



**REQUEST FOR QUOTES  
DECOMMISSIONING SERVICES FOR ROCHESTER OFFICE  
RFQ #2026-64-RE**

**1. OVERVIEW OF THE NEW YORK STATE INSURANCE FUND**

NYSIF is the largest workers' compensation insurer in New York State and among the ten largest nationwide. NYSIF covers 2 million workers and insures 200,000 employers in New York State. NYSIF's mission is to guarantee the availability of workers' compensation, disability insurance and paid family leave at the lowest possible cost to New York employers while maintaining a solvent fund. Since its inception 110 years ago, NYSIF has fulfilled this mission by competing with other insurance carriers to ensure a fair marketplace while serving as a guaranteed source of coverage for employers that cannot secure coverage elsewhere. NYSIF strives to achieve the best health outcomes for injured workers and be an industry leader in price, quality, and service for New York employers. For more information, visit [nysif.com](http://nysif.com).

**2. PURPOSE OF THIS REQUEST FOR QUOTES (RFQ)**

The New York State Insurance Fund (NYSIF) intends to procure decommissioning services and furniture removal as further described herein at the Rochester office located at 100 Chestnut Street, suite 400, Rochester NY 14604 pursuant to its discretionary purchasing authority under State Finance Law §163(6). NYSIF leases space on two floors of the aforementioned building and requires the services of a Vendor capable of removing NYSIF's personal property and the removal of select infrastructure including, but not limited to, data cabling and electrical wiring, as further outlined in this RFQ.

This procurement opportunity is limited to New York State small businesses certified as Minority or Women Owned Businesses pursuant to Article 15-A of the New York State Executive Law or small businesses certified as Service-Disabled Veteran Owned Businesses pursuant to Article 3 of the New York State Veterans' Services Law. The value of the resulting contract from this procurement will not exceed \$1,500,000.

**3. PREVAILING WAGE**

This is a public work Contract covered by Article 8 of the Labor Law. Workers on this project must be paid in accordance with prevailing wage rate and be paid or provided the prevailing supplements, as set forth in prevailing wage and supplement schedules issued by the NYS Department of Labor, Bureau of Public Work Prevailing Wage and Supplement Schedules, Prevailing Rate Case (PRC) #2026009021:

<https://apps.labor.ny.gov/wpp/publicViewProject.do?method=showIt&id=1612719>

Updates to these schedules are available through the NYS Department of Labor. The contractor and all sub-contractors will be required to submit certified payrolls for all work completed.

**It is the responsibility of the Contractor** to ensure that any subcontractors pay their personnel according to the appropriate prevailing wage and supplement schedules, See Attachment 3.

**4. PUBLIC WORK CONTRACTOR AND SUBCONTRACTOR REGISTRY**

This is a public work contract covered by Article 8 of the Labor Law. All Contractors and Subcontractors, as defined by Labor Law Section 220-I, submitting bids or performing construction, demolition, reconstruction, excavation, rehabilitation, repair, installation, renovation, alteration, or custom fabrication work on public work projects or private projects covered by Article 8 of the Labor Law are required to register with the New York State Department of Labor (NYS DOL) under Labor Law Section 220-I. For additional information on how to register and the requirements, visit <https://dol.ny.gov/public-work-contractor-and-subcontractor-registry-landing>.

Labor Law Section 220-I (6) prohibits Contractors from bidding on public work contracts and Subcontractors from commencing work unless the Contractor or Subcontractor is registered with NYSDOL. Contractors are required to provide proof of registration as required by Labor Law Section 220-I as a minimum qualification and failure to provide proof of registration may result in the disqualification of a Bidder.

**5. CONTRACT TERMS & APPROVAL**

The contract between NYSIF and the successful Bidder will not be binding until it has been approved in accordance with NYSIF’s contract approval process. This contract shall become effective upon the delivery of an executed copy of the contract to the Contractor and will conclude when the services outlined herein are completed in their entirety and accepted by NYSIF.

Exhibit A, Standard Clauses, as attached to this RFQ, will prevail should there be a conflict between any term or condition in the text of this document and the terms.

