there? Is the contractor responsible for repairs to the system? If so, how would this be billed to NHES?**

Answer: The property has an irrigation system. Maintenance of the system is the responsibility of NHES, not the contractor. It has been winterized and the control panel is located in the building. The contractor will not have any responsibility to maintain the irrigation system. The contractor will be responsible not to damage the system in the course of providing landscape and maintenance work at the property. A schematic of the system is available to the contractor who provides this work.

- 8. Nashua – Are the three (3) beds along the left side of the main driveway entrance (narrow strip of grass separating two properties) part of NHES' property?**

Answer: Yes – these are part of the NHES property and must be maintained as part of the contract work.

- 9. Nashua – There are leaves inside the generator compound – how is the entry secured to remove this hazard?**

Answer: Given that the generators are fenced and locked, the contractor for this location will need to coordinate with the Local Office Manager to gain access to the area in question. Contact information for the manager will be provided upon execution of a contract.

- 10. Claremont – Have the lawn, trees and shrubs all been fertilized four times in the past?**

Answer: It is expected that responsible contractor selected for this contract will fertilize all areas as required.

- 11. Claremont – Is there an irrigation system? Was it winterized? Are all lawn areas and shrub beds irrigated? Is the system clock/controller outside or in?**

Answer: Irrigation is the responsibility of NHES. The system was winterized and the control panel is inside the building. The contractor will not have any responsibility to maintain the irrigation system. The contractor will be responsible not to damage the

system in the course of providing landscape and maintenance work. A schematic of the system is available to the contractor who provides this work.

12. Claremont – A tree cut down recently has a stump remaining that is a tripping hazard. Will this be part of the work under the landscape/maintenance contract?

Answer: NHES will most likely have the stump ground by the contractor who has the state tree service contract. It is not part of the landscape/maintenance contract.

13. Claremont – There is a large amount of leaves (in a couple of areas) that were not cleaned in the fall. Rear hillside shows little evidence of mowing/string trimming.

Answer: In past years, this has been considered part of the spring cleanup and will continue to be considered as such. For the hillside, the expectation is that at least once a month it will be attended to.

**CONTACT: Jill D. Revels, Business Administrator, New Hampshire Employment Security
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Vendor _____ Address _____

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

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