



**Department of  
Social Services**

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**

W-2-196  
Rev. 10/16

January 25, 2019

Dear Prospective Bidders:

For your information, this **Addendum #1** for the contract to provide the **Heavy-Duty Residential Cleaning Services on an "As Needed" Basis - Citywide PIN 18BPEAP00901 / EPIN 09618B0011** contains a copy of the attendance sheet from the pre-bid conference held on Thursday, January 3, 2019 and current vendor's pricing information (attached hereto as **Exhibits 1 and 2**).

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

In addition, the bid due date is **Thursday, February 7, 2019 at 11:00 a.m.**  
Bids received after the bid due date and time are late and shall not be considered.

Additionally, bidders are on notice of the security requirements of 4 World Trade Center (150 Greenwich Street, New York, NY 10007). In order to enter the building, individuals must have a government issued ID. All packages are subject to go through an X-ray machine before entering the building. It is the bidders' sole responsibility to provide itself enough time to enter the building and submit their bid, and is cautioned that sufficient time and planning should be allotted to do so.

**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,

Vincent Pullo

Exhibit:

1. Copy of the attendance sheet from the pre-bid conference held on Thursday, January 3, 2019
2. Copy of the current vendor's pricing information

**ADDENDUM #1  
ATTACHEMENT A**

**Heavy-Duty Residential Cleaning Services on an  
“As Needed” Basis  
(PIN 18BPEAP00901 / EPIN 09618B0011)**

**QUESTION 1**

Does this contract require bid bond and performance bond?

**ANSWER 1**

**No, this contract does not require bid or performance bonds.**

**QUESTION 2**

Are we able to see the apartments prior to work commencement?

**ANSWER 2**

**No. The Caseworker must obtain approval from the client in order to be able to see the apartment prior to the cleaning. The Caseworker/Agency Representative must be present for the visit and during the cleaning. The contractor cannot be in the client’s apartment without the Caseworker/Agency Rep.**

**QUESTION 3**

Can this contract be performed as a joint venture to complete all parts of service?

**ANSWER 3**

**Joint ventures are permissible, providing both parties bid as a joint venture. Legal documentation confirming joint venture should be included with the bid submission.**

**QUESTION 4**

Is Prevailing Wage a mandatory under this contract?

**ANSWER 4**

**Yes, Prevailing Wage applies to this contract. Please visit the NYC Comptroller’s Office website at <https://comptroller.nyc.gov> for the current Prevailing Wage Schedule.**

**QUESTION 5**

Please provide the questions and answers that were explained due the pre-bid conference.

**ANSWER 5**

**Pre-bid conference is for information purpose only. All vendors’ questions have been submitted and answers are herein Attachment A.**

**QUESTION 6**

What is the estimate of the total square footage?

**ANSWER 6**

**Work locations can range between 200 sq. ft. to 1,600 sq. ft. Typically, each residence is estimated at a total of 600 sq. ft. (refer to Scope of Work, Section 9 – item #6, page 100).**

**QUESTION 7**

Please confirm the classification name and hourly prevailing wage amount that the heavy duty cleaners will need to be paid as per this contract?

**ANSWER 7**

**Please refer to the Appendix I in the Bid Book, or visit 230 Prevailing Wage Schedule, NYC Comptroller’s Office website at <https://comptroller.nyc.gov> for the current Prevailing Wage Schedule.**

**QUESTION 8**

When do you anticipate the performance of this contract to begin?

**ANSWER 8**

**Projected start date is September 1, 2019, but we reserve the right to start sooner.**

**QUESTION 9**

Does the bidder have to bid on all parts of the bid all-inclusive or can bidder choose certain part to bid on?

**ANSWER 9**

**Bidders must bid on all Parts of the bid to be considered responsive.**

**QUESTION 10**

Please add an add-on line item on the pricing bid form for garbage and refuse removal.

**ANSWER 10**

**Please refer to Section D, Materials and Equipment, page 109 and page 97 Section 5 C titled “Bid Prices” which includes all equipment and rubbish removal costs.**

**QUESTION 11**

Please add an add-on line item for equipment and supplies purchasing.

