City of New York
Department of Health and Mental Hygiene (DOHMH)
Invitations for Bids (IFB) for
LABORATORY ANALYSIS FOR HEAVY METAL TESTING OF CONSUMER PRODUCTS
PIN: 21EN002100R0X00
Addendum #2

May 14, 2020

This Addendum contains the materials from the Pre-Bid Teleconference held on April 29, 2020, and responses to all questions received by DOHMH on or before May 6, 2020.

Except as otherwise stated in the attached and by any prior or subsequent Addenda to the above-referenced IFB, the solicitation remains unchanged.

Please note that the submission due date for bids remains May 29, 2020 at 3:00 P.M.

The deadline for submitting a Request for Waiver of M/WBE Participation Requirement is May 22, 2020. If you are considering requesting a Waiver, you are strongly encouraged to submit a Waiver Request before the deadline.

I. Pre-Bid Teleconference Materials:
Attached as Annex A are the PowerPoint presentation slides and the sign-in sheet from the Pre-Bid Teleconference held on April 29, 2020.

II. Answers to Questions Received about the Bid:
Answers to questions received by DOHMH are contained in Annex B.

III. Changes to IFB Attachments:
Attached as Annex C is a revised Acknowledgement of Addenda (Item 3 of Section IV) form. Bidders are directed to complete and include this form in their bid submission.

IV. Changes to IFB:
The following section of the IFB has been revised and replaced as follows. Language that is crossed-out has been deleted; language underlined in bold-face type has been added.

A. IFB Section I -page 3 revision:

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

   Date:     May 29, 2020
   Time:     3:00pm, EST
   Location: New York City Department of Health and Mental Hygiene
             Office of the Agency Chief Contracting Officer
             42-09 28th Street, 17th Floor, Room: TBD 15-12
The bid opening may be attended in person at the location above or via video conference. Bidders must RSVP for both the video opening and the in-person opening by 2:00 p.m. EST on May 27, 2020 by emailing the name, title, affiliation, and email address of each attendee to Bids@health.nyc.gov. Please state “Heavy Metal Testing Bid Opening” in the subject line. Bidders who submit an RSVP will be provided an invitation via email to attend the conference.

General Bid Submission Information:

- Bids may be submitted electronically via email at Bids@health.nyc.gov.
- Bids may also be hand-delivered to the mailing address above. Due to the COVID-19 Outbreak and social/physical distancing recommendations, DOHMH is operating with a limited amount of onsite staff. Therefore, electronic bid submission is preferable. Bidders for whom hand-delivery is the only option must advise the Authorized Agency Contact by May 18, 2020 of their intention to do so as the Agency will need to ensure that hand delivered bids are properly received and recorded.
- An Addendum will be released at a later date to provide the date(s) and time(s) at which bids may be hand-delivered, prior to the due date, to authorized DOHMH staff.
- DOHMH will not be responsible for bids hand-delivered at date(s) and time(s) other than those specified in the referenced addendum and/or that are deposited with anyone other than the Authorized Agency Contact and/or authorized DOHMH staff indicated in the referenced addendum.
- DOHMH will not be responsible for electronic bids that are delivered to an email address other than the designated email address above.
- Any bids, electronic or hand-delivered, received by DOHMH after 3:00 PM on the Bid Due Date will be considered late and will not be accepted.
ANNEX A

Pre-Bid Teleconference Materials
(PowerPoint presentation slides and the sign-in sheet)
LABORATORY ANALYSIS FOR HEAVY METAL TESTING OF CONSUMER PRODUCTS
PIN: 21EN002100R0X00
EPIN: 81620B0002

NYC DEPARTMENT OF HEALTH & MENTAL HYGIENE
PRE-BID CONFERENCE
APRIL 29, 2020
Conference Code of Conduct

◦ Participants on Microsoft Teams must call in the number provided in the invitation and enter the access code to join the audio portion of the presentation.

◦ Participants other than city employees must sign in by clicking on the Chat icon on the left column of the screen and send the following in the meeting chat: first and last name, organization, email address, and contact number.

◦ Please mute all microphones at all times during the presentation.

◦ Please refrain from typing in the meeting chat other than signing in.

QUESTIONS MAY BE SUBMITTED VIA EMAIL TO BIDS@HEALTH.NYC.GOV UNTIL 2:45 P.M.
Welcome and Overview of Conference

Questions – all questions need to be in writing. DOHMH keeps track of all questions, and answers to all questions will be sent, in writing, to all potential bidders.

