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November 5, 2020

The following (Q&A) will serve as Amendment #1 to NYSIF's Request for Proposals (RFP) for Facility Management & Maintenance Services – Albany Offices, bid number 2020-04-RE. Material in this Amendment supersedes any contradictory material in the RFP.

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

All bids are due November 17, 2020, by 2:00 p.m.(eastern).

Sincerely,

A handwritten signature in black ink, appearing to read "Megan McClune", written in a cursive style.

Megan McClune
Contract Management Specialist

Facility Management Maintenance Services - Albany Offices

RFP #2020-04-RE

Amendment 1

Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
1	9	Section 1.4	This RFP seeks bids for Facility Maintenance and Management services for three of the NYSIF offices located in Albany. What firm currently provides these services? Is the incumbent currently providing all those services outlined in this RFP? What is the current length and term of the existing contract? When does the contract expire?	Not relevant to this procurement.
2	14	Section 1.13	The RFP notes that this will be a "public work Contract." Can you please confirm the prevailing wage job descriptions for the Building Superintendent and the Handyperson?	Refer to Attachment 3 for the Prevailing Rate Case Numbers associated with this procurement. The duties of the Superintendent are comprehensively addressed throughout the RFP. Please refer to the bid document for details.
3	15	Section 1.15	Disinfecting- please provide the areas to be disinfected or the document directing what those areas are.	Refer to RFP section 2.8.6 "Schedule G - Deep Cleaning & Disinfection - As Needed".
4	17	Section 2.2	What is the current staffing in each of the buildings and when is it anticipated that the full complement of workers will return onsite?	Not relevant to this procurement.
5	18	Section 2.3	The RFP requires providing "written reports on a monthly basis." Are there specific accounting, budget reports or other fiscal communications that will be required as part of these reports?	Refer to RFP section 2.3(N): "Providing written monthly reports to NYSIF within ten (10) working days of the end of each month including a precise description of services provided to the building, including all systems and equipment, maintenance and cleaning schedules, number of employees/subcontractors involved, and the costs incurred."
6	20	Section 2.3 (S)	States "per the schedules listed below". Is this the schedule/list in section 2.4?	The "Schedules listed below" refers to the comprehensive facility services being outlined within Section 2 of the RFP.
7	21	Section 2.3 (BB)	For this information to be provided, please provide details on all equipment and supplies.	This request refers to equipment and supplies provided by the Bidder under this contract.

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8	23	Section 2.4	One of the RFP requirements is for "moving and rotating" Fleet Vehicles as well as "cleaning them as needed." What are the Fleet Vehicles used for?	Fleet Vehicles are used by staff for NYSIF business purposes.
9	23	Section 2.5	This section delineates how many staff are "minimally required onsite." Is this the total number of staff for each building or is this the total amount of all contractor's staff who will be divided between the three buildings?	The Staffing listed under RFP section 2.5 list the minimal staff required in total for all three (3) Albany buildings.
10	26	Section 2.8.1	Are walk-off mats purchased or rented from a Janitorial vendor?	This is to be determined by the Bidder.
11	27-29	Section 2.8	Have any of these cleaning requirements changed as a result of COVID19?	No
12	30	Section 2.11	Parking lots are to be sealed in years 1,3, and 5. They appear to have just been completed. Is this schedule still applicable?	Yes
13	32	Section 2.12.2	Are the requirements for Air Filter changes using MERV-13 rated filters?	Albany 1 & Albany 8 use MERV-13 rated filters. Albany 15 uses MERV-8 filters.
14	36	Section 2.17	Is the Not-to Exceed escalation of 4% an annual escalation or a maximum over 5 years?	The "Escalations, not to exceed four percent (4%)" are for the annual escalations of the services.
15	36	Section 2.17	Can you please clarify/define the following positions that are factored into Appendix Z-- #5 The Cleaning Supervisor and #6- Additional Cleaners?	NYSIF outlined the staff minimally required in RFP section 2.5. Staffing requires appropriate supervision, which is to be determined by the Bidder. Additional cleaners are to be determined by the Bidder based upon the total scope of services required under the RFP.

