



City of Concord, New Hampshire

PURCHASING DIVISION

COMBINED OPERATIONS & MAINTENANCE FACILITY

311 NORTH STATE STREET

CONCORD, NH 03301

(603) 230-3664; FAX: (603) 230-3656

www.concordnh.gov/Purchasing

September 28, 2020

ADDENDUM NUMBER ONE RFP 07-21 ON-CALL CLEANING SERVICES

TO ALL FIRMS OF RECORD: This addendum forms a part of and modifies the proposal and contract documents and technical specifications for the project named above. The following changes, additions and clarifications are made to the original Contract Documents:

1. **Questions from prospective Contractors:** The City has received questions from prospective Consultants. These questions together with responses from the City, are as follows:

- a. **Question:** Are the services on-call only, or are there actual scheduled cleanings?

Response: It is the intent of this RFP to have “will-call” service on a per event basis. There will be no less than seven (7) calendar days advance notice unless both parties are in agreement. Some weekend and evening work will be required.

- b. **Question:** What is the seating capacity?

Response: The auditorium can hold approximately 825 patrons.

- c. **Question:** What is the square footage of the auditorium?

Response: Approximately 15,000 square feet, gross.

- d. **Question:** Who is responsible for payment to the contractor?

Response: Payment to the contractor will be made by the customer (renter).

- e. **Question:** Is there water access to the balcony?

Response: No

f. **Question:** How many events are held weekly and at what time(s)?

Response: Events are usually held 2 to 3 times per week in the evenings and weekends.

g. **Question:** How will the contractor gain access to the building?

Response: The successful contractor will be given a key.

h. **Question:** Are there any concessions?

Response: No food or drink is allowed in the theatre. At times, there may be snacks/beverages available in the lobby only.

i. **Question:** How many dressing rooms are there?

Response: Eight (8).

j. **Question:** Are there any special cleaning chemicals required for the floors/woodwork etc.?

Response: The City of Concord will provide approved cleaning products. Please see page 23 of the RFP – Scope of Work, Section 5.

k. **Question:** Are the renters aware of this Request for Proposals?

Response: Renters will be given a list of available contractors for hire and their contact information.

l. **Question:** Is the contractor responsible for paper products?

Response: Please refer to page 23 of the RFP – Scope of Work, Section 5.

m. **Question:** Is there a place for trash and recycling?

Response: There is a dumpster available for trash behind the Police Department. We will have recycling bins available inside the auditorium as well.

n. **Question:** What is the cleaning expectation for the stage area?

Response: The stage will be swept and mopped after each performance.

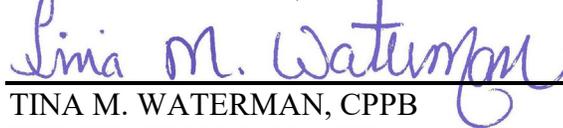
2. Preproposal Conference Attendees:

Jay Burgess, Matt Boisvert, Jaime Bardwell, Terry Stevenson, Tina Waterman – City of Concord
Care America Property Services
Janitech
Pro City Facilities, Inc.

Please note that:

1. The complete set of RFP documents, to include any future addenda, will be posted on the City's website at: www.concordnh.gov/Purchasing.
2. Proposals, in response to this RFP, are due to the Purchasing office in hard copy, one (1) original, one (1) identical copy, no later than 2:00 pm on October 1, 2020. Please see the Proposal Submission Checklist on page 33 for what must be submitted in order to be considered responsive, and;
3. All proposals will be opened in confidence on October 1, 2020 and will not become public information until a contract is awarded.

CITY OF CONCORD, NEW HAMPSHIRE



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PURCHASING MANAGER

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