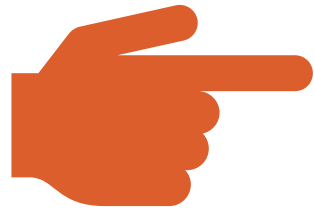


**Thank you for joining today's conference. While you wait for the meeting to begin, please type the following information in CHAT:**



- **Your Name**
- **Company Name**
- **Email Address**
- **Phone Number**
- **MW/BE Status**



**The meeting will begin promptly at 11:00AM.**

New York  
City Housing  
Authority

## REQUEST FOR QUOTES

**Service & Repair of Intercom Systems-Variou  
Developments Within The Five (5) Boroughs of  
New York City(\*)**

**RFQ# 451025- Various Bronx**

**RFQ# 451026-Variou Brooklyn**

**RFQ# 451027- Various Manhattan**

**RFQ# 451028- Various Queens & Staten Island**

**(\*) Contract(s) shall be subject to the NYCHA's Project Labor Agreement.**

# Pre-Bid Conference Agenda

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Introduction & Overview - Procurement Department

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Scope of Work & Vendor Expectations – Administering Department

---

Vendor Minimum Qualifications – Administering Department

---

Bid Details & Required Bid Submission Documents– Procurement Department

---

How to Locate Contract Terms & Conditions – Procurement Department

---

Section 3/M/WBE & S3BC/VNC Overview – VISD

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Additional Information/Working with NYCHA – Procurement Department

---

Q&A and Post-Conference Q&A Submissions – Procurement Department

---

RFQ Timeline Review - Procurement Department

---

Resources & Assistance - Procurement Department

# Scope of Work & Vendor Expectations

## Scope of Work

- The proposing Contractor will be responsible for providing renovation services for the NYCHA sites listed herein.
- The specifications covers repair and service of the intercom systems and components. The proposed work shall include the supply of all labor, equipment, and materials necessary to provide intercom services. Products shall be as directed by the owner.
- Installation procedures shall be in accordance with the product manufacturer's recommendations. The Contractor is to perform all necessary actions to ensure that assigned locations at NYCHA's sites are kept safe and operable to residents affected at all times.
- During the term of this contract there may be instances where a new intercom monitoring system will take effect (or will already be in effect) at a Development. If needed, the Contractor awarded this contract, is to relocate the intercom lobby panel from its existing (old) location into a new designated location. All detailing and workmanship is to be coordinated and performed as instructed by the Coordinator on the replacement intercom monitoring contract.

Additional information may be found in the Specifications attached to the Bid.

# Vendor Minimum Qualifications

No Proposal will be considered from a bidder that has not been actively engaged in work specific to the Work to be performed under this Contract, for a period of at least three (3) years prior to the opening date of the bid. Such work must have been performed by the entity submitting the Proposal. In addition, the bidder must submit copies of previous contracts, work authorizations, and /or invoices as proof of experience with this Proposal.

To be eligible for the award of the Contract, the Bidder must meet the following minimum qualifications. Bidders who are not able to meet these minimum qualifications will be declared non-responsive and ineligible for the award of the Contract.

The valid and applicable trade licenses and/or certificates listed by the Bidder in Section V of the FOP must constitute all the Bidder's and/or its sub-contractors required and applicable licenses and certificates necessary to perform the Work under the Contract (the "Required Licenses and/or Certificates"). The Required Licenses and/or Certificates must be valid as of the date of the Bid submission and the Bidder must submit copies of all Required Licenses and/or Certificates as part of its Bid.

