



RFP ADDENDUM #1

To: All Bidders

From: Rita V. Brousseau, Chief Procurement Officer

Date: November 4, 2021

Re: RFP 2021-5 Lease of Office Space

This Addendum modifies and forms a part of the Bid Set documents dated October 6, 2021.

This Addendum consists of the following: Two (2) typed pages.

Where any items called for in the bid documents are supplemented here, the supplemental requirements shall be considered as added thereto. Where any original item is amended, voided, or superseded here, the other provisions of such items not specifically amended, voided, or superseded shall remain in effect.

Responses to Bidder's Questions:

1. **Question/Answer:** Page 3 - Staff. Please clarify the number of employees who would occupy this space. We are trying to differentiate between accommodating, the following:
 - a. Managerial staff, number? **15**
 - b. Those at interview stations, number? **4**
 - c. Those needing to be at office systems, number? **15 staff and 4 interview stations**
 - d. Any others? **No**

2. **Question:** 2.2.4 Security. Operating hours are stated to be 8am to 9pm. Please describe any activities or access to the public after, say, 7 PM. Would interviews and the public be ongoing after 7 PM? This is a security consideration for the building and may determine programming for doors, etc.?
Answer: **Very few activities will take place after 4:30 PM. LHA would like security at the space mostly for any staff working past the 4:30 PM hour.**

3. **Question/Answer:** 2.2.6 Janitorial and Cleaning.
 - a. Does LHA staff need to be onsite while cleaning is being done? **No**
 - b. Can the cleaning company have access before 9 PM, say 6 PM and on? Can the cleaning company have access before the 8 AM opening hour? **Yes, before 8 AM or after 6 PM is acceptable.**
 - c. Please differentiate weekly vs. daily in regard to: in-suite vacuum. walls. doors, other surfaces? **Vacuuming, walls, doors and other surfaces may be cleaned weekly.**



- d. Verify cleaning criteria for interior individual offices? Weekly or daily? **May be cleaned weekly.**
 - e. Verify that supplies, trash bags, toilet paper, soap, etc. are to be supplied by cleaning service? **Yes, all supplies listed, and any other associated products are to be provided by the cleaning service.**
4. **Question:** 2.4 Network Requirements. Existing data lines and access to Comcast are present in the suite via a HUB that supports them. What are the cabling and wiring standards for the agency? What are the owner responsibilities for the following vs. the agency?
- a. What level of CAT cabling is needed? **CAT6 or higher.**
 - b. Who is responsible for cables and cabling, for termination to computer stations, computer/phone receptacles and the like? What is your phone system and does the owner have any responsibility for the same? (‘We understand that electrical receptacles are the responsibility of the owner.) **The proposer (property owner) is responsible for the computer/phone receptacles and the like. We are currently using Polycom phones on a TPX line but are in the process of implement a new phone system. LHA will be responsible for all phone system installation. Receptables shall be in place for any phone installation.**
 - c. Can we assume that your IT Department or contractor will connect and set up working settings for LHA computers, phones and network? **Yes, that is correct.**
5. **Clarification:** Please verify what Tab Attachments A,B,E,K & L are to be submitted under.
- a. **ATTACHMENT A – not to be submitted**
 - b. **ATTACHMENT B – not to be submitted**
 - c. **ATTACHMENT E – not to be submitted**
 - d. **ATTACHMENT K – not to be submitted**
 - e. **ATTACHMENT L – not to be submitted**

All other portions of the Contract Documents remain **unchanged**.

NOTE TO ALL BIDDERS: YOU MUST ACKNOWLEDGE RECEIPT OF ALL ADDENDA ON YOUR BID SUBMISSION FORM WHERE INDICATED OR INCLUDE A COPY OF ADDENDA IN YOUR BID SUBMISSION.