**6. CALENDAR**

<b>DATE</b>	<b>EVENT</b>	<b>COMMENTS</b>
5/20/2026	RFQ Issued	
5/27/2026	Submission of Appendix P, Site Visit Attendance Notification	<u>Appendix P, Site Visit Attendance Notification, is to be completed and returned to <a href="mailto:contracts@nysif.com">contracts@nysif.com</a></u>
11:30 AM 5/28/2026	Site Visit	<b><u>ATTENDANCE IS OPTIONAL</u></b>  <u>Attendees must have positive picture identification and arrive 15 minutes early for security check in.</u>  <u>100 Chestnut Street, Suite 400, Rochester, NY 14604</u>
12:00 PM 6/3/2026	Final date for bidder inquiries <b><u>Attachment 2 Question Submission Form</u></b>	<b><u>Written inquiries only</u></b> using <b><u>“Attachment 2 Question Submission Form”</u></b> by 12:00 p.m. (EST) to:  Email: <a href="mailto:contracts@nysif.com">contracts@nysif.com</a> Fax: 518-437-4209
6/10/2026	Responses to Inquiries	Written responses will be posted on <a href="#">NYSIF’s website</a>

<p>2:00 PM 6/24/2026</p>	<p>Final date for submission of bids</p>	<p>Deadline for response to this RFQ.</p> <p>All sealed bids MUST be addressed to:                      Email: <a href="mailto:contracts@nysif.com">contracts@nysif.com</a>                      Subject Line: Formal Proposal – Bid #2026-64-RE</p> <p>OR:</p> <p>Mail: NYSIF – Procurement Unit                      Bid #202-64-RE                      15 Computer Drive West                      Albany, NY 12205</p> <p>and received by 2:00 p.m. (EST)</p>
<p><b>8/15/2026</b></p>	<p>Anticipated Start Date, subject to change</p>	<p>Subject to the required approvals.</p>

**7. INQUIRIES/ISSUING OFFICE/DESIGNATED CONTACT**

All inquiries concerning this solicitation will be addressed to the following Designated Contacts:

Jessica Oswald  
 Contract Management Specialist  
 E-Mail: [contracts@nysif.com](mailto:contracts@nysif.com)

Carly Zanotta  
 Contract Management Specialist  
 E-Mail: [contracts@nysif.com](mailto:contracts@nysif.com)

For inquires related specifically to Minority and Woman Owned Business Enterprises (MWBE) and Service-Disabled Veteran Owned Business (SDVOB) provisions of this procurement solicitation, the designated contact is:

MWBE/SDVOB Oversight Officer

E-Mail: [contracts@nysif.com](mailto:contracts@nysif.com)

All amendments, clarifications and any announcements related to this procurement will be posted on [NYSIF's website](#). It is the sole responsibility of the bidders to check the website for any amendments, clarifications or updates. All applicable amendment information must be incorporated into the firm’s proposal. Failure to include this information in your proposal may result in the proposal being deemed non-responsive.

**8. QUESTION & ANSWER PERIOD**

**All questions related to this RFQ or the contract process must be submitted in writing using “Attachment 2 Question Submission Form” to [contracts@nysif.com](mailto:contracts@nysif.com) by 12:00 PM on June 3, 2026.** Responses to bidder’s questions will be posted on [NYSIF's procurement website](#) on June 10, 2026. Prospective Bidders should note that all clarifications and exceptions are to be resolved prior to the submission of a bid. Answers may be included in a bid addendum.

All amendments, clarifications and any announcements related to this procurement will be posted on [NYSIF's procurement website](#). It is the sole responsibility of the bidders to check the website for any amendments, clarifications or updates. All applicable amendment information must be incorporated into the firm’s proposal. Failure to include this information in your proposal may result in the proposal being deemed non-responsive.

**9. BIDDERS' CONFERENCE / SITE VISIT**

Attendance at the Site Visit is optional and will be held at the date and time indicated in the RFQ calendar. The date and time of the Site Visit is stated in the RFQ Calendar. Attendees must have positive picture identification and arrive 15 minutes early for security check in.

Prospective Bidders may submit questions in an acceptable format (section 8 above) by the date listed in the RFQ Calendar. No Questions will be addressed during the site visit. All questions must be submitted in writing in accordance with section 8. A summary of the Q&A will be posted on NYSIF's website by the date indicated in the RFQ Calendar. If your firm plans to be represented, submit Appendix P as directed in the RFQ Calendar. A maximum of two (2) representatives from each firm may attend. Walk-ins may not be allowed.

**10. INSURANCE REQUIREMENTS**

Prior to the commencement of the work to be performed by the successful Bidder, the Bidder shall file with NYSIF Certificates of Insurance evidencing compliance with all requirements contained in this RFQ. Acceptance and/or approval by NYSIF does not and shall not be construed to relieve Bidder of any obligations, responsibilities or liabilities under the contract awarded by this RFQ.

All insurance required by the RFQ shall be obtained at the sole cost and expense of the Bidder, shall be maintained with insurance carriers licensed to do business in New York State and acceptable to NYSIF, shall be primary and non-contributing to any insurance or self insurance maintained by NYSIF, shall be endorsed to provide written notice be given to NYSIF at least thirty (30) days prior to the cancellation, non-renewal, or material alteration of such policies, which notice, evidenced by return receipt of United States Certified Mail, and shall be sent in accordance to the 'Notice' provision of the Agreement.

