

NYC
**Human Resources
Administration**
Department of
Social Services
Office of Contracts

W-2-196
Rev. 03/15

Steven Banks
Commissioner

Martha A. Calhoun
General Counsel

Vincent Pullo
Agency Chief
Contracting Officer

150 Greenwich Street
New York, NY 10007

929 221 6347

July 10, 2015

Dear Prospective Bidders:

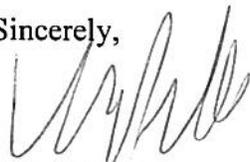
For your information, this **Addendum #1** for the contract to **provide Mail Pick-up and Delivery Services- (PIN 16BSEMI00501 / EPIN 09615B0014)** contains the a copy of the attendance sheet from the pre-bid conference held on Tuesday, June 16, 2015, the current vendor's pricing information and the correct Prevailing Wage Schedule (attached hereto as **Exhibits 1, 2, & 3**).

In addition, the bid due date is extended to **Friday, July 17, 2015 at 11:00 a.m.** Bids received after the bid due date and time are late and shall not be considered. An addendum answering all questions submitted in writing will be released shortly thereafter.

Additionally, all bidders are on notice of the security requirements of 4 World Trade Center (150 Greenwich Street, New York, NY 10007). In order to enter the building, individuals must have a government issued ID. All packages are subject to go through an X-ray machine before entering the building. It is the bidders' sole responsibility to provide itself enough time to enter the building and submit their bid, and is cautioned that sufficient time and planning should be allotted to do so.

Your interest in doing business with the City of New York is appreciated.

Sincerely,



Vincent Pullo

Exhibits:

1. A copy of the attendance sheet from the pre-bid conference held on Tuesday June 16, 2015
2. Copy of current vendor's pricing information
3. Correct Prevailing Wage Schedule

**ADDENDUM 1
Attachment A**

**Mail Pick-up and Delivery Services
(PIN: 16BSEMI00501 / EPIN: 09615B0014)**

Question 1

The cargo capacity of a 35,000 lbs. truck is large and requiring a CDL licensed driver is an additional expense. We believe this to be over capacity and will result in higher bids.

Answer 1

As indicated in the specifications a 35,000 lb. truck with air brakes and a licensed CDL driver may be requested at any time during the contract term. The truck would be used to transport large amounts of mail for special projects on an as needed basis. However, the selected vendor will be notified at least 24 hours in advance by HRA/MIS when the truck will be needed.

Question 2

The prevailing wage sent with this bid is for construction, we don't know of any existing prevailing wage for courier service. Please provide the correct Prevailing Wage Schedule for this contract.

Answer 2

Please refer to Exhibit 3 for the correct Prevailing Wage Schedule under the "Mover-Office Furniture and Equipment" section (pg. 19) issued by the NYC Office of the Comptroller.

Question 3

What is the definition of "a trip"?

Answer 3

A "trip" is defined as beginning at a location and ending at another location. For example, the vendor will pick-up mail at a specified HRA location, ending at a designated Post Office would be considered one (1) trip. If a vendor is notified by HRA/MIS to return from the Post Office to the HRA location to bring back supplies would be considered a separate trip. However, please note, if the vendor returns to HRA/MIS because they did not bring a vehicle with sufficient capacity to transport mail, HRA will not pay for any additional trips and may assess liquidated damages. Please refer to specifications (*Section 15 Liquidated Damages*).

Question 4

What is the definition of “Round Trips and are all trips “Round Trips”?

Answer 4

There are no “Round Trips” for this contract, each “trip” will be considered as a separate instance as it is described in Answer #3. The majority of trips do not require returning back to the starting location except if a representative from HRA/MIS notifies you in advance. If you are notified to return to the starting location, you will be paid accordingly.

Question 5

How many trips were performed in 2012, 2013 and 2014? Also, are you expecting an increase or decrease trips from the prior year?

Answer 5

A current list of “trips” is not available. However, in the years mentioned, trips were made daily except on Sunday. Additionally, we cannot determine if the amount of “trips” will increase or decrease as additional mailings for special projects may arise during the contract term.

Question 6

For the purpose of this Bid, are all trips (Brooklyn, Bronx, and Manhattan) considered equal?

Answer 6

Yes.

Question 7

How many trips per year are from Greenwich Street, Church Street and Garrison Avenue?

Answer 7

Presently there are no trips made to or from these locations; however, a Contractor may occasionally be required to pick up or deliver mail to these HRA locations.

Question 8

Please confirm if the start time is at 3 p.m.?

Answer 8

The start time will be 3:00 PM.

Question 9

Does a contact person from vendor's company need to be available 24/7?

Answer 9

A contact person does not need to be available 24/7; however, they must be available from 6 AM to 8 PM.