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16	36	Section 2.17	Broken glass material is to be considered as covered by the Special Project Allowance. Can you give some examples of what is considered "broken glass material" and how often that expenditure is likely to occur?	Areas where glass could require replacement include, but are not limited to office furniture with glass tops, conference tables with glass tops, windows and doors. NYSIF does not have an estimation on how often this may occur. The cost of these occurrences are covered under the special project allowance. Additionally, the replacement of glass may be handled directly by the Prime vendor or this service may be subcontracted to a third party.
17	39	Section 2.23	The RFP states that NYSIF reserves the right to "Interview personnel proposed for assignment to this Contract prior to or after the award of Contract." If the interview takes place before the contract award, how do you envision this interview taking place? Will it be part of the oral presentation as outlined in Section 3.2?	If NYSIF elects to interview staff prior to the award of the contract it will be completed during the Presentation/Interview phase as outlined in RFP section 3.2.
18	43-44	Section 3.2	The RFP states that during the presentation/oral interview, NYSIF evaluators "may use the information gathered during this process to revise the scores from the technical evaluation, based on the merits and clarifications provided." Are there any guidelines for re-scoring after the interview? Is it possible that NYSIF could totally adjust all the technical points allocated in the review of the proposal based on the interview?	Per the RFP, "no Bidder will be allowed to alter its proposal or add new information after the final filing date and time." NYSIF may use the presentation/interview to clarify and confirm information provided in the Bidders proposal to refine the evaluation of their qualifications and capabilities; however, Bidders will not be permitted to add or expand their proposal submission.
19	45	Section 4.1	The RFP calls for an Administrative and Technical proposal files. Exactly what should be included in the Administrative file?	Administrative items would include the Appendices outlined in section 4.2.7, with the exception of the Appendix Z Fee Schedule Proposal.
20	46	Section 4.2.3	The Company Background section requires that bidders describe their experience with other "city, state or federal governments agencies previously.... or currently under contract." Is it envisioned that the evaluators will be checking with these agencies and asking for a reference for the company? Is there any opportunity for the bidders to list potential references?	NYSIF is not seeking references under this RFP; however, it is the responsibility of the Bidder to address all requirements outlined within the RFP in their bid submission.

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21	46	Section 4.2.2/4.2.3	These sections refer to Bidders Certification and Bidder Certification to do business in NY. Are these the same forms and should they be included in both sections of the proposal	The "Bidder Certifications" can be found after Section 4 of the RFP. That must be initialed, signed and notarized by the Bidder. The Bidders certification to do business in NY is proof that the Bidder supplying the proposal is legally able to do business in New York State.
22	47	Section 4.2.4	Can you please clarify what the RFP means by the required "Quality Assurance Plan?" Is it the same as the Quality Assurance Cleaning document required in Section 2.6.1 or the RFP?	The "Quality Assurance Plan" is different than the "Quality Assurance Cleaning document" outlined in 2.6.1. The Quality Assurance Plan is a plan provided by the Bidder outlining how they will ensure a high quality of service during the contract period.
23		Appendix G	Unless you are the incumbent, it is very difficult to include a fixed dollar amount. Would NYSIF allow ranges instead of fixed price? If not, would the NYSIF share with bidders the average annual amount paid to each subcontractor by the incumbent?	The values provided on Appendix G would be projected values, so a projected range cost is acceptable.
24		Appendix Y	Unless you are the incumbent, it is very difficult to include a fixed dollar amount. Would NYSIF allow ranges instead of fixed price? If not, would the NYSIF share with bidders the average annual amount paid to each subcontractor by the incumbent?	The values provided on Appendix Y would be projected values, so a projected range cost is acceptable.
25		Appendix Y	Appendix Y also requires proposed subcontractors to submit Appendix V which assures that there is no "conflict of interest or detrimental effect" to a potential contract award. However, at the time of the proposal submission, none of the proposed subcontractors will know if they will be awarded a contract with the prime vendor. Is it possible to delay the submission of this Appendix until after the contract award is made?	These documents are used as an affirmation at the time of bid submission to ensure both Prime and Subcontractors have no conflicts of interest. These forms are required at bid submission.
26	3	Appendix M	Please provide Form 102 and clarify and confirm if Form 101 and 102 are required as part of the proposal?	Please refer to Attachment 1, posted under the 2020-04-RE Facility Management & Maintenance Services RFP for the Albany offices on NYSIF's procurement opportunities webpage: www.nysif.com/procurement .

