

Steven Banks
Commissioner

January 23, 2015

Martha A. Calhoun
General Counsel

Dear Prospective Bidders:

Vincent Pullo
Agency Chief
Contracting Officer

For your information, this **Addendum #1** for the contract to provide **Paternity Testing Services (PIN 15BSECH00101/ EPIN 09614B0016)** contains the "**Hiring Requirement Exemption Request Form**" (attached hereto as **Exhibit 1**) from HRA's hiring requirement delineated in **Article 19** of the contract.

180 Water Street
New York, NY 10038

Pursuant to Article 19 of the contract, the contractor can make a request for an exemption within thirty (30) days after the commencement date of this contract. Please note that the form does not have to be submitted with your bid.

929 221 6347

Attached as Exhibit 2 is a copy of the attendance sheet from the pre-bid conference held on Tuesday, January 6, 2015.

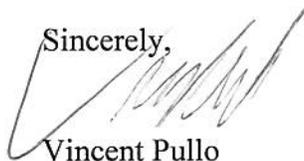
Attached as Exhibit 3 is a copy of the pricing information for the current vendor Laboratory Corporation of American Holdings.

The answers to questions from prospective bidders is on Attachment A.

In addition, the Local Law 1, Minority-Owned and Women-Owned Business Enterprises (MWBE) Requirement is not applicable to this contract.

Please be advised that the last day for questions was **Friday, January 9, 2015**. In addition, the bid due date is extended to **Tuesday, February 3, 2015 at 3:00 p.m.** Bids received after the bid due date and time are late and shall not be considered. Your interest in doing business with the City of New York is appreciated.

Sincerely,



Vincent Pullo

- Exhibits:
1. Hiring Requirement Exemption Request Form
 2. A copy of the attendance sheet from the pre-bid conference held on Tuesday, January 6, 2015
 3. A copy of the pricing information for Laboratory Corporation of America Holdings

**Paternity Testing Services
PIN 15BSECH00101/EPIN 09614B0016**

Question 1

Please confirm our understanding that the only forms listed on pages V, 13, 83 and 21-2B and 22 need to be completed and submitted as part of an Offeror' proposal or please identify any additional forms (by page # and form title) that are required that are not listed above.

Answer 1

Yes, the forms indicated on pages 13 and 83 are required documents that are to be submitted. The documents listed on page V are the notary pages for the Statements and Representations of Bidder located on page 23 which is to be submitted with the bid.

Question 2

Please identify which page or form is the "Bid Form" and which page or forms is the "Vendor Information Sheet" spoken of on pages 13 and 83.

Answer 2

The "Bid Form" consists of pages 21, 21A and 21B while the "Vendor Information Sheet" is labeled as Part II. Bid Documents. Application for Qualification located on pages 16, 17, 18, 19 and 20.

Question 3

Is it necessary to submit a completed version of the form seeking information regarding the reasons a potential Offeror is not submitting a proposal if the Offeror is bidding on this project?

Answer 3

No. This form is a "No-Bid" response form and is submitted only by vendors who are not submitting a bid price on the project.

Question 4

Please confirm that no forms dealing with "Bid Security" are required.

Answer 4

A security deposit is not required for this contract and therefore no forms dealing with "Bid Security" are required.

**ADDENDUM #1
Attachment A**

January 23, 2015

**Paternity Testing Services
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Question 5

Page 13 references Schedule B –Subcontractor Utilization Plan however the Schedule B provided as part of the solicitation is entitled M/WBE Participation Plan. Is the Schedule B – M/WBE Participation Plan provided as part of the proposal the correct document , or if not how can we obtain of copy of Schedule B – Subcontractor Utilization Plan?

Answer 5

The Schedule B- M/WBE Participation Plan is the correct document and is the same as the Schedule B- Subcontractor Utilization Plan that is referenced on page 13. However, the M/WBE Participation Plan is not applicable to this contract.

Question 6

Is it necessary to sign and return the Confirmation of Broker form on page 73 with the proposal or after notice of award?

