

**Addendum No. 1
IFB FOR MOVING SERVICES
PIN # 11BS097100R0X00**

TO: Potential Bidders

FROM: Dorothy Thompson
Project Manager

DATE: February 1, 2011

The attached Addendum contains additional information provided by DOHMH regarding the Movers competitive sealed bid in response to questions that were voiced to the DOHMH at the pre-bid conference. If there is any actual or purported conflict between the answers given at the pre-bid conference on January 28, 2011 and the following written responses, the written responses shall govern.

No further questions will be considered or responded to regarding this Bid.

**Bids are due Monday February 7, 2011 at 11:00 A.M.
No Bids will be accepted after 11:00 A.M.**

Bids must be delivered to:

**Celloy Williams
Administrative Contract Specialist
NYC Department of Health and Mental Hygiene
Office of the Agency Chief Contracting Officer
93 Worth Street, Room 812
New York, N.Y. 10013**

E-mailed or faxed bids will not be accepted by the Agency.

**Bid Opening is on Monday February 7, 2011 at 11:30 A.M. 93 Worth Street Room
812 New York, NY 10013.**

Questions and Answers

1. What is the reason why bids have been solicited for the fourth (4th) time and the bids have previously been disqualified?

In the Information for Bid, DOHMH reserves the right to decline to award any contract as a result of the bid. Many considerations go into such a decision on the part of DOHMH, among which may be that DOHMH finds that one or more aspects of the IFB have the potential to cause confusion among the bidders to the point that the competitive goals of the bidding process are not met. In such an eventuality, the IFB may be modified and a new bidding process commenced.

2. Reference is made to the Movers Bid page nine (9-10) in the Labor portion. It is written that “the Crew Supervisor shall work as a Helper in addition to supervising the unit and serving as the liaison to the Move Coordinator.” Does that mean that the Crew Supervisor must be paid the applicable prevailing wage for the labor classification of Helper if the Crew Supervisor is performing the work of a Helper?

Yes, that is correct; persons who serve as a Crew Supervisor and perform the work of a Helper must be paid not less than the applicable prevailing wage rate for the work they perform as a Helper.

3. If extra labor is required will the rate paid for an extra van be taken from the item 1(a) category of the Bid Sheet page (40)?

Yes, DOHMH will pay for any additional van using whatever rate is submitted for the van in item 1(a) of the successful bid.

4. Is the Mover’s documentation showing payment of applicable prevailing wages to workers, including Crew Supervisors who perform the work of Helpers, subject to disclosure to and review by DOHMH?

Yes, and it is also subject to disclosure to and review by the Comptroller.

5. Is the Crew Supervisor expected to work as a Crew Supervisor and as a Helper?

Yes, the Crew Supervisor is expected to supervise the Daily Unit and will be held accountable for the performance of all the staff in the Daily Unit to which he or she is assigned. In addition, the Crew Supervisor is expected to work as a Helper.

If DOHMH has any questions relating to supervision, we will address them to the Field Operations Supervisor. If DOHMH determines that overall supervision is needed for a particular move for multiple Daily Units or a complex move, DOHMH will rely on the services of the Field Operations Supervisor for that purpose.

Attention of bidders is drawn to the first full paragraph appearing on page 10 of the IFB.

6. Reference is made to the Movers Bid IFB on the logistics on pages (5) and (6) regarding the filing system which refers to the pre-labeling of filing drawers. Is that expected by the vendor or DOHMH?

The filing system plan will be developed by DOHMH personnel with the assistance of DOHMH's contracted Moving Coordinator. The selected Mover will review the plan and may make recommendations for improvements or adjustments which will be reviewed and considered by DOHMH prior to implementation. The Mover will be expected to prepare the labels in accordance with DOHMH's instructions and then deliver the labels to DOHMH for affixing by DOHMH on the boxes prior to loading.

7. Do the Movers have to put files away?

The current move plan envisions the chosen Mover will place file boxes in front of the file cabinets at the destination site in the location corresponding to the destination location specified on the label. The current plan does not require the Movers to put files away, but DOHMH reserves its rights to require that such work be performed.

8. With respect to the Master Move Plan are all required activities provided in the plan?

Most of the required activities are already in place in the Master Move Plan in terms of how many staff will be moving, what location they will be moving from and the date of the move. One or more discussions will be held with the chosen vendor to discuss what resources are needed and such discussions may result in revisions and enhancements to the current plan.

9. Is the salvage merchandise going to sites within the five (5) boroughs?

Yes

10. Because the Movers bid has been re-solicited, is it understood that the move schedule is being pushed forward, or is DOHMH still shooting for the target date of the move?

The move schedule is not being pushed forward and DOHMH is still planning for the commencement of the Moving Services for Option 1 on March 15, 2011.

11. Reference is made in the Movers Bid on page fourteen (14) to the language relating to straight time versus over time hours. What is billable and what is not billable, assuming that the normal work hours may start at 6 P.M.?

If a daily unit starts at 6 P.M., an eight hour shift will have elapsed at 2 A.M. and such an eight (8) hour period will be compensated at straight time. Premium overtime (OT) in this particular example will commence only after 2 A.M.

12. Is there billable time to and from the job?

Billable time commences upon sign-in at the origination site and stops at the time that the payable unit (laborer or other unit) signs out at the destination site. No in-transit time is compensable pursuant to the IFB unless it is in-transit time between the origin site and the destination site for each move. If there are multiple runs between the origin and the destination site, in-transit time back and forth is billable.

13. Reference is made to the Movers Bid page fifteen (15) under the category of Elevator Charges; if there is an elevator breakdown, does the agency compensate the vendor for down time?

If, in its sole and absolute discretion, DOHMH determines that there is downtime due to elevator breakdown, DOHMH may determine that compensation is to be paid at the bid prices.

14. Are the Pre-Planning meetings billable?

The unit price for the Field Operations Supervisor will be paid for time spent planning in meetings with DOHMH personnel and representatives. See paragraph 5 on page 11 of the IFB.

15. Will there be an Addendum?

Yes, this is the Addendum.

Note: Bidders must ensure that all information in their bid packet is accurate and the bid packet is complete before submitting their final bid. The bid packet requires acknowledgement of Addenda issued by DOHMH and received by the bidder.

16. Is the deadline to return the Movers Bid February 7, 2011 at 93 Worth Street, Room 812, New York, New York 10013?

Yes, and note well that the deadline is at **11:00 A.M.**

17. Is there a site inspection after the successful bidder is awarded?

Yes.

18. Does the vendor have to re-submit the VENDEX forms?

Yes, the VENDEX forms will have to be submitted with the bid. Refer to the Movers Bid IFB page (25), Article 13, Section 13.02.

19. Is it mandatory to do the site visits?

No, bidders may attend none or any of the site visits, but all bidders are strongly encouraged to familiarize themselves with the site conditions for which the IFB will hold them responsible.

20. How do the bidders find out the pricing and the winner of the bid?

The pricing of the bidders is not posted. An announcement of the name of the low bidder will be posted on the DOHMH website, and will be contingent upon completion of all the pre-requisites to award of the Agreement.