The Contractor shall cause to be included in each of the liability policies required below, here the Commercial General Liability, the Comprehensive Business Automobile Liability, coverage for on-going and completed operations naming as additional insured on a primary and non-contributory basis (via ISO coverage forms CG 20 10 11 85 or the combination of CG 20 10 04 13 or 20 38 04 13 and CG 20 37 04 13 and form CA 20 48 10 13, or a form or forms that provide equivalent coverage) NYSIF, its officers, agents, and employees. An Additional Insured Endorsement evidencing such coverage shall be provided to NYSIF after renewal and/or upon request. For Contractors who are self-insured, the Contractor shall be obligated to defend and indemnify the above-named additional insureds with respect to Commercial General Liability and Business Automobile Liability, in the same manner that the Contractor would have been required had the Contractor obtained such insurance policies.

The Bidder shall be solely responsible for the payment of all deductibles and self-insured retentions to which such policies are subject. Deductibles and self-insured retentions must be approved by NYSIF. Such approval shall not be unreasonably withheld.

If NYSIF allows subcontracting, the Bidder shall require that any subcontractors hired carry insurance with the same limits and provisions provided herein.

Each insurance carrier must be rated at least "A-" Class "VII" in the most recently published Best's Insurance Report. If, during the term of the policy, a carrier's rating falls below "A-" Class "VII", the insurance must be replaced no later than the renewal date of the policy with an insurer

acceptable to NYSIF and rated at least "A-" Class "VII" in the most recently published Best's Insurance Report.

The Bidder shall cause all insurance to be in full force and effect as of the commencement date of the contract awarded as a result of this RFQ, and to remain in full force and effect continuously throughout the term of the contract and as further required by this RFQ. The Bidder shall not take any action or omit to take any action that would suspend or invalidate any of the required coverages during the period of time such coverages are required to be in effect.

Not less than thirty (30) days prior to the expiration date or renewal date, the Bidder shall supply NYSIF with updated replacement Certificates of Insurance, and amendatory endorsements. The Bidder, throughout the term of the contract, or as otherwise required by this RFQ, shall obtain and maintain in full force and effect, the following insurance with limits not less than those described below and as required by the terms of this RFQ, or as required by law, whichever is greater (limits may be provided through a combination of primary and umbrella/excess policies):

1. Workers Compensation and NYS Disability Benefits, as required by New York State. Visit the [Workers' Compensation Coverage website](#) and the [Disability Benefits Coverage website](#) for further information.
  - A. Workers' Compensation (including occupational disease) and Employer's Liability New York Statutory Endorsement with a minimum limit of \$1,000,000 as evidenced by one of the following certificates (Acord certificates are not acceptable):
    - 1) **Form CE-200**, *Certificate of Attestation for New York Entities With No Employees and Certain Out of State Entities*, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage is Not Required, which is available on the [New York State Workers' Compensation Board's website](#);
    - 2) **Form C-105.2** (9/17 or most current version), *Certificate of Workers' Compensation Insurance*, sent to the Agency by the Contractor's insurance carrier upon request, or if coverage is provided by the New York State Insurance Fund they will provide **Form U-26.3** to the Agency upon request; or
    - 3) **Form SI-12**, *Certificate of Workers' Compensation Self-Insurance*, available from the New York State Workers' Compensation Board's Self-Insurance Office, or **Form SIG-105.2**, *Certificate of Participation in Workers' Compensation Group Self-Insurance*, available from the Contractor's Group Self-Insurance Administrator.
  - B. Disability Benefits:
    - 1) **Form CE-200**, *Certificate of Attestation for New York Entities With No Employees and Certain Out of State Entities*, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage is Not Required, which is available on the [New York State Workers' Compensation Board's website](#);
    - 2) **Form DB-120.1** (May '06, or most current version), *Certificate of Disability Benefits Insurance*, sent to the Agency by the Contractor's insurance carrier upon request; or
    - 3) **Form DB-155**, *Certificate of Disability Benefits Self-Insurance*, available from the New York State Workers' Compensation Board's Self-Insurance Office.
2. Commercial General Liability Insurance with a limit of not less than \$3,000,000 each occurrence, with a limit of not less than \$3,000,000 aggregate. Such liability shall be written on the ISO occurrence form CG 00 01, or a substitute form providing equivalent coverages. Policy shall include bodily injury, property damage and broad form contractual liability coverage. In addition, such policy shall cover liability arising from premises operations, independent contractors, products-completed operations, broad form property damage,

personal & advertising injury, cross liability coverage, liability assumed in a contract (including the tort liability of another assumed in a contract) and explosion, collapse & underground coverage.

