

**New Hampshire Department of Health and Human Services
Relocation of Manchester District Office**



**ADDENDUM #1
#RFB-2016-BFAM-01-RELOC**

On February 29, 2016, the New Hampshire Department of Health and Human Services published a Request for Bids seeking bids from Vendors to provide for an approximate two day move. The move shall include but not be limited to boxes, computers, printers and copiers from the Department of Health and Human Services' locations consisting of Manchester, Nashua and Concord to the new district office location of 1050 Perimeter Road in Manchester, New Hampshire. This move is necessary because the New Hampshire Department of Health and Human Services has entered into a new lease agreement for its Manchester District Office.

Amend Section 2.1.4 Phase II, by canceling (due to building failure) the following:

2.1.4. **Phase II** - Provide relocation (move services) from the temporary location of the Southern District Office (two story) located at 3 Pine Street Extension, Suite Q in Nashua to the new district office located at 1050 Perimeter Road in Manchester, this shall include but not be limited to:

2.1.4.1. Moving all designated boxes, supplies, equipment including electronics, computers, printers and other associated peripherals into their designated spaces at the 1050 Perimeter Road location as identified on each item.

And replacing with:

2.1.4. **Phase II** - Provide relocation (move services) from the temporary location of the Main Building, South Pavilion (second and third floor) located at 105 Pleasant Street in Concord to the new district office located at 1050 Perimeter Road in Manchester; this shall include but not be limited to:

2.1.4.1 Moving all designated boxes, supplies, equipment including electronics, computers, printers and other associated peripherals into their designated spaces at the 1050 Perimeter Road location as identified on each item.

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OFFICIAL RESPONSES TO VENDOR QUESTIONS
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No.	Question	Answer
1.	Please provide an inventory of PC's, printers and boxes by location.	Product inventory is approximately: Stark House 30% Administration Building 35% Rogers Street 5% Concord District Office 15% Main Building, Concord 15%.
2.	Do the locations with 2nd floors have elevator service or stairs only?	See Section 3. Additional Provisions of Service Delivery 3.1.15
3.	Please clarify Section 3.1.15 regarding the use of an elevator.	Do not assume the use of any elevator, whether there is one available or not. The Department cannot guarantee this.
4.	Is 1050 Perimeter Road single floor or multiple?	1050 Perimeter Road location is ground floor.
5.	Does this Request for Bid include moving any furniture, such as chairs, desks, file cabinets, bookcases, tables etc...?	No furniture on this move.
6.	Will site visits be scheduled?	No site visits will be scheduled.
7.	As there is no walk through for this, can I walk the sites?	No walk through for this move.
8.	Will parking for the box truck be provided at each location or is there a loading dock at any locations?	There is on street parking on Rogers Street, and parking in a lot available at Stark House. There are docks available at: Administration Building, Concord District Office, and Main Building (Concord). There is ample parking in a lot at the 1050 Perimeter location.