



November 17, 2014

ADDENDUM # 1

Furnishing of all Labor and Material Necessary for:
Requirements Service Contract for “On Call
Services, Maintenance and Repair of Air Handling
Control Systems at West Facility” PIN
072201507SSD

Dear Prospective Bidder:

Pursuant to §3-02(i) of the Procurement Policy Board (PPB) Rules, the Department Correction (DOC) is issuing Addendum # 1 to the solicitation for “On Call Services, Maintenance and Repair of Air Handling Control Systems at West Facility” PIN 072201507SSD.

BID DUE DATE

Please be advised that the Bid Opening Date for the above referenced procurement remains **Thursday November 20, 2014 at 11:00AM**

DEADLINE FOR CLARIFICATIONS

The deadline for questions has passed. The Department will endeavor to answer any questions received after this date, but there may not be sufficient time for replies to be received before the bid due date.

ATTACHMENTS – Revised page C-1

REVISIONS/CLARIFICATIONS

- Added language to Section C. 1.04
1.04 Basis for Award: The Contractor shall bid on an hourly labor rate for the trades specified herein for service and repair work, and shall bid a discount percentage off the manufacturers’ list prices for OEM parts as well as a mark-up on parts not found on any manufacturer’s price list.
- The Contractor shall keep commonly used parts and supplies on-site at the facility.
- The Contractor shall provide telephone support 24 hours a day, 7 days per week and shall have remote access to the system.

On Call Services, Maintenance and Repair of Air Handling Control Systems at West Facility

1.00 INTENT: It is the intent of the Department of Correction (DOC) to award a "Requirements Contract" to provide scheduled maintenance as well as unscheduled repairs, replacements, and diagnostic services for the Air Handling, Control and Monitoring System at the Department's West Facility, Communicable Disease Unit (CDU).

The Department requires all labor and materials necessary or proper to complete the entire work in a proper, substantial and workmanlike manner. All materials are to be furnished, delivered, executed and finished in every detail, whether specifically mentioned or not, so that the entire work will be left in first-class operating condition. The rates and costs bid by the Contractor are all-inclusive, including overhead and profit, taxes, insurance, transportation, etc.

1.01 TERM: The term of this contract shall be three (3) years commencing on the date specified in the "Order to Proceed". This contract may be renewed for a period of one (1) year at the same terms and conditions. Please see Part D, Article 7 for additional terms regarding renewal.

1.02 CONDITIONS OF AGREEMENT: This is a Requirements Service Contract. The Department shall have the right to order the services and material required herein on an as-needed basis. The quantities stated in the bid form are estimated quantities for bid evaluation purposes only. The Department offers no guarantee as to the minimum dollar amount of work that will be authorized and reserves the right to order less or more services and materials, as needed. The Department also reserves the right to procure like services from other sources, should it deem that specific levels of installations and/or replacement couldn't be otherwise obtained within imposed time deadlines.

1.03 Removal and Disposal of Parts and Materials: The Contractor is responsible for the removal and disposal of all waste and unusable parts/materials generated on site at no additional cost to the Department, after inspection and approval of the Support Services Division (SSD) Project Manager. The Contractor shall make such disposal in accordance with the City's Department of Sanitation rules and regulations and/or any other governing body that regulates such disposal.

1.04 Basis for Award: The Contractor shall bid on an hourly labor rate for the trades specified herein for service and repair work, and shall bid a discount percentage off the manufacturers' list prices for OEM parts as well as a mark-up on parts not found on any manufacturer's price list. The Department shall award this Contract to the lowest responsive and responsible bidder, in accordance with the City of New York's Procurement Policy Board Rules. The Department will evaluate bidder's capacity to perform work based the minimum qualifications in Part A, Article 31. In addition, the Contractor shall provide evidence that it is capable of interfacing with existing software system.

2.00 SCOPE OF WORK: The Contractor shall provide scheduled as well as unscheduled repairs/replacements/diagnostic services and preventive maintenance to the "Envirotrak" air handling, control and monitoring system at the Department's West Facility.

Contractor services shall include all labor, materials and parts necessary to maintain/repair/restore the systems and equipment to an operable state, in accordance with design specifications. Included within the coverage though not necessarily limited to, are items

- The current equipment has automatic back-up. There is redundancy built into the system in the sense that all equipment has automatic back-up and the equipment is rotated every two (2) weeks.
- The refrigerant in the HVAC units is R-22. All refrigerant replacements and disposals must follow existing rules and regulations.

Please sign below in acknowledgment of this addendum.

***Submit this addendum with your bid.**


Deputy ACCO

I Acknowledge Receipt of this Addendum.

Bidder/Company Name (Print)

Authorized Representative (Print Name)

Authorized Representative (Signature)

Date