



**Department of  
Social Services**

Human Resources  
Administration

Department of  
Homeless Services

**Office of Contracts**

September 14, 2020

**Steven Banks**  
Commissioner

Dear Prospective Bidders:

**Martha A. Calhoun**  
General Counsel

**Vincent Pullo**  
Agency Chief  
Contracting Officer

For your information, this **Addendum #1** for the contract to provide **On-Call Snow Removal Services for DHS Shelters, Citywide (PIN#20BSEDD03401/EPIN#07120B0009)** contains a copy of the attendance sheet from the pre-bid conference held on Thursday, August 20, 2020, the current vendor's pricing information, revised bid page, revised M/WBE Notice, revised Acknowledgement of Addenda and List of M/WBE Vendors (**attached hereto as Exhibits 1, 2, 3, 4, 5 and 6**) and **postponement of the bid due date and bid opening date.**

**150 Greenwich Street  
New York, NY 10007**

**929 221 6347**

**The answers to the questions received from prospective bidders are in Attachment A. The "revised" Bid Sheet (pg. 19A-R) revised M/WBE Notice and revised Acknowledgement of Addenda should replace the original pages in the solicitation.**

Please be advised that the last day for questions was **August 24, 2020**. Also, please be advised that the bid due date is extended to **Wednesday, September 23, 2020 by close of business day**. The bid opening date is extended to Thursday, September 24, 2020 at 11:00 a.m. via Cisco WebEx platform (WebEx meeting information is indicated in the solicitation letter). Bids received after the date and time indicated are late and shall not be considered.

Any vendor that will submit a non-electronic bid should advise the agency in advance by close of business Monday, September 21, 2020.

Sincerely,

  
Vincent Pullo

Exhibits:

1. Copy of the attendance sheet from the Pre-bid Conference held on Thursday, August 20, 2020
2. Copy of current vendor's pricing information
3. Revised Bid Page (pg. 19A-R); Prevailing Wage language removed
4. Revised M/WBE Notice
5. Revised Acknowledgement of Addenda
6. List of M/WBE Vendors for Snow Removal Services

**QUESTIONS FOR ADDENDUM #1**

QUESTION 1

Please clarify the number of inches per call out and what the protocol is.

**ANSWER 1**

**DHS will be watching the weather if the forecast is predicting a snow/ice storm. In the event of a storm, DHS will issue a work order. If the storm happens unexpectedly, DHS' authorized representative will contact the vendor by phone and give a verbal approval, then follow-up with a Work Order the next workday. The vendor must not go to a site without an approved work order or verbal approval from the authorized DHS representative. The DHS authorized representative (s) will be given at the contract Initiation meeting.**

**The DHS representative, at his/her discretion, will issue a Work Order. The vendor will charge DHS for the initial call in accordance with the rates in the bid pages. If it is a continuous snowstorm, the vendor will charge DHS for each additional three (3) inches. Please refer to Bid Page 19A-R and Section 8 "Scope of Work" Subsection A1 to A4, B and Section 9 (pg. 103-104) in the Specifications.**

QUESTION 2

What is the current contractor's pricing?

**ANSWER 2**

**The contracts were solicited by boroughs as two (2) Small Purchases for one (1) year: 1) Manhattan, Queens and Bronx and, 2) Brooklyn. Please refer to Exhibit 2 for a copy of the current vendor's pricing information for both contracts. This contract is solicited as a large Competitive Sealed Bid for a three-year term, combining all boroughs.**

QUESTION 3

The bid documents require 10% bid bond and 100% performance bond, how is the vendor supposed to reciprocate that cost with no guaranteed call outs ?

**ANSWER 3**

**There is no bid bond or performance bond required for this contract.**

QUESTION 4

Please provide the Prevailing Wage rate we should be using.

**ANSWER 4**

**There are no trade classifications in the NYC Comptroller Labor Law 220 Prevailing Wage Schedule for this contract. Therefore, mark-up to the Prevailing Wage Schedule does not constitute the contractor's bid price. Please refer to the revised bid page 19A-R in Exhibit 3.**

QUESTION 5

Is the PLA Agreement incorporated in the bid and does that mean you require union workers? If so what union?