Answer 6

The Certification by Broker on page 73 may be submitted with the bid. However, the document will be requested from the vendor who is under consideration for the contract award.

Question 7

Page 74 appears to be the signature page for Part III Agreement which is a Contract. Is it necessary to sign and return this item with the bid or after notice of award?

Answer 7

The signature page on page 74 will be requested from the vendor who is under consideration for the contract award.

Question 8

Section 2.2.b on page 1 of the solicitation indicates that divider tabs are not allowed if they are larger than 8.5" X 11" of 8.5" x 14". While the tabs we would like to use are 8.5" X 11" they do have small labels extending from the right edge of the page that are approximately 3/8" X 1". Given the benefit these dividers provide in organizing information in the proposal for easier review at the agency may we use this type of divider tab?

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Answer 8

Yes. The use of 8.5 x 11" tabs with labels extending 3/8" x 1" from the right edge of the page are acceptable.

Question 9

What information will be read aloud at the bid opening?

Answer 9

The total bid amount submitted by the vendors as well as the vendor's name will be read aloud at the bid opening.

Question 10

Will it be possible for Offerors to acquire a copy of the information read aloud at the bid opening if they are not present?

Answer 10

Yes. The bid opening results will be posted on the Human Resources Administration (HRA) website under the section entitled "Doing Business with HRA/ Competitive Sealed Bids".

Question 11

Can you direct us to Page i spoken of in the following specification on page 2 of the solicitation?

5.1 For particulars as to this procurement, including quantity and quality of the purchase, extent of the work or labor to be performed, delivery and performance schedule, and any other special instructions., prospective bidders are referred to the Invitation For Bids documents. A copy of the documents can be obtained at the locations set forth on Page i.

Answer 11

Page i is the Bid Information Page labeled as Page I.

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Question 12

Given that the M/WBE goals have been set at 0% for this solicitation does the Prime Contractor need to obtain a waiver as described on page 2 of 6 on Schedule B?

Answer 12

No, since the MWBE goals are set at 0% a TSP waiver is not required. In addition, the Schedule B- M/WBE Participation Plan is not applicable to this contract.

Question 13

If a waiver is required will the Offeror be deemed responsive regarding their submission of Schedule B if request for a full waiver has been submitted but approval has not been granted/received by the requesting Offeror prior to the due date for proposals?

Answer 13

A TSP waiver is not required for this contract since the MWBE goal is set at 0%. In addition, the Schedule B- M/WBE Participation Plan is not applicable to this contract.

Question 14

The table on page 14 lists a requirement for additional insured coverage. Would the agency find it equally satisfactory to be listed as certificate holder rather than additional insured?

Answer 14

Certificates of Insurance submitted to the agency are required to have the following language in the Description Box: "The City of New York including its officers and employees are named as additional insured." It is acceptable to list the Human Resources Administration as the certificate holder. However, it is not a substitute for naming the City of New York as additional insured.

Question 15

Will a copy of a business license for each location be an acceptable form of proof that the Offeror has the ability to occupy and operate physical facilities as spoken of in section 3.E.5 on page 81?

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Answer 15

No. Acceptable forms of proof include copies of leases, deeds and letters of intent from landlords.

(Reference Section 3 (E) (5) of the specifications.)

Question 16

Are we correct in our understanding that only one original version of the proposal and one registration copy of the proposal are being requested?

Answer 16

Only one original version of the bid response is required.

Question 17

Is it acceptable to the agency to identify the original version of the proposal by marking it with the word "ORIGINAL" and having all signatures signed in blue ink?

Answer 17

Yes. Stamping the bid response with the word "Original" and having all signatures in blue ink is acceptable.

Question 16

If a vendor has an accurate and current set of Vendex Forms already submitted with NYC, what, if anything does that vendor need to submit for purposes of compliance with the bid submission requirements other than a Certification of No Changes?

Answer 16

No additional documents are required for purposes of compliance with the bid submission requirements. The Vendex documents will be requested from the vendor who is under consideration for the contract award.

