

NYC
Human Resources
Administration
Department of
Social Services
Office of Contracts

W-2-196
Rev. 03/15

Steven Banks
Commissioner

March 23, 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 **Heavy Duty Residential Cleaning on an "As Needed" Basis – (PIN 15BPAO00401/EPIN 09615B0007)** contains a copy of the attendance sheet from the pre-bid conference held on Friday, February 20, 2015 (attached hereto as **Exhibit 1**).

150 Greenwich Street
New York, NY 10007

The answers to the questions from prospective bidders are on Attachment A.

929 221 6347

Please be advised that the last day for questions was **Tuesday, February 24, 2015**. In addition, the bid due date is extended to **Tuesday, March 31, 2015 at 11:00 a.m.** Bids received after the bid due date and time are late and shall not be considered.

Additionally, 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.

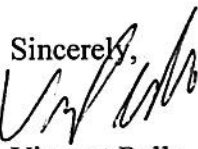
Sincerely,

Vincent Pullo

Exhibit: 1. A copy of the attendance sheet from the pre-bid conference held on Friday, February 20, 2015

**ADDENDUM #2
Attachment A**

**Heavy Duty Residential Cleaning on an "As Needed Basis"
PIN15BPAO00401/EPIN09615B0007**

Question 1

Are sub-contractors allowed?

Answer 1

Yes, subcontracting is allowed. However, it is limited to 25% of the contract and only the components requiring a specialized skill, craft, or service, which may be beyond the ability of the vendor.

Additionally, the Contractor must submit a request in writing, and receive prior written approval from HRA, for each instance where the Contractor seeks to use a subcontractor to perform work under this contract. (refer to Specifications, Section 11, page 100-101).

Question 2

Who is the current contractor and what is the current contract price?

Answer 2

The current contractor is Floor Maintenance Professional, LLC and the current contract price is \$ 3,446,588.10.

Question 3

What is the estimate of the total square footage?

Answer 3

Work locations can range between 200 sq. ft. to 1,600 sq. ft. Typically, each residence is estimated at a total of 600 sq. ft. (refer to Specifications, Section 9A, Paragraph 6, page 88).

Question 4

Is there a bid or performance bond?

Answer 4

There are no bid or performance bonds for this contract.

Question 5

What is the frequency for the “as needed” work stated in the specifications?

Answer 5

The APS Contract Unit receives service requests on a daily basis. Work Authorizations are issued and processed on an as needed basis.

Work will be performed at approximately 1,000 residences located throughout New York City in a 12 month period. HRA may increase, or decrease; the number of cleaning assignments requested based on actual need. HRA does not guarantee a minimum workload. (refer to Specifications, Section 9A, page 88).

When the Agency designates a Work Authorization as an emergency, the Contractor must begin work within 48 hours of receiving the Work Authorization. (refer to Specifications, Section 9A, page 89).

Question 6

Is this bid posted due to lack of performance from your current contractor?

Answer 6

No, the bid has been posted to select a new contractor to continue with the heavy duty cleaning services after the current contract expires. This is a requirement of the New York City Procurement Policy Board Rules.

Question 7

Is this project subject to a collective bargaining agreement?

Answer 7

There is no provision to a collective bargaining agreement under this contract.

Question 8

What is the percentage of M/WBE that must be subcontracted?

Answer 8

There is no provision for a percentage of M/WBE for subcontracting under this contract, however, the use of M/WBE's is always encouraged.

Question 9

Please provide us with the list of the current M/WBE's available for this project?

Answer 9

Not applicable. (see response for question #8) However, if you would like to use an M/WBE as a subcontractor, a list can be provided by the NYC Department of Small Business Services at <http://mtprawvwsbswtp1-1.nyc.gov/>.

Question 10

Who decides which Minority and Women-owned Business (M/WBE) will be used as a subcontractor?

Answer 10

If a M/WBE is used the vendor will decide whom they will subcontract. (refer to see article 11.2 D, page 54 in the Solicitation document). MWBE's may bid as a prime contractor as well.

Question 11

Is this project set aside for any particular business group? (i.e. M/WBE's or Small Businesses).

Answer 11

No, it is open to all prospective bidders.

Question 12

Can you explain how the cleaning company should handle Bed Bug extermination? Can the vendor choose to have the area exterminated of Bed Bugs first, and then clean the area or do you prefer that we clean the area first and then have the area exterminated?