HUMAN RESOURCES ADMINISTRATION
OFFICE OF CONTRACTS
PRE-BID CONFERENCE ATTENDANCE SHEET

PIN # 168SEM00501/E/PIN # 096158B0014 PROJECT NAME: MAIL PICK-UP AND DELIVERY SERVICES
 Pre-Bid Conference at 11:00 a.m. PROJECT DESCRIPTION: MAIL PICK-UP AND DELIVERY SERVICES
 DATE: June 16, 2015

EXHIBIT 1

PLEASE PRINT CLEARLY

COMPANY NAME	CERTIFIED		STREET ADDRESS CITY, STATE, ZIP	NAME OF ATTENDEE	PHONE #	FAX#	E-MAIL
	MBE	WBE					
Admiral Courier Service	-		1821 30 th Street NW NW 11206	Bibi (Doreen) Balfit	212-714-3581	-	donna@admiralcourier.com
Makelady			314 Scholer St. Bankton AL 36006	Jerry Tuckey	206-872-8591		ITuckey@Makelady.com
MICROTECH			47-11 AUSTIN ROAD, Hightstown NJ 08520	MICROTECH KRAMER	609-777-3770	-	MICROTECH@MICROTECH.COM
ITC/ITC/ITC/ITC/ITC			35 BROWNSHIRE RD Hightstown NJ 08520	Ston Trade	856-349-5854		Ston@itc.com
A-1 TRANSPORTATION			2226 MARIS AVE WINDY HILL NJ 07093	MARCUS KASIMANA	908-778-5065		kasimana@casoneonline.com
DELUXE DELIVERY			64 W 48 ST NY NY 10018	LELAT BANCHE	212-376-4500		lelat@deluxedelivery.com

M/WBE Officer / Designee Authorization
 Name: Doreen Mylon-Summers Title: Director, Vendor Integrity
 Signature: [Signature]
 Name: Mylae Director Signature: [Signature]

It is hereby certified that all attendees were provided with the following information relating to M/WBE contract requirements for the resulting contract from this solicitation: an explanation of M/WBE 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 SSS Prime contractor resource sheets; Assistance Contacts for Printers and Online Directory tips.

(Statement of work and period of performance):

E-PIN #: 09612B0018

PIN #: 069-13-310-6005

SCOPE: Daily Pickup and Delivery Services of Mail

PERIOD OF PERFORMANCE: TWO (2) YEARS FROM DATE OF REGISTRATION

ESTIMATED CONTRACT COSTS: \$ 168,448.00 (ENTER FROM PAGE 23A)

(ESTIMATED CONTRACT COST IN WORDS)
One hundred ~~and~~ sixty eight thousand
four hundred ~~and~~ forty eight 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) _____

BY _____
(Signature of Person Authorized to sign this bid)

[Type name and title (if any)]

Attest:

(Corporate Seal)

Amuel R...
(Secretary of Corporate Bidder)

VENDOR INFORMATION

Company Name: DELUXE DELIVERY SYSTEMS INC

Address: 64 WEST 48TH STREET

City, State, Zip Code: NEW YORK, NY 10036

Remit Address: SAME

City, State, Zip Code:

Fed Tax Id #: 13-3460676

Name/Authorized Representative: YOINDRA RAMNARAYAN

Email Address: ryan@deluxedelivery.com

Phone #: 212-376-4500

Fax #: 212-293-0395

Signature: x

Date: 4-15-13

OFFICE OF THE COMPTROLLER, CITY OF NEW YORK
§230 PREVAILING WAGE SCHEDULE

24 years.....twenty-five (25) days
Plus 5 Personal Days

EXHIBIT 3

(Local #813)

MOVER - OFFICE FURNITURE AND EQUIPMENT

Heavy and Tractor Trailer Truck Driver

Tractor-trailer combination or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW)

Effective Period: 7/1/2014 - 6/30/2015

Wage Rate per Hour: \$22.48

Supplemental Benefit Rate per Hour: \$5.13

Light Truck Driver

Effective Period: 7/1/2014 - 6/30/2015

Wage Rate per Hour: \$18.89

Supplemental Benefit Rate per Hour: \$5.13

Laborer and Freight, Stock, and Material Movers, Hand

Effective Period: 7/1/2014 - 6/30/2015

Wage Rate per Hour: \$17.59

Supplemental Benefit Rate per Hour: \$5.13

Overtime

Time and one half the regular rate after an 8 hour day.

Time and one half the regular hourly rate after 40 hours in any work week.

(Based on data from NYS Department of Labor Occupational Employment Statistics and US Department of Labor Bureau of Labor Statistics)

REFUSE REMOVER

Refuse Remover

Effective Period: 7/1/2014 - 6/30/2015

Wage Rate per Hour: \$29.54

Supplemental Benefit Rate per Hour: \$5.13

Overtime