HUMAN RESOURCES ADMINISTRATION

HIRING REQUIREMENT EXEMPTION REQUEST

Name of Contractor: _____

Address: _____

Contact Person: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

MAIL COMPLETED FORM TO: BUSINESS LINK - CONTRACTOR HIRING UNIT (C.H.U.)
348 WEST 34TH STREET
NEW YORK, NY 10001

Requests should be submitted as soon as your documentation is ready. Select only **one** boxed section below, and **one** subsection. Use the appropriate language (Exemption or Partial Exemption) on all accompanying materials. This request must be signed by an officer of your organization and notarized.

The undersigned hereby requests the following for *Fiscal Year 2012*, from July 1, 2011 – June 30, 2012

I. COMPLETE EXEMPTION from the hiring requirement because:

- a) New York City workforce is less than 20. (**Attach** a list of your NYC staff by title.)
- b) We have no entry level workers on our payroll. (**Attach** a list of your NYC staff by title.)
- c) A valid collective bargaining agreement covers all of our entry-level positions and limits us to a hiring pool which does not include Cash Assistance recipients. (**Attach** a copy of the applicable provisions and a list of your NYC staff by title.)
- d) Complying with the hiring requirement would cause extreme hardship. (**Attach** a description of the hardship.)

II. PARTIAL EXEMPTION / REDUCTION in the hiring requirement to _____ workers because:

- a) Our New York City workforce totals _____. The current hiring requirement exceeds 10% of our workforce. (**Attach** a list of your NYC staff by title.)
- b) We have _____ entry level workers on our payroll. (**Attach** a list of your NYC staff by title.)
- c) A valid collective bargaining agreement covers _____ of our entry-level positions and limits us to a hiring pool which does not include Cash Assistance Recipients. (**Attach** a list indicating the entry-level positions covered and a copy of the applicable provisions.)
- d) Complying with the hiring requirement would cause extreme hardship. (**Attach** a description of the hardship.)

Your request will be processed in an expeditious manner, and you will be notified of the disposition. If you have any questions you may call the Contractor Hiring Unit at (212) 643-2881 ext. 3128.

**ATTACH ALL REQUIRED DOCUMENTS
OR YOUR REQUEST WILL NOT BE PROCESSED**

I affirm that the above information is true under the penalties of perjury.

Signature

Title

Date

State of { _____ }

County of { _____ }

On this the _____ day of _____, 20____, before me personally came

_____, known to be the individual described herein
and who executed the foregoing instrument.

Notary Public

EXHIBIT 2

HUMAN RESOURCES ADMINISTRATION
OFFICE OF CONTRACTS

PRE-BID/PROPOSAL CONFERENCE ATTENDANCE SHEET

PIN # 15BSECH00101/ EPIN # 09614B0016

PROJECT NAME: PATERNITY TESTING SERVICES

DATE: JANUARY 6, 2015

PROJECT DESCRIPTION: PATERNITY TESTING SERVICES

PLEASE PRINT CLEARLY

COMPANY NAME	CERTIFIED		STREET ADDRESS CITY, STATE, ZIP	NAME OF ATTENDEE	PHONE #	FAX#	E-MAIL
	MBE	WBE					
LabCorp				Prince Miles	336-436-7446		Prince.miles@labcorp.com
LabCorp				Marcus Howard	336-436-7422		Howmhd@labcorp.com
Med Rite				William Mills	901-394-7985		William.mills@medrite.com

MWBE Officer / Designee Authorization

Name _____ Title _____ Signature _____

It is hereby certified that all attendees were provided with the following information relating to MWBE contract requirements for the resulting contract from this solicitation: an explanation of MWBE contract requirements; a review of how to properly complete Schedule B to ensure a responsive bid and request a waiver; the consequences for prime contractors that demonstrate non-compliance; an overview of the Online Directory; and the SBS Prime contractor resource sheets: "Assistance Contacts for Primes" and "Online Directory tips".

