

Human Resources Administration

Department of Homeless Services

Office of Contracts

Steven Banks Commissioner

Martha A. Calhoun General Counsel

Vincent Pullo Agency Chief Contracting Officer

150 Greenwich Street New York, NY 10007

929 221 6347

1 W-2-196 Rev. 10/16

September 10, 2020

Dear Prospective Bidders:

For your information, this **Addendum #1** for the contract to provide **Laundry Services - Citywide PIN 19BSEDD00801 / EPIN 07119B0003** contains a revised specification page 114-R, a copy of Schedule B, and a copy of the attendance sheet from the pre-bid conference held on Thursday, August 13, 2020 (attached hereto as **Exhibit 1**).

The revised specification page 114-R and Schedule B should replace the original pages in the solicitation.

The answers to questions received from prospective bidders are on Attachment A.

In addition, the bid due date is extended to **Tuesday**, **September 15**, **2020** by the close of business day. Please note, the bid opening will be held on Wednesday, September 16, 2020 at 12:00 p.m. via Cisco WebEx platform.

Additionally, due to the COVID-19 pandemic, prospective bidders have the option to submit bids to the Department of Social Services (HRA/DHS) either electronically to **bids@dss.nyc.gov** (excluding construction services), the Office of Contracts/Front desk, 150 Greenwich Street, 37th Floor, New York, NY 10007 or to the HRA Mailroom,150 Greenwich Street, 30th Floor, New York, NY 10007. Please be advised that DSS cannot accept any email in a size greater than 20 MB. If submitting electronically, it is strongly recommended that you send such email with enough time to determine whether the transmission has failed. Also, DSS strongly recommends that you follow up with an email to **bids@dss.nyc.gov** to confirm that the email was transmitted successfully.

Any bid or proposal that is not received prior to the deadline at the specified location will be considered late and will not be accepted.

Your interest in doing business with the City of New York is appreciated.

Sincerely, ~T'M

Vincent Pullo

Exhibit:

1. Copy of the attendance sheet from the pre-bid conference held on Thursday, August 13, 2020

- A. DHS shall pay the Contractor for its Services at the rate indicated on the bid sheet per pound based on the amount of clean laundry returned to DHS. DHS agrees to pay the contractor for the Services performed hereunder an amount not to exceed the contract's limit. DHS shall notify the Contractor within a reasonable time before the not-to exceed amount is reached. No liability shall be incurred by the City beyond the amount of such monies.
- **B.** The Contractor must submit to DHS for payment, on a monthly basis, all invoices and supporting documentation for the billing period, stating the weight of all laundry (by type and total) processed for the period of the invoice. The Contractor's invoices and supporting documentation shall be sent for approval to:

NYC Department of Homeless Services Administrative Contract Unit 33 Beaver Street New York, New York 10004 Attn: Georgina Rios, Director of Administrative Contracts

C. Upon approval, the invoice and any supporting documentation shall be forwarded internally to DHS:

NYC Department of Social Services Vendor Payments & quality Assurance Fiscal & Procurement – Finance 150 Greenwich Street, 33rd Floor New York, New York 10048 Attn: Debra Coleman

- **D.** The quantity stated here in is an estimated only, DHS shall not be obliged to furnish the indicated quantity of laundry for processing and may finish a greater or lesser amount for processing in accordance with its needs.
- **E.** The Contractor's invoice shall contain the following language:

"I hereby certify that this invoice is for articles received, services rendered or amounts expended on behalf of the City of New York that it is correct as to the price and amount, that it is necessary for the proper transaction of the business of DHS, that it was incurred solely for the benefit of the City of New York that no part of the amount claimed herein has been previously certified and that the amount is solely for the operation of said program described on this invoices."

- **F.** The final, DHS-approved invoices must be received by no later than the 15th of the following month.
- **G.** No payment for services will be made in excess of the registered Contract award. The Department makes no representation that funds will be available to continue the



SCHEDULE B – M/WBE Utilization Plan

Part 1: M/WBE Participation Goals

Contract Overview (To be completed by contracting agency)

APT E-Pin#	_ FMS Project ID#		
Project Title	_ Agency PIN#		
Contracting Agency	Bid/Proposal Response Date		
Agency Address	_ City	_State	ZIP
Contact Person	_ Title		
Telephone	_ Email		
Project Description (attach additional pages if necessary)			

M/WBE Participation Goals for Services

Enter the percentage amount for each category or for an unspecified Goal.

