

Steven Banks
Commissioner

June 24, 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 **Messenger Van Service with Helper to Transport Materials and Equipment Vital to HEAP – (PIN 15BSMEI06501 / EPIN 09615B0012)** contains the correct Prevailing Wage Schedule, a copy of the attendance sheet from the pre-bid conference held on Thursday, May 28, 2015, the current vendor's pricing information and the schedule of daily routes. (attached hereto as **Exhibits 1, 2, 3 &4**).

150 Greenwich Street
New York, NY 10007

929 221 6347

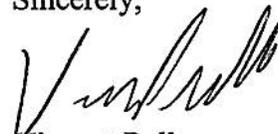
The revised Prevailing Wage Schedule (Exhibit 1). The original page within the solicitation documents should be replaced.

In addition, the bid due has been extended to **Wednesday, July 1, 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. Correct Prevailing Wage Schedule
 2. A copy of the attendance sheet from the pre-bid conference held on Thursday, May 28, 2015
 3. Copy of current vendor's pricing information
 4. Schedule of daily routes

ADDENDUM 2
Attachment A
Messenger Van Service with Helper
(PIN: 15BSMEI06501 / EPIN: 09615B0012)

Question 1

How long was the contract awarded for on the last RFP?

Answer 1

The previous contract was awarded as a Small Purchase for the period of five (5) months. However, this Competitive Sealed Bid period of performance is three (3) years from the date of registration.

Question 2

Is it possible to get a list of all the daily runs for last year?

Answer 2

Please refer to Exhibit 4.

Question 3

Can you give us a list of how many vans were used throughout the year? How many were used each month or each week?

Answer 3

A list is not available, however, the amount of vans used throughout the year varied between one (1) and three (3) per day. Based on previous usage, two (2) to three (3) vans per day were used during the peak of the season and one (1) van was used per day during off-peak season.

Question 4

What type of notice is given when you require a second or third van and within what timeframe?

Answer 4

A representative from HRA/H.E.A.P. will send an e-mail to the vendor within 24 hours if a second or third van is required.

Question 5

If there are delays due to weather or traffic will someone be waiting for the delivery after 5pm? Will we be penalized for this?

Answer 5

In the event there are delays due to weather or traffic, a call must be made to the HRA/H.E.A.P. center immediately informing of the delay. A staff member will wait for the delivery and there will be no penalties providing the delay is due to an unforeseen circumstance. The Agency may assess liquidated damages for lateness as specified under Section 13 of the specifications.

Question 6

Do we bill weekly, semi, or monthly? Once the invoice is submitted how long does it take to get paid?

Answer 6

Per the specifications (pg. 85 Section 10), invoices shall be submitted in a timely matter on a weekly basis. A HRA/HEAP representative will request for payment to be made once all invoices are received for that month. Invoices are normally paid 30 days after they were received, providing there are no discrepancies.

Question 7

What are the responsibilities/ tasks of the drivers during pickups and deliveries?

Answer 7

Please refer to the specifications (pages 82- 84 Section 7) of the bid book which list the work procedures that will be required for drivers.

Question 8

What time and where do the drivers start and end their day?

Answer 8

The drivers start and end their day at a HRA/HEAP Center between the hours of 9:00 a.m. and 5:00 p.m.

Question 9

Can this work be subcontracted?

Answer 9

No. Subcontracting is not allowed for this contract.

Question 10

To what extent will delivery services be needed between the months of and November (beginning of the season) and April (end of the season)?

Answer 10

Daily delivery services will be required during the duration of the program from November through April.

Question 11

How is the routing of the drivers determined each day? Can we use the most logistical route or will there be special requests or delivery times to accommodate?

Answer 11

It is responsibility of the vendor to schedule routes for the drivers.

Question 12

How is the proof of delivery data being collected (paper manifest or digitally through a software)?

Answer 12

Proof of delivery is provided through paper manifest.

Question 13

Is Prevailing wage in the package incorrect? It is my belief that the prevailing wage schedule is off. This hourly pricing is for Driver/Dump Truck, Tractor Trailer, and Euclid & Turn pull Operator does not apply to Cargo Van Operator/Helper. Can you please advise.

Answer 13

Please refer to Exhibit 1 for the correct Prevailing Wage Schedule, under the “Mover-Office Furniture and Equipment” section (pg. 19) issued by the NYC Office of the Comptroller.