**ANSWER 11**

**Please refer to Section D, Materials and Equipment, page 109 and page 97 Section 5 C titled “Bid Prices” which includes all materials and equipment costs.**

**QUESTION 12**

Would Saturday hours be available for work performance?

**ANSWER 12**

**Working hours shall be Monday through Friday, from 9:00 am to 5:00 pm. Refer to Administrative Responsibilities, Section 10, Item A, Working Hours, page 108.**

**QUESTION 13**

Please provide a MS Excel spreadsheet so easy calculations can be done for bid submission.

**ANSWER 13**

**Bidders have to use the prescribed bid sheet within documents. In order to be deemed responsive bidders shall not alter any of the prescribed forms.**

HUMAN RESOURCES ADMINISTRATION  
OFFICE OF CONTRACTS

PRE-BID/PROPOSAL CONFERENCE ATTENDANCE SHEET

EXHIBIT 1

PIN # 18BPAP00901 / EPIN # 09618B0011

PROJECT NAME: Heavy-Duty Residential Cleaning Services On An "As Needed" Basis - Citywide

DATE: January 3, 2019

Heavy-Duty Residential Cleaning Services On An "As Needed" Basis - Citywide

PLEASE PRINT CLEARLY

COMPANY NAME	CERTIFIED MBE WBE	STREET ADDRESS CITY, STATE, ZIP	NAME OF ATTENDEE	PHONE #	E-MAIL
Reliable	X X	450 Westbury Ave Cape Priet NY	David Leifer	516-9241015	reliable@reliablecleaningsystem.com
Check of Colors Inc	V	350 West Sault Sp	Michael M. Ouellet	347-893-0643	mmouellet@colorsofny.com
KSP Facilities Maintenance	V	46 Canal St Land Parkway	Jonathan Toledo	(845) 891-3659	Jonathan@kandp.com
Immaculate Clean	V	300 Colman Ave Westbury NY	Charlene Gray	317-384-1484	gray@smcys.com
Home Clean Now	V	13241 E 15 St	Yvonne Leving	718-637-5281	Vonessa@HCLMaintenance.com
Kraftman Construction	V	129-07 110- Flushing Queens	Seymour Ost	718-914-2832	nextonconstruction@gmail.com
Innovative Construction	V	85-16 Queens Blvd Flushing Queens	<del>Robert M. Thomas</del>	<del>914-522-0083</del>	<del>robert@innovativeconstruction.com</del>
J. Sunc Partnership		8100 SEP #114 11693	J. Sunc	347-6681510	ms2jul@gmail.com
GB Right Way Pest Control		1324 West Ave SEELY, 10301	Grand Williams	347-4654855	gwrighway@gbrightway.com
Tulson Enterprises	-	117-15 168 St Tombogue, NY 11734	Harlene Edwards	516-708-6908	edwards@tulsonent.com
Stepan Law			Steph Law	917-579-5527	claw@stepanlaw.com

MMBE Officer / Designee Authorization

Name: Lisa M. Morris-Dutrows Title: Deputy MMBE Officer Signature: [Handwritten Signature]

It is hereby certified that all attendees were provided with the following information relating to MMBE contract requirements for the resulting contract from this solicitation: an explanation of MMBE contract requirements; a review of how to properly complete Schedule B to ensure a responsive bid and request a waiver, the consequences for prime contractors that demonstrate non-compliance; an overview of the Online Directory; and the SBS Prime contractor resource sheets: Assistance Contacts for Prime and Online Directory files.