During the conference, attendees will be given up until 2:45 p.m. today to submit their questions to Bids@health.nyc.gov with the subject “Heavy Metal Pre-Bid”. Questions received after this time will not be provided a response at the conference but will be addressed along with all other questions received by the question submission due date of May 6, 2020.

After the presentation is concluded, DOHMH staff will temporarily leave the conference line and attempt to answer, to the extent possible, the questions submitted to the Bids@health.nyc.gov inbox at this conference.
Conference Agenda

- Summary of the IFB from a programmatic perspective
- IFB Guidelines: review of basic information, bid procedures, and basis of contract award
- Updates on PASSPort
- M/WBE Goals and Instructions
- Q&A Intermission – DOHMH staff in attendance will attempt to address the questions raised during this conference.
- Q&A Reading and Closing

QUESTIONS MAY BE SUBMITTED VIA EMAIL TO BIDS@HEALTH.NYC.GOV UNTIL 2:45 P.M.
IFB Programmatic Summary

PROGRAM BACKGROUND AND KEY SCOPE ELEMENTS

QUESTIONS MAY BE SUBMITTED VIA EMAIL TO BIDS@HEALTH.NYC.GOV UNTIL 2:45 P.M.
General Overview (pg. 5)

The New York City Department of Health and Mental Hygiene (“DOHMH” or the “Agency”) is seeking an appropriately qualified Contractor that can conduct lead, mercury, arsenic, cadmium, chromium, and other heavy metal testing as requested by DOHMH of various consumer products, including but not limited to cosmetics, religious powders, foods, dietary supplements/medications/remedies, jewelry, toys, and ceramic ware. The Agency’s goal is to identify an accredited laboratory that can conduct testing without involving an intermediary laboratory.
Minimum Qualifications (pg. 5)

At time of bid submission, the bidder must demonstrate all of the following:

• Bidder must have been performing the services required in this bid for the past seven (7) years. Specifically, the Bidder must have experience and the capability in the following:
  • conducting heavy metal testing and analyses for lead, mercury, arsenic, cadmium, chromium and other metals as listed in the bid sheet, on consumer products that include, but are not limited to cosmetics, religious powders, foods, health remedies, jewelry, toys and ceramic ware, without involving an intermediary laboratory; and
  • testing products using various sensitive analytical methods, such as:
    • Consumer Product Safety Commission (CPSC)
    • American Society for Testing and Materials (ASTM) C738-94 or United States Environmental Protection Agency (EPA) Method SW3005A; and
    • Other appropriate methods as necessary and as requested by DOHMH for product testing, including but not limited to, EPA Method SW6020 and SW7471.
Minimum Qualifications (pg. 5, 6)(continued)

At time of bid submission, the bidder must demonstrate all of the following:

• Bidder must be currently a National Environmental Laboratory Accreditation Program (NELAP) accredited laboratory that performs analysis of solid and chemical materials. Bidder must have maintained the NELAP accreditation during the past 7 years.

• Bidder must submit a list of relevant heavy metal testing as described above, and the volume of this testing that bidder has conducted for clients in the past seven (7) years. For each type of heavy metal testing, bidder must list the following:
  • Type of consumer product tested
  • Total number of product samples tested
  • Types of analytical methods used

• Bidder must submit a sample of the bidder’s Quality Control Reports that includes at minimum, analytical quality control summary, run sequence details, and calibration data.

• Bidder must submit a current resume of the principal or owner of the bidding firm and any employees/technicians assigned to complete the work of this contract.
At time of bid submission, the bidder must demonstrate all of the following:

◦ Provide (2) written reference letters from different clients for whom work, as specified herein, has been performed within the past seven (7) years who can attest to the Bidder’s experience and quality of services. Letters from DOHMH are not acceptable for this purpose. Written reference letters must be on the reference’s letterhead and must include the following:
  ◦ The name of the reference
  ◦ The title of the individual signing the reference letter; letter must be signed in ink by the signatory
  ◦ The address of the reference entity
  ◦ The contact information for the reference (including phone number and email address)
  ◦ A description of the services provided to the reference

QUESTIONS MAY BE SUBMITTED VIA EMAIL TO BIDS@HEALTH.NYC.GOV UNTIL 2:45 P.M.
Scope of Services (pg. 7, 8)

