



May 27, 2026

The following Q&A, revised language, and Updated Appendix Z will serve as Amendment #2 to NYSIF's Request for Proposals (RFP) for Facility Management & Maintenance Services – NYC Office, bid number 2026-38-RE. Material in this Amendment supersedes any contradictory material in the RFP.

RFP Section 2.4(MM) is hereby replaced with the following language:

Full HVAC preventive maintenance services. This service may be provided by the Prime Contractor or via Subcontracting. HVAC filters must be changed every other month.

RFP Section 2.13.2 is hereby amended to include the following language:

The Fee Schedule (Appendix Z) allows for a twenty percent (20%) special project allowance based on the five (5) year base cost for Facility Management Services. If NYSIF chooses to exercise the 1-year extension, the special projects allowance will be adjusted to reflect 20% of the total Facility Management Services Fees for six (6) years of service.

Please note that the due date for the submission of bids **remains unchanged**.

All bids are due June 5, 2026, by 2:00 p.m.(eastern).

Sincerely,

A handwritten signature in cursive script that reads "Carly Zanotta".

Carly Zanotta
Contract Management Specialist 1

Facility Management Maintenance Services - NYC Office

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Amendment 2

Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
1	pg. 30	2.5.3 - Collective Bargaining Agreements	Does this contract fall under a Union Agreement/Collective Bargaining Agreements (CBA), and if so, then what is the name of the union?	Please refer to RFP Section 2.5.3.
2	N/A	N/A	Share current/previous name and contract value?	Not material to this solicitation
3	pg. 14	1.13 - Prevailing Wage	Do Prevailing Wages apply to this bid?	Please refer to RFP Section 1.13.
4	pg. 43	2.13.1 - Cost Factors/Fee Schedule	Is Bidder to include cleaning materials whin their pricing proposal?	Please refer to RFP Section 2.13.1.
5	pg. 18	2.2 - Physical Plant	What is the square foot of the area?	Please refer to RFP Section 2.2.
6	N/A	N/A	Does a Bid Bond/Guarantee apply to this bid? If so, is it refundable to unsuccessful bidders?	No, this is not applicable to this solicitation.
7	N/A	N/A	Indicate the total number of restrooms and the number of toilets cubicles & urinals within those restrooms.	37 Total restrooms, 88 water closets, 29 urinals, 7 single use restrooms, 1 shower/sink only.
8	pg. 27	2.5 - Staffing	What is the staffing count/schedule per building?	Please refer to RFP Section 2.5.
9	pg. 9	1.5 - Bidders' Conference / Site Visit	Can the site be revisited with critical systems Subcontractors (fire Alarm, etc.)?	No other site visits will be provided.
10	N/A	N/A	Is there a Bid Bond required for this project?	No, this is not applicable to this solicitation.
11	pg. 7	RFP Calendar	Can we have the list of attendees for the walk through held on Wednesday April 6 th ?	Documentation related to procurements are subject to the Freedom of Information Law (FOIL). To submit a FOIL request, please visit NYSIF's FOIL page https://ww3.nysif.com/Home/FooterPages/Column2/FreedomofInformation

