

**New York State Insurance Fund
Building Management & Maintenance Services
Albany District Offices
Procurement # 2010-04
Amendment One
Questions and Answers**

Q1: I would like to request a copy of the current Building Management and Maintenance Services contract for these properties. Please advise if this is available.

A1: Not material to this IFB.

Q2: Is there a current inventory, supply & spare parts list available for the property? List of light bulb/ballast specs? Current paper goods/ cleaning supplies specs available?

A2: There is no current inventory or listings available. It is the contractor's sole responsibility to plan for and build a sufficient inventory based upon site visit inspections as well as institutional knowledge of buildings of similar size, scope and number of employees.

Q3: The building and management services lists "plumbing" as an item contractor is responsible for. Does this mean minor plumbing repairs, or replacement of toilets, faucets and/or piping etc? For example- if a building water heaters goes, would this be an additional cost outside of the services to be provided by contractor?

A3: Minor plumbing repairs including but not limited to leaking faucets, flushometer repair, etc. Full replacement of toilets, sinks and or piping would not be considered the contractor's responsibility under this procurement.

Q4: According to page 11 of the above referenced project, you have listed in Section 3, Staffing, "One (1) Handyman. This project lists three buildings. Is this individual to service all three buildings or a handyman in each building? Please clarify.

A4: This one (1) individual will be responsible for servicing all three buildings. Please note, per the IFB, travel between buildings is required. NYSIF will not supply a maintenance vehicle so this travel must be arranged by the contractor at their expense.

Q5: Are the parking lot lights included in the lighting systems to be maintained by the contractor?

A5: No, the parking lot lights are not included in the lighting systems to be maintained by the contractor.

Q6: Are roof repair and maintenance, and building structural repairs to be included in the contractor's full service contract? Are any of the roofs covered under warranty?

A6: Minor roof repair i.e. small leaks are to be included in the contractor's pricing. Major structural repair will be separate. The roofs are not currently covered under warranty.

Q7: Electrical switchgear & electrical systems- How often are building thermo scans conducted? What is the date of the last thermo scan?

A7: NYSIF has no information on previous scans and currently no scans are scheduled. If the need arises for such services, these will be considered separate from this procurement.

Q8: Are electrical repairs/installations requiring a licensed electrician considered outside the scope of the full service contract?

A8: Electrical repairs/installations requiring a licensed electrician are considered outside the scope of the full service contract.

Q9: Alarm systems and monitoring covered under separate contract. Please confirm this includes fire alarm, burglar alarms and any card access system.

A9: Yes, fire alarm, burglar alarms and any card access system(s) are covered under separate contracts, however; the Awardee of this contract WILL be responsible for having a person available 24/7 to answer all alarm calls for all buildings per the IFB.

Q10: Is there any financial reporting required by the contractor?

A10: Please refer to the IFB.

Q11: Is a copy of current operating budget and existing management contract available?

A11: Not material to this IFB.

Q12: Is the contractor responsible for the maintenance costs of the parking lot? Including sweeping, restriping, pothole repairs?

A12: Sweeping, snow policies and minor upkeep will be the contractor's responsibility. Pothole repair and restriping are outside the scope of this procurement.

Q13: What is the current staffing at property including day porters and building handyman/maintenance tech? What is the prevailing wage rate of each of these positions under the current contract?

A13: Not material to this bid. For a listing of requisite staff for this procurement, please refer to the staffing section of the IFB. Prevailing wage requirements for this procurement is also listed within the IFB.

Q14: Is the emergency generator maintenance covered under separate contract?

A14: Yes, emergency generator maintenance is covered under separate contract.

Q15: Are the fire extinguishers inspections covered under separate contract?

A15: No, the fire extinguisher inspections are the responsibility of the newly Awarded contractor under this procurement.

Q16: Could you provide a list of the current sub contractors?

A16: Not material to this bid.

Q17: Could you provide a current copy of employee rosters, vacation accrual, seniority list, and a copy of the current Union contract

A17: Not material to this bid.