1. Receive routine shipments of product samples, typically over 100 samples per month and provide electronic results in both PDF and extractable excel format (CSV) to DOHMH within ten (10) business days from the receipt of the samples. DOHMH will ship the samples to the Contractor’s laboratory. The Contractor must retain remnants of tested samples for a period of 6 months post initial analyses;

2. Use analytical methods as requested by DOHMH, without involving an intermediary laboratory to conduct heavy metal testing of various consumer products.
   a) Heavy metals covered under this contract are: lead, mercury, arsenic, cadmium, chromium and other metals as listed in the bid sheet.
   b) Consumer products tested under this contract will include, but not be limited to cosmetics, religious powders, foods, health remedies, jewelry, toys and ceramic ware.

3. Coordinate with the Agency’s Division of Informatics Information Technology and Telecommunications (DIITT) to set up a system of electronic data submission to allow DOHMH database to be uploaded with laboratory results per DOHMH specifications.

QUESTIONS MAY BE SUBMITTED VIA EMAIL TO BIDS@HEALTH.NYC.GOV UNTIL 2:45 P.M.
4. Use appropriate quality control guidelines to ensure sample results are accurate. Contractor will provide detailed Analytical Quality Control Reports whenever requested by DOHMH.

5. Maintain the NELAP accreditation of the laboratory during the period of performance.

6. Provide DOHMH direct phone access to laboratory manager or analytical staff without intermediary steps to discuss sample related inquiries whenever necessary and respond to any DOHMH concerns or questions within one (1) business day or sooner.
IFB Guidelines

REVIEW OF BASIC INFORMATION, SUBMISSION INSTRUCTIONS, AND BASIS OF CONTRACT AWARD
IFB Guidelines

Relevant Documents

• IFB Solicitation
• Item 1 – Bidder Representations
• Item 2 – Bid Price Sheet
• Item 3 – Acknowledgement of Addenda
• Item 4 – Experience Questionnaire
• Appendix C – Tax Affirmation
• Appendix G – Iran Divestment Rider
• Appendix I – Schedule B: M/WBE Subcontractor Utilization Plan/Waiver Application

• All of these documents are available on the Department of Health’s Contracting Opportunities Web Page: https://www1.nyc.gov/site/doh/business/opportunities/contracting-opportunities.page

QUESTIONS MAY BE SUBMITTED VIA EMAIL TO BIDS@HEALTH.NYC.GOV UNTIL 2:45 P.M.
Anticipated Contract Term (pg. 6)

• Number of Contracts: 1
• September 1, 2020 – August 31, 2026, with no renewal options.
IFB Timetable (Timetable and Overview, pg. 3)

• Bid Release date: April 15, 2020
• Pre-Bid Conference: April 29, 2020
• M/WBE Waiver Application Due: May 22, 2020
• All Bids due by 3:00 p.m. EST on May 29, 2020.
• Agency Contact Person: Erik Vaklinov—bids@health.nyc.gov
• Questions regarding this IFB must be transmitted in writing to the Agency Contact Person by May 6, 2020
Bid Submission Instructions (p. 3, 4)

• All bids must be submitted to the Agency Contact by **May 29, 2020 at 3:00 p.m. EST**. A public bid opening will commence at 3:00pm in a room to be determined at 42-09 28th Street, Queens, NY 11101. The bid opening will also be accessible through a teleconference.

• Bids may be submitted electronically via email at Bids@health.nyc.gov.

• Bidders for whom hand-delivery is the only option must advise the Agency Contact **by May 18, 2020** of their intention to do so as the Agency will need to ensure that hand delivered bids are properly received and recorded.

• Please allow sufficient time to complete and submit bids. Bids received after the bid due and time are late and shall not be accepted by the Agency, except as provided under New York City’s Procurement Policy Board Rules.

• Unless the Agency issues a written addendum to the IFB that extends the Bid Due Date and Time for all bidders, the Bid Due Date and Time prescribed above shall remain in effect.
ITEM 2: BID PRICE SHEET (Page 1 of 5)
PIN: 21EN00210R0X00

Bidder's Legal Name: ____________    Bidder's TaxID#: ________

Date Submitted: ______

NOTICE TO ALL BIDDERS: FAILURE TO COMPLETE THIS SECTION IN DETAIL WILL RESULT IN REJECTION OF YOUR BID.