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27			Can you please provide floor plans for each building?	See attached floorplans.
28			Please provide floor plans for each of the following locations: 15 Computer Drive West 8 Computer Drive West 1 Watervliet Extension	See response to Question 27.
29	N/A	N/A	In the age of COVID, many offices are still WFH, which appeared to be the case during the tour. What date(s) are your employees returning to the office, and in what intervals/percentages?	Not relevant to this procurement.
30	N/A	N/A	Does NYSIF currently utilize a web-based work order program? If so, which one?	NYSIF recently purchased a Computer Maintenance Management Software System, WebTMA SaaS. It is NYSIF's expectation that the awarded firm will work collaboratively with NYSIF to have this software integrated into their services for the submission and tracking of building related work/services.
31	N/A	N/A	Are the three buildings that encompass this RFP owned or leased by NYSIF?	The three Albany buildings are owned by NYSIF.
32	1 of 1	Attachment 5, HVAC Equipment Listing	What are the ages of each of the pieces of equipment listed?	The age of the HVAC units varies; however, the repairs and the replacement of units is covered under the Special Project Allowance. Only the Preventive Maintenance of the HVAC system is covered by the monthly building management & maintenance fees.
33	Page 5	Attachment 4, Cooling Tower Maintenance Program and Plan	The Cooling Tower at 15 Computer Drive West -- is that shut down seasonally or does it run year round?	The Albany 15 Cooling Tower is seasonal.

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34			We are a cleaning company that provides interior and exterior cleaning services. When reading the solicitation, I just wanted to be clear if you're looking for a management company to oversee the needs listed or if you guys would like applications to fulfill the needs individually.	NYSIF is not seeking individual applications. A single award will be made for this contract.
35	10	1.7	Is this contract considered a firm fixed price or based on milestone achievements through the 5 year term or offerd on a 1.5 month basis.	The resulting contract will be for a 5-year term. Bidders are to provide a fixed monthly rate for Facility Management & Maintenance Services on the Appendix Z Fee Schedule for Years 1-5 and the rates will remain fixed for the term of the contract. Services will be billed and paid in accordance with RFP section 2.18, "Contract Billings", which states that payments will be made to the Contractor on a monthly basis.
36	18	2.3	Are there any transferrable items from previous contracts? Such as cleaning supplies, toiletries or tools?	Transferable supplies are minimal, and would only apply to consumables such as paper towels, toilet paper, etc. All other materials and equipment would be the responsibility of the awarded Bidder.
37	28	2.8.6	Does the contracting team have permission to operate NYSIF owned Vehicles?	Yes, provided NYSIF Fleet Policy requirements are met (i.e. valid drivers license).
38		General Question	Please provide a copy of the current facility management and maintenance contract for each building.	Not relevant to this procurement.
39		General Question	Please provide the name of the current contractor performing the services at each building.	Not relevant to this procurement.

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Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
40		General Question	Is the NYSIF open to sharing of labor resources between the buildings? Does NYSIF prefer to have dedicated staff at each building on a full-time basis?	NYSIF is open to the sharing of resources among the buildings as long as the minimal staffing requirements are met. The Staffing outlined under RFP section 2.5 are the total staff minimally required for all three locations. It is NYSIF's expectation that one day cleaner would be assigned to each office, and the Building Superintendent & Handyperson would share the responsibility of maintaining the three facilities.
41	23	2.5 Staffing	What is NYSIF preferred staffing for each building? The minimal staff outlined on page 23 calls for 1 Building Superintendent, 1 Handyperson and 3 Day Cleaners. Is this for the entire portfolio?	See response to Question 40.
42		General Question	Please provide a copy of the operating cost budgets for the 3 buildings.	Not relevant to this procurement.
43		General Question	What is the anticipated start date for a new contract to be in place?	Per the RFP Calendar, the anticipated start date is March 1, 2021.

