



NEW YORK CITY DEPARTMENT OF CORRECTION  
Joseph Ponte, Commissioner  
Ava B. Rice, Assistant Commissioner /ACCO

Central Office of Procurement  
Bulova Corporate Center  
75-20 Astoria Boulevard, Suite 160  
East Elmhurst, NY 11370

November 20, 2015

Office: 718 546-0690  
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**ADDENDUM # 3**

**Re: PIN 072201515SSD for On-Call Maintenance and Repair Services for Package HVAC units**

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 #3** to **072201515SSD**.

**QUESTIONS/CLARIFICATIONS**

Please replace the bid book page B-6 to B-8 with the attached revised bid sheet.

The following clause is added to this solicitation:

**Prevailing Wage Enforcement:** The Contractor agrees to pay for all costs incurred by the City in enforcing prevailing wage requirements, including the cost of any investigation conducted by or on behalf of the Agency or the Comptroller, where the City discovers a failure to comply with any of the requirements of this Article 37 by the Contractor or its Subcontractor(s). The Contractor also agrees that, should it fail or refuse to pay for any such investigation, the Agency is hereby authorized to deduct from a Contractor's account an amount equal to the cost of such investigation.

Additional clarifications to the questions in the previous Addendum:

**Question 1a:** Answer #4 provides the following definition of a crew: "*A crew will consist of one (1) journeyman and one (1) 3rd year apprentice or equivalent.*" Please explain what qualifies as an "equivalent".

**Answer 1a:** Remove the word "equivalent" from the spec. There is no equivalent to a 3rd year apprentice.

**Question 1b:** Please confirm that only apprentices duly registered with the New York State Department of Labor (NYS DOL), and working for companies with an approved/registered apprenticeship program, shall be allowed to work under this contract, as noted in Article 30 of the Contract?

**ADDENDUM # 3**

PIN 072201515SSD

**Answer 1b:** Yes

**Question 1c:** Are other companies without such apprenticeship program allowed to use apprentices on this contract?

**Answer 1c:** All vendors must be in compliance with NYSDOL requirements.

**Question 1d:** How does usage of 1 journeymen and 1 apprentice crew requirement affect the ratio as given by Article 30 of the Contract?

**Answer 1d:** Article 30 requires that 1:1 for the first journeyman and 1:3 for every journeyman thereafter. The contract specifies 1:1 for first crew and approval is needed for any crew with more than one journeyman. The requirement is consistent with Article 30.

**Question 2:** Answer #7 states that "PLA does not apply to this Contract". If this is the case, please delete all PLA references from the Contract, including the Part F, Attachment A.

**Answer 2:** PLA does not apply to this solicitation. Please delete/remove Part F, Attachment A and all references to PLA.

**BID DUE DATE**

The bid opening date is **Tuesday, December 1, 2015 @ 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: Pratibha Prabhu, ph: 718-546-0692 email: Pratibha.prabhu@doc.nyc.gov.

Your bid submission must contain the following:

- Section B completed
- 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 11/20/15**  
**BID SHEET**  
**PIN/EPIN: 072201515SSD/07215B0007**

Sample calculations for three discount percentages, 0.0%, 5%, and 20% are as follows:

Sample Discount Percentage (I1)	Sample Discount Value on \$500,000 = \$500,000 times discount percentage (J1)	\$500,000 less discount value (H1) – (J1)	Bid Price for Parts Value II.A (K1)
0.0%	\$500,000 x 0.0 = \$0	\$500,000 less \$0	\$500,000
5 %	\$500,000 x 0.05 = \$25,000	\$500,000 less \$25,000	\$475,000
20%	\$500,000 x 0.20 = \$100,000	\$500,000 less \$100,000	\$400,000

**II. A** Assigned parts value estimate (for bidding purpose only) is (H1) \$500,000

1. Discount Percentage (I1) \_\_\_\_\_% x (H1) \$500,000 = Discount Value (J1) \$ \_\_\_\_\_

2. **Bid Price For Parts Value II.A (H1) - (J1) = (K1) \$ \_\_\_\_\_**

**B. Systems, System Components, Parts and Materials not found on any manufacturer's or distributor's price list shall be the reasonable costs of the parts plus a contractor's mark-up of the total cost of the parts paid by the contractor.**