The undersigned agrees, if this bid is accepted, that it will, within 10 days of receipt of notice of award, submit executed copies of insurance policies as may be required, execute the Agreement set forth in this Invitation for Bid, and will proceed, when directed to do so, with the work required hereunder in strict compliance with the terms and conditions set forth in this Bid AT THE UNIT AND OTHER PRICES SET FORTH BELOW.

This is a requirements contract, and is intended to cover, during the term of this Contract, the requirements of DOHMH. The quantities listed in the Bid Price Sheet are estimates for the full term of this Contract, and DOHMH may use more, less or none of the quantities listed. Contractor shall only be paid for approved work performed pursuant to this Contract.

Note #1: The All-Inclusive Unit Price (Column D) shall include all costs associated with the performance of work, including but not limited to labor, statutory payroll taxes, fringe benefits, travel, equipment, necessary insurances, fees, filings, shipping/mailing, overhead, and profit. DOHMH will not reimburse the Contractor for any other costs, so Bidders must take into consideration in developing their rates.

Note #2: In addition to the metals specified in the Bid Price Sheet, the Bidder shall also provide an All-Inclusive Unit Price for ‘Other Metals’ to be analyzed which, may include but are not limited to: Aluminum, Antimony, Barium, Beryllium, Boron, Calcium, Cobalt, Copper, Iron, Magnesium, Manganese, Molybdenum, Nickel, Potassium, Selenium, Silver, Sodium, Thallium, Tin, Titanium, Vanadium, and Zinc.

QUESTIONS MAY BE SUBMITTED VIA EMAIL TO BIDS@HEALTH.NYC.GOV UNTIL 2:45 P.M.
ITEM 2: BID PRICE SHEET (Page 2 of 5)
PIN: 21EN002100R0X00

Bidder's Legal Name: ___________________  Bidder's Tax ID#: ___________________
Date Submitted: ___________________

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<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Year 6</td>
<td>per sample</td>
<td>$100</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
</tr>
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</tr>
<tr>
<td><strong>Unit Description</strong></td>
<td><strong>Contract Year</strong> (12-month Period)</td>
<td><strong>Unit of Issue</strong></td>
<td><strong>All-Inclusive Unit Price</strong></td>
<td><strong>Estimated Quantity</strong></td>
<td><strong>Extended Price (D x E)</strong></td>
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<tr>
<td>Test for Analyte plus 1 Metal (other than Mercury)</td>
<td>Year 1</td>
<td>per sample</td>
<td>$</td>
<td>225</td>
<td>$</td>
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<tr>
<td></td>
<td>Year 2</td>
<td>per sample</td>
<td>$</td>
<td>225</td>
<td>$</td>
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<tr>
<td></td>
<td>Year 3</td>
<td>per sample</td>
<td>$</td>
<td>225</td>
<td>$</td>
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<tr>
<td></td>
<td>Year 4</td>
<td>per sample</td>
<td>$</td>
<td>225</td>
<td>$</td>
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<td></td>
<td>Year 5</td>
<td>per sample</td>
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<tr>
<td></td>
<td>Year 6</td>
<td>per sample</td>
<td>$</td>
<td>225</td>
<td>$</td>
</tr>
<tr>
<td>Test for ‘Other Metals’ (See Note #2 above)</td>
<td>Year 1</td>
<td>per sample</td>
<td>$</td>
<td>15</td>
<td>$</td>
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<tr>
<td></td>
<td>Year 2</td>
<td>per sample</td>
<td>$</td>
<td>15</td>
<td>$</td>
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<tr>
<td></td>
<td>Year 3</td>
<td>per sample</td>
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<td></td>
<td>Year 4</td>
<td>per sample</td>
<td>$</td>
<td>15</td>
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<td></td>
<td>Year 5</td>
<td>per sample</td>
<td>$</td>
<td>15</td>
<td>$</td>
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<tr>
<td></td>
<td>Year 6</td>
<td>per sample</td>
<td>$</td>
<td>15</td>
<td>$</td>
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</table>

**TOTAL PROPOSED PRICE** (SUM OF COLUMN F)

**TOTAL BID PRICE IN WORDS:**

*In the case of any discrepancy between the price in words and that in figures, the lowest price will be considered the bid price.*

QUESTIONS MAY BE SUBMITTED VIA EMAIL TO BIDS@HEALTH.NYC.GOV UNTIL 2:45 P.M.
Bid Package Checklist (pg. 24)