Prime Contract Industry:

Category and Breakdown: Unspecified % Black American % Hispanic American % Asian American % Women % Total Participation Goals % Line 1

Bidder or proposer is required OR is not required to specifically identify the contact information of all M/WBE firms they intend to use as a subcontractor on this contract, including the M/WBE vendor name, address and telephone number in the space provided below in Part 2 Section 4.

Part 2: M/WBE Participation Plan

(To be completed by the bidder/proposer unless granted a full waiver, which must be submitted with the bid/proposal in lieu of this form)

Section 1: Prime Contractor Contact Information

Tax ID#	FMS Vendor ID#
Business Name	Contact Person
Business Address	CityStateZIP
Telephone	Email

Section 3: Contractor M/WBE Utilization Plan

Please review the Notice to Prospective Contractors for more information on how to obtain credit for M/WBE participation. Check applicable box. The Proposer or Bidder will fulfill the M/WBE Participation Goals:

- As an M/WBE Prime Contractor that will self-perform and/or subcontract to other M/WBE firms a portion of the contract the value of which is at least the amount located on Lines 2 or 3 in the panels in Section 2, as applicable. The value of any work subcontracted to non-M/WBE firms will not be credited towards fulfillment of M/WBE Participation Goals. Please check all that apply to Prime Contractor: ☐ MBE ☐ WBE
- As a Qualified Joint Venture with an M/WBE partner, in which the value of the M/WBE partner's participation and/or the value of any work subcontracted to other M/WBE firms is at least the amount located on Lines 2 or 3 in the panels in Section 2, as applicable. The value of any work subcontracted to non-M/WBE firms will not be credited towards fulfillment of M/WBE Participation Goals.
- As a non-M/WBE Prime Contractor that will enter into subcontracts with M/WBE firms the value of which is at least the amount located on Lines 2 or 3 in the panels in Section 2, as applicable.

Section 2: M/WBE Utilization Goal Calculation

Prime Contractor Adopting Agency Participation Goals

For Prime Contractors (including Qualified Joint Ventures and M/WBE firms) adopting Agency M/WBE Participation Goals.

Total Bid/Proposal Value \$

multiplied by x

Total Participation Goals <u>%</u> (Line 1 above)

OR -

Calculated M/WBE Participation Amount \$_____

Line 2

Prime Contractor With Partial Waiver Approval Adopting Revised Participation Goals

For Prime Contractors (including Qualified Joint Ventures and M/WBE firms) adopting Revised M/WBE Participation Goals.

Total Bid/Proposal Value \$_

х	
	<u>%</u>
	x

Calculated M/WBE Participation Amount \$_____ *Line 3*

Section 4: General Contract Information

What is the expected percentage of the total contract dollar value that you expect to award in subcontracts for services, regardless of M/WBE status?

Enter a brief description of the type(s) and dollar value of subcontracts for all services you plan to subcontract if awarded this contract, along with the anticipated start and end dates for such subcontracts. For each item, indicate whether the work is designated for participation by an M/WBE. Where the contracting agency's solicitation has indicated a requirement that the bidder or proposer specifically identify the contact information of all M/WBEs they intend to use on this contract, vendors must also include the M/WBE vendor name, address and telephone number in the space provided below. Use additional sheets if necessary.

