

	City of Rocky Mount Addendum 1	
	Refer <u>ALL</u> Inquiries regarding this RFP to: Ramona Plemmer Senior Purchasing Technician	RFQ #320-071220RP
		RFQ Due Date: 02/22/2021
		Contract Type: Lease

FAILURE TO RETURN THIS ADDENDUM IN ACCORDANCE WITH INSTRUCTIONS MAY SUBJECT YOUR PROPOSAL TO REJECTION ON THE AFFECTED ITEM(S):

Question and Answers:

1. **Question: Title Page, Page 1-** The title page notes that this is a “re-bid”. Does this term mean this RFQ has been sent out previously, and is now being sent out again?

Answer: Yes.

2. **Question: Execution, Page 3 -** Do signatures and initials on the RFQ and related documents need to “wet signatures”? Or will electronic signatures suffice?

Answer: Either one would suffice as long as we have the authorized signature and it is delivered in a sealed envelope on the specified date and time as stated in the RFP.

3. **Question: Section 5.1, Page 9-** This section indicates that the space should be fully developed and upfitted. Our space is fully renovated, but not yet built out. Then on Page 11, Buildout Cost, we are asked to provide the cost of the buildout. Should we expect the City to pay for the buildout or should we expect to pay for the buildout ourselves?

Answer: We expect that the space will be built out to meet our needs. Any cost would be recovered in the monthly rental rate.

4. **Question: Section 5.2, d), Page 9 -** This section indicates that the city wants two bathrooms. There is currently only one bathroom. Should we expect to need to add another bathroom?

Answer: The space currently has two bathrooms.

5. **Question: Section 5.2, d), Page 9 -** This section requests that a Certificate of Occupancy be submitted with the quote. This space was recently renovated and does not have a Certificate of Occupancy as there has not been a tenant in the space since renovation. However, we do have a Certificate of Compliance from the City of Rocky Mount Building Inspector. Will this document suffice?

Answer: We would want a valid COI prior to moving in. The owner would be required to fix any inspection related issues.

6. **Question: Section 5.2, d), Page 9 -** Regarding Janitorial Services, what would we need to provide for this? (Weekly cleaning, monthly cleaning, etc?)

Answer: Daily is preferable.

7. **Question: Section 5.2, d), Page 9 -** Regarding "Security", what would we need to provide for this?

Answer: I'm not sure anything would be required. An alarm system: otherwise we will benefit from any exterior lighting and cameras already in place.

8. **Question: Attachment A: Pricing Form, Square Footage, Page 11** - There is no mention of a need for offices for employees in this section, other than the Receptionist/Administrator Space and the Conference Room. Should we add individual offices to our Floor Plan design? If so, how many offices?

Answer: Please refer to section 5.2 "Leased Space" in the RFP.

9. **Question: Attachment A: Pricing Form, Square Footage, Page 11** - The space has not been built out yet. If the City has preferences on the sizes of areas within the leasable space, we are able to accommodate these preferences to the best of our ability.

Answer: We just want a space that will accommodate our operations. I suspect that 1,000 sq. ft. would be more than adequate if it is set up correctly.

10. **Question: Attachment A: Pricing Form, Square Footage, Page 11** - Please confirm that the Unit Price in this context should be the annual rental amount.

Answer: Annual but paid monthly.