



**City of New York
Department of Health and Mental Hygiene (DOHMH)
INVITATION FOR BID (IFB) FOR
ELEVATOR MAINTENANCE, INSPECTION TESTING, AND REPAIR SERVICES
PIN: 17AX000300R0X00**

**Addendum #1
April 5, 2016**

This Addendum contains information relating to Site Visits.

Except as otherwise stated below and by any subsequent Addenda to the above-referenced IFB, the IFB remains unchanged.

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- I. Revisions to the IFB, Section I: Timetable: Site Visits have been added to the Timetable. No other dates have changed. Please note the new language **bolded** below for Site Visits:

SECTION I: TIMETABLE

1. Release Date of this IFB: March 28, 2016

2. **Site Visits: April 11, 2016**

The Site Visits will take place at the following three DOHMH locations only:

- 1) **DOHMH Public Health Laboratory, 455 First Avenue, New York, NY 10016 from 9:30 A.M. to 10:30 A.M.**
- 2) **Riverside Health Center, 160 West 100th Street, New York, NY 10025 from 11:30 A.M. to 12:30 A.M.**
- 3) **Washington Heights Health Center, 600 W. 168th Street, New York, NY 10033 from 1:30 P.M. to 2:30 P.M.**

To attend, please register by emailing the name, title, and affiliation of each attendee to Bids@health.nyc.gov by no later than April 8, 2016. Contractors will not be granted access to any other sites for this purpose.

3. Pre-Bid Conference: April 12, 2016, 1:00 PM to 2:30 PM
Department of Health and Mental Hygiene
42-09 28th Street, Room 17-12
Long Island City, NY 11101

Attendance by bidders is optional but strongly recommended by DOHMH. To register for the conference, please email the name, title, and affiliation of each attendee to Bids@health.nyc.gov. Please state "ATTENDEE ELEVATOR IFB CONFERENCE" in the subject line of the email. On the day of the conference,



please bring photo ID with you and arrive thirty minutes early to allow for the time that it will take to proceed through security.

4. Deadline for Questions: April 15, 2016
All questions must be submitted in writing to the Authorized Agency Contact person, preferably by email to Bids@health.nyc.gov .

5. Bid Due Date and Time, Public Bid Opening Location are as follows:

Date: April 29, 2016
Time: 11:00 A.M.
Location: New York City Department of Health and Mental Hygiene
Office of the Agency Chief Contracting Officer
42-09 28th Street, 17th Floor
Long Island City, NY 11101-4132
Attention: Michael Santangelo, Esq., Contract Manager

General Bid Submission Information:

- To ensure that bids are properly received and recorded, contractors submitting bids prior to the Bid Due Date must contact the Authorized Agency Contact to pre-arrange a bid drop-off.
- Emailed or faxed bids will not be accepted.
- DOHMH will not be responsible for bids that are deposited with anyone other than the Authorized Agency Contact.
- Any bids received by DOHMH after 11:00 AM on the Bid Due Date will be considered late and will not be accepted.

6. Projected Contract Start Date: January 1, 2017

II. **REVISED Item 3: Acknowledgement of Addenda form (Annex A):** Attached is a revised Item 3: Acknowledgement of Addenda form. Bidders are directed to sign this version of the form and submit it with their bid package.

ITEM 3: ACKNOWLEDGMENT OF ADDENDA

Complete Part I or Part II, whichever is applicable, and sign your name in Part III:

PART I: LISTED BELOW ARE THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS IFB:

ADDENDUM # 1, DATED **APRIL 5, 2016**

ADDENDUM # 2, DATED _____ , 20__

ADDENDUM # 3, DATED _____ , 20__

ADDENDUM # 4, DATED _____ , 20__

ADDENDUM # 5, DATED _____ , 20__

ADDENDUM # 6, DATED _____ , 20__

PART II: _____ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS INVITATION FOR BIDS.

PART III:

PROPOSER (NAME) _____ DATE __/__/__

PROPOSER (SIGNATURE) _____