Description of Work	Start Date (MM/YY)	End Date (MM/YY)	Planned \$ Amount	Design for M/V Y	NBE	M/WBE Vendor Name	M/WBE Address		M/WBE Telephone
1	/	/	\$		\Box _			() -
2	/	/	\$		\Box _			() -
3	/	/	\$	-	\Box _			() -
4	/	/	\$		\Box _			() -
5	/	/	\$		\Box _			() -
6	/	/	\$		\Box _			() -
7	/	/	\$		\Box _			() -
8	/	/	\$		\Box _			() -
9	/	/	\$		\Box _			() -
10	/	/	\$	- 🗆	\Box _			() -

Section 5: Vendor Certification and Required Affirmations

I hereby:

- 1. acknowledge my understanding of the M/WBE participation requirements as set forth herein and the pertinent provisions of Section 6-129 of the Administrative Code of the City of New York ("Section 6-129"), and the rules promulgated thereunder;
- 2. affirm that the information supplied in support of this M/WBE Utilization Plan is true and correct;
- 3. agree, if awarded this Contract, to comply with the M/WBE participation requirements of this Contract, the pertinent provisions of Section 6-129, and the rules promulgated thereunder, all of which shall be deemed to be material terms of this Contract;
- 4. agree and affirm that it is a material term of this Contract that the Vendor will award the total dollar value of the M/WBE Participation Goals to certified MBEs and/or WBEs, unless a full waiver is obtained or such Goals are modified by the Agency; and
- 5. agree and affirm, if awarded this Contract, to make all reasonable, good faith efforts to meet the M/WBE Participation Goals, or If a partial waiver is obtained or such Goals are modified by the Agency, to meet the modified Participation Goals by soliciting and obtaining the participation of certified MBE and/or WBE firms.

Signature	Date
•	
Print Name	Title



SCHEDULE B – Part 3

Request for Waiver of M/WBE Participation Requirement

Contract Overview

Tax ID#	FMS Vendor ID#	M/WBE Participation Goal
Business Name	Contact Name	for Services
Email	Telephone	Defined by AGENCY in bid/
Contracting Agency		solicitation documents Percent of the total contract value
APT E-Pin#	Bid/Proposal Due Date	subcontracted to M/WBE vendors services and/or credited to an M/W Qualified Joint Venture

Basis for Waiver Request: Check appropriate box & explain in detail below (attach additional pages if needed)

- Vendor does not subcontract services, and has the capacity and good faith intention to perform all such work itself with its own employees.
- Vendor subcontracts some of this type of work but at a lower % than bid/solicitation describes, and has the capacity and good faith intention to do so on this contract. Identify your subcontracting plan in the vendor certification section below.
- Vendor has other legitimate business reasons for proposing the M/WBE Participation Goal requested here. Explain under separate cover.

Vendor Contract History

Using the attached Excel template, list all contracts (for City and Non-City work) performed within the last 3 years and provide the requested information for each contract.

From the list of all contracts, provide reference information below for the 5 most relevant contracts in size, scale and scope (performed for New York City or any other entity) to the bid or proposal for which you are submitting this waiver request. Provide the requested information for each subcontract awarded during the life of the listed reference contract.

Please make sure to highlight the 5 reference contracts provided below among the comprehensive list of all your contract awards within the attached Excel template.

s

to be for **VBE**

Total Participation Goals	%
Women	%
Asian American	%
Hispanic American	%
Black American	%
Unspecified	%

Proposed by VENDOR seeking waiver

Percent of the total contract value anticipated in good faith by the bidder/ proposer to be subcontracted to M/WBE businesses for services. Or if M/WBE Qualified Joint Venture, percent of total contract value anticipated to be credited to M/WBE vendor(s).

Total Participation Goals	%
Women	%
Asian American	%
Hispanic American	%
Black American	%
Unspecified .	%

Reference 1

Agency/Organization			Contract #	
Reference Contact	Telephone		Email	
Contract Start Date	Contract End Date		Total Contract Value \$	
Prime Contract description				
Did the vendor perform as a Prime Contractor or as	a Subcontractor?	Prime Contractor	Subcontractor	
Was the Prime Contract subject to any Goals?	City M/WBE Goals	State Goals	E Federal Goals	No Applicable Goals
Did the Prime Contractor meet Goal requirements?	🗌 Yes 🗌 No	□ N/A		
If the Prime Contractor did not meet Goal requireme				
If you performed as				\$
the Prime Contractor,				\$
please provide a description and				\$
velue of all work				\$
subcontracted to				\$
other vendors.				\$
				\$
				\$
	Percentage of to	tal contract value subcont	tracted to other vendors	%
If you performed as the Subcontractor, please prov	vide a description and value of	work areas you self-perfo	ormed.	

