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April 8, 2021

The following (Q&A) will serve as Amendment #1 to NYSIF's Request for Proposals (RFP) for Facility Management & Maintenance for the NYC Office, bid number 2021-04-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 April 20, 2021, by 2:00 p.m.(eastern).

Sincerely,

A handwritten signature in cursive script that reads "Lindsay Ralbovsky".

Lindsay Ralbovsky  
Contract Management Specialist

**NYC FACILITY MANAGEMENT AND MAINTENANCE RFP  
 BID #2021-04-RE  
 AMENDMENT 1**

Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
1	N/A	N/A	<p>Do you know if you're looking for one contractor to do the various items listed in the RFP, we're an electrical contractor [redacted for confidentiality].</p> <p>What I'm questioning is for example: We wouldn't be able to do rodent control and rubbish removal</p> <p>So I was curious if you're looking for a "GC" type contractor to handle the whole contract.</p>	<p>A single Prime vendor must be responsible for all services under this RFP. The Prime vendor can subcontract portions of the services as outlined in the RFP. In regard to possible firms for partnering/subcontracting opportunities, NYSIF will not have this information until bids are received as this is an open competitive procurement. Once bids are received, "Bid Results" will be posted on NYSIF's website (www.nysif.com/procurement) with the firms that submitted proposals.</p>
2	N/A	N/A	<p>I am an MWBE contractor seeking to participate in this bid. However I would prefer to participate in the Janitorial aspect of this bid, leaving the rest to another contractor. Can you advise me on how to do that, or if it's even possible?</p>	<p>A single Prime vendor must be responsible for all services under this RFP. The Prime vendor can subcontract portions of the services as outlined in the RFP. In regard to possible firms for partnering/subcontracting opportunities, NYSIF will not have this information until bids are received as this is an open competitive procurement. Once bids are received, "Bid Results" will be posted on NYSIF's website (www.nysif.com/procurement) with the firms that submitted proposals.</p>
3	14, 25, 27	1.13, 2.5, 2.5.3	<p>While we are extremely interested in this project, we are not signatory with any union. We are an open shop and pay prevailing wages on our public projects. For union projects, we do sign Project Labor Agreements (PLA) if PLAs are established for the project/location. Please clarify the RFP, specifically paragraphs 1.13 – Prevailing Wage (Page 14), 2.5 Staffing as it pertains to Project Labor Agreement (Page 25), and 2.5.3 -Collective Bargaining Agreements (Page 27), and let us know:</p> <p>a. Can non-signatory firms provide a proposal for this RFP using non-union, prevailing wage labor? Must the awarded contractor be expected to sign with Local 94 and SEIU32BJ at time of award?</p> <p>b. Is there a PLA agreement in affect for this project or at 199 Church Street?</p>	<p>a. See Section 2.5.3 Collective Bargaining Agreements.          b. Yes, there is a PLA in effect at 199 Church Street.</p>
4	N/A	N/A	<p>Please advise what pages from this 150pg attachment, must be filled out for this bid?</p>	<p>It is the responsibility of the bidder to comprehensively review the RFP in its entirety to address the items requested by NYSIF in the bid submittal. Section 4 in particular details the Bid/Proposal Format, however the responsibility remains with the bidder to ensure all aspects of the RFP are addressed.</p>

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5	N/A	N/A	I write to you asking if I may still participate in this RFP.	Attendance at the Site Visit, which took place on March 25, 2021 was a mandatory requirement under this RFP. However, the Prime vendor can subcontract portions of the services as outlined in the RFP. In regard to possible firms for partnering/subcontracting opportunities, NYSIF will not have this information until bids are received as this is an open competitive procurement. Once bids are received, "Bid Results" will be posted on NYSIF's website (www.nysif.com/procurement) with the firms that submitted proposals.
6	23	II. FLEET VEHICLES	Can you provide additional information about what kinds of maintenance/servicing is required for the NYSIF vehicles?	Additional duties include cleaning snow off of the vehicles, and spraying down the engine area for pest control.
7	23	2.4 Z. FACILITY MANAGEMENT & MAINTENANCE SERVICES	Is this a contractor (company) license or personnel license?	Personnel license. Individual staff members would have the license in their name.
8	22	2.4 E. FACILITY MANAGEMENT & MAINTENANCE SERVICES	What is NYSIF's recycling policy?	NYSIF is compliant with the recycling rules and regulations as provided by New York City and New York County.
9	22	2.4 M. FACILITY MANAGEMENT & MAINTENANCE SERVICES	What version of WebTMA is currently being used by NYSIF? And what other specific functionality (not listed here) from that application is being used by the team the internal teams?	NYSIF has not yet begun using WebTMA, therefore a version and specific functionality has not yet been established.
10	28	2.5.7 B NYSIF TRAINING	We have a LMS were the NY STATE Sexual Harassment training is one of our standard employee classes. Can we use our internal LMS or do we have to use NYSIF's?	Please see Section 2.5.7 for training requirements.
11	20	2.3 SERVICES LEVEL REQUIREMENTS (section M)	Do some/all employees need to be OSHA certified? Do we need any other certifications?	Where required for the staff title and/or service being provided, the vendor and/or the employee must be OSHA certified. It is the responsibility of the bidder to comprehensively review the services outlined in the RFP, and ensure, where required by law or by Code, the employee has the necessary certification and/or license.
12	24	2.5 STAFFING (Attachment 5 - Key Personnel). Also in 1.13 PREVAILING WAGE	The prevailing wage data is from July 2020 through June 2021. Is there a minimum and/or maximum amount that wages can increase each year? Do we have access to the prevailing wage data from previous years?	The Department of Labor governs the Prevailing Wage requirements. Refer to Section 1.13 and Attachment 4 for more information on Prevailing Wage. Previous years' prevailing wage data is irrelevant to this RFP.
13	25	2.5 STAFFING	Given the building 365 coverage requirement, Can you describe the staffing plan that is used for the engineers when they take vacation, or sick time? How is coverage managed by the team? Are existing coverage contractors that are brought in to fill the missing slots? Or are the current teams covering each other?	Please see Section 2.5 for Staffing requirements, typical work hours, and position descriptions.
14	27	2.5.1 STAFF DESCRIPTIONS	Do contractors and subcontractors needs uniforms, or just employees?	Just employees shall wear complete uniforms, including outerwear if applicable.

