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February 21, 2020

The following (Q&A) will serve as Amendment #1 to NYSIF's Invitation for Bids (IFB) for Preventive Maintenance and Service for HVAC Systems in Syracuse, bid number 2019-51-RE. Material in this Amendment supersedes any contradictory material in the IFB.

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

**All bids are due March 6, 2020, by 2:00 p.m.(eastern).**

Sincerely,

A handwritten signature in black ink, appearing to read "J. Alber", is positioned above the printed name.

Jessica Alber  
Contract Management Specialist

**PREVENTIVE MAINTENANCE AND SERVICE FOR HVAC SYSTEMS IN SYRACUSE**

**RFQ #2019-51-RE**

**Amendment 1**

Question #	RFQ Page #	RFQ Section and Sub-Section Reference #/Heading	Question	NYSIF Response
1			On the bid form it states "Quarterly Preventative Maintenance Fee". The scope of work states semi annual PM's for all the equipment. Are you expecting two maintenance visits a year but the billing broken out into 4 quarterly invoices?	Visits should be scheduled in accordance to the manufacturer's specifications and requirements. The Bidder is responsible for enforcing the regularity of scheduled visits on the HVAC system. Preventive Maintenance billing is to be on a quarterly basis. The quarterly bills are to be billed at the end of the appropriate quarter, and will be a quarter portion of the all-inclusive blended price that covers quarterly, semi-annual, and annual services as required by the manufacture's specifications to cover any and all Preventive Maintenance services outlined in the IFB. Additional services that would be under the Special Project Fund or the Supplemental Repair Rates are to be billed at the end of the appropriate month after the services have been rendered. These bills are not to be submitted more often than monthly.
2			On the bid form the maintenance is broken out into 5 years. The labor rates for any extra work however are just one line item with no yearly escalation. Is NYSIF requiring that the same labor rate be used throughout the length of the contract?	Yes, NYSIF is requiring a consistent labor rate be used throughout the length of the contract.
3	2.2	Cooling Tower Maintenance	What is required by the winning contractor as far as the Cooling Tower Maintenance goes.	The awarded HVAC Contractor will not be responsible for any maintenance of the cooling tower. NYSIF included information on the Cooling Tower as it is linked to the HVAC systems that the awarded HVAC Contractor will be responsible for; therefore this is relevant information for all Bidder to be made aware of. The awarded HVAC Contractor is expected to work in tandem with the designated Cooling Tower maintenance vendor to establish collaborative work schedules for responsible units.