- The below list of licenses and/or certifications are required:

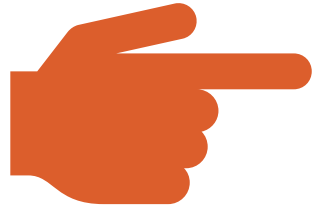
- ✎ *NYCDOB General Contractors License*

- The bidders experience must be specific to the work described in the Scope of Work within the Contract Specifications and for the requisite number of years.
- The Bidder must submit the completed Contractor Experience Form on the form included with the FOP. The information submitted by the Bidder on this form must include:

- at least three (3) contracts performed by the Bidder as the prime contractor within the past five (5) year(s) (the "Prior Contracts"); and

- that at least three (3) of the Prior Contracts have a dollar value (each separately, and not in the aggregate) that is not less than ten (10%) percent of the Bidder's Total Base Bid.

**If you have not already done so, please type the following information in CHAT:**



- **Your Name**
- **Company Name**
- **Email Address**
- **Phone Number**
- **MWBE Status**



**If you do not have access to CHAT, stay on at the conclusion of the call to provide your contact information to the meeting host.**

# Bid Details

Contract Type:	<b>Requirements</b> Contract that provides for filling all of NYCHA’s requirements for specified services in a fixed time period.
Bid Form:  All line items in this solicitation are subject to Bid Factor.	<b>Adjusted Unit</b> (Specified to Four (4) significant digits of decimal place) Example: 1.0000  NYCHA has established unit prices in this solicitation. The contractor provides a “Bid Factor” or multiplier to be applied uniformly to each of the NYCHA established unit prices, which adjusts the unit prices as a percentage thereof-“Adjusted Unit Prices”  Bidder/Proposer is required to use the Bid Work sheet provided in the RFQ bid documents to support your calculations; enter your “Bid Factor” to generate your proposed Adjusted Unit Price to be entered in iSupplier Line Item.
Bid Security:	<b>FIVE (5) %-BID SECURITY IS REQUIRED FOR THIS RFQ.</b>
Contract Terms:	The term of this Contract shall be for a period of <b>THREE (3) years</b> from the commencement date specified on NYCHA’s Notice to Proceed. NYCHA, in its sole discretion, shall have the option to extend the Term of this Contract for <b>two (2), One year terms.</b>

# Administrating Department(s)

- **Bronx Borough Management Department:**  
1200 Waters Place Bronx, New York 10461  
Telephone No. (718) 409-8626
- **Brooklyn Borough Management Department:**  
1620 East New York Avenue Brooklyn, New York 11212  
Telephone No. (646) 491-6967
- **Manhattan Borough Management Department:**  
1980 Lexington Avenue New York, NY 10035  
Telephone No.(917) 206-3500
- **Queens & Staten Island Borough Management Department:**  
90-20 170th Street Queens, NY 11432  
Telephone No.(718) 553-4700

Note to Proposed Bidders- Please contact the respective Borough Administrative Department to schedule a site visit at a development in their Borough.



# Additional Information on Bonding

Bid Security, when required, is due at the time of bid submission and may be presented in the form of a Bond or Copy of a Certified Check.

- If providing a Bond, please make sure it is SIGNED by the prime bidder (Officer or authorized representative), and NOTARIZED by a licensed Notary.
- If providing a Copy of a Certified Check, please make sure the check is payable to New York City Housing Authority (NYCHA).

Performance & Payment Bonds, when required, are due after contract award.

- P&P Bonds follow contracts, not vendors, so bonds will not expire until the contract is expired (and will continue during any warranty period).
- If you are pursuing new or additional work, new bonds are required. You may not use Bonds tied to current contracts to satisfy new contracts.