1. Item 1 – Bidder Representations
2. Item 2 – Bid Sheet
3. Item 3 – Acknowledgment of Addenda
4. Item 4 – Experience Questionnaire
5. Item 5 – Audited/Reviewed Financial Statements
6. Item 6 – Required License/Certification, Resumes, and Sample Reports and Analyses
7. Item 7 – Reference Letters (2)
8. Appendix C – Tax Affirmation
9. Appendix G – Iran Contractor Divestment Rider
10. Appendix I – Schedule B – M/WBE Utilization Plan (either completed Part II, or fully approved Waiver/Part III)

QUESTIONS MAY BE SUBMITTED VIA EMAIL TO BIDS@HEALTH.NYC.GOV UNTIL 2:45 P.M.
Bid Evaluation and Award (pg. 15)

- Responsiveness Check

- Award will be made to the responsive and responsible bidder that offers the lowest bid price.
All Vendors wishing to do business with the City must enroll in PASSPort (Formerly VENDEX).

To complete the online disclosure process, please create an online account in PASSPort and file all disclosure information here: http://www1.nyc.gov/site/passport/index.page

If you have any questions regarding enrollment please contact help@mocs.nyc.gov
PASSPort: Leveling the Playing Field
MOCS and NYC Procurement

41 City Agencies

43,500+ Procurement Actions in FY 19

14,000+ Filed Vendors in PASSPort

6,000+ NYC Procurement Staff

FY19 Citywide Total: $20.5B

- $3.4B (17%) Standardized Services
- $2.8B (14%) Architecture/Engineering
- $2.8B (14%) Goods
- $6.8B (33%) Professional Services
- $0.3B (1%) Construction
- $3.9B (20%) Other Services

NYC Mayor’s Office of Contract Services

Question? help@mocs.nyc.gov
<table>
<thead>
<tr>
<th>Release</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Release 1</strong></td>
<td>✓ Launched August 2017</td>
</tr>
<tr>
<td><strong>Key Features:</strong></td>
<td>Self-service vendor accounts, Responsibility determinations</td>
</tr>
<tr>
<td><strong>Outputs and Achievements:</strong></td>
<td>14,000 vendors filed, Cycle time reduction by 10 weeks</td>
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<tr>
<td>System Sunsets:</td>
<td>VENDEX</td>
</tr>
<tr>
<td><strong>Release 2</strong></td>
<td>✓ Launched April 2019</td>
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<tr>
<td><strong>Key Features:</strong></td>
<td>Requirements Contracts Catalog, Online Requisition, Receipt, Invoice, Payment management</td>
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<tr>
<td><strong>Outputs and Achievements:</strong></td>
<td>Full payment pipeline functional</td>
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<tr>
<td>System Sunsets:</td>
<td>DCAS Direct Order</td>
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<tr>
<td><strong>Release 3</strong></td>
<td>Coming Spring 2020</td>
</tr>
<tr>
<td><strong>Key Features:</strong></td>
<td>RFx Roadmap, Digital RFx, Milestone tracking, Online registration process, E-signature, eliminate notaries, Amendment/Change Order mgmt.</td>
</tr>
<tr>
<td>System Sunsets:</td>
<td>APT, HHS Accelerator (RFPs, except open-ended)</td>
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<tr>
<td><strong>Release 4</strong></td>
<td>Coming Winter 2020/21</td>
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<tr>
<td><strong>Key Features:</strong></td>
<td>Citywide Invoicing and Payment, Prequalification for all vendors</td>
</tr>
<tr>
<td>System Sunsets:</td>
<td>HHS Accelerator (Prequalification, all RFPs)</td>
</tr>
</tbody>
</table>

**Question?** help@mocs.nyc.gov
Preparing to Do Business with the City of New York

1. Create NYC.ID at [nyc.gov/passport](http://nyc.gov/passport)
2. Using NYC.ID, log in to PASSPort and submit account request
3. Once approved, complete vendor enrollment package

Question? help@mocs.nyc.gov
MOCS deploys people, technology and learning resources to maximize the benefits of e-procurement

**Procurement Roadmap**
- Coming Soon:
  - Coming Spring 2020
  - Browse Funding Opportunities
  - Align Development Plans

**Online Resources**
- nyc.gov/passport
  - Training Videos
  - FAQs
  - Job Aids
  - Manuals
  - Checklists

**Service Desk**
- help@mocs.nyc.gov
  - Real-Time Support
  - Escalation Paths

**Technology Enhancements**
- PASSPort Direct Email
  - Ongoing
  - Driven by User Feedback
  - Join Vendor Workgroups

**Coming Soon**
- Browse Funding Opportunities
- Align Development Plans

**Online Resources**
- Training Videos
- FAQs
- Job Aids
- Manuals
- Checklists

**Service Desk**
- Real-Time Support
- Escalation Paths

**Technology Enhancements**
- Ongoing
- Driven by User Feedback
- Join Vendor Workgroups
M/WBE Goals and Instructions (Appendix I – Schedule B)

The Department of Health and Mental Hygiene (DOHMH) is committed to ensuring that there is diversity in City contracting- as per Local Law 1 of 2014, M/WBE goals have been applied to this contract.