The Contractor shall include in his bid, provisions for parts and materials not found on any manufacturer's/distributor's price list in the amount of \$250,000 (L2) plus a markup. Sample calculations for the three markup percentages, 0.0%, 5% and 10% are as follows:

Sample Markup Percentage (M2)	Sample Markup Value on \$250,000 = \$250,000 times markup percentage (N2)	\$250,000 plus markup value (L2) + (N2)	Bid Price for OEM Parts (O2)
0.0%	\$250,000 x 0.0 = 0.0	\$250,000 + 0.0	\$100,000
5 %	\$250,000 x 0.05 = \$12,500	\$250,000 + \$12,500	\$262,500
10%	\$250,000 x 0.10 = \$25,000	\$250,000 + \$25,000	\$275,000

**II. B** Assigned parts value estimate (for bidding purpose only) is (L2) \$250,000

1. Markup Percentage (M2) \_\_\_\_\_% x (L2) \$250,000 = Markup Value (N2) \$ \_\_\_\_\_

2. **Bid Price For Parts Value II.B = (L2) +(N2) = (O2) \$ \_\_\_\_\_**

**PART III: Package HVAC Units**

Description	Estimated Quantity	Unit Bid Price	Sub-total
Package HVAC unit up to and including 5 tons	25		

**REVISED 11/20/15**  
**BID SHEET**  
**PIN/EPIN: 072201515SSD/07215B0007**

Provision of labor and materials **PART I: BID FOR LABOR**

**This contract shall be awarded in an amount not to exceed \$1,875,000.** The Department does not guarantee a minimum or maximum quantity of services or deliverables under this agreement. The quantities stated herein are for bid comparison purposes only.

**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. The hours are estimates only, more or fewer may be required

Trade (1)	Quantity Hours (2)	Trade Hourly Rate \$ (3)	Total \$ (4)
A. Journeyman – (Lead Mechanic)	10,000		
B. Weekend and non-holiday premium hours for Journeyman	300		
C. Holiday premium hours for Journeyman	300		
D. Additional Journeyman or Third Year Apprentice (only if registered with DOL)	5,000		
E. Weekend and non-holiday premium hours for Additional Journeyman or Third Year Apprentice	300		
F. Holiday premium hours for Additional Journeyman or Third Year Apprentice	300		
<b>G. Total Bid for Labor (Items A + B + C + D + E + F)</b>			

**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 discount percentage bid amount, and in your extended mathematical calculations.

**A. Systems, System Components, Parts and Materials for which there are available manufacturer's or distributor's price lists shall be discounted off manufacturer's/distributor's list price and such list prices shall be provided with invoices.**

The Contractor shall include in his bid, provisions for manufacturer's parts and materials in the amount of \$500,000 (H1) discounted by a percentage factor. The percentage discount shall be included below as part of this Part II of the Bid Sheet. Markups are not allowed; therefore, a cost factor greater than 1.0 may result in a non-responsive determination and shall be considered grounds for rejection of the bid.

**REVISED 11/20/15**  
**BID SHEET**  
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Package HVAC unit over 5, up to and including 8 tons	15		
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Description	Estimated Quantity	Unit Bid Price	Sub-total
Package HVAC unit over 8, up to and including 12 tons	10		
Package HVAC unit over 12, up to and including 15 tons	10		
Package HVAC unit over 15, up to and including 20 tons	10		
<b>Total Part III</b>			<b>\$ _____</b>

**PART IV: TOTAL BID AMOUNT**

Please add Part I, Part II. A, Part II. B and Part III. 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", the list price, less discount, or cost plus markup of the parts actually supplied.

<b>GRAND TOTAL</b>				
Part I \$ _____	+ Part IIA \$ _____	+ Part IIB \$ _____	+ Part III, \$ _____	= \$ _____ (Grand Total/Bid Total)
Grand Total/Bid Total in words				
_____ DOLLARS.				
<b>Note:</b> the Department reserves the right to make corrections to mathematical errors.				

The Estimate of Quantities included above 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 to and become part of every bid received. Bidders must satisfy themselves as to the accuracy of the foregoing estimate by personal examination of the location of the proposed work and surroundings thereof, and by such other means as they may prefer, and shall not, at any time after submission of their bids, dispute or complain of such estimate of Quantities, nor assert that there was any misunderstanding in regard to quantity or kind of material to be furnished or work to be done. No error or misunderstanding of the Bidder shall affect the validity of the bid made or the Contract entered into hereunder.