\$

Reference 2

Did the Prime Contractor meet Goal requirements? If the Prime Contractor did not meet Goal requirements or contract is still ongoing, please explain If you performed as the Prime Contractor, please provide a description and value of all work subcontracted to other vendors. S Yercentage of total contract to other vendors Yercentage of total contract to a description and value of work areas you self-performed. S Percentage of total contract value subcontracted to other vendors Yercentage of total contract value subcontracted to other vendors Yercentage of total contract value subcontracted to other vendors Percentage of total contract value subcontracted to other vendors Yercentage of total contract value subcontracted to other vendors Yercentage of total contract value subcontracted to other vendors Yercentage of total contract value subcontracted to other vendors Yercentage of total contract value subcontracted to other vendors Yercentage of total contract value subcontracted to other vendors Yercentage of total contract value subcontracted to other vendors Yercentage of total contract value subcontracted to other vendors Yercentage of total contract value subcontracted to other vendors Yercentage of total contract value subcontracted to other vendors Yercentage of total contract value subcontracted to ot	Agency/Organization					Contract #	
Prime Contract description Did the vendor perform as a Pline Contractor or as a Subcontractor? Did the vendor perform as a Pline Contract or as a Subcontractor? Was the Prime Contract subject to any Goals? Did the Prime Contractor meet Goal requirements or contract is still ongoing, please capital Flyou performed as Did the Prime Contractor or did not meet Goal requirements or contract is still ongoing, please capital Flyou performed as Did the Prime Contractor or did not meet Goal requirements or contract is still ongoing, please capital Flyou performed as Did the Prime Contractor or did not meet Goal requirements or contract is still ongoing, please capital Flyou performed as Did the Prime Contractor, please provide a description and value of work areas you self-performed. Did the vendors, Did the Subcontractor, please provide a description and value of work areas you self-performed. Did the vendor perform as a Pline Contractor or as a Subcontractor? Did the vendor perform as a Pline Contractor or as a Subcontractor? Did the vendor perform as a Pline Contract or as a Subcontractor? Did the Prime Contract subject to any Goals? Did the Prime Contract subject to any Goals? Did the Prime Contract or meet Goal requirements or contract is still ongoing, please explain Flyou performed as Did the Prime Contract or meet Goal requirements or contract is still ongoing, please explain Flyou performed as Did the Prime Contract or meet Goal requirements or contract is still ongoing, please explain Flyou performed as Did the Prime Contractor or the Goals Did the Prime C	Reference Contact			Telephone		Email	
Did the vendor perform as a Prime Contractor or as a Subcontractor? Prime Contractor subject to any Gale? Other Prime Contractor subject to any Gale? Prime Contractor did not meet Gaal requirements or contract is still ongoing, please explain Prova performed as the Prime Contractor did not meet Gaal requirements or contract is still ongoing, please explain Prova performed as the Prime Contractor did not meet Gaal requirements or contract is still ongoing, please explain Prova performed as the Prime Contractor did not meet Gaal requirements or contract is still ongoing, please explain Prova performed as the Prime Contractor did not meet Gaal requirements or contract is still ongoing, please explain Prova performed as the Prime Contractor did not meet Gaal requirements Prime Contract Value subcontracted to the vendors. Precentage of total contract value subcontracted to other vendors Precentage of total contract value subcontracted to other vendors Precentage of total contract value subcontracted to other vendors Precentage of total contract value subcontracted to other vendors Prime Contract or please provide a description and value of work areas you self-performed. Prime Contract Subject to any Gaale? Contract End Date Prime Contract value & Prime Contract subject to any Gaale? Contract End Date Prime Contract subject to any Gaale? Contract Subcontractor? Prime Contract subject to any Gaale? Contract Subject Total Contract to the Subject to any Gaale? Contract Subject Total Contract Value & Prime Contract subject to any Gaale? Contract Subject t	Contract Start Date		Contract	End Date		_ Total Contract Value	\$