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

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

Exhibit 1

(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

Exhibit 2

HUMAN RESOURCES ADMINISTRATION
OFFICE OF CONTRACTS

PRE-BID CONFERENCE ATTENDANCE SHEET

PIN # 15BSMEI06501/EPIN # 09615B0012 PROJECT NAME: MESSENGER VAN SERVICE WITH HELPER

DATE: May 28, 2015 PROJECT DESCRIPTION: MESSENGER VAN SERVICE WITH HELPER

PLEASE PRINT CLEARLY

COMPANY NAME	CERTIFIED MBE/WBE	STREET ADDRESS CITY, STATE, ZIP	NAME OF ATTENDEE	PHONE #	FAX#	E-MAIL
Zenterprises, LLC	✓	187 Mill Lane Mountainside, NJ 07093	Al Baptiste	908-232-7223	908-232-7224	abaptiste@zenterprises.com
HEALTHTEX		55 Pond-Avenue St. Roswell GA 30080	MARC RUSSELL	816 349 9889		
HEALTHTEX		35 Rosewoodhouse rd Roslyn NS 23514	STAVEN R. RUIGUEZ	646-647-6824		GLENND@HEALTHTEX COURIER.COM
CITY EXPEDITOR INC	✓	33 Danm-house 7th Hickory NC 28601	STEVEN D. RICE	518 349 9509		STEVEN@HEALTHTEX COURIER.COM
Advised Courier Serv		25 West 26th Street New York NY 10001	ROHIT RAMASAR	646-454-4760	646-454-4770	nishi@cityexpeditor.com
A-1 INTEGRITY		18 W 30th St NYC New York NY 10001	Bibi Bahit	212-218-3581		donna@admiralofsevier.com
iflake de la hoya		2226 MERRIS AVE UNION NJ 07086	VINCE KAGIWAADA	646-778-5065	718	VKagiwaada@caoneonline.com
Renny's Express		64 W 48 St NYC New York NY 10001	HEKHA ANGARA	917 417 3941	212 293 0395	lekrajb@deliveredelivery.com
Mailway Transfer & Storage		219-17133030 Baltimore MD 21206	Renny Biggs	3476660092	718 72-33828	Renny13@rennyservice@gmail.com
		34 Scholer St Baltimore MD 21206	Larry Tenney	718-852-8591	718-852-8591	ltenney@tenneys.com

MWBE Officer / Designee Authorization

Name: Darlene Molina-Summers Title: Director of Vendor Integrity, MWBE Officer Signature: *Darlene Molina-Summers*

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 ips'.

BID PAGE

Current Vendor Information

SCOPE: To Provide Messenger Van Service with Helper Citywide.

PIN #: 15SSMEI06201

BID DUE DATE: Friday, January 9, 2015. TIME: 3:00 P.M.

The bidder agrees to fully comply with and complete the required performance described in accordance with the Invitation, Specifications, **Open Market "Invitation for Bid" General Bid Terms and Conditions** and other attached documents, as well as with the City Purchase Order issued upon acceptance of the bid: **The award of the contract shall not exceed \$25,000.00; the provisions of the New York City Procurement Policy Board Rules apply to this small purchase.**

Please Enter Cost Per Day From Bid Page 2A

For the Price of ONE HUNDRED) & FIFTY NINE DOLLARS (\$ 159.00)

The offer made by the foregoing shall be irrevocable for 45 days or such greater period after the date on which the bids are opened.

SIGNATURE(S)

13-3460676

Federal EIN or Social Security No.

Deluxe Delivery Systems, Inc.

212-376-4500

212-293-0395

Name of Bidder: (Print or Type)

Telephone No.

Fax No.

64 West 48th Street, New York, NY 10036

Complete Address of Bidder (Print or Type)

BY

Signature of Person Authorized to Sign the Bid

Yoindra Ramnarayan - President

Print or Type Name and Title of Person Signing

Secretary of Corporate Bidder

NOTE: The affidavit as follows must be made by the person signing the bid and must be subscribed and sworn to before a Notary Public or Commissioner of Deeds.

(Affidavit – If the Bidder is an individual, he must sign and verify the following statement: if the Bidder is a partnership, the statement must be signed and verified by one of the partners: if the Bidder is a corporation the statement must be signed by an officer of the corporation who must state what office he holds)

AFFIDAVIT OF BIDDER

State of New York, County of NYC, ss: Yoindra Ramnarayan
being duly sworn says, I hereby certify to the truth and accuracy of all figures and answers contained in the foregoing bid. I have knowledge of the several matters therein stated, and are in all respects true.

Signature

Subscribed and sworn to before me this 6th day of January 20 15

Lincoln A. Giridhary
NOTARY PUBLIC

LINCOLN A. GIRIDHARY
Notary Public, State of New York
No. 01G16262726
Qualified In Queens County
Term Expires May 29, 2016

BID SHEET

Bid unit price must include all costs that shall be borne by the Contractor

PIN #: 15SSMEI06201

A. Price per van (including one driver and one helper) per day = \$ 159.00
(With the option to increase to two (2) or three (3) van(s) with driver(s) and helper(s) per day, as needed.)

B. Price per van per day: \$ 159.00 x 2 Estimated Daily Vans = \$ 318.00

C. Price per van per day: \$ 159.00 x 3 Estimated Daily Vans = \$ 477.00

Hours of Service:

Hours of service shall be Monday through Friday, excluding all federal and city holidays, from 9:00 am to 5:00 pm, with a one (1) hour lunch break, or as otherwise specified by HIRA.

Important Note to Bidders: Total contract amount will not exceed \$25,000.00

NAME OF BIDDER: Deluxe Delivery Systems, Inc.

