



City of Long Beach Purchasing Department

ONE WEST CHESTER STREET
LONG BEACH, NEW YORK 11561

TEL: (516) 431-1006

FAX: (516) 431-1839

PURCHASING DEPARTMENT

MAY 15, 2020

PROPOSAL:

HVAC MAINTENANCE AND PROFESSIONAL SERVICES

Addendum No. 1

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First Section should read:

PROPOSAL PREPARATION AND SUBMISSION

All vendors are required to submit the following as a complete proposal. All information requested must be submitted to:

**Purchasing Agent
City of Long Beach
1 West Chester Street
Long Beach, NY 11561**

Failure to comply may result in the proposal being considered non-responsive.

- An executive summary highlighting your organization's background.
- The experience and variety of services provided by your agency.
- Service enhancements unique to your agency.
- The location of the office responsible for processing the City's accounts.

- Specific collection techniques proposed.
- Audit trails and documentation.
- Data transfer schedules and methods
- Method and frequency of payment and reports to the City.
- Fees charged to City by successful vendor.
- List of three (3) government /corporate clients and for each, the name and telephone number of the representatives to be contacted for work performance verification.
- Vendor shall submit this Request for Proposal signed by an authorized representative of the firm.

All proposals must be received by 2 p.m. on Thursday, **May 28, 2020.**