

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF EMPLOYMENT SECURITY**

**REQUEST FOR PROPOSAL
RFP# NHES 2024-01
STATEWIDE HVAC MAINTENANCE, REPAIR AND REPLACEMENT SERVICES**

ADDENDUM #1

RESPONSES TO RFP# 2023-02, SECTION 4B, VENDOR INQUIRIES. This Addendum #1 to RFP NHES 2024-01 includes timely responses to proposer inquiries received by the required date of March 29, 2024, as follows (please note, inquiries are copied directly as they were received by the Department):

1. Do you want scheduled maintenance on the Building automation systems?

Department Response: Yes, in all locations except for Concord.

2. If so, what would be the schedule for this work?

Department Response: Quarterly preferred with on-demand maintenance, repair and replacement services in the event of issues with the Building Automation System.

3. Just to clarify, Is this a time and materials contract for all work, including scheduled preventative maintenance? Or will you be looking for a fixed price for scheduled preventative maintenance?

Department Response: As stated in Section 1A of the RFP, the resulting contract will be a not-to-exceed contract. NHES will select a vendor based on vendor's price proposal and will budget additional funds for repair and replacement services on a time and materials basis.

4. Can we hand deliver the physical bid?

Department Response: Yes, physical bids may be delivered to the receiving dock at 45 South Fruit Street, Concord, NH. Receiving dock is located in the rear of the building. Proposers delivering a physical bid should ring the bell next to the blue door for service. Receiving dock hours are 7:00 a.m. – 3:30 p.m. Receiving dock is closed from noon until 1:00 p.m.

5. How do we set up a site visit to the Laconia location, to look at the equipment and jobsite.

Department Response: Site visits may be arranged with NHES Plant Maintenance Engineer Jesse Propri at 603-228-4027 or Jesse.B.Propri@nhes.nh.gov.

6. On schedule D, under other costs, it requests "Cost of pumping down refrigerant and recharging" per lb. Are you looking for labor cost per lb, or are you looking to lock in a price for refrigerant per lb?

Department Response: Proposal should include the cost of refrigerant plus labor.

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7. Do you have controls drawings or points list for the building automation system at the Laconia location?

Department Response: NHES does not have such information.

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Please include a signed copy of this signature page with your proposal.

Vendor _____ Address _____

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

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

**CONTACT: Erik Bal, Counsel
New Hampshire Employment Security
(603) 228-4084**