

## ADDENDUM NO. 1

**NAME: TNH062-2015- Security Services for the Office of the Receiver of Taxes**

**DATE: April 15, 2015**

**TO: All Prospective Proposers**

This amendment is being issued to answer question/s about the RFP

**The “ADDENDUM NO. 1 RECEIPT ACKNOWLEDGEMENT FORM” on the last page of this Addendum No. 1 must be signed and dated in the spaces provided and submitted with your Bid . All Proposers must submit this form with its RFP response regardless of the content contained in each Addendum.**

**NH062-2015- Security Services for the Office of the Receiver of Taxes**

### Questions/Answers:

1. What is the current hourly rate for the guard(s)?

*Answer: This information may be received through a Freedom of Information request to the Town.*

2. What is the schedule for the guard(s) ie: m-f;9-5?

*Answer: 8:00 am - 5:00 pm (except on the last day of collection, 2/10, 5/10, 8/10, 11/10 the hours are from 8:00 am – 7:00 pm*

3. How many guards are required per shift?

*Answer: 1*

4. Can you please confirm the schedule the guards will be working?

*Answer: Beginning of January to last week in February; beginning of April to last week in May; beginning of July to last week in August; beginning of October to last week in November*

5. How many guards will be needed per shift?

*Answer: see answer to # 3 above*

6. What is the total number of hours per year?

*Answer: Approximately 1,200 hours per year*

7. Auto Liability insurance requirements of \$2MM: Is there a vehicle requirement for this security contract? I don't see any in the RFP.

Answer: No

8. 2. Page 43, Minimum Insurance Requirements: The document states "If Applicable", which requirements are applicable to this security RFP?

Answer: The words "if applicable" shall be deleted. All insurance listed is required except Errors and Omission insurance.

9. Scope of work: How many guards, and what are the hours per day and number of days per week required for the contract?

Answer: See above

10. Are all guards required to be armed?

Answer: yes

11. Who is the current security vendor?

Answer: This information may be received through a Freedom of Information request to the Town.

12. Which specific days and hours will guarding services be required?

Answer: see above

13. How many officers will need to be on duty during these times?

Answer: see above.

14. Will a Supervisor be required during all shifts?

Answer: We only need one guard per shift

15. Can the TOH please provide paperwork for their tax exempt status.

Answer: yes. See attached.

## **ADDENDUM NO.1 RECEIPT ACKNOWLEDGEMENT FORM**

**TNH062-2015- Security Services for the Office of the Receiver of Taxes**

**By signing this Acknowledgement and submitting same with its RFP submission, the undersigned Proposer acknowledges receipt of this Addendum No. 1. Proposer further acknowledges that it has read and reviewed the information contained herein, understands same, and that its questions, if any presented, have been answered satisfactorily. Proposer agrees that it shall incorporate/consider the information contained in this Addendum No. 1 in preparing and providing its proposal price. In addition, this Addendum No.1 Receipt Acknowledgement Form must be signed and dated and attached to the proposal submittal.**

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Proposer Acknowledgement Date: \_\_\_\_\_

Print & Sign Company Principal Name & Title: \_\_\_\_\_

\_\_\_\_\_