**ANSWER 5**

**This contract is not subject to Project Labor Agreement (PLA).**

QUESTION 6

Is there any minimum amount paid for a standby fee over the duration of the contract?

**ANSWER 6**

**There is no guaranteed minimum payment for this contract.**

QUESTION 7

The Specifications say that sites are located within the five (5) boroughs but the bid pages only have four boroughs. Are there any sites in Staten Island?

**ANSWER 7**

**No. There are no DHS sites listed for Staten Island at this time.**

QUESTION 8

Is it mandatory to subcontract a percentage to Minority-Owned and Women-Owned businesses?

**ANSWER 8**

**It is mandatory to subcontract the participation goals set forth in the solicitation. However, requests for waivers can be sent to [mwbe@dss.nyc.gov](mailto:mwbe@dss.nyc.gov) and will be reviewed by the Agency and the Mayor's Office of Contracts for a final determination. If the waiver is denied, it is mandatory to complete the Schedule B upon submitting a bid or you will be determined to be "non-responsive." The Minority-Owned and Women-Owned Business Enterprise (M/WBE) participation goal for this contract is 25%.**

Question 9

Can you provide a list of M/WBE vendors?

August 31, 2020

ATTACHMENT A

Answer 9

Please refer to Exhibit 6 for a list of Minority-Owned and Women-Owned Business Enterprise (M/WBE) vendors.

August 31, 2020

PRE-BID CONFERENCE ATTENDANCE SHEET

EXHIBIT 1

PI N # : 20BSEDD03401/EPIN #:07120B0009  
Pre-Bid Conference at 11:00 a.m.

PROJECT NAME: On-Call Snow Removal Services for DHS Shelters, Citywide

DATE: August 20, 2020

PROJECT DESCRIPTION: On-Call Snow Removal Services for DHS Shelters, Citywide

PLEASE PRINT CLEARLY

COMPANY NAME	CERTIFIED		STREET ADDRESS CITY, STATE, ZIP	NAME OF ATTENDEE	PHONE #	FAX#	E-MAIL
	MBE	WBE					
NAC INDUSTRIES INC			154 East Boston post Rd,	Nat Picco	CELL 914-584-9044;	914-630-4168	
					Office 914-630-4166		
Diamond Power Consultant Group			384 EAST 35TH STREET 1ST Fl., BROOKLYN, NY 11203	WOODY ANTHONY CHARLES	Office: 646-416-6988	646-416-6706	

**M/WBE Officer / Designee Authorization** Deputy Director, Bid  
Administration &  
Purchasing

Andre Fredericks

\_\_\_\_\_  
Name Title Signature

It is hereby certified that all attendees were provided with the following information relating to M/WBE contract requirements for the resulting contract from this solicitation: an explanation of M/WBE 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 Primes' and 'Online Directory tips'.

**BID PAGE**

**SCOPE: ON CALL SNOW REMOVAL SERVICES FOR DHS FACILITIES BROOKLYN**

**PIN # 20SPEDD00401**

**BID DATE: WEDNESDAY OCTOBER 9, 2019 AT 5 P.M.**

The bidder agrees to fully complete the required performance described in accordance with the Invitation, Specifications, General Bid Terms and Conditions and other attached documents, as well as with the City Purchase Order issued upon acceptance of the bid: **The award of the contract shall not exceed \$150,000.00; the provision of New York City Procurement Policy Board Rules apply to this small purchase.**

**PLEASE ENTER TOTAL BID PRICE**

For the total sum of Twenty three DOLLARS (\$ 23,950 )  
thousand nine hundred fifty

The offer made by the foregoing shall be irrevocable for 45 days or such greater period after the date on which the bids are opened.

**SIGNATURE(S)**

47-2725593  
Federal EIN or Social Security No.

Marliza Gutnick

212-692-7669

Name of Bidder: (Print or Type)

Telephone No.

Fax No.

1187 Van Nest Ave Bronx, NY 10461

Complete Address of Bidder (Print or Type)

BY

Marliza Gutnick  
Signature of Person Authorized to Sign the Bid

Marliza Gutnick, President  
Print or Type Name and Title of Person Signing

**NOTE:** The affidavit as follows must be made by the person signing the bid and must be subscribed and sworn to before a Notary Public or Commissioner of Deeds.