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44		General Question	During the walk-through it was mentioned that Building 8 has limited access and services. What is the SF of the area that the Contractor will have access? Can you provide more information on the services that the contractor will be responsible for? Is there access at night for cleaning? Is there no access or responsibilities in the IT area?	Albany 8 had limited access during the site visit due to a combination of COVID-19 and the security associated with the building. The awarded firm would be supplied access to the main portion of the building, approximately 12,000 SF, for standard facility related services. The Bidder is expected to provide all services as outlined in the RFP in the main portion of the Albany 8 building (12,000 SF). The Bidder will not provide any services in the Server Room without NYSIF pre-approval. Additionally, all work must be supervised by NYSIF IT due to the sensitive nature of the equipment and the room environment. Standard building cleaning services would not apply to the Server Room. The Server Room is approximately 3,200 SF.
45	16	2.1 Mandatory Requirements	What are the current job classifications being used for staffing at the buildings currently under Article 8 and Article 9 of the NY State Prevailing Wage?	Refer to Attachment 3 for the Prevailing Rate Case Numbers associated with this procurement. The job duties required by the Bidder are comprehensively addressed throughout the RFP. Please refer to the bid document for details.
46	16	2.1 Mandatory Requirements	Can you provide the wage rates for the current staffing on site for maintenance and cleaning?	Not relevant to this procurement.
47	18	2.3 Service Level Requirements	The RFP states that the Contractor shall be responsible for performing all facility maintenance services,.....perform all janitorial maintenance. Does the current contractor perform the janitorial services with their own forces or subcontract? If sub-contractor, who is the current sub-contractor for janitorial services?	Not relevant to this procurement.

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48	19	2.3 - E	Can you provide a list of the current services that are sub-contracted and the vendor names?	Not relevant to this procurement.
49	20	2.3 - N	Please provide a copy of the past 6 months' of the monthly report submitted to NYSIF.	Not relevant to this procurement.
50	20	2.3 - S	The RFP refers to "Schedules listed below". Can you elaborate on where the schedules are located?	The "Schedules listed below" refers to the comprehensive facility services being outlined within Section 2 of the RFP.
51	21	2.3 - BB	The RFP requests Bidders to provide the names of the manufacturers of the equipment and supplies to be used on the Contract. Can you please clarify what information you are looking for here? It will be difficult to provide this information at this time.	This request refers to equipment and supplies that will be provided by the Bidder to perform services outlined in the RFP. This equipment list could include, but is not limited to, vacuum cleaners, buffers, snow blowers, etc.
52	22	2.4 - M	Snowplowing - Is there a snowplow contract in place for the 2020-2021 season? If so, please provide the name of the contractor and /or a copy of the contract.	Not relevant to this procurement.