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Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
12	pg. 24	2.3 - Service Level Requirements, Item Z	Is [the annual electrical system inspection and maintenance] to be included in the lump sum fee of does the contractor facilitate the service and it is paid directly from NYSIF?	Yes, as this service will be the responsibility of the Contractor, it should be factored into the Appendix Z Fee Schedule.
13	pg. 25	2.4 - Facility Management and Maintenance Services, Item F	Is it the responsibility of the contractor to purchase attic stock and supplies of replacement components (mechanical & electrical)?	No, however it is the responsibility of the contractor to maintain appropriate attic stock of mechanical & electrical supplies.
14	pg. 25	2.4 - Facility Management and Maintenance Services, Item F	Who owns the tools, equipment & supplies that were witnessed during the walk through?	Not material to this solicitation
15	pg. 25	2.4 - Facility Management and Maintenance Services, Item F	Who is responsible for supplies and consumables related to the mechanical and electrical operations of the facility going forward?	These items would be the responsibility of the Contractor.
16	pg. 25	2.4 - Facility Management and Maintenance Services, Item I	Who is responsible for providing janitorial equipment (i.e.; scrubbers, ride-Ons, walk behinds, power washers, burnishers, etc.) the contractor or NYSIF?	Janitorial equipment is provided by the Contractor.
17	pg. 25	2.4 - Facility Management and Maintenance Services, Item W	Would large painting project be considered extra work outside of the RFP's intent?	A large-scale painting project would be considered outside the standard scope of services and thus would be completed and billed per RFP Section 2.13.2 - Special Projects Allowance.
18	pg. 26	2.4 - Facility Management and Maintenance Services, Item FF	Can we have a count of the fire extinguishers to provide accurate pricing for this item?	NYSIF has 105 fire extinguishers.

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Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
19	pg. 26	2.4 - Facility Management and Maintenance Services, Item HH	Does this [the main waste line] refer to the main stack line exiting the building and tying into the NYC sewer system?	Yes, main waste line refers to main stack connecting to NYC sewer system.
20	pg. 27	2.5 - Staffing	Does the staffing detail on page 27 remain in effect on a weekly basis?	Yes it does.
21	pg. 27	2.5 - Staffing	Must coverage for all shifts be accounted for no matter staff PTO?	Yes, per RFP Section 2.5, "It is the responsibility of the Contractor to maintain the minimum staffing established in this RFP. The Contractor must have a procedure in place for substitute staffing in the event of anticipated and/or unanticipated absenteeism and tardiness."
22	pg. 28	2.5 - Staffing	Does all coverage hours to maintain staffing need to be included in the lump sum fee?	Yes, the services outlined in Section 2.5 should be factored into the monthly rate for Facility Management & Maintenance Services of the Appendix Z, Fee Schedule
23	pg. 38	2.9 - Snow Removal and Clearing (To Be Subcontracted)	Who provides the actual snow removal equipment (snow blowers.,etc.)?	Snow removal equipment is supplied by the subcontractor performing the services.
24	pg. 38	2.9 - Snow Removal and Clearing (To Be Subcontracted)	Can the snow removal be self performed by the contractor?	Yes, this service can be self-performed by the Contractor.
25	pg. 39	2.10.2 - HVAC Preventive Maintenance Services	The industry standard calls for an eddy current test every five (5) years. Is this requirement on a yearly basis?	Eddy current testing is completed annually.
26	pg. 39	2.10.2 - HVAC Preventive Maintenance Services	Can we be provided with the latest results of the last eddy current test?	This information will be provided to the awarded Contractor.
27	pg. 40	2.10.2 - HVAC Preventive Maintenance Services, Item AA	Is the monthly replacement for pre-filters?	There is no reference to pre-filters in this RFP.

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Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
28	pg. 40	2.10.2 - HVAC Preventive Maintenance Services, Item AA	Does this represent a full filter change (pre & main)?	There is no reference to pre-filters in this RFP. Please note that Section 2.4, Facility Management and Maintenance Services, Item MM has been amended to the following, "Full HVAC preventive maintenance services. This service may be provided by the Prime Contractor or via Subcontracting. HVAC filters must be changed every other month."
29	pg. 40	2.10.2 - HVAC Preventive Maintenance Services, Item AA	Can we be provided with a filter count and sizes?	NYSIF uses the Prime Pleat Merv 13 type filters. The amounts for each size used are as follows: 15 - 12x24x4 50 - 24x24x4 8 - 20x20x4 3 - 16x25x2 3 - 16x20x2 3 - 12x24x2 10 - 20x24x2 10 - 20x25x2
30	pg. 43	2.13.1 - Cost Factors/Fee Schedule	For trash services are we to submit hauling prices for building or are we just removing from the space and moving the compactor?	On-site rubbish and recycling services is to be completely provided by the Contractor. The Contractor is to remove all trash and recycling to the dumpster daily. Dumpsters are to be serviced twice weekly.
31	pg. 43	2.13.1 - Cost Factors/Fee Schedule	I see supplies and equipment for snow removal are to be included in pricing, is the labor billable or need to be accounted for as part of base building	All costs related to snow removal and clearing should be factored into the monthly rate for Facility Management & Maintenance Services of the Appendix Z, Fee Schedule
32	pg. 27	2.5.3 - Collective Bargaining Agreements	Union staffing list for 32 BJ list 3 Handymen and 17 Porters can you confirm if there are in fact 3 handymen onsite or are they foreman	The are 2 forepersons and 1 handyperson onsite.

