

Steven Banks
Commissioner

July 21, 2015

Martha A. Calhoun
General Counsel

Dear Prospective Bidders:

Vincent Pullo
Agency Chief
Contracting Officer

For your information, this **Addendum 2** for the contract to provide **Equipment Pick-up & Delivery Services – (PIN 16BSEMI00401 / PIN 09615B0013)** contains the revised bid sheet, previous vendor's pricing information and the correct Prevailing Wage Schedule. (attached hereto as **Exhibits 1, 2 & 3**).

150 Greenwich Street
New York, NY 10007

The answers to questions received from prospective bidders are on Attachment A. The revised bid sheet (pg. 21A-R), and correct Prevailing Wage Schedule (Exhibit 3) should replace the original pages in the solicitation.

929 221 6347

In addition, the bid due date is **Thursday, July 30, 2015 at 11:00 a.m.** Bids received after the bid due date and time are late and shall not be considered.

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. Revised Bid Sheet
 2. Copy of previous vendor's pricing information
 3. Correct Prevailing Wage Schedule

July 21, 2015

ADDENDUM 2

ATTACHEMENT A

Equipment Pick-Up & Delivery Service

(PIN 16BSEMI00401 / EPIN 09615B0013)

QUESTION 1

According to page 87, *Section C.3*. "Contractor shall respond to all emergency situations and arrive at the affected site within four (4) hours of notification by HRA. Are the 4 hours during normal business hours?"

ANSWER 1

The Contractor shall respond to all emergency situations and arrive at the affected site within four (4) hours of notification by HRA during business hours (9:00 a.m.-5:00 p.m.) and/or off business hours (5:00 p.m.-12:00 a.m. or Saturday and Sunday 9:00 a.m.-5:00 p.m.).

QUESTION 2

According to page 86, *Section B.6*. "Three (3) copies of a final dispatch form containing a list of equipment to be supplied by the Contractor at the time of pick-up." Where would the contractor get the list of equipment from?

ANSWER 2

The list of equipment will be forwarded to the Contractor as part of the written Work Request.

QUESTION 3

According to page 87 *Section C.3*. "Contractor shall respond to all emergencies...", and page 92 *Section I.3*. "On occasion the Agency may require the Contractor to provide a vehicle after hours / weekends." Based on past contract performance how often will emergency and/or after hours work be required?

ANSWER 3

Based on the previous contract, emergency response during off hours was required (10) times during the contract term. However, HRA/MIS cannot predict the frequency or magnitude of future emergencies that may arise during the term of this contract.

QUESTION 4

According to page 97 *Section 14B LIQUIDATED DAMAGES* states " If the contractor fails to provide personnel, vehicle(s), or equipment as specified within twenty-four (24) hours an oral Work request from an Agency representative (or designee), the Agency will deduct (fourteen) 14 hours from the next month's invoice as liquidated damages. We would prefer that it states written work request, not an oral request.

ANSWER 4

The initial Work Request will be oral but followed by a written request as indicated in the specifications "Normal Work Procedure" (page 86, Section B. 1.) Only in case of an emergency, the oral Work Request may not be followed by a written request. However, a Final Dispatch Form shall still be required as specified on page 87, C. 1. Therefore, the original language stated in the specifications will remain.

ITEM No.	DESCRIPTION*	UNIT	(A) Quantity **	(B) Prevailing Wage Rate	(C) Supplementary Benefits	(D) Over-head and Profit	(E) = (B) + (C) + (D)	(F) = (A) x (E) Total		
1	LABOR Light Truck Driver	HOUR	5,280	\$18.81	\$5.45		\$	-		
		Laborer and Freight, Stock and Material Movers, Hand	HOUR	8,880	\$15.71	\$5.45		\$	-	
		TOTAL ITEM 1 - LABOR						\$	-	
2	VEHICLES Twenty (20) foot box truck per hour	HOUR	3,480					\$	-	
		Twenty-four (24) foot box truck per hour	HOUR	1,800					\$	-
		TOTAL ITEM 2 - VEHICLES							\$	-
3	MATERIAL Shrink Wrap, roll, 18" x 1500"	EACH	75					\$	-	
		Commercial Bins (20 - 30 Cu. Ft)	EACH	175					\$	-
		Pallet	EACH	100					\$	-
		TOTAL ITEM 3 - MATERIAL							\$	-
4	OTHER CHARGES Elevators, Toll Bridges and Tunnels	LOT	1		\$50,000.00			\$50,000.00		
		TOTAL ITEM 4 - OTHER CHARGES						\$50,000.00		
		TOTAL BID - SUM OF TOTALS FOR ITEMS 1, 2, 3, & 4							\$50,000.00	

* Laborer classifications shown are taken from the New York State Labor Law 230 for Building Service employees.

