



ATTACHMENT 3

MANDATORY REQUIREMENTS CERTIFICATION

**FACILITY MANAGEMENT & MAINTENANCE SERVICES – NYC OFFICE
BID #2026-38-RE**

CERTIFICATIONS:

- _____ 1. This is a public work Contract covered by Article 8 and Article 9 of the New York State Labor Law, see NYSIF Exhibit B for additional details. It is the responsibility of the Prime Contractor to ensure that all personnel are paid in accordance with the appropriate prevailing wage and supplement schedules, see Attachment 4. Certified Payroll Records must be submitted throughout the duration of the contract.

- _____ 2. This is a public work Contract covered by Article 8 of the Labor Law. Labor Law Section 220-I (6) prohibits contractors from bidding on public work and subcontractors from commencing work unless the contractor or subcontractor is registered with NYSDOL. Contractors are to submit their Certificate of Registration with their bid materials. Failure to provide proof of registration may result in the disqualification of a bidder.

- _____ 3. Bidders must demonstrate a minimum of ten (10) years of experience in providing comprehensive facility management and maintenance services of similar or greater in size of facility and scope. Facility management is defined as managing and maintaining all aspects of a building's physical plant, including but not limited to mechanical systems, janitorial, minor repairs and preventive maintenance programs. The Bidder must have experience in:
 - A. The operation of commercial building mechanical and control systems;
 - B. Successful troubleshooting and/or performance verification of mechanical control systems;
 - C. Successful trouble-shooting and/or performance verification of other building systems including but not limited to: energy management systems (EMS), general building and lighting electrical control systems, HVAC, Standpipe, and Generators;
 - D. Testing instrumentation;
 - E. Planning and delivery of property management services;

- F. Providing individuals to be trained and serve on the building Emergency Evacuation Team, Fire Safety and Emergency Response Team;
- G. Maintaining regular liaison with the property manager and resolving building oriented complaints;
- H. Implementing cost control and savings measures to ensure the building is operated effectively and efficiently; and
- I. Inspection of Life/Safety Mechanicals.

- _____ 4. The Contractor must be able to carry an average of 1.5 months of billings in receivables from NYSIF. This includes funds advanced to subcontractors to complete any of the facility maintenance services identified in this RFP, as well as funds due directly to the Contractor. This amount must include both the normal receivables for services and supplies provided directly by the Contractor, such as salaries for staff, equipment, materials and any other maintenance services rendered.
- _____ 5. Bidders or Bidders Proposed Subcontractors are required to have a minimum of five years' experience in providing commercial HVAC maintenance and service on the equipment detailed in Attachment 8.
- _____ 6. Bidders and Bidders Proposed Subcontractors (if applicable) must have the knowledge and capability to operate the Building Management System (BMS). NYSIF's current BMS is the Schneider Electric Web Station 7.02. Additionally, NYSIF uses the Carrier Comfortview system for 300 Ton & 600 Ton chillers, which integrates with Building Management System. The Contractor will be responsible for executing and maintaining a service and support agreement for the BMS, the cost of which would be included as part of the all-inclusive Facility Management and Maintenance fee under Appendix Z. The current agreement in place for the BMS system is due to expire on November 30, 2026. The vendor providing the BMS service and support must be a Schneider Electric certified vendor.

Signature

Date

Typed/Printed Name

Company Name

Title