HUMAN RESOURCES ADMINISTRATION  
OFFICE OF CONTRACTS

PRE-BID/PROPOSAL CONFERENCE ATTENDANCE SHEET

EXHIBIT 1

PROJECT NAME: Heavy-Duty Residential Cleaning Services On An "As Needed" Basis - Citywide

Heavy-Duty Residential Cleaning Services On An "As Needed" Basis - Citywide

PIN # 18BP00901 / EPIN # 09618B0011

DATE: January 3, 2019

PLEASE PRINT CLEARLY

COMPANY NAME	CERTIFIED MBE WBE	STREET ADDRESS CITY, STATE, ZIP	NAME OF ATTENDEE	PHONE #	E-MAIL
CG Softcare Cleaners	✓	153 E 10TH ST	Tatyana Gopel	347 469 9227	info@softless.com
CRISTAL CLEANERS	✓	77 THIRTYTH PLACE	RICARDO LOPEZ	(201) 883-1717	CRISTAL@DODDCLNDRS.NET
7 Ocean Group	✓	77B 25th Ave East Elm St	Isabelle Permad	917 704 6353	Ocean@7oceangroup.com
Edwards & Partners	✓	150C E 9th St 1122	Cheryl Edwards	304 400 5933	Edwards@edwards.com
Quality Facility Solutions	✓	35 Tangle Place Brooklyn	Stalin Kladian Abadi	718-935-5923	kladian@qfs.net
Red Antiv Pest Tr	✓	601 W 26th St 325-299	Stalin Coleson	646 963 0822	REDANTIV@redantiv.com
RED EAGLE CONTRACTORS	✓	150-38 119 Rd Jamaica	Barran Guzman	347 686 5226	barran@red-eagle.com
MOBILE CLEANING INC	✓	164-35 99th HIAWATHA	Yankee/Rodriguez Horak	917 584 5844	MOBILECLEANING@BOL.COM
Scrub Clean Maintenance	✓	199 Lincoln Ave 6th NY	KRISHN RAMAS	917 429 1546	SCRUBCLEAN@SCRUBCLEANMAINTENANCE.COM
CMU Cleaning Service	✓	309 Lafayette Ave Bldg 611	Hans Bynell	718-267-3527 / 718-548-3438	hynell@cmu.com
DIAMOND POWDER	✓	384 E. 35th S.	Wendy K. Kuchar	917 403 7384	DIAMONDPOWDER@CONCEPTS.COM
DIAMOND POWDER	✓	384 E. 35th S.	Wendy K. Kuchar	347-628-0456	

MWBE Officer / Designee Authorization

Name: Lisa Morris-Burduves Deputy MWBE Officer  
Title: Deputy MWBE Officer  
Signature: Lisa Morris-Burduves

It is hereby certified that all attendees were provided with the following information relating to MWBE contract requirements for the resulting contract from this solicitation: an explanation of MWBE contract requirements; a review of how to properly complete Schedule B to ensure a responsive bid and request a waiver; the consequences for prime contractors that demonstrate non-compliance; an overview of the Office Directory; and the SSS Prime contractor resource sheets; 'Assistance Contacts for Printers' and 'Online Directory Tips'.



(Statement of work and period of performance):

E-PIN #: 09615B0007

PIN#: 15BPEAP00401

SCOPE: HEAVY DUTY RESIDENTIAL CLEANING SERVICES ON AN "AS NEEDED" BASIS

PERIOD OF PERFORMANCE: THIRTY SIX (36) MONTHS FROM DATE OF REGISTRATION

TOTAL CONTRACT BID: \$3,351,982.20 (ENTER FROM PAGE 21A)

(TOTAL CONTRACT BID IN WORDS)

Three million, three hundred fifty one thousand DOLLARS

nine hundred eighty two dollars and twenty cents  
NOTE: In case of discrepancy between the amount in figures and the amount in words the lesser amount will apply.

2. THE UNDERSIGNED, in submitting this bid, expressly states and represents as set forth in Section C of this Part II;
3. THE UNDERSIGNED hereby certifies to the truth and accuracy of all figures and answers contained in the Application for Qualification (Section A hereof), and authorizes the Department to make any necessary examination of the books of account, records and vouchers of the Bidder or other investigation to determine its responsibility.

BIDDER (Print) Tanis Management & Co.

BY Rosalie Sewell Tanis  
(Signature of Person Authorized to sign this bid)

Rosalie Sewell Tanis, Vice-President  
[Type name and title (if any)]

Attest:

(Corporate Seal)

Rosalie Sewell Tanis  
(Secretary of Corporate Bidder)

BIDDER NAME: Tanis Management & Co.

