



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  
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July 20, 2016

**ADDENDUM # 4**

**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 #4** for PIN: **072201629SSD** to notify prospective bidder's of an extension of the Bid response due date and to address questions that were submitted by prospective bidders.

**Bid Response Due Date**

The Bid response due date has been extended to **Thursday, July 28, 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

**Questions and Answers:**

**Question 1:** Is there an equipment list with model numbers and serial numbers for all of the units that are included in this bid?

**Answer 1:** Please see addendum #3, answer # 25

**Question 2:** If there is an equipment list with model and serial numbers, can you provide it to the bidders?

**Answer 2:** Please see addendum #3, answer # 25

**Question 3:** Where will pricing for the filters go on the bid sheet?

**Answer 3:** The prices for the filters are payable under labor and material.

**Question 4:** Can you please provide extensive clarity on page C-13, section "3", subsections "g" – "I"?

**Answer 4:** The bid requires that the contractor bid a mark down percentage (discount) against the Grainger listed catalogue prices. A contractor's mark down is at the discretion of the contractor.

**Question 5:** Regarding section 3, subsections "g"- "I" on page C-1; what if a company doesn't get a discount from Grainger?

**Answer 5:** Please see addendum #3, answer # 1.

- **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**