



Town of East Hartford

ADDENDUM N^o. 02

**On-Call Tree Maintenance Services
Bid No. 24-21**

Issued February 5, 2024

The following answer is provided to a question received.

QUESTION 3: The RFP refers to Standard vs. Premium Time. Could you better define these times and/or days of the week for us?

The following definitions shall apply to the RFP:

- Standard time is from 7:00 AM to 5:00 PM, Monday to Friday.
- Premium Time is all other hours (Monday to Friday) and all day on a Saturday, Sunday or Town-observed holiday. A list of Town holidays is attached to this Addendum for bidder information only.

Since this clarification is issued less than a day before the proposals are due, we are **changing the deadline for RFP responses to Wednesday, February 21, 2024 at 11:00 AM**. The delivery location for the responses does not change.

The following documents are attached and included in Addendum N^o. 02:

Revised RFP Pages

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End of Addendum N^o. 02

Town of East Hartford Department of Human Resources



RFP 21-21 ON-CALL TREE MAINTENANCE SERVICES FOR INFORMATION ONLY

To: Town of East Hartford Employees
 From: Tyron Harris, Director of Human Resources
 Date: November 2, 2023
 Subject: Holiday Schedule for 2024

Town offices will be closed in observance of the following holidays:

HOLIDAY	OBSERVED ON
New Year's Day	Monday, January 1, 2024
Martin Luther King, Jr. Day	Monday, January 15, 2024
Lincoln's Birthday	Monday, February 12, 2024
Washington's Birthday	Monday, February 19, 2024
Good Friday	Friday, March 29, 2024
Memorial Day	Monday, May 27, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Indigenous People Day	Monday, October 14, 2024
Veterans' Day	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024
Christmas Day	Wednesday, December 25, 2024

The first holiday (New Year's) for 2025 falls on Wednesday, January 1, 2025.

In accordance with Section 10-6a of the East Hartford Code of Ordinances, the Town may enter into on-call service contracts for a period of not more than five years. No additional request for services pursuant to the contract shall be made once the payments to the contracted service provider exceeds one hundred fifty thousand dollars or such lesser amount as provided in such contract. On-call service contract means any contract for professional services including, but not limited to, architectural, engineering, computer, legal, real estate appraisal, plumbing, electrical and financial services, where the contractor agrees to provide services over a specified period of time as requested by the Town

Responses to this RFP must include one original and three copies and be received in the East Hartford Purchasing Department office at 50 Chapman Street, East Hartford, CT 06108 **no later than 11:00 a.m. on WEDNESDAY, FEBRUARY 21, 2024.** All responses must also be submitted in PDF format.

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