Answer 12

The extermination of bed bug infestation should be initiated prior to other tasks. A second follow-up treatment/extermination will also be required within two weeks of the initial extermination.

Question 13

Will the company be allowed to discard trash and debris at a NYC Sanitation location?

Answer 13

No.

Question 14

Since the cost of basic extermination needs to be pre-calculated based on square footage, will there be any additional compensation for increase cost because an area requires multiple levels of extermination.

Answer 14

No. Two treatments per work order is established standard. There is no provision for multiple levels of extermination beyond standard.

Question 15

Will the vendor be able to bring a dumpster in a designated area or on the ground of a housing development? If so, will a permit be required from the New York City Housing Authority?

Answer 15

Yes. A permit will be required from the New York City Housing Authority and may also be required for private developments.

Question 16

Please clarify the Bid sheet (page 21 A). In column #3, is 1-300 sq. ft. estimated for three years? Also, is 75 x 12 cents?

Answer 16

Yes, on the Bid sheet, in column 3 the estimated bid quantity for three years was given for each item of work. In column 5 the bidder should enter their estimated unit price for each item of work and then column 6 should indicate (column 3 x column 5) the estimated total price for each item of work.

PRE-BID/PROPOSAL CONFERENCE ATTENDANCE SHEET

PIN # 15BPEA000401/EPIN # 09615B0007

PROJECT NAME: HEAVY DUTY RESIDENTIAL CLEANING SERVICES ON AN "AS NEEDED" BASIS

DATE: FEBRUARY 20, 2015

PROJECT DESCRIPTION: HEAVY DUTY RESIDENTIAL CLEANING SERVICES ON AN "AS NEEDED BASIS

PLEASE PRINT CLEARLY

COMPANY NAME	CERTIFIED		STREET ADDRESS CITY, STATE, ZIP	NAME OF ATTENDEE	PHONE #	FAX#	E-MAIL
	MBE	WBE					
Quality Floorshine Corp			199 Lee Ave. #297 Bklyn, NY	Julissa Diola	718-935-9923	718-935-9924	Julissa@qualityfloorshine.com
Floor Maintenance Pro			Popul 2100 Newburg, NY 12551	Don Spallini	845-561-2150	845-561-2235	Floorprof@adac.com
LMS			PO Box 949 Wood NY 11079	Arturo Garcia	815 893-2299	301 553-1008	agarcia@ammainnt.com
NAVARO SCS INC -			101-05 Jamaica Ave.	Oscar Navarro	718 441 7982	718-441-7983	OSCARNAV@HOG.COM
Octavian NY LLC			276 5th Ave. Ste 704	Monica Bossi	646 856 9535	646 856 9535	m.bossi@octavianusa.com
City Cleaning Svc			309 Cafeteria Ave Ste 117	Harold Chubbey	718 789-9035	718 789-9035	HCamply4582@All.com
Fluoroclean			31 Lefferts Pl		718 636 0675	718 636 0675	
Fluoroclean			177 1st St				
SHUSHINE CLEANING SERVICE			117 11th Street	PAUL BECKHAM	718 408 2621	718 228 2801	SHUSHINECLEANING@GMAIL.COM
BREND'S CLEANING SERVICE			139 E 16th St Brooklyn NY 11216	Brenda J. Drake	947 538 8247	1346 463-8117	BRENDAS@YAHOO.COM
Plus TR Cleaning			121-22 237 Street 11th	Theresa Thompson	718-207-0571	718 468-7803	TRcleaning_scv@aol.com

MWBE Officer / Designee Authorization

Name: Declene Molina-Summers Title: Director Vendor Interscity M/WBE Officer Signature: [Handwritten 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'.

