



**Department of
Social Services**

Human Resources
Administration

Department of
Homeless Services

Office of Contracts

September 10, 2020

Steven Banks
Commissioner

Martha A. Calhoun
General Counsel

Vincent Pullo
Agency Chief
Contracting Officer

150 Greenwich Street
New York, NY 10007

929 221 6347

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,

Vincent Pullo

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

SECTION 13 PAYMENT FOR SERVICES

- 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

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)

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.

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

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 _____ City _____ State _____ ZIP _____
 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 _____ %
(Line 1 above)

Calculated M/WBE Participation Amount \$ _____
Line 2

OR

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 \$ _____
multiplied by **x**
 Total Revised Participation Goals _____ %

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	Designated for M/WBE		M/WBE Vendor Name	M/WBE Address	M/WBE Telephone
				Y	N			
1. _____	/	/	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	() -
2. _____	/	/	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	() -
3. _____	/	/	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	() -
4. _____	/	/	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	() -
5. _____	/	/	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	() -
6. _____	/	/	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	() -
7. _____	/	/	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	() -
8. _____	/	/	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	() -
9. _____	/	/	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	() -
10. _____	/	/	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	() -

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 _____

Reference 2

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 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.

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

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 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.

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 4

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 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.

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____
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 5

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 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.

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____
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.
\$ _____

Vendor Certification

Identify/list all the work areas you intend on subcontracting on the current anticipated contract for which you are submitting this waiver request.

I hereby affirm that the information supplied in support of this waiver request is true and correct, and that this request is made in good faith. I further affirm that the work that I did not list as work that will be subcontracted on this contract for which I am submitting this waiver request is work that I have performed on past contracts and will not subcontract if awarded this contract.

Signature _____ Date _____
Print Name _____ Title _____

<p>Approvals (for Agency completion only)</p> <p>ACCO Signature _____ Date _____</p> <p>CCPO Signature _____ Date _____</p>	<p>Waiver Determination</p> <p><input type="checkbox"/> Full Waiver Approved</p> <p><input type="checkbox"/> Waiver Denied</p> <p><input type="checkbox"/> Partial Waiver Approved</p> <p>Revised Participation Goal _____ %</p>
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**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.

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	CERTIFIED		STREET ADDRESS CITY, STATE, ZIP	NAME OF ATTENDEE	E-MAIL
	MBE	WBE			
Handsomely Done Cleaners, Inc.	X		9317 Church Avenue Brooklyn, NY 11212	Helen Drew	handsomelydonecleaners@gmail.com
The Soap Box	X		110 Saratoga Avenue, Brooklyn, NY 11233	Waleed Cope	clean@soapbox.nyc
Walison Corp.	X		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.CONSULTANCY@OUTLOOK.COM
Kemlot Global Associates, Inc.	X		648 Dorothea Lane, Elmont, NY 11003	Cal Nwabudu	CalNwabudu@kemlot.com

M/WBE Officer / Designee Authorization

Lisa Morris	Director, VIU	Lisa Morris
Name	Title	Signature