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Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
33	N/A	General Quesiton	Who is responsible for the small equipment in the cafeteria?	The Contractor would be responsible for the cleaning and maintenance of the small equipment. Additionally, the Contractor would be responsible for any minor repairs, which would be billable under the terms of the Special Projects Allowance. Replacements would be the responsibility of NYSIF.
34	N/A	General Quesiton	Does the maintenance contractor bare any responsibility for any furniture within the building?	The Contractor would be responsible for the cleaning and maintenance of the furniture. Additionally, the Contractor would be responsible for any minor repairs, which would be billable under the terms of the Special Projects Allowance. Replacements would be the responsibility of NYSIF.
35	N/A	General Quesiton	Is there known ACM or lead in the building?	Not known.
36	N/A	General Quesiton	During the walk-thru, we noticed the water fountains throughout were covered. Is there a legionella issue in the building?	No.
37	N/A	General Quesiton	When was the last time the switchgear, ATs and generators were tested and maintained? Date of last Infrared test?	This information will be provided to the Contractor upon award.
38	pg. 133	Appendix M, C. Form 101 - Staffing Plan, page 3 of 15	Given Form 101 in Appendix M, please provide the last filed form as union employees will likely be retained by the awardee.	Not material to this solicitation.
39	pg. 33	2.5.3 - Collective Bargaining Agreements	Please provide the Local 94 and 32BJ CBA for the building.	Per RFP Section 2.5.3, "It is the sole responsibility of all bidders to contact the unions ot obtain [the CBA] agreement, including amendments and updates related to this RFP."

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Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
40	pg. 27	2.5 - Staffing	Please provide name and contact information for Building Superintendent/PM and cleaning supervisor.	This information will be provided to the Contractor upon award.
41	pg. 41	2.11.1 - Water Cooling Tower Services	As NYSIF contracts directly with a water treatment contractor, who is responsible for cooling tower cleaning?	It will be the Contractor's responsibility to work directly with the water treatment vendor to ensure all maintenance, compliance testing and inspections are completed per the Cooling Tower Maintenance Program and Plan (MPP) and all local and state regulations are followed. As stated in RFP Section 2.11.1, one of the Contractors specific responsibilities will include completing quarterly cleaning and disinfection per the specifications outlined in the MPP.
42	pg. 42	2.11.2 - Chiller Plant Tube Punching Specifications	Please confirm NYSIF is directly responsible for Eddy Current Testing annually.	Confirmed.
43	pg. 44	2.13.2 - Special Projects Allowance	The Fee Schedule (Appendix Z) also allows for a twenty-five percent (20%) special project allowance based on the five (5) year base cost bid. Please clarify.	Section 2.13.2 has been updated to now read, "The Fee Schedule (Appendix Z) also allows for a twenty percent (20%) special project allowance based on the five (5) year base cost for Facility Management Services. If NYSIF chooses to exercise the 1-year extension, the special projects allowance will be adjusted to reflect 20% of the total Facility Management Services Fees for six (6) years of service.
44	pg. 32	2.6.2 - Separate Service Contracts and NYSIF Responsibilities	Who handles security guard contract, O&M or NYSIF?	The security guard contract is a separate service contract that NYSIF is responsible for.
45	pg. 32	2.6.2 - Separate Service Contracts and NYSIF Responsibilities	Is there a Fire Safety Director and who is responsible for that person?	Yes, a Fire Security Director is onsite during the week, Monday-Friday. They are the responsibility of the security vendor and NYSIF Property Services

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Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
46	pg. 24	2.4 - Facility Management and Maintenance Services	Who provides the rubbish and recycling bins throughout the building.	Rubbish and recycling bins are provided by NYSIF.