3. Comprehensive Business Automobile Liability Insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any automobile used in connection with performance under the Contract resulting from this RFQ, including owned, leased, hired and non-owned automobiles bearing or, under the circumstances under which they are being used, required by the Motor Vehicle Laws of the State of New York to bear, license plates.

In the event that the Contractor does not own, lease or hire any automobiles used in connection with performance under the Contract resulting from this RFQ, the Contractor does not need to obtain Business Automobile Liability Insurance, but must attest to the fact that the Contractor does not own, lease or hire any automobiles used in connection with performance under any Contract resulting from this RFQ on a form provided by NYSIF. If, however, during the term of the Contract resulting from this RFQ, the Contractor acquires, leases or hires any automobiles that will be used in connection with performance under the Contract resulting from this RFQ, the Contractor must obtain Business Automobile Liability Insurance that meets all of the requirements of this section and provide proof of such coverage to NYSIF.

In the event that the Contractor does not own or lease any automobiles used in connection with performance under the Contract resulting from this RFQ, but the Contractor does hire and/or utilize non-owned automobiles in connection with performance under the Contract resulting from this RFQ, the Contractor must: (i) obtain Business Automobile Liability Insurance as required by this RFQ, except that such insurance may be limited to liability arising out of hired and/or non-owned automobiles, as applicable; and (ii) attest to the fact that the Contractor does not own or lease any automobiles used in connection with performance under the Contract resulting from this RFQ, on a form provided by NYSIF. If, however, during the term of the Contract resulting from this RFQ, the Contractor acquires or leases any automobiles that will be used in connection with performance under the Contract resulting from this RFQ, the Contractor must obtain Business Automobile Liability Insurance that meets all of the requirements of this section and provide proof of such coverage to NYSIF.

## **11. LANDLORD INSURANCE REQUIREMENTS**

NYSIF's Landlord of the Rochester office location will require their own insurance certificates, with the limits meeting or exceeding the requirements outlined in Section 10. The Landlord must be named as an "Additional Insured" under the Contractors liability policies. The Landlord must also be named as a certificate holder with the information in the table below.

### **Rochester Office Landlord:**

Benderson-Rochester Associates LLC  
7978 Cooper Creek Boulevard, Ste #100  
Attn: Lease Administration  
University Park FL 34201  
USA

**12. PARTICIPATION OF MINORITY & WOMEN-OWNED BUSINESS ENTERPRISES (M/WBE)**

It is the policy of NYSIF to encourage the greatest possible participation by Minority and Women-Owned Business Enterprises (MWBE) as Bidders, subcontractors and suppliers on its procurement contracts, consistent with New York State laws. NYSIF has established a goal of 30% MWBE participation for its contracts.

Bidders are required to complete the forms contained within Appendix M and submit those with the bid proposal. Failure to properly complete and provide these documents may result in rejection of the bid.

The Awarded Contractor(s) will be required to demonstrate its ability to meet NYSIF's goals for MWBE participation by documenting all subcontracted work related to this contract for which MWBE participation will take place. If a waiver (or partial waiver) from meeting NYSIF's MWBE goals is being sought, the contractor MUST complete the waiver form (Form 104 of Appendix M) and provide supporting documentation as listed on the form's instructions detailing extensive efforts taken to seek and sub-contract MWBE vendors for this procurement.

The awarded contractor may be required to submit subcontractor and payment information in the New York State Contract System on a regular basis throughout the term of the contract. Subcontractors may also be required to verify such payments through this system.

Proof of utilization and payment to MWBE subcontractors is required.

Please see Appendix M for further information.

**13. PARTICIPATION OF SERVICE DISABLED VETERAN OWNED BUSINESSES**

Article 3 of the New York State Veterans' Services Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses ("SDVOB"), thereby further integrating such businesses into New York State's economy. NYSIF recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of NYSIF contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, Bidders are expected to consider SDVOBs in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.

NYSIF hereby establishes an overall goal of 6% for SDVOB participation, based on the current availability of qualified SDVOBs. For purposes of providing meaningful participation by SDVOBs, the Bidder/Contractor should reference the directory of [New York State Certified SDVOBs](#). Questions regarding compliance with SDVOB participation goals should be directed to the NYSIF Designated Contacts at [contracts@nysif.com](mailto:contracts@nysif.com). Additionally, following Contract execution, Contractor is encouraged to contact the Office of General Services' Division of Service-Disabled Veterans' Business Development at 518-474-2015 or [VeteransDevelopment@ogs.ny.gov](mailto:VeteransDevelopment@ogs.ny.gov) to discuss additional methods of maximizing participation by SDVOBs on the Contract.