Was the Prime Contractor subject to any Goals? Chy MWBE Goals State Goals Pederal Goals No Applicable Goals Did the Prime Contractor did not meet Goal requirements or contract is still orgoing, please explain \$ \$ If you performed as \$ \$ \$ Quescription and \$ \$ \$ value of all work, \$ \$ \$ Subcontractor \$ \$ \$ Percentage of total contract value subcontracted to other vendors. \$ \$ If you performed as the Subcontractor, please provide a description and value of total contract value subcontracted to other vendors. \$ \$ Percentage of total contract value subcontracted to other vendors. \$ \$ \$ Percentage of total contract value subcontracted to other vendors. \$ \$ \$ Percentage of total contract value subcontracted to other vendors. \$ \$ \$ Percentage of total contract value subcontracted to other vendors. \$ \$ \$ \$ Percentage of total contract value subcontractor \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ <th>Prime Contract description</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	Prime Contract description						
Did the Phime Contractor met Goal requirements? Yes No N/A If the Phime Contractor did not meet Goal requirements or contract is still ongoing, please explain If you performed as	Did the vendor perform as a Prime (Contractor or as a	a Subcontract	or?	Prime Contractor	Subcontractor	
If the Prime Contractor did not meet Goal requirements or contract is still ongoing, please explain If you performed as If you perfor	Was the Prime Contract subject to a	any Goals?	City M/	WBE Goals	State Goals	Eederal Goals	No Applicable Goals
If you performed as \$ the Phrine Contractor, \$ gleace provide a \$ description and \$ value of all work \$ subcontracted to \$ of the vendors. \$ Percentage of total contract value subcontracted to other vendors \$ Percentage of total contract value subcontracted to other vendors \$ S \$ Percentage of total contract value subcontracted to other vendors \$ S \$ Percentage of total contract value subcontracted. \$ Percentage of total contract value subcontracted to other vendors \$ S \$ \$ Percentage of total contract value subcontracted to other vendors \$ Percentage of total contract value subcontracted to other vendors \$ Prime Contract Start Date Contract End Date Telephone Prime Contract Start Date Contract End Date Total Contract Value \$ Prime Contract or as a Subcontractor? Prime Contractor Subcontractor Vas the Prime Contractor well Goal requirements? Yes No NA If the Prime Contractor did not	Did the Prime Contractor meet Goal	l requirements?	Yes	🗌 No	□ N/A		
the Prime Contractor, please provide a description and value of work areas you self-performed. S Percentage of total contract value subcontracted to other vendors Percentage of total contract value subcontracted to other vendors Percentage of total contract value subcontracted to other vendors Percentage of total contract value subcontracted to other vendors Percentage of total contract value subcontracted to other vendors Percentage of total contract value subcontracted to other vendors Percentage of total contract value subcontracted to other vendors Percentage of total contract value subcontracted to other vendors Percentage of total contract value subcontracted to other vendors Percentage of total contract value subcontracted to other vendors Percentage of total contract value subcontracted to other vendors Percentage of total contract value subcontracted to other vendors Percentage of total contract value subcontracted to other vendors Percentage of total contract value subcontracted to other vendors Percentage of total contract value subcontracted to other vendors Percentage of total contract value subcontracter Percentage of total contract value subcontracter Prime Contract value subcontractor? Prime Contract value subcontractor NA percentage of total contract value subcontractor NA percentage of total contract value subcontractor NA percentage of total contract or as a subcontractor? Prime Contractor meet Goal requirements or contract is still ongoing, please explain Prime Contractor meet Goal requirements or contract is still ongoing, please explain Prime Contractor, please explain	If the Prime Contractor did not mee	et Goal requireme	nts or contrac	t is still ongoing	ı, please explain		
please provide a	If you performed as						\$
description and \$,						\$
value of all work subcontracted to other vendors.							\$
other vendors.							\$
	subcontracted to						\$
Percentage of total contract value subcontracted to other vendors 3/ If you performed as the Subcontractor, please provide a description and value of work areas you self-performed. \$ Reference 3 \$ Agency/Organization Contract # Reference Contact Telephone Contract Start Date Contract End Date Prime Contract description Total Contract Value \$ Did the vendor perform as a Prime Contractor or as a Subcontractor? Prime Contractor Was the Prime Contract subject to any Goals? City M/WBE Goals State Goals In No Applicable Goa Did the Prime Contractor meet Goal requirements or contract is still ongoing, please explain \$ \$ \$ If you performed as \$ \$ \$ \$ \$ \$ If you performed as \$ <td>other vendors.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$</td>	other vendors.						\$
