



NEW YORK CITY DEPARTMENT OF CORRECTION

Joseph Ponte, Commissioner

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Contracts and Procurement

Agency Chief Contracting Officer

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January 4, 2016

ADDENDUM # 1

Re: PIN 072201609NSD for On-Call Repairs, Replacements, Diagnostic Services and Preventative Maintenance to Refrigeration Equipment and Systems

Dear Prospective Bidders:

Pursuant to Section 3-02 (i) and 3-03 (f)(2) of the Procurement Policy Board (PPB) Rules, the Department of Correction (DOC) is issuing **Addendum #1** to **072201609NSD**.

QUESTIONS/CLARIFICATIONS

Question 1: What are the existing labor rates and parts mark up from the last NYC DOC refrigeration bid that are public information?

Answer 1: The prices from the previous bid is attached to this addendum (2 pages). For additional bid information, please make your request to New York City Department of Correction FOIL Officer Ms. Laura Mello at 718-546-0952/ Laura.Mello@doc.nyc.gov.

Question 2: What are the correct prevailing wages we should be working on for Mechanic, service persons I II III IV? Pages 77 and 78 correct?

Answer 2: Yes, pages 77 through 78 are the prevailing wages for maintenance of refrigeration. Journeyperson (A) refers to Refrigeration and Air Conditioner Service Person V; Service Person I = 1st Year Person (B), Service Person II = 2nd Year Person (C), Service Person III = 3rd Year person (D), Service Person IV = 4th Year Person (E).

Question 3: Prevailing wages scope "Refrigeration and Air Conditioning Service Person V \$32.25 per hour \$12.44 benefit rate" is not included in this scope of work bid, correct?

Answer 3: The prevailing wage on page 78 "Refrigeration and Air Conditioner Service Person V" refers to the Journeyperson from Part I, line A of the bid sheet.

Question 4: How will the monitoring on the refrigeration systems be billed? Can a line item be added to allow for billing on a "per check" basis?

Answer 4: Please see revised bid sheet attached and replace with the current bid sheet on pages B-6 to B-8.

Question 5: In Part II: BID FOR SPECIALIZED SERVICES it states we can charge for the use of pre-approved sub-contractors. Will we be required to submit certified payroll reports for these sub-contractors?

Answer 5: All sub-contractors of the awarded vendor will be required to submit their certified payroll reports.

Question 6: Can the bid opening date be postponed until 1/15/16?

Answer 6: The bid opening date will be postponed to 1/15/16.

BID DUE DATE

The bid opening date has been extended to **Friday, January 15, 2016 @ 11:00am**. Please provide all bid packages to the NYC Department of Correction, 75-20 Astoria Blvd, Suite 160, East Elmhurst, New York 11370-Attention: Jeanette Cheung

Your bid submission must contain the following:

- Section B completed (pages B-1 to B-12)
- All Addendums with signature

Please submit this addendum with your Bids.


Agency Chief Contracting Officer

I acknowledge receipt of this addendum.

Bidder/Company Name (Print)

Authorized Representative (Print Name)

Authorized Representative (Signature)

Date

REVISED **BID SHEET**

Provision of labor and materials (inclusive of supplies and parts) to perform as-needed repairs, replacements, and diagnostic services as well as provide full preventive maintenance to refrigeration equipment and systems at specified Department of Correction facilities and locations.

PART I: BID FOR LABOR

Please indicate the hourly rate for each of the trades listed below. This hourly rate shall include the actual cost of labor, overhead, profit, insurance and all other costs with the exception of parts.

Trade (1)	<u>Est. Hours</u> (2)	<u>Trade Hourly Rate</u> (3)	<u>Total</u> (4)
A. Journeyperson*	20,000	\$	\$
B. 1 st Year person	5,000	\$	\$
C. 2 nd Year person	2,500	\$	\$
D. 3 rd Year person	5,000	\$	\$
E. 4 th Year person	2,500	\$	\$
F. ASI/Enviro Doors Factory Authorized Technician	1,000	\$	\$
G. Walk-In Unit Door and Panel Specialist	1,000	\$	\$
H. Total Bid for Labor	[(4)A + (4)B + (4)C + (4)D + (4)E + (4)F + (4)G = H]		\$

*Unless otherwise pre-approved by the Department, only one (1) Journeyperson may be dispatched per work order, per day. For purposes of this bid:

- A standard “work crew” will include only one (1) Journeyperson.
- Two men work crew One Journeyperson (LM); and one 1st year person or one 2nd year person (1st/2nd). **Or** One 3rd year person or 4th year person (3rd/4th); and one 1st year person or one 2nd year person.
- Three men work crew shall consist of One Journeyperson (LM); and two 1st/2nd year persons; **Or** One Journeyperson and One 3rd/4th year person and One 1st/2nd year person. *Use of a three men crew must be pre-approved, in number and structure, by the Director of Maintenance Resources and Business Services.*
- Four men crew - One Journeyperson (LM); and three 1st/2nd year persons **Or** One Journeyperson and One 3rd/4th year person and Two 1st/2nd year persons. *Use of a four (4)*

men crew must be pre-approved, in number and structure, by the Director of Maintenance Resources and Business Services.

- A crew exceeding four men - must be pre-approved in writing by Director of Maintenance Resources and Business Services of the Department of Correction or a designee.

PART II: BID FOR SPECIALIZED SERVICES

The bidder may choose to subcontract specialized services i.e. rigging, specialized cleaning, etc. to keep the equipment functioning in accordance to the manufacturers' specifications. Such services may be billed at vendor's cost plus the established markup (see below). The Department shall grant preapproval to perform the rigging and chemical cleaning services.

SPECIALIZED SERVICES

Markup on the cost of Specialized Services is _____% (J)

Assigned specialized services value estimate (for bidding purposes only) is \$45,000.00 (K)

$$1. \quad \frac{\text{_____}}{\text{(J)}} \% \times \$45,000.00 = \$ \frac{\text{_____}}{\text{(L)}}$$

$$2. \quad \text{(K)} + \text{(L)} = \frac{\text{_____}}{\text{(M) Total Cost of Specialized Services}}$$

PART III: BID FOR PARTS

For the sole purpose of identifying a low bidder, the Department of Correction has estimated and assigned a dollar value to the cumulative value of parts anticipated to be used at all Department facilities, during the course of the Contract term. The results of such will be reflected in the markup percentage bid amount, and in your extended mathematical calculations. **Parts shall be marked up at no more than 10 percent over dealers cost**

In the section provided below, please indicate the total markup on the cost for parts. For example, if a 10% markup is billed:

$$10\% \times \$270,000.00 = \$27,000.00$$

(N) (O) (P)

$$\$27,000.00 + \$270,000.00 = \$297,000.00$$

(P) (O) (Q)

PARTS

Markup on the cost of Parts = _____ %
(N)

Assigned parts value estimate (for bidding purpose only) is \$270,000.00
(O)

1. _____ % x \$270,000.00 = \$ _____
(N) (O) (P)

2. (O) + (P) = _____
(Q) Total Cost of Assigned Parts Value

PART IV: BID FOR OFF-HOURS MONITORING

Please submit a bid price per day (flat rate) for off-hours temperature monitoring (R) as described in section 1.03 of the specification. The bid price will be multiplied by 345 (the anticipated number of checks required for 3 years (52 Saturdays, 52 Sundays, and 11 City Holidays) to arrive at the Total Cost of Off-Hours Monitoring (S).

OFF-HOURS MONITORING

Flat rate price per day for off-hours temperature monitoring = \$ _____ (R)

1. \$ _____ x 345 = \$ _____
(R) (S) Total Cost of Off-Hours Monitoring

PART V: TOTAL BID AMOUNT

Please add the [Part I, Total Bid for Labor] and the [Part II, Total Cost of Specialized Services], and [Part III, Total Cost Assigned Parts Value] and [Part IV, Total Cost of Off-Hours Monitoring] (H + M + Q + S). The number supplied in the box below will be used for the sole purpose of identifying a low bidder. Payment for all labor and material services rendered will be upon actual hours worked per trade title within the “work crew”, and the list price, less discount, of the parts actually supplied.

H + M + Q + S = Grand Total									
_____	+	_____	+	_____	+	_____	=	\$	_____
(H)		(M)		(Q)		(S)			Grand Total
Note: the Department reserves the right to make corrections to mathematical errors.									
Grand Total/Bid Total in words									

_____ DOLLARS.									

Note: In the case of any discrepancy between the unit price in words and that in figures, the lowest unit price will be considered the price bid. All extensions and additions are subject to audit. In the case of a unit price bid with a mathematical error, DOC reserves the right to correct that error using the unit price as the basis for the unit total.

