

**GREATER HARTFORD TRANSIT DISTRICT
GHTD RFP #06-023
HVAC FULL-SERVICE MAINTENANCE SERVICES
GHTD ADA PARATRANSIT OPERATIONS & MAINTENANCE FACILITY
148 ROBERTS STREET, EAST HARTFORD, CT 06108**

**ADDENDUM #1
January 25, 2023**

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 **January 18, 2023 at 11:00 AM local time** at the project location located at **148 Roberts Street, East Hartford, CT 06108**. The purpose of the meeting and walk-through was to outline requirements the District will expect of the Proposer, as well as to provide the opportunity for questions and explanations. Attendance at the pre-proposal conference and walk-through was mandatory. **See addendum 1 – attachment 1 for the list of pre-proposal conference and walk-through attendees. In addition, GHTD and First Transit staff present at the Pre-proposal Conference and Walk-Through were as follows: LaShaunda Drake (GHTD); Mary Bujeaud (GHTD); Margaret banker; Miguel Lefebre (GHTD); Anand Gounder (First Transit); and Dan Pratt (First Transit).**

Proposals are due on or before 2:30 PM local time, Wednesday, February 15, 2023 at the District offices located at One Union Place, Hartford, CT.

The following revision was made in reference to RFP 06-023:

Exhibit D – General Information Form, (pg. D1 of D3)

*“Years in business providing Telephone Communication” has been revised to read **“Years in business providing HVAC services”**.*

The following inquiries were submitted in reference to RFP 06-023:

1. Question: Is this project an on-call opportunity?

Answer: No, this is a contracted position. The initial term is a three (3) year contract agreement with two (2) potential option years.

2. Question: How many buildings are in this facility?

Answer: One.

3. Question: Can you provide access to HVAC plans for the equipment?

Answer: Yes. Please reference **Addendum 1 – Attachment 2**.

4. Question: On the General Information Form, are there any requirements for how long we’ve provided telephone communications?

Answer: See revision noted above.

5. **Question: The RFP submission requirements page 16 of 22 states that proposal shall be typed. Can all the proposal exhibits be provided in a word document, in order for us to provide a typed proposal?**

Answer: Exhibit page responses are an exception and can be hand-written, however, it must be legible.

End of Addendum 1