(Affidavit - If the Bidder is an individual, he must sign and verify the following statement: if the Bidder is a partnership, the statement must be signed and verified by one of the partners: if the Bidder is a corporation the statement must be signed by an officer of the corporation who must state what office he holds)

PIN 20SPEDDD00401

DHS ON-CALL SNOW REMOVAL BID SHEET

BROOKLYN LOCATIONS

LOCATIONS	SIDEWALK (Estimated sq. ft.) A	PARKING LOT (Estimated sq. ft.) B	TOTAL Square Feet A + B = C	UNIT PRICE (sq. ft.) D	TOTAL C x D (Estimated)
SITE #1 BROOKLYN, NY 11205	7,164	700	7,864	\$ 0.25	\$2,000
SITE #2 BROOKLYN, NY 11216	13,000	0	13,000	\$ 0.19	\$2,500
SITE #3 BROOKLYN, NY 11203					
SITE #4 BROOKLYN, NY 11203	7,500	39,107	46,607	\$ 0.08	\$4,000
SITE #5 BROOKLYN, NY 11203					
SITE #6 BROOKLYN, NY 11236	15,580	9,000	24,580	\$ 0.13	\$3,250
SITE #7 BROOKLYN, NY 11207	9,973	1,341	11,314	\$ 0.23	\$2,700
SITE #8 BROOKLYN, NY 11207	10,500	41,700	52,200	\$ 0.09	\$4,500
SITE #9 BROOKLYN, NY 11211	6,000	55,588	61,588	\$ 0.08	\$5,000
<b>TOTAL (BROOKLYN)</b>	<b>69,747</b>	<b>147,436</b>	<b>217,183</b>	<b>\$ 0.11</b>	<b>\$23,950</b>

Note: The total bid price indicated on the Bid Sheet is for comparisons purposes only. The award is limited to \$150,000.00

**BID PAGE**

**SCOPE: ON CALL SNOW REMOVAL SERVICES FOR DHS FACILITIES  
MANHATTAN, QUEENS, AND BRONX**

**PIN # 20SPEDD02001**

**BID DATE: WEDNESDAY OCTOBER 9, 2019 AT 5 P.M.**

The bidder agrees to fully complete the required performance described in accordance with the Invitation, Specifications, General Bid Terms and Conditions and other attached documents, as well as with the City Purchase Order issued upon acceptance of the bid: **The award of the contract shall not exceed \$150,000.00; the provision of New York City Procurement Policy Board Rules apply to this small purchase.**

**PLEASE ENTER TOTAL BID PRICE**

For the total sum of thirteen thousand DOLLARS (\$ 13,550 )  
five hundred fifty

The offer made by the foregoing shall be irrevocable for 45 days or such greater period after the date on which the bids are opened.

**SIGNATURE(S)**

47-2725593  
Federal EIN or Social Security No.

Marliza Gutnick 212-692-7669  
Name of Bidder: (Print or Type) Telephone No. Fax No.

1187 Van Nest Ave, Bronx, NY 10461  
Complete Address of Bidder (Print or Type)

BY Marliza Gutnick  
Signature of Person Authorized to Sign the Bid

Marliza Gutnick, President  
Print or Type Name and Title of Person Signing

**NOTE:** The affidavit as follows must be made by the person signing the bid and must be subscribed and sworn to before a Notary Public or Commissioner of Deeds.

(Affidavit - If the Bidder is an individual, he must sign and verify the following statement: if the Bidder is a partnership, the statement must be signed and verified by one of the partners: if the Bidder is a corporation the statement must be signed by an officer of the corporation who must state what office he holds)