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15	26	2.5.1 STAFF DESCRIPTIONS	<p>Can you provide a list of all current equipment used? Do you have equipment list that you can share?</p> <p>What system are you currently using to manage and track your inventory of supplies? Can you provide the name of the software? If it is homegrown can you detail how it is accessed (via desktop, web, mobile)?</p>	<p>The current equipment used is irrelevant to this RFP. The awarded vendor is responsible for providing all equipment necessary to perform the services detailed in this RFP.</p> <p>There is no specific software/inventory list used currently.</p>
16	27	2.5.3 COLLECTIVE BARGAINING AGREEMENTS	Do all Key Personnel have to be members of a union?	Yes, the Key Personnel list of employees does not change. They must be members of a Union.
17	13	1.9 PARTICIPATION OF NYS BUSINESS ENTERPRISES (MWBE)	Can you provide a list of current/active list of current MWBE providers?	Not relevant to this RFP.
18	14	1.12 DIESEL EMISSIONS REDUCTION	Does NYSIF have any heavy duty vehicle that the awarded contractor will be responsible for maintaining? This section references "ALL" heavy duty vehicles, doe this apply to all contractors, subcontractors, NYSIF?	NYSIF does not have any heavy duty vehicles, however requirements under Section 1.12 apply to the Contractor's heavy duty vehicles used to provide service to NYSIF under this contract.
19	15	1.14 GREEN CLEANING	Is NYSIF meeting its planned Green Cleaning goals. Does management plan to implement plans to exceed those goals in the next 5 to 10 years?	NYSIF is compliant with the Green Cleaning executive orders as set forth by NYS.
20	16	2.1 MANDATORY REQUIREMENTS	Of the existing sub contractors are there any that are not providing services to meet the SLAs required by NYSIF? Can you provide details on those services and what the areas of concern are?	Not relevant to this RFP.
21	18	2.2.1 TENANT-OCCUPIED SPACE	<p>During our walk through we did not see a storage area where the contractor keeps supplies and equipment. Can you provide details about the amount of storage space we will have to keep supplies and equipment on site?</p> <p>Also, can you provide insight on what kind of on site office space the contractor team will have to conduct day to day business and operations? (What is currently used, if we need more space is that possible?)</p> <p>Finally, can you confirm that our crew will be responsible to cleaning and maintaining all floors in the building? Even the leased floors?</p>	<p>There is adequate space for supplies in the sub-cellar, including space for larger equipment and consumables.</p> <p>There is a designated office space available for management.</p> <p>See Section 2.2.1.</p>

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22	18/19	2.3 SERVICES LEVEL REQUIREMENTS	<p>Can you detail how the current team is conducting internal communications? We saw walkie talkies, are there other comms systems in play for continuous communication? If so, what are they?</p> <p>If we staff the site with sub contractors, do they have to be union members?</p> <p>The document reference equipment purchases. Please confirm if these purchases fall under the scope of work, and if so, can you provide a the last 3 years of Costs values of equipment purchases?</p> <p>The the daily interior and exterior reports, can you confirm if these are reported via a manual log or if they are managed electronically?</p>	<p>Office desk phones are provided by NYSIF, but other internal communications are the responsibility of the bidder to provide for their staff.</p> <p>Where applicable, vendor must be in compliance with the PLA regarding Union staff. Please refer to Section 2.5.3 for more information.</p> <p>All equipment purchases referenced in the RFP fall under the scope of work. Equipment required for the typical day-to-day operations as outlined in the RFP must be included in the bidder's all-inclusive rate. Replacements, updates, and/or repairs required ad hoc throughout the contract would be billed under the Special Project Allowance. The last 3 years of costs values of equipment purchases are not relevant to this RFP as that is too broad of a statement.</p> <p>NYSIF will accept either manually- or electronically-kept reports, however electronic is preferred.</p>
23	29/30	2.8 CLEANING SCHEDULES	<p>We are unfamiliar with Dust Check (is this a product)? Can you provide any details?</p>	<p>Section 2.8.1.H. is hereby deleted and replaced in its entirety as follows:          H. Treated cloths must be used for dusting and must be in line with Green Cleaning guidelines. Cloths must be treated to prevent dust from becoming airborne. Treated cloths to be approved by the Director of Property Services or his/her designee. The use of feather dusters is prohibited.</p>
24	29/30	2.8 CLEANING SCHEDULES	<p>Are their laundering facilities on the site? Where we can clean walk-off mats? If not are you currently outsourcing walk off mat service to other companies?</p>	<p>No, there are no laundering facilities on site. Walk-off mats are the responsibility of the contracted vendor.</p>
25	29/30	2.8 CLEANING SCHEDULES	<p>We didn't see any Graffiti on the building? Does the building have resistant surfaces and coating to minimize the damage from graffiti?</p>	<p>No.</p>
26	41	2.20 ADDITIONAL BIDDER CERTIFICATION REQUIREMENTS	<p>Please confirm that we can have international management, and other team members that will function as a part of our overhead, while supporting this project?</p>	<p>It is the responsibility of the bidder to determine what staffing, in addition to the minimum staffing required under this RFP, is needed to support the services required under this contract.</p>