## Required Bid Submission Documents

Attachment Name	
Required Bid Documents	All pages must be completed and signed/notarized as applicable, uploaded and returned as a single PDF file, in the same order as the original document. The <b>Contractor Experience Form</b> must be used to provide proof of prior experience as outlined in the Vendor Minimum Qualifications.
Form of Proposal	All pages must be completed and signed/notarized as applicable, uploaded and returned as a single PDF file, in the same order as the original document. It is extremely important to: <ul style="list-style-type: none"><li>• Provide Line-Item Quoted Unit Pricing, Line-Item Extension, Evaluated Base Bid Total and Bid Price Methodology</li><li>• Complete Certification of Review of all Contract Documents with signature and corporate seal (if a corporation)</li><li>• Form of Affidavit signed and notarized (in proper business form: Corporation, Partnership, Individual or Sole Proprietor, or Limited Liability Company)</li><li>• Provide photocopies of applicable trade licenses/certifications</li></ul>
Bid Worksheet	Excel spreadsheet to assist in calculating your Bid Factor , using Quoted Unit Pricing/ Line-Item Extension for the Estimated Quantity provided.
Risk Finance Insurance Template	Important information on Insurance requirements
Section 3	Hiring Plan, Outreach and Recruitment
Bid Bond Form*	Signed and notarized, and accompanied by a Bond or Copy of Certified Check

## CONTRACTOR EXPERIENCE FORM

In addition to completing this form, bidders must provide proof of prior experience by submitting copies of prior contracts, work authorizations and invoices. If the contracts submitted are not with NYCHA, proof of payment of those contracts is required (for example, cancelled checks and bank records or bank statements).

### OIG

Vendors that are being considered for award are required to cooperate fully with the Office of the Inspector General (OIG) for NYCHA. Any vendor who fails to provide complete and timely responses to requests for information from the OIG will be deemed non-responsible for the lifetime of the VNC.

CONTRACTOR EXPERIENCE FORM		NEW YORK CITY HOUSING AUTHORITY PROCUREMENT 90 CHURCH STREET, NEW YORK, NY 10007				
FIRM NAME			ADDRESS			
TEL. NO.	E-MAIL			FEDERAL TAX NO.		
CONTRACT TITLE		CONTRACT NO.	DEVELOPMENT	TRADE LICENSE <i>(If Required)</i>	LICENSE NO.	
EXPERIENCE:						
CONTRACT TITLE	ROLE (PRIME OR SUB- CONTRACTOR)	DESCRIPTION OF WORK	CONTRACT VALUE	PERCENT (%) OF CONTRACT WORK COMPLETED	DATE COMPLETED OR ANTICIPATED COMPLETION DATE	REFERENCE CONTACT (NAME, ADDRESS & TELEPHONE NO. OF CLIENT COMPANY, <u>AGENCY AUTHORITY</u> , OWNER, AGENT OR CONTRACTING OFFICER)

\_\_\_\_\_ PRINT NAME OF COMPANY      \_\_\_\_\_ OFFICER SIGNATURE OF COMPANY      \_\_\_\_\_ OFFICER TITLE OF COMPANY OFFICER

SWORN BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_ NOTARY PUBLIC



**FORM OF PROPOSAL**

**REQUIREMENTS CONTRACT FOR  
APARTMENT WINDOW REPAIR/  
REPLACEMENT AT  
VARIOUS DEVELOPMENTS WITHIN THE  
BOROUGH OF MANHATTAN**

New York City Housing Authority  
90 Church Street  
New York, New York 10007

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FEDERAL TAX I.D. NO. \_\_\_\_\_

Sir/Madam:

The undersigned hereby proposes to furnish all labor, material, equipment, permits, insurance, and, if applicable, any performance or payment bonds, and to pay all applicable taxes, and to do and perform all obligations as provided in the Contract Documents for the performance of the above Contract as follows:

**BIDDER'S ADJUSTMENT FACTOR (Specify to four (4) decimal places):**

The Bidder agrees to perform the Work in the quantities specified in individual Work Authorizations issued by NYCHA pursuant this Contract for the Unit Prices specified below multiplied by the Adjustment Factor of:

\_\_\_\_\_. \_\_\_\_\_  
(Adjustment Factor in numbers)

\_\_\_\_\_  
(Adjustment Factor in words)

**ADJUSTED UNIT PRICES:** The undersigned understands and agrees that the Adjustment Factor indicated above will be applied to the individual Unit Prices for each item listed below in this Form of Proposal to calculate Adjusted Unit Prices. NYCHA shall pay the Contractor the Adjusted Unit Prices.