M/WBE Contract Goal – 3.3%

➢ General rule - contract goals can be met with the use of M/WBE prime and/or subcontracting (minus dollars awarded to non-M/WBEs).

➢ Requests for full or partial waivers to the goal must be submitted to bids@health.nyc.gov no later than May 22, 2020. DOHMH strongly recommends that if you plan to request a waiver, you submit the Waiver Request as soon as possible.

➢ Bid package must include either:
  o a completed “Schedule B – Part II: M/WBE Participation Plan” or
  o a fully approved “Schedule B – Part III – Request for Waiver of M/WBE Participation Requirement”

To search and find qualified M/WBEs, visit www.nyc.gov/buycertified

For assistance:

DOHMH M/WBE unit – P:(347)396-6708; E: mwbe@health.nyc.gov

NYC Small Business Services – Certification Helpline: (212) 513-6311

QUESTIONS MAY BE SUBMITTED VIA EMAIL TO BIDS@HEALTH.NYC.GOV UNTIL 2:45 P.M.
Part 1 is completed by DOHMH. It contains the M/WBE Participation Goal for Services.
Schedule B: New Part 2- M/WBE Participation Plan

Part 2: M/WBE Participation Plan
(To be completed by the bidder/proposer unless granted a full waiver, which must be submitted with the bid/proposal in lieu of this form)

Section 1: Prime Contractor Contact Information
- Tax ID #: 12345678
- FMS Vendor ID #: 987654321
- Business Name: ABC Widgets
- Contact Person: John Doe
- Business Address: 123 ABC Way
- City: XYZ
- State: NY
- Zip: 12345
- Email: jdoe@ABCWidgets.com

Section 3: Contractor M/WBE Utilization Plan
Please review the Notice to Prospective Contractors for more information on how to obtain credit for M/WBE participation. Check applicable box. The Proposer or Bidder will fulfill the M/WBE Participation Goals:

☐ As an M/WBE Prime Contractor that will self-perform and/or subcontract to other M/WBE firms a portion of the contract the value of which is at least the amount located on Lines 2 or 3 in the panels in Section 2, as applicable. The value of any work subcontracted to non-M/WBE firms will not be credited towards fulfillment of M/WBE Participation Goals. Please check all that apply to Prime Contractor: MBE ☐ WBE ☐

☐ As a Qualified Joint Venture with an M/WBE partner, in which the value of the M/WBE partner’s participation and/or the value of any work subcontracted to other M/WBE firms is at least the amount located on Lines 2 or 3 in the panels in Section 2, as applicable. The value of any work subcontracted to non-M/WBE firms will not be credited towards fulfillment of M/WBE Participation Goals.

☐ As a non-M/WBE Prime Contractor that will enter into subcontracts with M/WBE firms the value of which is at least the amount located on Lines 2 or 3 in the panels in Section 2, as applicable.

Vendor will complete if agreeing to goal or denied waiver request; must complete and sign Schedule B Parts 1 and 2.

Vendor will complete if they received an approved partial waiver request; must complete and sign Schedule B Parts 1-3.

QUESTIONS MAY BE SUBMITTED VIA EMAIL TO BIDS@HEALTH.NYC.GOV UNTIL 2:45 P.M.
There are separate columns for subcontract descriptions, estimates and M/WBE designations.

Where required by the solicitation, vendors will also need to specifically identify the contact info, including name, address and telephone number, of the M/WBE vendors they intend to use to meet participation goals on the anticipated contract.

QUESTIONS MAY BE SUBMITTED VIA EMAIL TO BIDS@HEALTH.NYC.GOV UNTIL 2:45 P.M.
As part of a responsive bid or proposal, the vendor **must sign** the Schedule B, Part 2 acknowledging and affirming their understanding of the M/WBE goal requirements and intent to make all good faith efforts to meet the final goal. If a vendor has been granted a full waiver, the vendor must include the approved waiver determination (Part 3) with their bid/proposal submission, in lieu of a signed Schedule B, Part 2 in order to be considered responsive.

