

STATE OF NEW HAMPSHIRE
BUREAU OF PURCHASE AND PROPERTY
STATE HOUSE ANNEX
25 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6398

ADDENDUM # 2 TO BID INVITATION # 1717-15

DATE OF BID OPENING: FEBRUARY 20, 2015

TIME OF BID OPENING: 2:00PM (EST)

FOR: MANCHESTER CIRCUIT COURTHOUSE JANITORIAL SERVICES

DATE POSTED: FEBRUARY 17, 2015

CLARIFICATIONS:

Q: Who was the previous contractor/pricing?

A: The Courthouse was previously cleaned by part time staff.

Q: How many hours and janitorial staff does it generally take to clean this location?

A: 5 Janitorial staff members clean the courthouse for 4 hours, 5 x week.

Q. Are there any wood floors?

A: No

Q. The instructions on Page 4 are somewhat ambiguous as the "titles" don't match the forms. I am just looking for clarification that the only pages you need for submittal are: Page 1 (Transmittal Letter); and Page 17 (Pricing).

A: Correct, along with this addendum and any future addendum.

Q. If you are also requesting Page 18 (General Provisions), This is marked as a sample. Are we to still fill out this page?

A. No, that page is just a sample.

Q. Is bonding required?

A: No.

Q. Is there a "local vendor" preference?

A. No.

Q. Is there any interest in the contractor buying the equipment that is on sight?

A: No.

Q. How will award be determined? (based on lowest responsible offer or most advantageous?)

A. Please see AWARD section on page 5.

Q. What are the limitations on subcontracting, if any?

A. Please see #12 on page 20.

Q. Will the contractor be responsible to supply hand soap to the restrooms or does the State provide hand soap?

A. The State provides the hand soap.

Q. Is there any interest in us offering the present cleaners a job. I know it is being done in house. Are they full time employees? What is their pay rate?

A. The State has no comment.

Q. On page 9, paragraph 7 it states that carpet cleaning shall include chairs, wall panels, and carpet static treatment. Under definitions it does not mention any of these things. What is the correct specification?

A. The statement above has been removed, please see CURRENTLY READS AS / CHANGE TO READ AS section below.

Q. On page 15, bullet #8, it states, "Emergency daytime cleaning of restrooms and/or public area on a per event basis as required." There is no line item for this service.

A. The statement above has been removed, please see CURRENTLY READS AS / CHANGE TO READ AS section below.

Q. Is there any interest in the contractor buying the equipment that is on sight?

A. No.

Q. On request for the carpet/floor care work, is everything supposed to be completed in one day? Could a schedule be determined and agreed upon by the contractor and building supervisor?

A. The agency contact will work with the contractor to determine a schedule to complete any and all "Per Occurrence" cleaning.

CURRENTLY READS AS:

SCOPE OF WORK

Carpet cleaning shall be provided at the request of the Facility Contact Person as detailed herein. Carpet cleaning shall include Chairs, Wall panels, and carpet static treatment.

Special / Additional Information:

- Dumpster to be locked nightly upon completion
- Emergency daytime cleaning of restrooms and/or public area on a per event basis as requested
- Contractor shall empty external (employee entrance) cigarette receptacle nightly (stainless steel mounted to building)

CHANGE TO READ AS:

SCOPE OF WORK

Carpet cleaning shall be provided at the request of the Facility Contact Person as detailed herein.

Special / Additional Information:

- Dumpster to be locked nightly upon completion
- Contractor shall empty external (employee entrance) cigarette receptacle nightly (stainless steel mounted to building)

ADD THE FOLLOWING:

VENDOR CONTACT INFORMATION:

The following information is for this office to be able to contact a person knowledgeable of your bid response, and who can answer questions regarding it:

_____	_____	_____
Contact Person	Telephone Number	Toll Free Telephone Number
_____	_____	_____
Fax Number	E-mail Address	Company Website
_____	_____	_____
Vendor Company Name		DUNS #

PURCHASING AGENT: Katie Daley

TEL. NO.: (603) 271-3135

NOTE: IN THE EVENT THAT YOUR BID INVITATION HAS BEEN SENT TO THIS OFFICE PRIOR TO RECEIVING THIS ADDENDUM, RETURN ADDENDUM WITHIN THE SPECIFIED TIME WITH ANY CHANGES YOU MAY WISH TO MAKE AND MARK ON THE REMITTANCE ENVELOPE BID INVITATION NUMBER AND OPENING DATE. RETURNED ADDENDA WILL SUPERSEDE PREVIOUSLY SUBMITTED BID.

BIDDER _____ ADDRESS _____

BY _____

(this document must be signed)

_____ TEL. NO. _____ (please type or print name)