**CONTRACT FOR:**

**RENOVATION OF RESTROOMS AT  
RED HOOK WEST,  
BROOKLYN, NY 11231**

New York City Housing Authority 90  
Church Street  
New York, New York 10007

Sir/Madam:

The undersigned hereby proposes to furnish all labor, equipment, permits, insurance, and, if applicable, any performance or payment bonds, to pay all applicable taxes, and to do and perform all obligations as provided in the Contract Documents for the performance of the above Contract as follows:

Item #	Description of Work
SM014001	This Scope of Work is to provide all require Labor, Material and Equipment for <b>Renovation of Restrooms at Red Hook West</b> as described in <b>Section III of the Specifications.</b>

**LUMP SUM BASE BID**

In figures: \$ \_\_\_\_\_

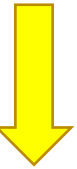
In words: \_\_\_\_\_

\_\_\_\_\_ DOLLARS

**SAMPLE**

# Bid Document List

(Found in Header Section of Oracle Financial)



documents need to be obtained.): [Oversized Construction Documents, Drawing and/or Plans](#)

MarkView	Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
	[Redacted]	File	[Redacted]	[Redacted]	PARKJ02	05-Nov-2021	One-Time		
	Bid Requirement Documents 2.27.2020.pdf	File	Bid Submission Instructions	To Supplier	PARKJ02	05-Nov-2021	One-Time		
	RFQ #348902 SOW.pdf	File	Specifications	To Supplier	PARKJ02	05-Nov-2021	One-Time		
	RFQ #348902 FOP.pdf	File	Form of Proposal	To Supplier	PARKJ02	05-Nov-2021	One-Time		
	RFQ #348902 Roof Assembly Replacement- BID FACTOR WORKSHEET- Polo GR TWR.xls	File	Bid Worksheet	To Supplier	PARKJ02	05-Nov-2021	One-Time		
	General Decision NY20210003 Modification 13-101521.pdf	File	Davis Bacon Prevailing Wage	To Supplier	PARKJ02	05-Nov-2021	One-Time		
	Template 12 - Construction wHazMat - Med-High Risk - Final as of 7-6-21.pdf	File	Risk Finance Insurance	To Supplier	PARKJ02	05-Nov-2021	One-Time		
	iSupplier Quick Guide - New Standard 7-23-21.pdf	File	iSupplier Quick Guide - New Standard 7/2021	To Supplier	PARKJ02	08-Nov-2021	One-Time		
	[Redacted]	File	[Redacted]	[Redacted]	PARKJ02	05-Nov-2021	One-Time		
	Section 3 Large Procurement 2021.03.02.pdf	File	Section 3	To Supplier	PARKJ02	05-Nov-2021	One-Time		

SAMPLE

documents need to be obtained. [Oversized Construction Documents, Drawing and/or Plans](#)

Previous 10 11-17 of 17 Next

MarkView	Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
	Passport Vendor_Instructions.pdf	File	PASSPort Instructions	To Supplier	PARKJ02	05-Nov-2021	One-Time		
	Passport Vendor_UserManual.pdf	File	PASSPort User Manual	To Supplier	PARKJ02	05-Nov-2021	One-Time		
		File			PARKJ02	05-Nov-2021	One-Time		
	TEAMS MEETING LINK RFQ #348902.pdf	File	Ctrl+Click to join Teams Meeting	To Supplier	PARKJ02	05-Nov-2021	One-Time		
	Sexual Harassment Policy Statement.pdf	File	Sexual Harassment Policy Statement	To Supplier	PARKJ02	08-Nov-2021	One-Time		
	General Rules of Behavior for On-Site Consultants.pdf	File	General Rules and Behavior for On-Site Consultants	To Supplier	PARKJ02	08-Nov-2021	One-Time		
	NYCHA Contractor Requirements re Face Coverings Vaccination and Testing 9.29.21_executed.pdf	File	NYCHA Contractor Requirements: Face Coverings, Vaccinations, and Testing	To Supplier	PARKJ02	08-Nov-2021	One-Time		