CONTACT PERSON: Lekraj Bangaru

TELEPHONE NUMBER: 212-376-4500

FAX NUMBER: 212-293-0395

E-MAIL ADDRESS: lekrajb@deluxedelivery.com

	A	B	C	D	E	G	H	I
	Locations	Address	Contact Person	Day of Operation	Mail	Application Pick Up	Other Deliveries/Pick Ups	Supplies Delivered
1								
2								
3	Manhattan							
4	Post Office	90 Church Street						
5	Post Office	93 4th ave NY, NY 10003	Post Office Window #4	Monday - Friday	M-F	Monday - Friday		
6		122 East 124th Street, NY NY 10035		Monday - Friday	M-F	Monday - Friday		
7	HEAP Office At Con Ed	Level	Danielle Malloy	Monday - Friday		Monday - Friday	As Needed	
8	HRA/Headline	15 Metrotech Center	Ethia Alexander	Monday - Friday		Monday - Friday	As Needed	
9	MIS	250 Church Street 8th Floor	Varies will be notified					
10	Bureau of Reconciliation		Varies will be notified				As Needed	
11								
12	Brooklyn							
13	Brooklyn Job Center 67	503-505 Clermont Ave 4th Flr	April Wade	Monday - Friday		Monday - Friday	As Needed	As Needed
14	Keyspan Office	1535 Pitkin Avenue Lobby	Shakima Stevens	Monday - Friday		Monday - Friday	As Needed	As Needed
15	Keyspan Office	1 Metrotech Center lobby	Aaron Edwards	Monday - Friday		Monday - Friday	As Needed	As Needed
16	Brooklyn Field Office 17	88 3rd Ave 1st flr	Tara Smith	Monday - Friday		Monday - Friday		
17	City Warehouse	111 28th Street	Varies will be notified				As Needed	
18	Coney Island	3050 West 21st Street	Morris Rosenzweig	Monday - Friday		Monday - Friday	As Needed	As Needed
19	Boro Park Jewish Comm. Council	4912 14th Avenue, 3rd Floor	Dasjeuner Knight	Monday & Thursday		Tuesday & Friday (Before Noon)	As Needed	As Needed
20	Crown Heights Jewish Comm. Council	387 Kingston Avenue	Lailsha Gibbs	Tuesday		Wednesday	As Needed	As Needed
21	United Jewish Organization -UJO	32 Penn Street	Margie Johnson	Mon, Tues, Wed		Tues, Wed, Thurs	As Needed	As Needed
22	Central Jewish Council- Council of Jewish Organization of Flatbush - COJO	127 Rutledge Street	Shantel Latham	Thursday & Thursday		Thursday & Friday (Before Noon)	As Needed	As Needed
23	Comm Service of Williamsburg	1523 avenue M 3rd Fl	Cheryl Brewington	Tuesday		Wednesday	As Needed	As Needed
24		378 Flushing ave BK, NY	Dasjeuner Knight	Wednesday		Thursday	As Needed	As Needed
25								

	A	B	C	D	E	G	H	I
26	Bronx							
27	Bronx Field Office	1932 Authur Avenue Lobby	Franciso Ramon	Monday - Friday		Monday - Friday	As Needed	As Needed
28	Con Edison Bronx Office	1755 Grand Concourse	Melissa Vargas	Monday - Friday		Monday - Friday	As Needed	As Needed
29								
30	Queens							
31	Queens Field Office	33-28 Northern Blvd. Mezzanine Level	Tracy Armstrong	Monday - Friday		Monday - Friday	As Needed	As Needed
32	Queens Job Center	165-08 88th Avenue, Jamaica, NY 11432 6th Floor	Maxine Velez	Monday - Friday		Monday - Friday	As Needed	As Needed
33	Keyspan Office	89-67 162nd Street Lobby	Tykwon Warren	Monday - Friday		Monday - Friday	As Needed	As Needed
34	Queens Boro Hall	120-55 Queens Blvd. Queens, NY 11424 Rm 225	Livia Williams	Monday - Thursday		Monday - Friday	As Needed	As Needed
35	Margaret Community Corp	325 Beach 37 Street Far Rockaway	Cha-kei Wimberly	Tuesday & Wednesday		Wednesday & Thursday	As Needed	As Needed
36	Infoline	92-31 Union Hall St, 2nd Floor	Varies will be notified	Wednesday		Thursday	As Needed	As Needed
37	District 31 (Councilman Richards)	1931 Mott ave Rm 410	Latisha Gibbs	Wednesday		Thursday	As Needed	As Needed
38								
39	Ron Kim's Office	136-20 38th Avenue, Suite 10A Flushing, Queens	Jamie Shum	Monday - Friday		Monday - Friday	As Needed	As Needed
40								
41	Staten Island							
42	Staten Island Field Office	10 Richmond Terrace 4th Floor	Shermie Spencer	Monday - Friday		Monday - Friday	As Needed	As Needed
43	Staten Island Job Center	209 Bay Street 1st Floor Lobby	Michelle Rodriguez	Monday - Friday		Monday - Friday		As Needed
44	Keyspan Office	2031 Forest Avenue Lobby	Carlos Rodriguez	Monday - Friday		Monday - Friday	As Needed	As Needed
45	Senator Andrew Lanza	3845 Richmond Ave	Carlos Rodriguez	Thursday		Friday	As Needed	As Needed