** The quantities above are for bid comparison purposes only and are not to be construed as guaranteed or estimated quantities for this Contract.



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BID SHEET BT14-185-Pick-Up and Delivery Services

Vincent Pullo
Agency Chief
Contracting Officer

Opening Date: September 24, 2014
Closing Date: September 29, 2014 at 5 p.m. local time
Conducted by: Boris Tsyman: Phone: 718-510-0533; Fax: 917-639-9353;
Email: tsymanb@hra.nyc.gov

180 Water Street
New York, NY 10038

929 221 6347

Total Amount: \$ 96,700.00

- HRA/MIS, a local government **tax exempt** organization, intends to establish an On-Call **Pick-up and Delivery Services** contract
- The estimated contract period is 11/01/2014 thru 10/31/15. The exact contract period will be specified after the closing date
- Open the attached specifications. The vendor must satisfy to all the specifications' requirements
- The bidder must fill out the attached Bid Table, Calculation of the Yearly Contract Amount
- Please email (**preferably**) or fax **completed bid sheet and the bid table** prior to the closing date. Any bid response sent after the closing date will be deemed as non-responsive
- As per the terms of the Small Purchase limit all bids **are not to exceed \$100,000.00**
- **The responsive and responsible vendor which offered the lowest price** will be awarded the Purchase Order
- HRA reserves the right to cancel or modify this contract with 30 day notice
- If you are unable to bid, please indicate **"NO BID"** in the line **"Total \$"** and mark the reason at the bottom of this sheet

Company Name: Deluxe Delivery Systems, Inc.

TAX ID: 13-3460676

Date: 09/29/14

Certified NYC M/W Business Enterprise: Yes X No

Address: 64 West 48th Street

City, State ZIP Code: New York, NY 10036

Person: Lekraj Bangaru

Title: Manager, Gov't Sales

Tel# 212-376-4500

Fax# 212-2993-0395

Email: lekrajb@deluxedelivery.com

For "NO BID" Response (please mark):

We do not provide the requested items/service

We are unable to bid at this time because _____

BT14-185-Pick-Up and Delivery Services
DAILY PICK-UP AND DELIVERY SERVICES

DESCRIPTION	UNIT PRICE / DAY (8 hrs/day)	ANNUAL PRICE (230 days/year)
On-call pick up and delivery services – Vendor must provide: one (1) twenty foot box truck with hydraulic lift, packing/shipping material (pallet jacks, moving bins, blankets, dollies etc.), one (1) driver and one (1) or more laborers to transport equipment from the NYC (Agency) to various locations throughout the New York Metropolitan area.	\$360.00	\$82,800.00
	(1 Year) Total Price:	\$82,800.00

DESCRIPTION	UNIT PRICE / DAY (8 hrs/day)	ANNUAL PRICE (50 days/year)
Laborer only to handle computer equipment at a certain location. Labor should be billed as a separate line item (Labor) on invoices.	\$130.00	\$6,500.00
	(1 Year) Total Price:	\$6,500.00

DESCRIPTION		ANNUAL PRICE
Other Charges: Toll Bridge and Tunnels		\$200.00
	(1 Year) Total Price:	\$200.00

DESCRIPTION	UNIT PRICE / DAY (8 hrs/day)	ANNUAL PRICE (20 days/year)
On-call pick up and delivery services (off hours - Monday through Friday from 5:00 pm until midnight, or on a Saturday or Sunday from 9:00 am to 5:00 pm) – Requirements for vehicle would be the same.	\$360.00	\$7,200.00
	(1 Year) Total Price:	\$7,200.00
Estimated Yearly Total Contract Amount:		\$96,700.00

Company name: Deluxe Delivery Systems, Inc.
 Person (Title): Lekraj Bangaru - Manager, Gov't Sales
 Date: 09/29/14

OFFICE OF THE COMPTROLLER, CITY OF NEW YORK
§230 PREVAILING WAGE SCHEDULE(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: 7/1/2015 - 6/30/2016

Wage Rate per Hour: **\$23.02**Supplemental Benefit Rate per Hour: **\$5.45****Light Truck Driver**

Effective Period: 7/1/2015 - 6/30/2016

Wage Rate per Hour: **\$18.81**Supplemental Benefit Rate per Hour: **\$5.45****Laborer and Freight, Stock, and Material Mover, Hand**

Effective Period: 7/1/2015 - 6/30/2016

Wage Rate per Hour: **\$15.71**Supplemental Benefit Rate per Hour: **\$5.45****Packer and Packager, Hand**

Packs, wraps and labels office furniture and equipment and loads it onto dollies and into elevators.

Effective Period: 7/1/2015 - 6/30/2016

Wage Rate per Hour: **\$11.58**Supplemental Benefit Rate per Hour: **\$5.45****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)