# Contract Terms and Conditions

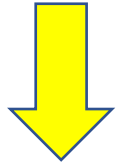
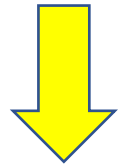
SAMPLE

Negotiations > Advanced Search >  
RFQ: 348902

Actions Online Discussions

**Title** SMD\_Services\_Roof Assembly Replacement, Polo Grounds TWR Day Care Ctr, Manhattan  
**Status** Active (Locked)  
**Time Left** 14 days 23 hours

**Open Date** 12-Nov-2021 00:00:00  
**Close Date** 09-Dec-2021 10:00:00



**Contract Administrator**  
**Legal Contact**

**Contract Source** Structured Terms  
**Contract Template** Technical Services (requirements, no bonding)

# Section 3, S3BC, & M/WBE Overview

## Section 3

NYCHA vendors are contractually obligated to adhere to HUD Section 3 requirements

- Compliance with Section 3 is demonstrated by ensuring that 25% of total labor hours are worked by Section 3 workers; and 5% of which are worked by Targeted Section 3 workers (prioritizing NYCHA public housing or NYCHA Section 8 residents).
- For further information, please visit the HUD Section 3 FAQ link: <https://www.hud.gov/sites/documents/11SECFAQS.PDF>

## Minority and Women-owned Business Enterprise (M/WBE) &

- Visit NYC Department of Small Business Services (SBS) to find M/WBEs: <https://sbsconnect.nyc.gov/certification-directory-search/>
- NYCHA S3BC registry: <https://www.nyc.gov/assets/nycha/downloads/pdf/Section3-Vendors-List.pdf>
- M/WBE Utilization Plan: <https://www.nyc.gov/assets/nycha/downloads/pdf/mwbeuplan.pdf>
- Application for M/WBE Waiver/Partial Waiver: <https://www.nyc.gov/assets/nycha/downloads/pdf/partialwaivermwbe.pdf>

## Section 3 Business Concern (S3BC)

- NYCHA S3BC registry: <https://www.nyc.gov/assets/nycha/downloads/pdf/Section3-Vendors-List.pdf>

## Contact NYCHA Supply Management & Procurement - Vendor Diversity Department

- For Section 3 inquiries, please email: [section3.smp@nycha.nyc.gov](mailto:section3.smp@nycha.nyc.gov)
- For M/WBE inquiries, please email: [mwbe.smp@nycha.nyc.gov](mailto:mwbe.smp@nycha.nyc.gov)



## Additional Requirements & Information

1. **Electronic Bids** In response to the COVID-19 outbreak, we are accepting only electronic bids submitted online via iSupplier. Paper bids will not be accepted or considered. Please contact NYCHA Procurement @ [procurement@nycha.nyc.gov](mailto:procurement@nycha.nyc.gov) for assistance.
2. **iSupplier Registration** Instructions for iSupplier can be found at <http://www1.nyc.gov/site/nycha/business/isupplier-vendor-registration.page>  
After Bidder registers for iSupplier, it typically takes 24 to 72 hours for Bidder's iSupplier profile to be approved.
3. **Competitive Sealed Bids** These RFQs are solicited as "Competitive Sealed Bids". Buyers cannot open or review your bids prior to bid closings, and cannot confirm that the bids or bid documents have been submitted correctly. We can only confirm when an active bid has been placed.
4. **Accessing RFQs** Interested vendors are invited to obtain a copy of the opportunity at NYCHA's website by going to <http://www.nyc.gov/nychabusiness>. On the left side, click on "iSupplier Vendor Registration/Login" link. (1) If you have an iSupplier account, then click on the "Login for registered vendors" link and sign into your iSupplier account. (2) If you do not have an iSupplier account you can request an account by clicking on "New suppliers register in iSupplier" to apply for log-in credentials. Once you have accessed your iSupplier account, log into your account, then choose under the Oracle Financials home page, the menu option "Sourcing Supplier", then choose "Sourcing", then choose Sourcing Homepage"; and conduct a search in the "Search Open Negotiations" box for RFQ Number(s).
5. **Disclaimers** Proposals must be successfully submitted into iSupplier in final form no later than 10 AM on the Due Date ("RFQ Bid Due Date"). Proposals which are saved in iSupplier as a "draft" but not successfully submitted will not be considered. Please prepare your bids early. NYCHA Procurement cannot assist you with technical issues if you are attempting to enter your bid too close to the bid close time.
6. **Accessing Conference Attendance List** You may access today's Pre-Bid Conference Attendance List by visiting: <https://www1.nyc.gov/site/nycha/business/procurement-opportunities.page>