Facility Management Maintenance Services - Albany Offices

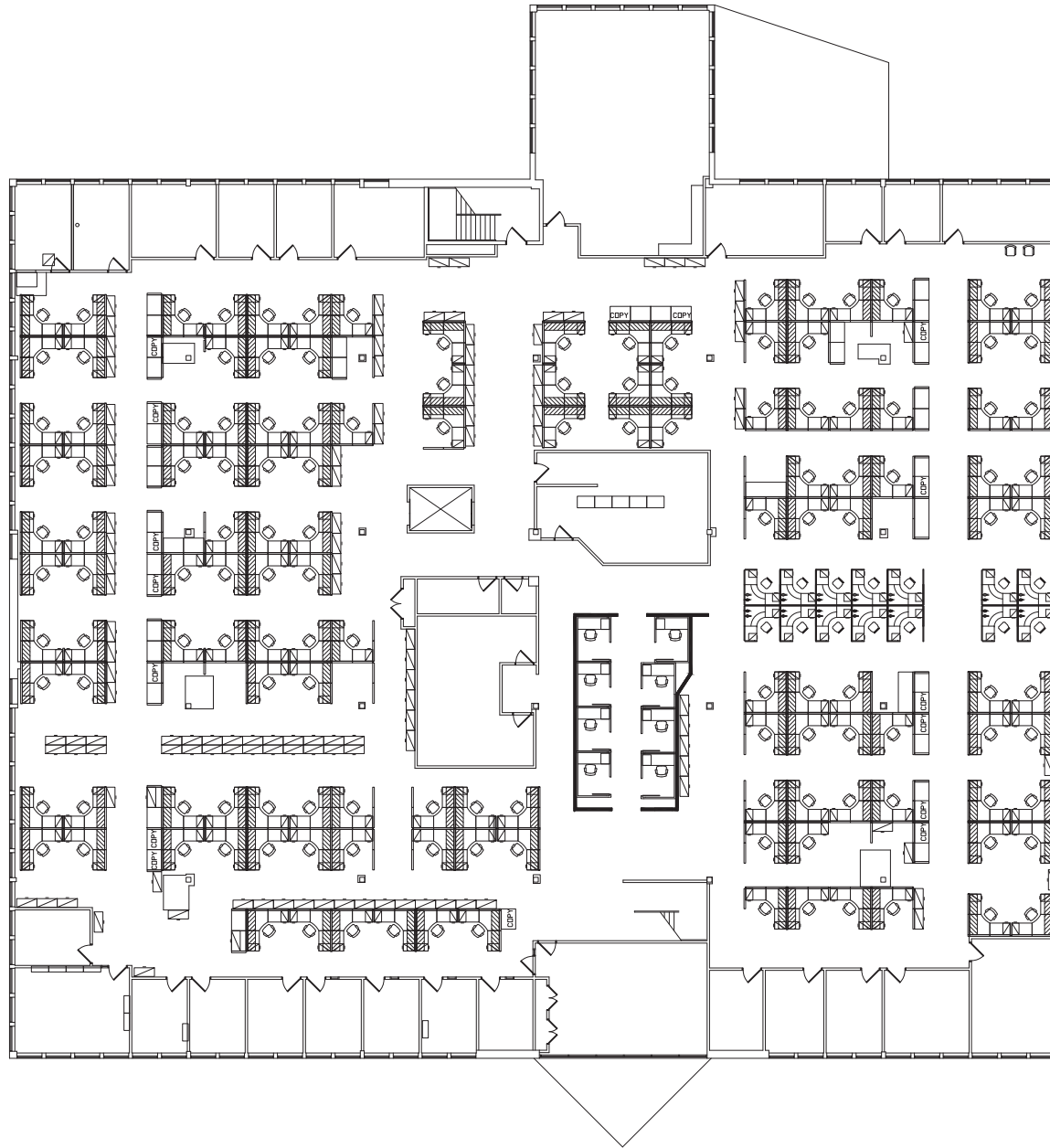
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Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
53	22	2.4 - V and 2.11	The RFP calls for parking lots to be sealed and striped 3X during the 5 year contract. This is included on page 22 but is not listed on pages 36-37 for costs to be included in the Fee Schedule. Please confirm if this is to be included in the Fee Schedule submitted to NYSIF.	The cost associated with the Sealing & Striping of the parking lots is to be built into the Bidders monthly costs for the Facility Management & Maintenance Services.
54	23 & 28	2.4 - DD and 2.8.6	Fleet Vehicles - Is this currently performed by the on-site staff? With regard to moving/rotating the fleet between buildings and cleaning between each use, what is the frequency of this task? Is notice given within a certain time frame for what is being requested?	The frequency is projected at multiple times per week; however, that is subject to change. Additional moves required include but are not limited to the shifting of vehicles for snow plowing and sealing/striping purposes.
55	24	2.5.1	Please confirm that the Building Superintendent would not fall within the Prevailing Wage requirements.	Certain services provided by the Building Superintendent will fall under Labor Law and it is the responsibility of the Bidder to pay all employees in accordance with Prevailing Wage where applicable.
56	40	2.25	Does NYSIF have a list of unacceptable contractors?	No.
57	14-15	1.14 and 1.15	Due to COVID-19, the adherence to Green Cleaning has been waived to a certain extent to allow disinfecting solutions per CDC guidelines. The RFP mentions using disinfecting solutions "in the event of an infectious disease outbreak." Does NYSIF want disinfecting on a daily basis or only if there is a presumed or actual case at the building?	Daily cleaning for touch points would be the responsibility of the Day Cleaner and would be covered by the standard Facility Maintenance Services. More comprehensive cleaning would be requested by NYSIF on an as needed basis, and would be paid in accordance with the "Supplemental Rates & Services" on page 2 of the Appendix Z Fee Schedule.