Percentage of total contract value subcontracted to other vendors 3/ If you performed as the Subcontractor, please provide a description and value of work areas you self-performed. \$							\$
Percentage of total contract value subcontracted to other vendors % If you performed as the Subcontractor, please provide a description and value of work areas you self-performed. \$ Reference 3							\$
Percentage of total contract value subcontracted to other vendors % If you performed as the Subcontractor, please provide a description and value of work areas you self-performed. \$ Reference 3							\$
If you performed as the Subcontractor, please provide a description and value of work areas you self-performed. \$ Reference 3				Percentage of t	otal contract value subcont	racted to other vendors	· ·
Reference Contact Telephone Email Contract Start Date Total Contract Value \$ Prime Contract description Did the vendor perform as a Prime Contractor or as a Subcontractor? Did the vendor perform as a Prime Contractor or as a Subcontractor? Prime Contract subject to any Goals? City M/WBE Goals Did the Prime Contractor meet Goal requirements? Yes No May performed as the Prime Contractor, please provide a description and value of all work subcontracted to other vendors. \$ S S S S <t< th=""><th></th><th></th><th></th><th></th><th></th><th>Contract #</th><th></th></t<>						Contract #	
Contract Start Date Total Contract Value \$ Prime Contract description Did the vendor perform as a Prime Contractor or as a Subcontractor? Prime Contract or Subcontractor Was the Prime Contract subject to any Goals? City M/WBE Goals State Goals Federal Goals No Applicable Goal Did the Prime Contractor meet Goal requirements? Yes No N/A If the Prime Contractor, did not meet Goal requirements or contract is still ongoing, please explain \$ \$ If you performed as the Prime Contractor, glease provide a description and value of all work subcontracted to other vendors. \$ \$ If end as the remember of the remem							
Prime Contract description Did the vendor perform as a Prime Contractor or as a Subcontractor? Prime Contractor Subcontractor Was the Prime Contract subject to any Goals? City M/WBE Goals State Goals Federal Goals No Applicable Goal Did the Prime Contractor meet Goal requirements? Yes No N/A If the Prime Contractor did not meet Goal requirements or contract is still ongoing, please explain \$ \$ If you performed as the Prime Contractor, please provide a description and value of all work subcontracted to other vendors. \$ \$ Subcontracted to \$ \$ \$ Subcontracted to \$ \$ \$ Subcontractor \$ \$ \$ Subcontractor \$ \$ \$ Subcontractor \$ \$ \$ Subcontracted to \$ \$ \$ Subcontractor \$ \$ \$ \$ Subcontractot to \$ \$ <td< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>							
Was the Prime Contract subject to any Goals? City M/WBE Goals State Goals Federal Goals No Applicable Goals Did the Prime Contractor meet Goal requirements? Yes No N/A If you performed as the Prime Contractor, please provide a description and value of all work subcontracted to other vendors. S S							*
Was the Prime Contract subject to any Goals? City M/WBE Goals State Goals Federal Goals No Applicable Goals Did the Prime Contractor meet Goal requirements? Yes No N/A If the Prime Contractor did not meet Goal requirements or contract is still ongoing, please explain If you performed as \$ the Prime Contractor, \$ please provide a \$ description and \$ value of all work \$ subcontracted to \$ other vendors. \$ Subcontracted to s \$	Did the vendor perform as a Prime (Contractor or as a	a Subcontract	or?	Prime Contractor	Subcontractor	
If the Prime Contractor did not meet Goal requirements or contract is still ongoing, please explain If you performed as \$ the Prime Contractor, \$ please provide a \$ description and \$ value of all work \$ subcontracted to \$ other vendors. \$	Was the Prime Contract subject to a	any Goals?	City M/	WBE Goals	State Goals	Federal Goals	No Applicable Goals
If you performed as \$ the Prime Contractor, \$ please provide a \$ description and \$ value of all work \$ subcontracted to \$ other vendors. \$	Did the Prime Contractor meet Goal	l requirements?	Yes	🗌 No	□ N/A		
the Prime Contractor, \$ please provide a \$ description and \$ value of all work \$ subcontracted to \$ other vendors. \$	If the Prime Contractor did not mee	et Goal requireme	nts or contrac	t is still ongoing	, please explain		
the Prime Contractor, \$ please provide a \$ description and \$ value of all work \$ subcontracted to \$ other vendors. \$	If you performed as						\$
description and value of all work subcontracted to other vendors. \$							\$
description and value of all work \$ subcontracted to other vendors. \$							\$
subcontracted to other vendors.	-						
							· · ·
							*
\$\$\$\$\$	other vendors.						\$
\$	other vendors.						· · ·
	other vendors						\$
	other vendors						\$ \$
	other vendors			Percentace of t	otal contract value subcont	racted to other update	\$ \$ \$