**Failure to sign this section of the Schedule B will make a vendor non-responsive.**
To submit a waiver request, the vendor must complete Schedule B – Part 3. They must fill in the original goal percentage defined by the agency, the reduced goal they are requesting, and the basis for their request.
Schedule B: New Part 3- Waiver Requests (Reference Section)

Vendors will use the linked excel file to provide their full contracting history within the last 3 years. From this list, they will identify 5 reference contracts that are most relevant to the current bid/proposal.

Contact information will now be required for each reference. Vendors must also provide an overview of the reference, including contract description, term, value, and their status as a prime/subcontractor. They must also indicate if the previous contract was subject to participation goals (city, state, or federal).

If the vendor was the prime contractor, they must list a description and award value for each subcontracted scope of work.

If the vendor was the subcontractor, they must list a description and award value for each subcontracted scope of work.

QUESTIONS MAY BE SUBMITTED VIA EMAIL TO BIDS@HEALTH.NYC.GOV UNTIL 2:45 P.M.
Schedule B: New Part 3- Waiver Requests (Vendor Certification)

The Vendor Certification section includes both a subcontracting identification section. Vendors will be required to list all work areas they intend to subcontract. Upon signing the certification, they affirm that they will self-perform all work not identified in the subcontracting section.
Q & A Intermission

Thanks For Your Patience
Q & A Reading and Closing

Thanks for your interest in DOHMH’s Invitations For Bids for Laboratory Analysis for Heavy Metal Testing of Consumer Products
Sign-in Sheet from the Pre-Bid Teleconference:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jerry DeMenna</td>
<td>VTEC Laboratories, Inc.</td>
<td><a href="mailto:jerry@vteclabs.com">jerry@vteclabs.com</a></td>
</tr>
<tr>
<td>Jame Milne</td>
<td>Intertek Testing Services</td>
<td><a href="mailto:james.milne@intertek.com">james.milne@intertek.com</a></td>
</tr>
<tr>
<td>Daniel B Kocher</td>
<td>EMSL Analytical</td>
<td><a href="mailto:dkocher@emsl.com">dkocher@emsl.com</a></td>
</tr>
<tr>
<td>Neil Schultz</td>
<td>VTEC Laboratories, Inc.</td>
<td><a href="mailto:neil@vteclabs.com">neil@vteclabs.com</a></td>
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<tr>
<td>Phil Worby</td>
<td>EMSL Analytical</td>
<td><a href="mailto:pworby@emsl.com">pworby@emsl.com</a></td>
</tr>
<tr>
<td>Margaret Freudenrich</td>
<td>EMSL Analytical</td>
<td><a href="mailto:mfreudenrich@emsl.com">mfreudenrich@emsl.com</a></td>
</tr>
<tr>
<td>Eugenia Mirica</td>
<td>EMSL Analytical</td>
<td><a href="mailto:emirica@emsl.com">emirica@emsl.com</a></td>
</tr>
<tr>
<td>Ron Smith</td>
<td>EMSL Analytical</td>
<td><a href="mailto:rsmith@emsl.com">rsmith@emsl.com</a></td>
</tr>
<tr>
<td>Craig Chawla</td>
<td>STAT Analysis</td>
<td><a href="mailto:cchawla@statanalysis.com">cchawla@statanalysis.com</a></td>
</tr>
<tr>
<td>Scott Ross</td>
<td>EMSL Analytical</td>
<td><a href="mailto:sross@emsl.com">sross@emsl.com</a></td>
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ANNEX B

City of New York
Department of Health and Mental Hygiene (DOHMH)
Invitations for Bids (IFB) for
LABORATORY ANALYSIS FOR HEAVY METAL TESTING OF CONSUMER PRODUCTS
PIN: 21EN002100R0X00

Below are answers to the questions received by DOHMH at the Pre-Bid Teleconference and/or in writing by the Questions Due Date of May 6, 2020. Bidders are advised to read all questions and answers in order to have the most complete information.

Answers provided in writing herein should be considered the final and official responses to these questions.

Question 1: Can you provide annual and monthly workload for each of the materials that need to be tested?