RESIDENTIAL HEAVY-DUTY CLEANING SERVICES

BID PAGE 21A

PN: 15BPEAP00401

BID DATE:

Item No.	Description	Estimated BID Quantity for Three (3) Years	K	Estimated Unit Price	Estimated Total Price
<b>1 CLEANING LEVEL ONE</b>					
1.1	Single-Room Occupancy (SRO) Total 1-300 Square Feet	75	.	591.54	\$ 44,365.50
1.2	One Bedroom, including Closets Total 301 - 600 Square Feet	650	.	896.48	\$ 582,712.00
1.3	Two Bedrooms, including Closets Total 601 - 750 Square Feet	500	.	901.92	\$ 450,960.00
1.4	Three Bedrooms, including Closets Total 751 - 1,000 Square Feet	250	.	1201.42	\$ 300,355.00
1.5	Four Bedrooms, including Closets Total More than 1,000 Square Feet	100	.	1809.07	\$ 180,907.00
<b>TOTAL ITEM 1</b>		1575			\$ 1,559,299.50
<b>2 CLEANING LEVEL TWO</b>					
2.1	Single-Room Occupancy (SRD) Total 1 - 300 Square Feet	100	.	521.33	\$ 52,133.00
2.2	One Bedroom, including Closets Total 301 - 600 Square Feet	600	.	521.33	\$ 312,798.00
2.3	Two Bedrooms, including Closets Total 601 - 750 Square Feet	500	.	749.24	\$ 374,620.00
2.4	Three Bedrooms, including Closets Total 751 - 1,000 Square Feet	250	.	749.24	\$ 187,310.00
2.5	Four Bedrooms, including Closets Total More than 1,000 Square Feet	70	.	896.48	\$ 62,753.60
<b>TOTAL ITEM 2</b>		1,520			\$ 989,614.60
<b>3 CLEANING LEVEL THREE</b>					
3.1	Single-Room Occupancy (SRO) Total 1 - 300 Square Feet	30	.	292.33	\$ 8,769.90
3.2	One Bedroom, including Closets Total 301 - 600 Square Feet	150	.	521.33	\$ 78,199.50
3.3	Two Bedrooms, including Closets Total 601 - 750 Square Feet	100	.	521.33	\$ 52,133.00
3.4	Three Bedrooms, including Closets Total 751 - 1,000 Square Feet	30	.	673.03	\$ 20,190.90
3.5	Four Bedrooms, including Closets Total More than 1,000 Square Feet	20	.	749.24	\$ 14,984.80
<b>TOTAL ITEM 3</b>		330			\$ 174,278.10
<b>4 EXTERMINATION</b>					
4	BEDBUGS Treatments	500,000 Square Feet	.	38.5%	\$ 192,500
		300,000 Square Feet	.	145.43%	\$ 436,290.00
<b>GRAND TOTAL BID PRICE For Three (3) Years = SUM OF ITEMS 1,2,3,4 and 5:</b>					<b>\$ 3,351,982.20</b>

BIDDER NAME: Tanis Management & Co.

BID PAGE 21B

RESIDENTIAL HEAVY-DUTY CLEANING SERVICES

PIN: 16BPEAP00401

BID DATE: 3/24/15

The Bid Quantity indicated above are approximate. The Agency does not guarantee a fixed quantity, minimum quantity, or maximum quantity work.

The offer made by the bidder indicated below shall be irrevocable for 45 days or such greater period after the bid opening date as may be agreed.

SIGNATURE(S)

272707559

Federal EIN or Social Security No.

Tanis Management & Co (646) 205-8024, (646) 205-8037

Name of Bidder (Print or Type)

Telephone No.

Fax No.

347 5th Ave, Ste 1402, New York, NY 10016

Complete Address of Bidder (Print or Type)

By

Rosalie Sewell

Signature of Person Authorized to Sign the Bid

Rosalie Sewell

Print or Type Name and Title of Person Signing

Rosalie Sewell

Secretary of Corporate Bidder