



NEW YORK CITY DEPARTMENT OF CORRECTION
Joseph Ponte, Commissioner
Ava B. Rice, Assistant Commissioner
Contracts and Procurement
Agency Chief Contracting Officer
75-20 Astoria Boulevard, Suite 160
East Elmhurst, NY 11370
Office: 718 546-0690
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July 14, 2016

ADDENDUM # 3

Re: PIN 072201629SSD for **On Call Maintenance Repairs, Replacement, and Diagnostic Services for package HVAC Units**

Dear Prospective Bidders:

Pursuant to section 3-02(i) of the Procurement Policy Board Rules, the Department of Correction (DOC) is issuing **Addendum #3** for PIN: **072201629SSD** to address questions that were submitted by prospective bidders.

Questions and Answers:

Question 1: Can you please clarify this section (PART II: BID FOR PARTS) for us to determine the discount? Can we buy the parts from anywhere and charge the Grainger catalogue price? How is this invoiced and with what supporting documents?

Answer 1: Since Grainger is not an exclusive refrigerant vendor, the contractor may go to the open market to ensure that the city receives the lowest price available. The contractor must provide the invoice and supporting documentation along with pictures of the part(s) if possible.

Question 2: Please provide a copy of the sign in sheet.

Answer 2: (Please see attached)

Question 3: Please provide copy of existing contract.

Answer 3: This request will have to be submitted to the FOIL unit. Please see the contact info below:

Laura S. Mello
Senior Counsel
FOIL Officer
NYC Department of Correction
75-20 Astoria Blvd.
East Elmhurst, New York 11370
(718) 546-0952 (p)
(718) 278-6001 (f)

Question 4: Please provide list of make, model and serial number for HVAC units to be serviced.

Answer 4: Bard, Trane, and Carrier-Additional requested information is provided in specification.

Question 5: In exhibit 1 there is a list of HVAC Package Units. There is a column for type of units. One of the types listed is “Hi boys”. What are Hi boys?

Answer 5: A Hi-boy is a self contained package unit located on the exterior side mount of a trailer.

Question 6: When a mechanic/service person arrives at Rikers, they start the security process. Does their billable time start when they begin the security process?

Answer 6: No, the mechanic time begins when they arrive and sign the VTF (Ventilation Task Force) sign-in log. It is recommended that the mechanics arrive at least a ½ hour before scheduled sign in time to report to (S.O.D) contractor trailer on the Queens side of the bridge.

Question 7: When a package HVAC unit is replaced, can an Air Conditioner Mechanic disconnect and reconnect power wiring, or is an electrician required?

Answer 7: A NYC Department of Correction Electrician will be present to disconnect and re-connect from the main power source.

Question 8: How is it decided what work requires 2 men or 1 man?

Answer 8: Each work order requires a mechanic and a helper.

Question 9: Is the scope of service defined by the manufacturer’s recommendations?

Answer 9: DOC inspects units and requests services as needed.

Question 10: Is there a schedule of inspections?

Answer 10: The scope of work includes monthly inspection of units. On Heat pumps, filters are replaced once a month as a part of preventive maintenance.

Question 11: The document states that DOC would like to be billed in 15 min increments. Can DOC also be billed in 30 minute or 60 minute increments also?

Answer 11: Yes.

Question 12: Will the contractor be provided with a secure room to store parts?

Answer 12: Yes, DOC provides three (3) cargo containers on Riker’s Island to store parts.

Question 13: Is there a work room that will be provided to the contractor to perform any onsite work if they cannot do it at the site of the unit?

Answer 13: No, unfortunately DOC does not have a repair shop available for contractor use on Rikers Island.

Question 14: Will you provide the contractor with a sample specification of a new unit installation?

Answer 14: On-Site new installation can be viewed from multiple locations.

Question 15: With regards to new installations, will you provide the contractor with an engineer on record?

Answer 15: Replacement in kind does not require engineer sign off.

Question 16: Please define final completion of work (w/Regards to work and payment).

Answer 16: Work is considered complete upon the review and approval of the final inspection letter for new installation.

Question 17: Are you holding 6% a year on all invoicing? If so, what are the calendar dates when this will be returned?