Bidders are required to complete the forms contained within Appendix S and submit those with the bid proposal. Failure to properly complete and provide these documents may result in rejection of the bid.

The Awarded Contractor(s) will be required to demonstrate its ability to meet NYSIF's goals for SDVOB participation by documenting all subcontracted work related to this contract for which

SDVOB participation will take place. If a waiver (or partial waiver) from meeting NYSIF's SDVOB goals is being sought, the contractor MUST complete the waiver form (Form S-200 of Appendix S) and provide supporting documentation as listed on the form's instructions detailing extensive efforts taken to seek and sub-contract SDVOB vendors for this procurement.

The awarded contractor may be required to submit subcontractor and payment information in the New York State Contract System on a regular basis throughout the term of the contract. Subcontractors may also be required to verify such payments through this system.

Proof of utilization and payment to SDVOB subcontractors is required.

Please see Appendix S for further information.

#### **14. USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (GenAI) BY BIDDERS/CONTRACTORS**

Bidders/Contractors may not use any GenAI technology, tool or solution, including GenAI transcription or recording tools without prior written approval from NYSIF. This provision applies to any and all technology systems that deploy GenAI technology. For the purposes of this provision, GenAI is defined as any form of Artificial Intelligence (AI) that is capable of creating and/or generating text, images, or other media, using generative models or otherwise simulating human intelligence through learning, reasoning, and/or self-correction. This includes any GenAI technology that is composed of, uses, or implements machine learning algorithms to generate wholly new content, whether supervised, unsupervised or partially supervised by a human being. It also includes any GenAI models that learn from the patterns and structure of their input training data and then generate new data that has similar characteristics based on those inputs.

If a Bidder/Contractor will be using GenAI technology, tool or solution, either directly or indirectly, to provide any part of the services under this solicitation, the Bidder/Contractor must disclose this within their proposal submission. Failure to disclose the use of GenAI in your proposal may result in the disqualification of your proposal.

#### **15. USE OF NYSIF TRADEMARK AND LOGO**

Bidders/Contractors may not use NYSIF, its name, trademarks, or logo in any marketing, advertising or similar material without prior written approval from NYSIF. NYSIF will need to approve any website content with NYSIF's name, trademarks or logo and should be notified of any website content change with the aforementioned criteria. NYSIF shall display the vendor contact information on the NYSIF website with approval from the vendor.

#### **16. DIESEL EMISSIONS REDUCTION**

- A. The Contractor shall certify that all heavy duty vehicles, as defined in the NYS Environmental Conservation Law (ECL) section 19-0323 and Title 6 of the New York Codes Rules and Regulations, Part 248 (6 NYCRR 248), will comply with the rules, regulations and provisions pursuant to ECL section 19-0323, and 6 NYCRR 248, which requires the use of Best Available Retrofit Technology and Ultra Low Sulfur Diesel unless specifically waived by the NYS Department of Environmental Conservation (DEC). Qualification for a waiver will be the responsibility of the Contractor.
- B. Annually, as required by DEC, but no later than March 1st, the Contractor shall complete and submit directly to the NYSIF, via electronic mail, the Regulated Entity Vehicle Inventory Form and Regulated Entity and the Contractors Annual Report Form, found on the DEC website <http://www.dec.ny.gov/> for vehicles used on the Project for the preceding calendar year.

- C. The Contractor shall certify to the NYSIF, and submit with each application for payment, the Contractor and Subcontractor Certifications form, which states that the Contractor agrees to comply with the provisions of this section.

## **17. SITE INFORMATION & RESTRICTIONS**

NYSIF resides on the entire 3<sup>rd</sup> and 4<sup>th</sup> floors of a 20-story building located at: 100 Chestnut St, Suite 400, Rochester, NY 14604. NYSIF leases approximately 33,600 square feet (SF) of space and each floor has approximately 16,800 SF. Floorplans of NYSIF's demised premises are included as Attachment 4 of this RFQ.

The building has one (1) loading dock and one (1) freight elevator; **however, the Contractor must coordinate with the Landlord for the use and scheduling of both the freight elevator and the dock.**

Should the vendor require the use of a truck for the removal of any materials, the loading dock can only accept a straight box truck. The use of a semi-trailer truck/roll off dumpster is possible, although please note that the truck must be parked on the street level. It is the responsibility of the vendor to ensure that all local requirements are met and applicable permits are obtained.

**Per the Landlord request, work that requires the building fire alarm system to be in test mode is to be performed during the hours of 7:00 am to 7:00 pm, Monday-Friday.**

## **18. MANDATORY REQUIREMENTS**

Bidders submissions must demonstrate how each of the following mandatory requirements are met AND/OR attest to their ability to meet the mandatory requirement. Each proposal response should cite the particular RFQ section and paragraph number being addressed.