Answer 1: As indicated in Section II.A.1. of the Bid, the Contractor will receive routine shipments of product samples, typically over 100 samples per month. Consumer product samples will include, but are not limited to cosmetics, religious powders, foods, health remedies, jewelry, toys and ceramic ware.

Question 2: Are there specific testing methods required?

Answer 2: As indicated in Section I.B.1.b. of the Bid, testing methods as required by DOHMH include various sensitive analytical methods such as:
   i. Consumer Product Safety Commission (CPSC) methods
   ii. American Society for Testing and Materials (ASTM) C738-94 or United States Environmental Protection Agency (EPA) Method SW3005A; and
   iii. Other appropriate methods as necessary and as requested by DOHMH for product testing, including but not limited to, EPA Method SW6020 and SW7471.

Question 3: Is there specific testing equipment required?

Answer 3: As indicated in Section I.B.2., the Bidder’s must currently be a National Environmental Laboratory Accreditation Program (NELAP) accredited laboratory that performs analysis of solid and chemical materials. The Contractor’s laboratory must have the necessary equipment to perform analysis as indicated in Section I.B.1.b. of the Bid.

Question 4: What kind of reports will be required? What information would you like captured in the reports?

Answer 4: As indicated in Section II.A.3. of the Bid, the Contractor will provide to DOHMH reports on results of the laboratory analysis in both pdf and CSV format to
allow for data transfer and will indicate the following information, including but not limited to, the lab work order number, the DOHMH sample IDs, case IDs, dates of analyses, analytical methods used, and chain of custody. The Contractor will also provide detailed Analytical Quality Control Reports whenever requested by DOHMH, which must contain quality control data for testing conducted, including but not limited to, analytical quality control summary, run sequence details, and calibration data, as specified in Section IIA.4. of the Bid.

**Question 5:** Is this a new contract? If this is a follow through on contract, who is the current awardee?

**Answer 5:** The Agency does not currently have a large-scale multiyear contract in place for these services. There is currently a one-year (small purchase) contract for similar services in place.

**Question 6:** Please advise if Bid #21EN002100R0X00 testing for metal products is an innovative procurement?

**Answer 6:** No

**Questions 7:** Can the ISO 17025 accreditation be acceptable to you in place of the NELAP accreditation requirement?

**Answer 7:** No.

**Question 8:** Date of the last award?

**Answer 8:** The small purchase contract is effective as of 9/1/2019.

**Question 9:** Awarded unit price?

**Answer 9:** The total award amount of the current contract is $90,380.

**Question 10:** Awarded quantity?

**Answer 10:** The number of tests stipulated in the current contract are estimates only and quantities vary by analysis method.

**Question 11:** Awardee?

**Answer 11:** The current contract was awarded to HI-Tek Environmental, Inc.

**Question 12:** Total amount spent on prior award?

**Answer 12:** See Question 9.

**Question 13:** Is the vendor who won last time solicited this time?
Answer 13: This is an open competitive bid available to the public; any eligible vendor is invited to apply.

Question 14: Is the manufacturer/suggested vendor solicited on this solicitation?

Answer 14: See Question 13.

Question 15: What amount has been encumbered for this project?

Answer 15: No amount has been encumbered for this contract. The contract will be awarded to the lowest responsive and responsible bidder.

Question 16: Is this an open market bid or an innovative bid?

Answer 16: Open market bid.

Question 17: What is the protocol on how to procure bids?

Answer 17: For general information on contracting with the City, please refer to this site: www.nyc.gov/mocs. For this solicitation, please refer to entire bid document, specifically in Sections II and III.

Question 18: Is there any particular Limit of Detection required for these Tests for the specific Metals; since that will determine what Method/Technique will be used?

Answer 18: Yes. Limits of detection can vary depending on the type of product. The Contractor must be able to test products using various sensitive analytical methods as specified in Section I.B.1.b. of the Bid.

Question 19: Is there a specific Action Limit for specific Products; such as Religious Powders, etc? I ask this because the Standard Methods you referenced all have different Reporting Limits, Sample Preparation Techniques, Test Instrumentation, etc.

Answer 19: Yes. Action limits can vary based on the type of product. The Contractor must be able to test products using various sensitive analytical methods as specified in Section I.B.1.b. of the Bid.
ANNEX C

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 22, 2020
ADDENDUM # 2, DATED May 14, 2020
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:

BIDDER (NAME)______________________________ DATE__/__/__

BIDDER (SIGNATURE)______________________________