Answer 17: No, as per the schedule A of the Bid Book DOC has the right to retain 5 % for 6 months and once the inspection is verified, monies that are held will be released accordingly.

Question 18: Please clearly define retainage and security. Based on the documents neither are needed, but would like to clarify if a performance bond is needed.

Answer 18: **Retainage** is the right of the City pursuant to a contract and/or law to withhold from the invoice and retain a specified percentage of payment until such time as it is to be released pursuant to the contract and/or law. The **bid security**, assures the City of New York of the adherence of the bidder to its bid. As per schedule A of the contract Bid Book, a Bid Bond is not required.

Question 19: How do we bill DOC?

Answer 19: DOC may be billed by certified payroll package submitted by the authorized contractor. The contractor must timely supply all receipts, certified payroll and timesheets.

Question 20: What are the payment terms from the time the invoice gets to you?

Answer 20: Payment terms are based upon the completeness and accuracy of the submitted package. Please note that this process may take 45 days or longer.

Question 21: What accessories do you require on each unit, for example an economizer, a reheat coil etc.?

Answer 21: All units are to be maintained by industry standards.

Question 22: What voltage will each unit be?

Answer 22: The voltage of each unit will be 208; 230; 460; 480.

Question 23: Can we be provided with the plan specification from the engineer as per section C part 3b on page C-5?

Answer 23: For service job replacement in-kind the specifications are available on-site.

Question 24: On page C9 part 1 titled work teams, it's noted that 1 refrigeration and air conditioning service person III is required. Is that equivalent to local 638 Union 3rd year apprentice?

Answer 24: Yes

Question 25: Can we get a full equipment list with manufacturer model and serial numbers?

Answer 25: There is no list available.

Question 26: For the new units, what is the required lead time on the equipment?

Answer 26: The required lead time is five (5) days maximum.

Question 27: What is the basis of award for this contract?

Answer 27: This procurement is being processed as a competitive sealed bid. The contract will be awarded to the lowest responsive and responsible bidder.

Question 28: In the bid pricing it has 10,000 hours for journeymen but only 5,000 hours for service person level 3, even though in section C9 it states 1 team consists of 1 journeyman and 1 service person level 3. Shouldn't the hours in the bid sheet be the same for both?

Answer 28: Please see attached revised bid sheet.

Question 29: Who pays for a curb adaptor?

Answer 29: Curb adaptor prices should be included with unit pricing from the contractor.

Question 30: Who is responsible if gas piping needs to be altered?

Answer 30: In regards to refrigeration piping the contractor's mechanic is responsible.

Question 31: Who is responsible if the electrical wiring needs to be extended?

Answer 31: If electrical wiring needs to be extended the DOC electrician is responsible.

Question 32: If these units are side discharged, who is responsible for the duct work and transition pieces.

Answer 32: DOC is responsible.

Question 33: The latest Grainger catalogue does not have pricing in it, does this mean that the website should be used for pricing?

Answer 33: No, since Grainger is not an exclusive refrigerant vendor, the contractor may go to the open market to ensure that the city receives the lowest price available.

Question 34: What is required SEER (Seasonal Energy Efficiency Ratio) of the units that are to be installed?

Answer 34: 10 + SEER (Seasonal Energy Efficiency Ratio).

Question 35: What is the process for billing heat-pump replacement?

Answer 35: The contractor must submit the proposal for DOC-VTF review and approval.

Question 36: Will the units be billed at T&M with not to exceed prices as per the contract? See part 5 on bid sheet, page B-8. For example, if a 5-ton heat pump replacement is priced at \$5,000, what happens if the cost at T&M turns out to be \$6,000. Does the vendor bill \$6,000?

Answer 36: The unit bid pricing includes labor, material, and installation, excluding rigging.

Question 37: Will the heat pumps be billed at lump sum value?

Answer 37: No.

Question 38: What constitutes rigging costs? How will this be invoiced? For example, is it just the crane, or manpower to maneuver the equipment and direct the crane?

Answer 38: Rigging cost is when a unit is too heavy and has to be installed at a high location, to move safely and requires the rental of a crane. In regards to the invoicing of rigging cost to DOC, the contractor must provide written estimates for the job and have certified payroll for workers conducting this type of work on the job site.