ALBANY 1

SECOND FLOOR

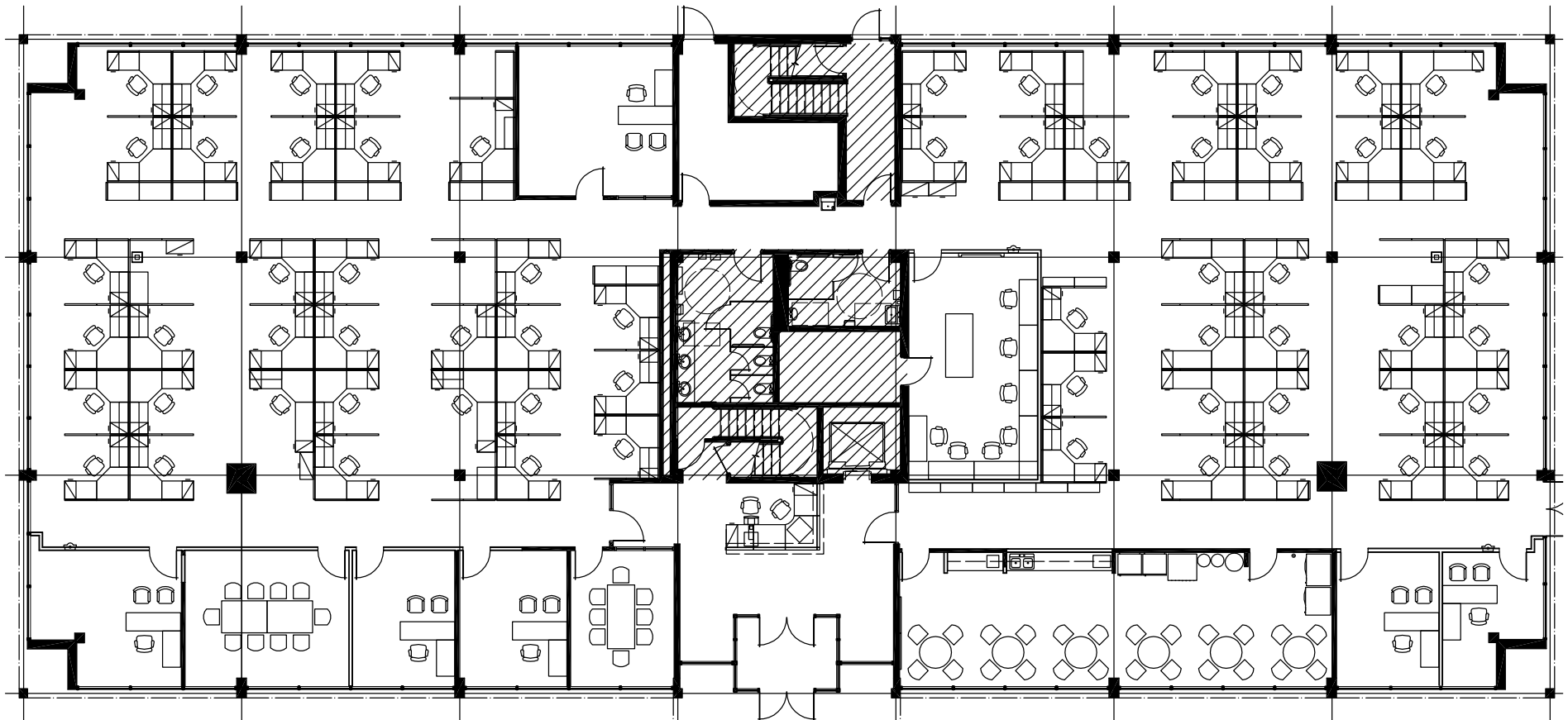


ALBANY 8



