



**City of New York
Department of Health and Mental Hygiene (DOHMH)
INVITATION FOR BID (IFB) FOR
AUTOCLAVE STERILIZER MAINTENANCE AND REPAIR
PIN: 17LB000500R0X00**

**Addendum #1
April 7, 2016**

This Addendum contains information relating to Site Visits, revisions to the Scope of Services, and written vendor questions and DOHMH answers.

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

I. **Revisions to Section I: Timetable of the IFB:** Site Visit date and time information has been revised and is included below, deletions are crossed-out; new language is bolded:

3. Site Visits:

~~Site visits may be arranged by appointment only. To schedule, please contact the Authorized Agency Contact.~~

The Site Visit will be held on April 13, 2016 from 11:00 AM to 12:30 PM at the Public Health Laboratory, 455 First Avenue, New York, NY 10016.

To attend, please register by emailing the name, title, and affiliation of each attendee to Bids@health.nyc.gov by no later than April 11, 2016. Please indicate “AUTOCLAVE IFB – Site Visits” in the subject line of the email.

II. **Revision to Section II: Scope of Services.** Section II.A.1.b Quarterly Maintenance Inspection Requirements, subparagraph pertaining to Valves (page 6 of the IFB) is hereby revised as indicated below, with deletions crossed-out and new language bolded:

- Valves:
- Replace with new check valves, **if necessary**
 - Replace with new steam manifold and water manifold valves, **if necessary**
 - Replace with new exhaust manifold valves, **if necessary**
 - Replace with new double door steam supply and exhaust valves, **if necessary**
 - Replace with new steam control pressure reducing valve, **if necessary**
 - Verify that each manual valve operates easily; check packing, rebuild or replace as needed
 - Verify proper setting of flow control valve
 - Verify safety valve is not leaking; replace if necessary

- III. **REVISED Item 3: Acknowledgement of Addenda form (Annex A):** Bidders are advised that Item 3: Acknowledgement of Addenda is deleted in its entirety and a new REVISED Item 3: Acknowledgement of Addenda replaces the deleted section in all respects. Bidders are directed to complete the form included in this Addendum #1 as Annex A and submit it as part of their bid submission.

- IV. **Questions and Answers.** All contractor questions received in writing by the Questions Due Date and DOHMH answers are included herein as **Annex B.**

REVISED 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 7, 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) _____

Answers to Questions received in writing by the Questions Due Date 4/4/16

NOTE: As deemed appropriate by DOHMH, similar/same questions have been consolidated and one response is provided.

- 1. Question:** Do we have to have certifications to be able to bid on it?
Answer: There are no specific certification requirements stated in the Invitation for Bids (IFB). However, bidders must meet the minimum experience requirements stated in Section I.B. of the IFB at the time of bid submission.
- 2. Question:** Do you have previous award history and bid tabulation?
Answer: The most recent contract for these services was for a period of 5 years. The Contractor was Robert Cassidy Corp dba RC Service. The amount of the contract was \$286,000.
- 3. Question:** Should the PM (Preventive Maintenance) bid price include the materials and parts that are specified for replacement during PMs in the Scope of Service (gasket, filters, battery, zinc plug)? Or will these parts be deducted from the \$30,000 annual labor and parts cap which has mark-up limited to 10%, or will these parts be billable and therefore require a separate PO?
Answer: The allowance plus bid mark up in Part II of the Bid Sheet covers the "Repair Work" described under Section II.A.2. (page 7) of the IFB, in addition to materials and parts that are determined to be needed as a result of the quarterly maintenance inspection visit.
- 4. Question:** Will the DOHMH add "if needed" to the Scope of Services 1.b Valves, where it reads to "replace with new"? If not, will the cost of these valves come out of the \$30,000 annual labor and parts cap (with mark-up limited of up to 10%)?
Answer: DOHMH has revised Section II.A.1.b Quarterly Maintenance Inspection Requirements, subparagraph pertaining to Valves (page 6 of the IFB) to add "if necessary" where a task reads to "replace with new..." Please refer to Addendum #1 for the written revisions.
- 5. Question:** Does the \$30,000 annual cap include all the labor, parts, and also travel for corrective repairs?
Answer: The allowance plus bid mark up in Part II of the Bid Sheet covers the "Repair Work" described under Section II.A.2. (page 7) of the IFB, in addition to materials and parts that are determined to be needed as a result of the quarterly maintenance inspection visit. As specified in on page 31 of the IFB (Item 2: Bid Sheet - Note #2): "In Part II of the Bid Sheet, the bid mark-up rate shall include all costs for materials, labor, tools, equipment, traveling, necessary insurances, permits, fees and filings, overhead and profit. The bid mark-up rate must not exceed 10%."

6. Question: I see no request in the bid for hourly labor rates during your normal business hours. Will that be added to the bid?

Answer: As specified in on page 31 of the IFB (Item 2: Bid Sheet) under Note #1 and Note #2, bidder's prices are to include labor.

7. Question: Will DOHMH provide a parking space at no cost or will we need to use local parking lots/garages?

Answer: DOHMH will not provide a parking space to the Contractor. The Contractor is responsible for all travel-related costs associated with the performance of work, including any costs associated with parking.