\$____

Reference 4

			Contract #	
Agency/Organization Reference Contact		`		
Reference Contact	Contract End Date		Email Total Contract Value S	\$
Prime Contract description				Φ
Drime Contractor o				
Did the vendor perform as a Prime Contractor or Was the Prime Contract subject to any Goals?	City M/WBE Goals	Prime Contractor State Goals	Subcontractor Federal Goals	No Applicable Goals
Did the Prime Contractor meet Goal requirement		□ N/A		
If the Prime Contractor did not meet Goal require	rements or contract is still ongoing	, please explain		
If you performed as				\$
the Prime Contractor,				
please provide a				\$
description and				\$
value of all work				\$
subcontracted to				_ \$
other vendors.				- *
				\$
	Percentage of t	total contract value subcont	stracted to other vendors	s%
If you performed as the Subcontractor, please	provide a description and value c	of work areas you self-perf	formed.	
		Work areas years .	Jinoa	\$
				_⊅
Reference 5				
Agency/Organization			Contract #	
Reference Contact		9	Email	
Contract Start Date			Total Contract Value S	\$
Prime Contract description				
·				
Did the vendor perform as a Prime Contractor or		Prime Contractor	Subcontractor	
Was the Prime Contract subject to any Goals?	City M/WBE Goals	State Goals	Eederal Goals	No Applicable Goals
Did the Prime Contractor meet Goal requirement		□ N/A		
If the Prime Contractor did not meet Goal require	ements or contract is still ongoing	j, please explain		
If you performed as				¢
the Prime Contractor,				Ψ
please provide a				\$
description and				\$
value of all work				\$
subcontracted to				- *
other vendors.				\$
other venuors.				\$
	Percentage of t	total contract value subcont	ntracted to other vendors	s%
If you performed as the Subcontractor, please r	-			
If you performed as the Subcontractor, product,	provide a description and value .	f work areas you sen-perce	ormea.	*
				\$
Vendor Certification				
Identify/list all the work areas you intend on sul	bcontracting on the current antic	ipated contract for which y	you are submitting this w	waiver request.
I hereby affirm that the information supplied in supp that I did not list as work that will be subcontracted not subcontract if awarded this contract.				
Signature		Date		
-		Title		
		nac		
Approvals (for Agency completion or			Waiver D	etermination
Approvais (ior Agency completion of	ally)			aiver Approved

Approvals (for Agency completion only)		waiver Determination
		Full Waiver Approved
ACCO Signature	Date	U Waiver Denied
CCPO Signature	Date	Partial Waiver Approved
		Revised Participation Goal%

ADDENDUM #1 ATTACHMENT A

LAUNDRY SERVICES - CITYWIDE

PIN 19BSEDD00801 / EPIN 07119B0003

QUESTION 1

What are the sizes of the beds at each location?

ANSWER 1

The Mattresses size are 75"x 30".

QUESTION 2

What is the length and width of the blankets? towels?

ANSWER 2

The blankets are 66"x90" and the towels are 22"x 44".