1. This is a public work Contract covered by Article 8 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 3. Certified Payroll Records must be submitted throughout the duration of the work.
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 NYSIDOL. 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. The Contractor must have three years' experience providing services of similar size and scope as outlined herein.
4. The Contractor must have availability to mobilize by August 15, 2026, the anticipated start date. NYSIF reserves the right to change this start date.
5. The Contractor must dispose of all materials in a lawful manner.
6. Materials and/or equipment must be recycled where applicable.
7. Contractor must obtain and maintain all certifications, permits and licenses legally required to perform the work outlined within this RFQ and shall give all notices, pay all fees and comply with all laws, rules, and regulations applicable to the work at no additional cost to NYSIF. This includes but is not limited to permits for the use of the street sidewalks and

street openings, and for disposal of waste at all waste disposal facilities that contractor utilizes.

8. Contractor must implement dust control, debris containment, and safety measures throughout the decommissioning process.
9. Contractor must have the capacity to provide all labor and equipment to remove, transport and dispose of all modular workstations, free standing tables, chairs, case goods, file cabinets, bookcases and counters, appliances and equipment. This includes, but is not limited to the following:
  - a. Vehicles to move
  - b. Dumpster(s)
  - c. Any other equipment necessary for this engagement

## **19. TECHNICAL SPECIFICATIONS / SCOPE OF SERVICES**

Bidder's submissions must demonstrate how each of the following specifications are met AND/OR attest to their ability to meet the requirement. Each response should cite the particular RFQ section and paragraph number being addressed.

1. As part of the proposal submission, the Contractor shall provide a projected work schedule outlining the amount of days required to complete each portion of the scope of work and the equipment needed. An updated/revised work schedule will be required upon Award.
2. Contractor shall remove designated wall/ceiling mounted items including, but not limited to, AED cabinets, and display or key cabinets.
3. If hazardous materials are encountered, work must stop immediately and NYSIF must be notified. It is the responsibility of the Contractor to properly handle and dispose of hazardous materials including but not limited to refrigerant, in a lawful manner.
4. Contractor shall follow Attachment 5, which outlines the list of items to be removed, recycled, decommissioned and/or disposed of in a lawful manner. Note, while this list is comprehensive, it is not exhaustive.
5. Contractor shall provide a licensed Electrician to disconnect the electrical whips connecting the systems furniture to the building (column or wall). Once the system furniture has been disconnected, the location where the furniture whip was connected to the column, wall, core drill, etc. must be converted back to a standard duplex outlet. The electrical portion of work is limited to the disconnection and conversion of power for the whips connected to the systems furniture. Electrical shall not be removed from the lights, pantry, restrooms, offices, conference rooms, or any other spaces unless specifically directed within this RFQ. In the event that something cannot be converted back to a standard outlet, NYSIF must be notified to provide further direction based on the specific situation. Any damage to walls must be patched and painted.
6. Contractor shall provide a licensed Electrician to remove data cabling from systems furniture back to the data closet and removed in its entirety. Data cabling is ran in conduit.