EXHIBIT 3

(Statement of work and period of performance):

E-PIN #: 09611B0050

PIN# 069-12-310-0002

SCOPE: PATERNITY TESTING

PERIOD OF PERFORMANCE: THIRTY-SIX (36) MONTHS FROM DATE OF REGISTRATION

ESTIMATED CONTRACT COSTS: \$768,000.00 (ENTER FROM PAGE 27B)

(ESTIMATED CONTRACT COST IN WORDS)

Seven hundred sixty-eight thousand DOLLARS

NOTE: In case of discrepancy between the amount in figures and the amount in words the lesser amount will apply.

2. THE UNDERSIGNED, in submitting this bid, expressly states and represents as set forth in Section C of this Part II;
3. THE UNDERSIGNED hereby certifies to the truth and accuracy of all figures and answers contained in the Application for Qualification (Section A hereof), and authorizes the Department to make any necessary examination of the books of account, records and vouchers of the bidder or other investigation to determine its responsibility.

BIDDER (Print) Laboratory Corporation of America Holdings

BY Angie R. Miller
(Signature of Person Authorized to sign this bid)

Angie R. Miller, Contract Manager
[Type name and title (if any)]

Instructions and Notes:

1. **Type of Test** – Here the Agency has listed the type of tests the contractor will have to perform under this contract.
Please note, this list is not exhausted, over the life of the contract; the Agency may require additional paternity testing on other categories. The standards and guidelines outlined in these specifications will apply to any and all additional categories. The price will be open to negotiation.
2. **Number of Parties to be Tested** – The Agency has listed the number of parties that will need testing.
3. **Proposed Return Time for Results** – The contractor is to state the time frame they will return the test results to the Agency. *This time frame must not exceed four (4) weeks from date of request.*
4. **Proposed Cost per Party Tested** – The contractor is to state the amount charged for one person/party tested as each person/party has been accounted for in the Estimated Volume (Per Year).
5. **Estimated Volume (Per Year)** – The Agency has placed estimated yearly volume for the listed type of test.
Please note, the estimated volume of work is inexact and solely for the purpose of providing a basis for approximating the anticipated level of service.
6. **Sub-total Cost** – This is the total of the Proposed Cost per party tested multiplied by the Number of Parties to be Tested by the Estimated Volume Per Year.
7. **Total Cost per Year** – This is the sum of the Sub-total Costs.
8. **Total three (3) Year Cost** – This is the Total Cost per year multiplied by three (3).
9. **Three-Year Cost in Words** – The contract is to write out in words the sum they have arrived at for the Total three (3) year cost.
10. **Authorized Signature** – The person within the contractor's organization with the authority to bind the contract company (or their representative) must sign the bid sheet.
11. **Title** – The title of the person who signed the bid sheet.
12. **Date** – Date bid sheet was signed.

BID SHEET

TITLE: Paternity Testing

PIN: 069-12-310-0002

CONTRACTOR NAME: Laboratory Corporation of America Holdings

(ALL COSTS ASSOCIATED WITH THE DELIVERY OF SERVICES IDENTIFIED IN THESE SPECIFICATIONS ARE TO BE FACTORED INTO THE PROPOSED PAYMENT RATES)

Type of Test	Number of Parties to be Tested	Proposed Cost per Party Tested	Estimated Volume (Per Year)	Sub-Total Cost (Proposed Cost per Party Tested x Number of Parties Tested x Estimated Volume)
3 Party Test	3	\$40.00	1600	\$192,000.00
2 Party Test	2	\$40.00	240	\$19,200.00
Newborn Test	1	\$40.00	400	\$16,000.00
Homebound Mobile Testing	2	\$40.00	120	\$9,600.00
DIFSA Test	1	\$40.00	240	\$9,600.00
Incarcerated Test	1	\$40.00	240	\$9,600.00

Total Cost per Year: \$256,000.00

Total three (3) Year Cost: \$768,000.00

Total Cost per Year x 3

Three-Year Cost in Words Seven hundred sixty-eight thousand dollars
This is your bid amount

Authorized Signature: Angie R. Miller

Name: Angie R. Miller

(Please print name of Authorized Signatory)

Title: Contract Manager

Date: 9-21-11