QUESTION 3

What is the color of the blankets?

ANSWER 3

The blankets are Tan in color.

QUESTION 4

What material/s are the blankets made of?

ANSWER 4

The blankets are fire resistant polystyrene.

QUESTION 5

Are vendors required to replace blankets as well, in accordance with the linen purchase procedure?

ANSWER 5

Yes. Vendors are required to replace blankets in accordance with the linen purchase procedure.

QUESTION 6

What is the total amount of the last bid, for the current/last contractor for laundry services citywide?

ANSWER 6

There is no current contract.

QUESTION 7

When does DHS anticipate the new contract to start?

ANSWER 7

DHS anticipates the contract to start before the Upcoming year.

QUESTION 8

Should potential subcontractor's info be included in bid submission or can their information be submitted after the contract is awarded?

ANSWER 8

A potential subcontractor's info does not need to be included with the bid submission, however, DHS reserves the right to require this info at the time of bid submission, if needed. Please note that after the award of the contract all identified subcontractors must be approved by the Department prior to commencing work under the contract. The subcontractor should be listed, if known, at the time of submission of the Schedule B.

QUESTION 9

In Article 5, please elaborate on the term "pricing data" referred to in the bid on pg. 27, What does it mean to "keep its submission of cost and pricing data current?"

ANSWER 9

The pricing data refers to the bid price submitted by the vendor.

QUESTION 10

On page 107, under general laundry requirements it states, "the contractor must provide a list of products used to launder items", how often does this need to be provided?

ANSWER 10

At the time of the contract start date and any time any changes are made.

QUESTION 11

On page 107, under general laundry requirements it states, "contractor shall provide soluble bags to be used when returning the laundry to DHS, " this is only in reference to new linens being delivered and not for use by DHS, correct?

ANSWER 11

Correct. This is only in reference to new linens being delivered and not for use by DHS.

QUESTION 12

Seeing that scales are required at each location for the duration of the contract, do the scales need to be registered with the Department of Consumer Affairs Scales Unit?

ANSWER 12

No. But DHS has the right to inspect or request an inspection.

QUESTION 13

Will contaminated linens be labeled?

ANSWER 13

All linens should be considered dirty laundry.

QUESTION 14

Please provide clarity around the payment for services, as it reads contractors submit invoices monthly (pg. 112) but are paid on a quarterly basis (pg.114, section b).

ANSWER 14

Invoices must be submitted monthly and DHS will review and approve payment for monthly invoices.

HUMAN RESOURCES ADMINISTRATION OFFICE OF CONTRACTS

PRE-BID/PROPOSAL CONFERENCE ATTENDANCE SHEET

PIN # 19BSEDD00801 / EPIN # 07119B0003

PROJECT NAME: Laundry Services - Citywide

DATE: August 13, 2020

Laundry Services - Citywide

PLEASE PRINT CLEARLY

COMPANY NAME	CER	FIFIED	STREET ADDRESS		
	MBE	WBE	CITY, STATE, ZIP	NAME OF ATTENDEE	E-MAII
Handsomely Done Cleaners, Inc.	x		9317 Church Avenue Brooklyn, NY 11212	Helen Drew	handsomelydonecleaners@gmail.co
The Soap Box	х		110 Saratoga Avenue, Brooklyn, NY 11233	Waleed Cope	<u>clean@soapbox.nyc</u>
Walison Corp.	х		237 W Lincoln Ave, Mt Vernon, NY 10550	Sabah Rajput	sabah@walison.com
DIAMOND POWER CONSULTANT GROUP, INC.			384 EAST 35TH STREET, BROOKLYN, NY 11203	WOODY ANTHONY CHARLES	DIAMOND.POWER.CONSULTANC
Kemlot Global Associates, Inc.	х		648 Dorothea Lane, Elmont, NY 11003	Cal Nwabudu	CalNwabudu@kemlot.com

M/WBE Officer / Designee Authorization

Lisa Morris

Director, VIU

Lisa Morris

Name

Signature

EXHIBIT 1

NL
<u>com</u>
ICY@OUTLOOK.COM