## **20. SERVICE LEVEL REQUIREMENTS**

1. All existing conditions must be protected (floors, walls, ceilings, corners) and any damage must be repaired and brought back to its original condition. If damage to the facility occurs (by the Contractor, Subcontractor or due to any activity related to the services provided under this RFQ), the Contractor shall be required to complete repairs per the Landlord's standards and specifications at the sole cost and expense of the Contractor. NYSIF will not be responsible for the cost of repairs required as a result of damage caused by the Contractor. All repairs, if required, must be completed within 10 business days.
2. **Please note that the drop ceiling tiles are very delicate and must be preserved.** Contractor is responsible for replacing any damaged drop ceiling tiles at the Contractor's expense.
3. Contractor must conduct the removal of furniture and equipment in a safe and non-disruptive manner. No debris may be transported through the lobby. All furniture and debris must be removed utilizing the freight elevator through the loading dock area, as designated by the Landlord. It is the responsibility of the Contractor to coordinate the use of the freight elevator with the Landlord. No debris is to be left on the dock area at any time. All fees related to the use of the freight elevator will be the sole responsibility of NYSIF. The freight elevator cannot be reserved for the exclusive use of the Contractor as it is utilized by many parties throughout the day. It may be in the Contractor's best interest to allocate for a later shift in their workplan to utilize the freight elevator with little to no interference.
4. If the Contractor requires a staging area, the only area available to the Contractor is NYSIF's demised premises (3<sup>rd</sup> and 4<sup>th</sup> floor space shown on Attachment XX. The Contractor is prohibited from staging material outside of NYSIF's demised premises, including but not limited to the common elevator lobby and stairwells. Additionally, when staging within NYSIF's demised premises, the staged materials cannot disrupt the emergency egress pathways.
5. If the Contractor plans to utilize a dumpster, it must have locking doors to secure the unit while not in use. The Contractor will be responsible for any associated permitting required.
6. If required, Contractor shall coordinate with the Landlord, Benderson Rochester Associates, LLC, and where applicable the City of Rochester, to arrange for an approved space to station a dumpster and/or other related materials.
7. The Contractor shall be required to protect municipal sidewalks and streets, and, if damage to facilities occur (by the Contractor or due to any activity related to the work under this solicitation), the Contractor shall be required to perform repairs in accordance with the Municipality's standards and specifications at the sole cost and expense of the Contractor.
8. Any and all damage to municipal property (including but not limited to streets, sidewalks, and/or curbing, etc.) and/or infrastructure (including but not limited to water, sewer, telecommunication or other conduit) within the municipal right-of-way shall be repaired/replaced to the satisfaction of the municipality and NYSIF, to the municipality's specification at the Contractor's expense. NYSIF will not be responsible for the cost of repairs required as a result of damage caused by the Contractor. All repairs, if required, must be completed within 30 calendar days.
9. Any and all work performed under this RFQ shall be in accordance with all applicable state and local laws, rules and regulations governing demolition/decommissioning procedures and dust control. The contractor is to comply with all New York State Department of Labor and OSHA safety standards and with any applicable provisions of the New York State Industrial Code.

10. Upon the completion of the work under this solicitation, it shall be the responsibility of the Contractor to contact NYSIF for an inspection. NYSIF must receive any required documentation, such as proof of proper disposal of items containing refrigerant, and sign off on the completion of work prior to the release of any payments.
11. All work must be completed no later than October 2, 2026. Upon contract execution, the awarded Contractor will meet with NYSIF staff to discuss the project details and submit an updated work plan to NYSIF for review and approval. If the contractor requires more than 15 days from the commencement of work, a formal written notice must be submitted, which includes the estimated time for completion and the reasons why the work has not been completed in the 15-day time frame.
12. Contractor shall supply NYSIF with copies of documentation evidencing proper disposal for hazardous and nonhazardous waste and other related backup documentation shall be submitted before payment will be made.

**21. ITEMS EXCLUDED FROM SCOPE OF SERVICES**

Anything not explicitly identified for decommissioning, recycling, and/or removal are excluded from the scope of services and must be protected throughout the project. These items include but are not limited to:

- a. Flooring (i.e. carpeting, tile, VCT, etc.)
- b. Walls, both structural and non-structural
- c. Ceilings including the ceiling grid, tiles and light fixtures
- d. Doors
- e. Windows
- f. Kitchenettes including millwork
- g. Building core spaces including but not limited to restrooms, electrical closets, stairwells, and elevators.
- h. Electrical wiring except as outlined above for the decommissioning of the systems furniture. Refer to Section 19.5 for additional details.

**22. COST FACTORS / FEE SCHEDULE**

The Fee Schedule Proposal (Appendix Z), must include all direct and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, system maintenance, system trouble shooting and modifications, all documents, reports, forms, reproduction and any other costs.

**23. LOCATION AND TRAVEL**

The rates provided in the Fee Schedule (Appendix Z) will be inclusive of all costs, including any and all travel expenses. For purposes of any contract resulting from this RFQ, NYSIF will not be liable for any expense incurred by the Contractor for any parking fees or as a consequence of any traffic infraction or parking violations attributable to employees of the Contractor. It is understood that travel expenses are not allowed and will not be billed to NYSIF.

Note, all fees related to the use of the freight elevator will be the sole responsibility of NYSIF.

**24. REQUIRED APPENDICES AND EXHIBITS**

The following appendices are required for this procurement. Where applicable, appendices must be completed and submitted with proposals. Bidders must carefully review all appendices.

