



May 17, 2018

The following (Q&A) will serve as Amendment #1 to NYSIF's Request for Proposals (RFP) for Facility Management & Maintenance Services, bid number 2018-29-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 5/25/2018, by 2:00 p.m.(eastern).

Sincerely,

A handwritten signature in black ink, appearing to read "Megan McClune".

Megan McClune
Contract Management Specialist

Facility Management & Maintenance Services

RFP #2018-29-RE

Amendment 1

#	Question	NYSIF Response
1	Is any part of the bid, ice blasting or cleaning electrical switchgear, boilers, Paint removal, media blasting, or any green cleaning in that type of maintenance? I looked it over but do not see that in the scope necessarily.	Bidders should bid on what is contained in the RFP.
2	I would like to know who was the previous winning bid for Bid# 2018-29-RE Facility Management and Maintenance Services and the amount.	This is not relevant to this RFP.
3	In 4.5 it says one facility manager needs to be on site from 7am to 5pm Mon thru Fri, the rest of the team just has to be there for 8 hours each?	Only the Facility Manager is required to work an 8-hour shift per the requirements listed under Section 4.5. For the remainder of the staff, it is up to the discretion of the Bidder to determine how many staff and the staffing hours necessary to provide the services listed within the RFP.
4	We need to send you a hard copy plus an electronic copy?	Per Section 2.2 of the RFP: <i>Submission must include one (1) hard copy of the proposal, organized as outlined below. Submission must also include one (1) exact electronic copy (CD/DVD-rom or USB flash drive) of the proposal.</i>
5	Is the cleaning going to be done during work hours? For instance, will we be cleaning offices while employees are there? Or will the office cleaning be at night?	Cleaning can begin at 6:00PM on work days and staff will not be on site.
6	Will we do the maintenance and testing or is the company (Jemco Water Treatment Services Inc) that is currently maintaining the water cooling towers going to continue doing the maintenance?	It is the responsibility of the awarded Contractor to maintain the Water Cooling Tower in accordance with the NYS Department of Health regulations and in accordance to the requirements listed within the RFP. The awarded Contractor is not required to contract with Jemco Water Treatment Services Inc.; however, per Section 4.1(C) of the RFP: <i>The Bidder must, through subcontracting or other acceptable means, maintain the Water Cooling Tower per the attached Maintenance Program & Plan (Exhibit 1). The Bidder must supply copies of the required certifications, or the certifications of the Subcontractor, that will be responsible for providing these services.</i>
7	Is the Pest Management (as needed) need to be included in the final bid proposal? Or is that going to be when you need the extermination?	Per Section 4.4(B): <i>Any necessary Extermination would be done under the Special Project Allowance (see Appendix Z).</i> Per Appendix Z: <i>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.</i>
8	How many people are currently cleaning the premises?	That information is unknown to NYSIF.
9	What HVAC system do you currently have in place?	Currently the building has a Hot water heat pump system with a water cooling tower; however this is subject to change per Section 4.2.1 of the RFP.
10	Will we need to clean on Federal holidays?	No service is required on Saturdays, Sundays, or New York State observed holidays (New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day).
11	What services must be subcontracted?	Refer to Section 4.4 and items marked with an asterisk (*). Per Section 4.4: <i>* These services are not to be completed by the Facility Manager or Maintenance Person. These services must be subcontracted; however, the management of these services is the responsibility of the Facility Manager.</i>
12	Any special requirements for cleaning the carpet and/or windows?	No special requirements, they are to be cleaned per the specifications and cleaning schedule within the RFP.