APPENDIX Z
FEE SCHEDULE PROPOSAL (UPDATED)

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

Bidder	_____	Contact	_____
DBA, if any	_____	Title	_____
Federal ID #	_____	Email Address	_____
Type of Firm	_____	Telephone #	_____
Address	_____	Fax #	_____
	_____	Web Address	_____

Bid prices shall be "all inclusive". All prices shall 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.

Bidders are not to change, delete, or make any additions to this form, and are to supply only the bid information that is required. If any changes, deletions, or additions are made by the bidder, or if all of the required bid information is not provided, then at NYSIF's discretion, the bid may be disqualified.

Escalation, not to exceed four percent (4%) may be permitted, effective on the renewal start date. The Firm must submit their request, in writing, at least 60 days prior to the contract anniversary date.

Additional details on the Fee Schedule, cost factors, billings, payments and invoicing can be found in the RFP Section 2.13.

Signature: _____ Title: _____

Typed Name: _____ Date: _____

	Facility Management & Maintenance Services (MONTHLY RATE)			Total Annual Cost
A. Year 1	\$ _____	x 12 Months	=	\$ _____
B. Year 2	\$ _____	x 12 Months	=	\$ _____
C. Year 3	\$ _____	x 12 Months	=	\$ _____
D. Year 4	\$ _____	x 12 Months	=	\$ _____
E. Year 5	\$ _____	x 12 Months	=	\$ _____
F. Subtotal Cost for Five (5) Years' Services				\$ _____
G. Special Projects Allowance (20% of F.)				\$ _____
H. Grand Total Bid for Five (5) Years' Services (F. + G.)				\$ _____

Monthly Rate for Year 6 (Optional 1-year Extension)

\$ _____ x 12 Months = \$ _____

NOTE 1: The Fee Schedule (Appendix Z) allows for a twenty percent (20%) special project allowance based on the five (5) year base cost for Facility Management Services. If NYSIF chooses to exercise the 1-year extension, the special projects allowance will be adjusted to reflect 20% of the total Facility Management Services Fees for six (6) years of service.

NOTE 2: Special Projects Allowance shall be defined as any emergency or special project not covered under the regularly scheduled services in this contract. As previously noted, these require prior authorization from NYSIF and shall be submitted and billed separately on a detailed invoice for review and approval. See Section 2.13.2 of the RFP for additional details on the use of this allowance.

SUPPLEMENTAL RATES & SERVICES

STAFFING HOURLY RATES

NOTE 3: NYSIF, at its discretion, may request additional services throughout the term of the contract. The additional services would be billed back to the Special Project Allowance. These rates and services are separate from the "all-inclusive" rates requested above for the services outlined within the RFP. Bidders may not bill NYSIF for the rates below for the base-services being requested under this RFP.

Signature: _____ Title: _____

Typed Name: _____ Date: _____

BUILDING SUPERINTENDENT	\$ _____ /hour
CHIEF ENGINEER	\$ _____ /hour
ENGINEER	\$ _____ /hour
MECHANIC	\$ _____ /hour
HANDYPERSON	\$ _____ /hour
PORTER	\$ _____ /hour
CLEANER	\$ _____ /hour

DEEP CLEANING & DISINFECTION

Deep cleaning & disinfection in accordance with all requirements outlined in RFP Section 2.8.8, Schedule H. Contractor shall provide cleaning and disinfecting in accordance with all governmental guidance and directives.

Cost for the facility per cleaning service \$ _____

Signature: _____ Title: _____

Typed Name: _____ Date: _____