

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

**REQUEST FOR BID  
RFB# NHES 2024-05  
ROOFTOP SNOW REMOVAL AT THE TOBEY BUILDING, 45 SOUTH FRUIT  
STREET, CONCORD, NH**

**ADDENDUM #1**

**RESPONSES TO RFB # NHES 2024-05, PROPOSAL INQUIRIES.**

New Hampshire Employment Security received the below inquiries prior to the deadline of September 25, 2024 published in the Request for Bid (Please note, inquiries are recited as received from the inquiring party verbatim. NHES's response follows each inquiry.

**Inquiry #1:** I would like to request an electronic copy of the specifications or any other documents associated with this project.

**NHES Response #1:** As stated in the RFB, NHES is seeking a vendor to provide snow removal from the rooftop of the Tobey Building, located at 45 South Fruit Street, Concord, NH. The roof consists of 18,000-20,000 square feet of PVC membrane material. Selected vendor shall leave approximately 6" of snow to protect roof surfaces and materials.

**Inquiry #2:** Is this scope for both pitched and low slope sections?

**NHES Response #2:** No, it is a flat roof.

**Inquiry #3:** If heavy equipment is needed how is that handled?

**NHES Response #3:** The roof will not accommodate heavy equipment.

**Inquiry #4:** What are the requirements on moving the snow that has been removed from the roof?

**NHES Response #4:** As stated in the RFB, "Snow removed from roofs and deposited into walkways, parking areas, or in front of HVAC equipment, generators or windows, must be removed. The Tobey Building and other State facilities do not have space for on-site snow storage. Removal of shoveled snow from facilities should be done immediately if possible, but always within 48 hours."

**Inquiry #5:** Are the snow removal services to be performed after the storm has ended or is awarded contractor allowed to work during the storm if 6 inches or more are predicted?

**NHES Response #6:** Selected vendor will need to coordinate snow removal activities with NHES's maintenance staff. Historically, rooftop snow removal services have been performed during NHES business hours after the conclusion of a storm.

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**Inquiry #6:** If awarded contractor is allowed to perform services during storms of 6 inches or more, will they have access to building 24/7 or only during business hours?

**NHES Response #6:** Please see NHES Response #5.

**Inquiry #7:** Is the awarded contractor responsible for ice melt on walkways, parking areas, in front of HVAC equipment or generators?

**NHES Response #7:** No, only the removal of snow deposited from the roof.

**Inquiry #8:** Does hourly rate per workers includes all equipment or is equipment to be bill separately? Can snow equipment such as shovels stay on site? Will contractor have a designated storage area?

**NHES Response #8:** The hourly rate should include all equipment. Selected vendor will not have a designated storage area and all equipment must be removed.

**Inquiry #9:** Who is the incumbent contractor and contract award price?

**NHES Response #9:** ASAP Landscape & Design LLC is the incumbent contractor. The last contract between NHES and ASAP had a Price Limitation Not to Exceed \$9,000.00.

**End of Proposal Inquiries.**

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

Vendor \_\_\_\_\_

Address \_\_\_\_\_

By: \_\_\_\_\_  
(This document must be signed)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Please print or type name)

Tel.No. \_\_\_\_\_