Exhibit A.	Standard Clauses
Exhibit B.	General Specifications
Exhibit C.	Contract Provisions
Appendix D.	Questionnaire "Nondiscrimination In Employment In Northern Ireland: MacBride Fair Employment Principles"
Appendix E.	Vendor Responsibility Questionnaire (See below for additional details)
Appendix F.	NYS Certifications
Appendix G.	Encouraging Use of New York State Businesses in Contract Performance
Appendix H.	Disclosure of Prior Non-Responsibility Determinations
Appendix J.	EO 16 Certification: Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia
Appendix M.	Participation by Minority & Women-Owned Business Enterprises Requirements & Procedures. Appendix M requires Bidders to submit (i) form 101; (ii) form 103 or a copy of bidders current NYSDED MWBE certification; and (iii) form 106 or a copy of bidders EEO policy. (Form 102 Attached Separately)
Appendix N.	ST-220CA, ST-220TD
Appendix P.	Site Visit Attendance
Appendix S.	Use of Service-Disabled Veteran-Owned Business Enterprises in Contract Performance
Appendix X.	EO 177 Certification: Prohibiting State Contracts With Entities That Support Discrimination
Appendix Y.	Subcontractor Utilization (if applicable)
Appendix Z.	Fee Schedule
Attachment 1	Appendix M, Form 102, Work Force Employment Utilization (Excel)
Attachment 2	Question Submission Form (Excel)
Attachment 3	Prevailing Wage Schedule (via Link)
Attachment 4	Floor Plans
Attachment 5	Decommission List
Attachment 6	Mandatory Requirement Certifications

**Vendor Responsibility Questionnaire:** NYSIF recommends that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at [Office of the State Comptroller's \(OSC\) website](#) or to enroll, go directly to the [VendRep System online](#).

OSC provides direct support for the VendRep System through user assistance, documents, online help, and a help desk. Visit the [OSC Help Desk webpage](#) for direct contact information. Proposers opting to complete the paper questionnaire are directed to the Appendix E Vendor Responsibility Questionnaire included within this RFQ.

**25. BID FORMAT**

Bidders must submit each of the complete Administrative, Technical, and Cost Proposals **as separate electronic files** on a single USB flash drive. One example of an acceptable format for the files is unlocked Adobe PDF. NYSIF prefers that such files be searchable. The files must be representative copies of the original documents, **including signatures/notaries**. Electronic signatures will be accepted in lieu of original signature on the electronic version. The electronic copy of your proposal & fee schedule **may not be password protected**. Bids/Proposals are to be submitted with each numbered item listed below as a separate section. Each proposal must follow the format provided, or the bid may be deemed non-responsive.

**26. BID SUBMISSION & DELIVERY**

Bidders assume all risks for timely, properly submitted deliveries. Bidders are strongly encouraged to arrange for delivery of bids to NYSIF prior to the date of the bid opening.

- **Emailed Bids**

An email to [contracts@nysif.com](mailto:contracts@nysif.com) containing the bid must clearly outline the following information:

**Email Subject line: Formal Proposal – Bid # 2026-64-RE**

**OR**

- **Hand Deliveries / Parcel Service / Courier**

An envelope and/or package containing a bid should be clearly marked as follows, and shall be delivered to:

**NYSIF – Procurement Unit  
Bid # 2026-64-RE  
15 Computer Drive West  
Albany, NY 12205**

***Bidders assume all risks for timely, properly submitted deliveries.***

**Hand Deliveries, Parcel Service, Courier, and/or Emailed bids must be received by 2:00 PM on June 24, 2026. Bids received after the due date & time will be considered late and handled in accordance with Exhibit B, Clause 9.**

**Acceptable Parcel Services would include but are not limited to United Parcel Service (UPS), USPS, FedEx, and DHL. Hand Deliveries and the use of other Courier services are acceptable.**

**27. BID OPENING**

All bids received by the due date and time established on the RFQ calendar will be opened publicly, read and recorded in accordance with State Finance Law § 144. The results of the bid will be posted on the [NYSIF procurement page](#).



**'NO BID' FORM**

**RFQ #2026-64-RE**

**DESCRIPTION: DECOMMISSIONING SERVICES FOR ROCHESTER OFFICE**

**CONTRACT PERIOD: UNTIL COMPLETION**

<b>PROPOSALS DUE:</b>  <b>DATE:</b>  <b>TIME:</b>	<b>June 24, 2026</b>  <b>2:00 p.m.</b>	<b>SUBMIT 'NO BIDS' TO:</b>  Email: <a href="mailto:contracts@nysif.com">contracts@nysif.com</a> Subject Line: No Bid Form – Bid #2026-64-RE  OR mailed via <b>UPS, USPS, FedEx, or DHL</b> to:  NYSIF - Procurement Unit Bid # 2026-64-RE 15 Computer Drive West Albany, NY 12205
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Bidders choosing not to bid are requested to complete and return only this page.

- 1. We do not provide the requested services.
- 2. We are unable to bid at this time because:

- 3. Please remove our firm from your mailing list.

FAILURE TO RESPOND TO THIS BID SOLICITATION MAY RESULT IN YOUR FIRM BEING REMOVED FROM OUR MAILING LIST. A "NO BID" IS CONSIDERED A RESPONSE.

Name of Firm: \_\_\_\_\_ FEIN: \_\_\_\_\_

Address: \_\_\_\_\_

Web Page: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name & Title: \_\_\_\_\_