The foregoing Project Manager’s Estimate of Quantities is approximate only and is not to be considered as a binding feature of the Contract. Bidders are required to submit their bids upon the following express conditions which apply and become part of every bid received. Bidders must satisfy themselves as to the accuracy of the foregoing estimate. They may do such by requesting and obtaining clearance to personally examine the locations of the proposed work and

REVISED ADDENDUM 1
BID SHEET
PIN 072201033EHS

PIN 072201033EHS/Provision of labor and materials (inclusive of supplies and parts) to effect as-needed repairs/replacements/diagnostic services as well as provide full Preventive Maintenance to refrigeration equipment and systems at specified Department of Correction facilities/locations.

PART I: BID FOR LABOR

Please indicate the hourly rate for each of the trades listed below. This hourly rate shall include the actual cost of labor, overhead, profit, insurance and all other costs with the exception of parts.

Trade (1)	Est. Hours (2)	Trade Hourly Rate (3)	Total (4)
A. Journeyperson*	20,000	\$ 70.00	\$ 1,400,000.
B. 1 st Year person/2 nd Year person	7,500	\$ 38.00	\$ 285,000.
C. 3 rd Year person/4 th Year person	7,500	\$ 42.00	\$ 315,000.
D.****Main Freezer Door & Specialized Non LL220 Base Rates	2,000	\$ 80.00	\$ 160,000.
E. Total Bid for Labor	[(4) A.+ (4) B.+ (4) C. + (4) D. = (4) E]		\$ 2,160,000.

**** Labor Rates not to exceed \$135.00 per hour for the specialized work.

*Unless otherwise pre-approved by the Department, only one (1) Journeyperson may be dispatched per work order, per day. For purposes of this bid, a standard "work crew" will include only one (1) Journeyperson. Two men work crew (1) Journeyperson and (1) 1st Year person or (1) 2nd Year person). Three men work crew shall consist of one (1) Journeyperson plus (2) 1st Year person or (2) 2nd Year person. The hours are estimates only, more or less may be required.

PART II: BID FOR PARTS

For the sole purpose of identifying a low bidder, the Department of Correction has estimated and assigned a dollar value to the cumulative value of parts anticipated to be used at all Department facilities, during the course of the Contract term. The results of such will be reflected in the markup percentage bid amount, and in your extended mathematical calculations. **Parts shall be marked up at no more than 10 percent over deals cost**

REVISED ADDENDUM 1

BID SHEET

PIN 072201033EHS

In the section provided on the next page, please indicate the total markup on the cost for parts. For example, if a 10% markup is billed, Multiply (D).10 by (E) \$270,000.00, which equals \$27,000.00 (F). Add \$27,000.00 (F) and \$270,000.00 (E) for Total Assigned Parts Value of \$297,000.00 (G).

PARTS

Markup on the cost of Parts = (D) 7 %

Assigned parts value estimate (for bidding purpose only) is (F) \$270,000.00

1. (D) 7 % x (E) \$270,000.00 = (F) \$ 18,900.

2. (E) + (F) = (G) 288,900. Total Cost of Assigned Parts Value

PART III: TOTAL BID AMOUNT

Please add the Part I, Total Bid for Labor and the Part II, Total Markup Assigned Parts Value (C + G). The number supplied in the box below will be used for the sole purpose of identifying a low bidder. Payment for all labor and material services rendered will be upon actual hours worked per trade title within the "work crew", and the list price, less discount, of the parts actually supplied.

GRAND TOTAL = MATHEMATICAL EXTENSION: (C + G)

(C) 2,160,000 + (G) 288,900. = \$2,448,900. (Grand Total/Bid Total)

Note: the Department reserves the right to make corrections to mathematical errors.

Grand Total/Bid Total in words

Two Million Four Hundred Forty-Eight Thousand Nine

Hundred and no/100----- DOLLARS.

Note: In the case of any discrepancy between the unit price in words and that in figures, the lowest unit price will be considered the price bid. All extensions and additions are subject to audit. In the case of a unit price bid with a mathematical error, DOC reserves the right to correct that error using the unit price as the basis for the unit total.