

**GREATER HARTFORD TRANSIT DISTRICT
GHTD RFP #06-020
HVAC SYSTEMS PREVENTIVE MAINTENANCE SERVICE
(UNION STATION)**

ADDENDUM #1
December 10, 2019

The Request for Proposal (RFP) is modified/clarified as set forth in this Addendum. The original RFP Documents remain in full force and effect, except as modified/clarified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its proposal.

A Pre-Proposal Conference and walk-through was held on December 2, 2019 at the Greater Hartford Transit District administrative offices located at One Union place, Hartford, CT 06103, for the purpose of clarifying the requirements outlined in GHTD RFP #06-020. The following individuals were in attendance: Audrey Audet (Tradesmen of New England), Eric Cohen (NEMSI), Troy Karwowski (Sav-Mor), Matt McCabe (Tradesmen of New England), Bill Metzger (BG Mechanical), Mary Deppe (GHTD), LaShaunda Drake (GHTD), and DJ Gonzalez (GHTD).

Proposals are due on or before 2:30pm E.S.T., Thursday, December 19, 2019 at the District offices located at One Union Place, Hartford, CT. All questions and requests for clarification regarding GHTD RFP #06-020 must be submitted in writing to LaShaunda Drake at or before noon, Wednesday, December 11, 2019.

The following requests for clarification were discussed during the meeting and/or submitted in writing prior to the meeting:

2.) **Question: Who is the current vendor?**

Answer: The current vendor is New England Mechanical Services, Inc.

3.) **Question: Has there been liquidated damages assessed to New England Mechanical under the current contract?**

Answer: No. New England Mechanical has been very responsive within the guidelines of the contract.

4.) **Question: What is the current contract value?**

Answer: The District does not divulge contract budget information.

5.) **Question: Does the cost proposal include labor rates and mark-up?**

Answer: Please review the cost-proposal sheet included in your proposal packet (Exhibit F). We are requesting you indicate your company's labor cost (in terms of hourly rate) and mark-up in the specified fields.

6.) **Question: Is this a full service maintenance contract?**

Answer: Yes, this is a full service contract. The only parts that are exempt are non-maintainable parts (i.e. heat exchangers, duct work, etc.).

7.) **Question: Is there an opportunity to perform a final walk-through prior to the end of the current contractor's term to identify any issues needing to be addressed by the current contractor prior to taking over the contract?**

Answer: The District will be willing to accommodate a walkthrough between the incumbent contractor and successful bidder for the purpose of identifying any equipment issues needing to be addressed.

End of Addendum 1