## Things to know following bid closings

- **Unofficial Bid Tabulations** are posted to Online Discussion in each Bid within 24-48 hours of bid closing.
- **Bid Evaluation** usually commences within one week following the bid closing date. The Bid evaluation process can take several days to several weeks; and months to include the full extent of the award process. If you are being considered for award, you will receive a notification from NYCHA with a request for additional information.

# Q&A



## Post Conference Q&A Submissions

Please submit your questions to “Online Discussion” in Oracle Financials, accessible through your iSupplier account.

Questions and responses will be posted through “Online Discussion” and will be available for view by all participants.

# RFQ Timeline

Event	Date	Time
<b>Public Advertisement Begins</b>	<b>June 06 , 2023</b>	
<b>Pre-Bid Conference</b>	<b>June 09, 2023</b>	<b>11:00 AM</b>
<b>RFQ Question Deadline</b>	<b>June 14, 2023</b>	<b>2:00 PM</b>
<b>Question and Answer Release Date</b>	<b>June 21, 2023</b>	<b>2:00 PM</b>
<b>Waiver (or Partial Waiver) of MWBE Utilization Plan Submission Deadline</b>	<b>7 Calendar Days Prior to Bid Opening/</b>	
<b>NYCHA's PLA Agreement-Letter of Assent:</b>	<b>Prime Contractor-required, include as part of bid package and no later than RFQ Bid Submission deadline.</b>	
<b>RFQ Bid Due Date</b>	<b>July 05, 2023</b>	<b>3:00 PM</b>

# Resources & Assistance

## Procurement Department

**Jenelle Fraser**

[Jenelle.Fraser@nycha.nyc.gov](mailto:Jenelle.Fraser@nycha.nyc.gov)

212-306-4740

**Kiran Bheemarao**

[Kiran.Bheemarao1@nycha.nyc.gov](mailto:Kiran.Bheemarao1@nycha.nyc.gov)

212-306-4271

**Sabrina Steverson**

[Sabrina.Steverson@nycha.nyc.gov](mailto:Sabrina.Steverson@nycha.nyc.gov)

212-306-6771

## Vendor Relations & iSupplier Support

**NYCHA Procurement**

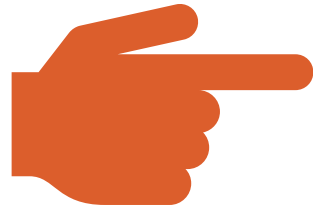
[procurement@nycha.nyc.gov](mailto:procurement@nycha.nyc.gov)

## **Vendor Diversity Department**

For Section 3 inquiries, please email: [section3.smp@nycha.nyc.gov](mailto:section3.smp@nycha.nyc.gov)

For M/WBE inquiries, please email: [mwbe.smp@nycha.nyc.gov](mailto:mwbe.smp@nycha.nyc.gov)

**Thank you for your participation in today's conference. Provide the below information to receive a copy of this presentation material.**



- **Your Name**
- **Company Name**
- **Email Address**
- **Phone Number**
- **MW/BE Status**



**NYCHA looks forward to working with you!**