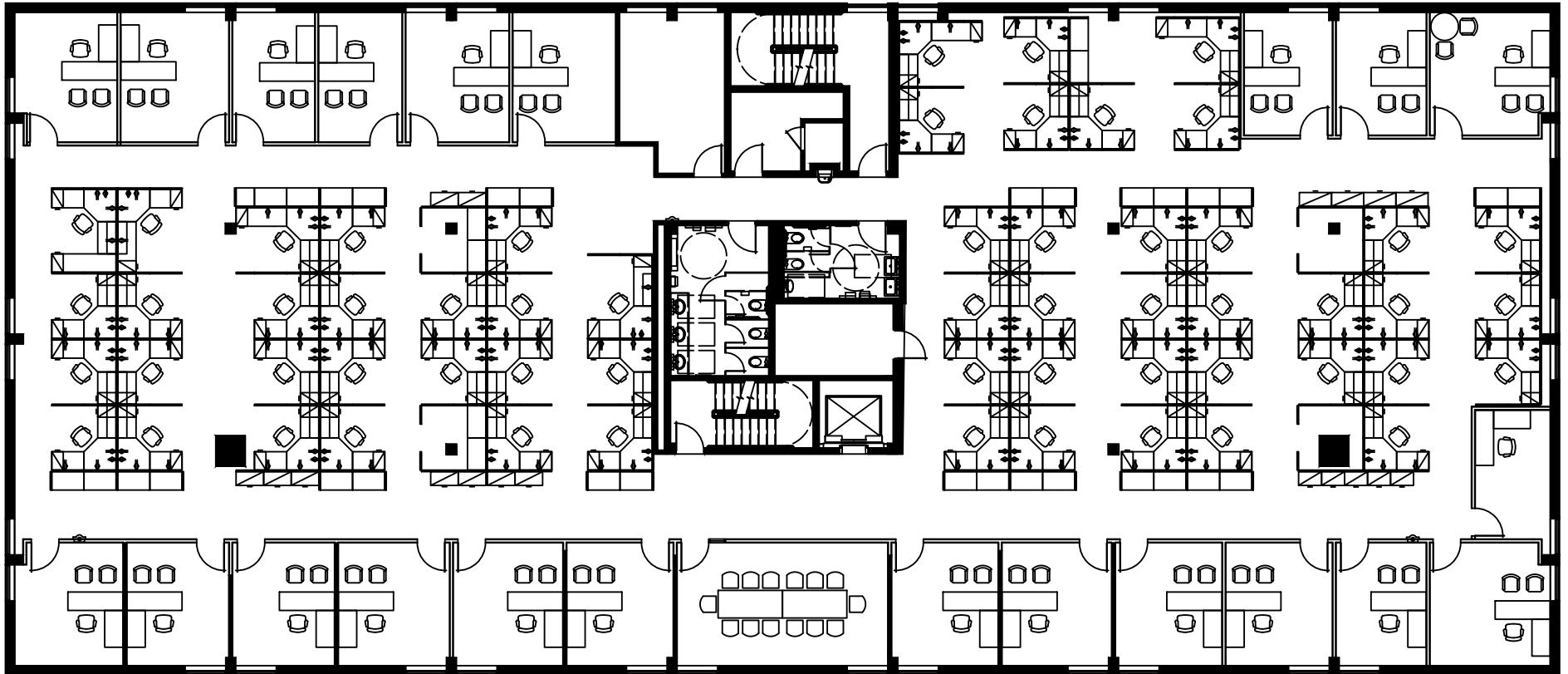
ALBANY 15

FIRST FLOOR



ALBANY 15

SECOND FLOOR



ALBANY 15

THIRD FLOOR