HUMAN RESOURCES ADMINISTRATION
OFFICE OF CONTRACTS

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COMPANY NAME	CERTIFIED MBE/WBE	STREET ADDRESS CITY, STATE, ZIP	NAME OF ATTENDEE	PHONE #	FAX#	E-MAIL
GO Green Inc	✓	485 ATLANTIC AVE 30 SHORWOOD LANE	WAYNE MIKES	718-625-0260	718-625-6263	wm@gogreeninc.com
Manhattan Maintenance		5 WESTERN PLAZA, FLEMING	ed jordan@stete, jr.	416 294 0390	MANHATTAN MAINTENANCE.COM	jsj@manhattanmaintenance.com
Apple Maintenance	✓	300 OCEAN AVE ANTONY, NY	Daniel Aguirre	914 843 1443		AppleMain@verizon.net
Aqueduct Solutions	✓	45 Rautfeller Plaza	ERIC BLISS	347 489 0797		ERIC@AQSOLUTIONS.COM
Metro Building Care Inc (CS corp)		154-05 Northern Blvd, Flushing	David Morillo	347 907-4006	646 230-0912	dmorillo@metrobuildingcare.com
Home Clean Home	✓	1324 E 18th St Brooklyn	JAMES PARK	917-297-1744	718-460-1122	jp@hchomecaregroup.com
FedCap	-	633 3RD AVE	JENNIE ABOREN	718-627-5781		Jennie@hchmc.net
EMERSON CLEANING			GEORGE RIOS	917-597-5223	212 368-0082	G-Rios@FedCap.org
HARRIS CLEANING		WHITE ST 4932 1270 BELLEARD AVE BROOKLYN	SILBERTO RODRIGUEZ	718 537-5942		gros@emersoncleaning.com
SAPAR General Services		3404 Barnes Avenue Bronx NY 10467	MARIA PLAZO	718 944 4416	(718) 532-5571	HARRIS CLEANING HOT MAIL MAIL
High Class Mgmt Group	✓	288 Rodney Street Philadelphia PA 19101	Miriam Schumner	718-715-4430	718-855-9015	saparllc@yahoo.com highclassmgmt@yahoo.com

MWBE Officer / Designee Authorization

Name

Title

Signature

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	MBE	WBE					
Tanis Management & Co	✓	✓	347 5th Ave, New York, NY 10014	Rosalie Sewell	(917) 542-1500	(416) 205-8037	Rosalie@Tanismanagement.com
Franchise Annadele LLC	✓	✓	211 E 5th AV 601 Albany Ave 2N Brooklyn NY 11223	Gregory Victorin Shakim O. Kazeem	347-991-5690 646-871-3087	(909) 241-3036	annadelles@hess.com ecosysm@yahoo.com opencard@vintagerecovery.com Hq.Mt.com
Uptid Enterprises	✓	✓	601 E 18th Bky 11226	Christina Pence	516-644-0806		ecosysm@yahoo.com
Tulson Enterprise	✓	✓	2R-16 134 Road, Mine Brook Brooklyn, NY	Marlene Edwards-Branch	516-708-6908		tulsonenterprise@gmail.com
Gordons Cleaning Services Inc	✓	✓	1228 New York Ave, Brooklyn 11219	Karlene Rose	718-941-4695		gordonscleaningservices@yahoo.com
Imagology Services	✓	✓	211 E 5th Ave 11203	Yulime Castro	908 241 5050	908 241 3637	contact@canonabili.com
AMERICAN STAFFING	✓	✓	35-27 74th Street, Jamaica Queens, NY 11432	ASTERA SPAIN	718-922-1010		ASTEM-SPAIN@amstaff.com
Samba Cleaning Service	✓	✓	31 Lefferts Pl, Bklyn 11238	Asham-Brown	718-636-0670	718 636 0670	ASHAM@Samba.com
ABC GAC Cleaning	✓	✓	9422 212 St, Queensville, NY	Neil Grant	718 510 2113	347 244 7196	neile@cleaningsvc.com
AMERICAN RESTORATION & CLEANING	✓	✓	2527A Frederick Douglass Blvd.	Dennis Sumter	(646) 649-5539	(646) 649-5539	info@championrestoration.com

MWBE Officer / Designee Authorization

Name _____

Title _____

Signature _____

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COMPANY NAME	CERTIFIED MBE WBE	STREET ADDRESS CITY, STATE, ZIP	NAME OF ATTENDEE	PHONE #	FAX#	E-MAIL
ADIL ANSARI AMERICAN SIGNATURE		2009 GRUGER AVE BRONX NY 10462	ADIL ANSARI	212-470-1200		ADIL ANSARI @ AMERICAN SIGNATUREGROW.COM
AMERICAN SIGNATURE		2009 GRUGER AVE APT 2-D, BRONX NY 10462	AASEM SIDDIQUI	212-470-4230		ADIL ANSARI @ AMERICAN SIGNATUREGROW.COM
Sandra R Matiida's Cleaning		PO BOX 12, WNY, NJ	SANDRA RODRIGUEZ	201 494 8992		clean@matidamids.com

M/WBE Officer / Designee Authorization

Name _____ Title _____ 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 SBS Prime contractor resource sheets: 'Assistance Contacts for Primes' and 'Online Directory tips'.