Question 39: Will heat pumps need to be replaced with the same manufacturer and model or is it the same capacity at the contractor's discretion?

Answer 39: The heat pumps do not need to be replaced with the same manufacturer and model but the heat pumps must be of comparable quality.

Question 40: What will the process be for approving the heat pump replacement once it is deemed that the existing unit is in need of replacement?

Answer 40: The contractor must submit proposal for replacement which will be subject to DOC approval.

Question 41: Can a list be provided of all Vendex approved contractors for DOC?

Answer 41: This request will have to be submitted to the FOIL unit. Please see the contact info above (answer 3).

Bid Response Due Date

The Bid response due date is Thursday, July 21, 2016 @ 10:00 am. All responses must be submitted on or before the aforesaid date to the address included below.

Location:

NYC Department of Correction
Attention: Cameron Sutton Jr.
Bulova Corporate Center

75-20 Astoria Blvd, Suite 160 (A)
East Elmhurst, New York, 11370

- **Please submit this addendum with your Bid**



Agency Chief Contracting Officer

I acknowledge receipt of this addendum.

Bidder/Company Name (Print)

Authorized Representative (Print Name)

Authorized Representative (Signature) **Date**

Cameron Sutton Jr., Contract Manager, Special Projects

SIGN IN SHEET

Pre-Bid Meeting: Pin # **072201629SSD** – On Call Maintenance, Repairs, Replacement and Diagnostic Services for package HVAC units at various DOC facilities

Date: June 28, 2016 Time: 9:00AM

Location of Pre-Bid Conf. Meeting: DOC Headquarters – Bulova Corporate Center 75-20 Astoria BLVD, East Elmhurst, NY 11370 (Suite 160)

PRINT NAME	SIGNATURE	TELEPHONE #	COMPANY	E-Mail Address	M/WBE (Yes or NO)
EAST COAST Refrigeration	<i>C. Kaiser</i>	631-249-4556	EAST COAST Refrigeration	CK@eastcoastrefrig.com	NO
Jeff Tempone	<i>J. Tempone</i>	631-249-4556	EAST COAST Refrigeration	JT@eastcoastrefrig.com	NO
MATTEO ZIN GARO	<i>M. Zin Garo</i>	(914) 371-2387	INFINITY C.S.E	M.ZIN GARO@INFINITY.COM	YES
RICHARD HOPWOOD	<i>R. Hopwood</i>	631-461-2879	INFINITY CONTRACTING	R.HOPWOOD@INFINITYCS.COM	YES
Babatunde Akowe	<i>B. Akowe</i>		DOC		
Hilary Flanagan	<i>H. Flanagan</i>	718-720-5502	Acme Industrial	hilary@acmepair.com	NO
Megan Massey	<i>M. Massey</i>	347-931-2222	Carrier	megan.s.massey@carrier.utsi.com	NO
Kareem Alibakas	<i>K. Alibakas</i>	718-546-0659	DOC / COP	Kareem.Alibakas@doc.ny.gov	—
Thomas J. Succi	<i>T. Succi</i>	718-546-8676	DOC / FMES	Thomas.Succi@doc.ny.gov	—
Cameron Sutton Jr.	<i>C. Sutton Jr.</i>	718-546-0771	DOC / COP	cameron.sutton@doc.ny.gov	—

BID SHEET
PIN/EPIN: 072201629SSD/07216B0009

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. Refrigeration and Air Conditioner Mechanic	7,500		
B. Weekend and non-holiday premium hours for Refrigeration and Air Conditioner Mechanic	300		
C. Holiday premium hours for Refrigeration and Air Conditioner Mechanic	300		
D. Additional Refrigeration and Air Conditioner Mechanic or Refrigeration and Air Conditioner Service Person III	7,500		
E. Weekend and non-holiday premium hours for additional Refrigeration and Air Conditioner Mechanic or Refrigeration and Air Conditioner Service Person III	300		
F. Holiday premium hours for additional Refrigeration and Air Conditioner Mechanic or Refrigeration and Air Conditioner Service Person III	300		
G. Total Bid for Labor (Items A + B + C + D + E + F)			

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. System Components, Parts and Materials on Grainger catalogue shall be discounted off catalogue list prices 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.