PIN 20SPEDD02001

DHS ON-CALL SNOW REMOVAL BID SHEET

MANHATTAN, BRONX, AND QUEENS LOCATIONS

LOCATIONS	- SIDEWALK (Estimated sq. ft.) A	PARKING LOT (Estimated sq. ft.) B	TOTAL Square Feet A + B = C	UNIT PRICE (sq. ft.) D	(Estimated) TOTAL C x D
MANHATTAN:					
SITE #1 NEW YORK, NY 10038	12,890	0	12,890	\$ 0.19	\$ 2,500
SITE #2 NEW YORK, NY 10016	9,457	3,310	12,767	\$ 0.20	\$ 2,500
BRONX:					
SITE #1 BRONX, NY 10454	13,738	6,700	20,438	\$ 0.16	\$ 3,200
SITE #2 BRONX, NY 10451	7,000	10,000	17,000	\$ 0.12	\$ 2,100
SITE #3 BRONX, NY 10451	6,300	0	6,300	\$ 0.20	\$ 1,250
QUEENS:					
SITE #1 JAMAICA, NY 11433	7,642	7,292	14,934	\$ 0.13	\$ 2,000
<b>EST. TOTAL</b>	<b>57,027</b>	<b>27,302</b>	<b>84,329</b>	<b>\$0.16</b>	<b>\$ 13,550</b>

Note: The total bid price indicated on the Bid Sheet is for comparisons purposes only. The award is limited to \$150,000.00

ON CALL SNOW REMOVAL SERVICES CITYWIDE

E-PIN: 07120B0009

PIN:20BSEDD03401

NEW YORK CITY DEPARTMENT OF HOMELESS SERVICES

**ON CALL SNOW REMOVAL SERVICES FOR DHS SHELTERS CITYWIDE**

**BID PAGES**

**This is a competitive sealed bid**

This agreement is for a period of thirty-six (36) months with one (1) 2-year option of renewal from the date of the Notice to Proceed or until all funds are expended.

Contractor bid price shall include but not be limited to overhead, profit, travel, insurance, permits and all clerical and administrative expenses.

Administrative staff will issue to the Contractor a Work Order during the term of this contract. The Contractor will be alert regarding all snow/hail related weather conditions that affect the sites described below. **Beginning at 3” unless otherwise instructed DHS’ One Work Order per site will be issued.** This Work Order will instruct the Contractor to remove all snow from all entrances, walkways, ramps, handicaps ramps, parking lots, loading docks and fuel delivery areas. The Contractor shall use the most effective means available (i.e., shovel snow blower, non-corrosive chemical product such as ice melt,) to remove snow, slush and ice. The contractor shall use all snow removal equipment according to the manufacture’s recommendations. The Contractor before leaving the facility, shall inspect all areas to ensure that all entrances, sidewalks, walkways, ramps, handicaps ramps, parking lots, loading docks and fuel delivery areas clean and free from any snow or ice. The Contractor shall have its staff take before and after pictures with the site address, date, time and with a signed services ticket with their invoices.



**Department of  
Social Services**

Human Resources  
Administration

Department of  
Homeless Services

August 31, 2020

EXHIBIT 4

**Office of Contracts**

**NOTICE TO BIDDERS**

**Steven Banks**  
Commissioner

**Martha A. Calhoun**  
General Counsel

**Vincent Pullo**  
Agency Chief  
Contracting Officer

**150 Greenwich Street  
New York, NY 10007**

**929 221 6347**

Please note this contract is subject to Local Law 1, Minority-Owned and Women-Owned Business Enterprises (MWBE) Requirements. Please ensure all bids are accompanied with a completed Schedule B to be considered responsive. The Schedule B is included in the solicitation documents.

However, Schedule B Waiver requests should be received no later than two (2) weeks prior to the bid due date to ensure proper review. If submitted thereafter, there is a possibility that your request will not be considered. Waiver requests should be submitted to: [mwbe@dss.nyc.gov](mailto:mwbe@dss.nyc.gov) and [leocadid@dss.nyc.gov](mailto:leocadid@dss.nyc.gov).

Additionally, all bids not received by the specified bid close date and time to the **Department of Social Services (HRA & DHS), Office of Contracts/Bid Window, 150 Greenwich Street, 37<sup>th</sup> Floor, New York, NY 10007** will be considered late and will not be accepted.

When delivering bid submissions, all vendors are advised to allow for sufficient time to clear building security, especially if submitting packages. It is the bidders responsibility for ensuring that all submissions are received at the correct location by the due date and time.

**ACKNOWLEDGEMENT OF ADDENDA**

On-Call Snow Removal Services for DHS Shelters, Citywide

**PIN: 20BSEDD03401 / EPIN: 07120B0009**

**Bid Due Date: Tuesday, September 23, 2020 by the close of business day.**

**Directions: Complete Part I or Part II, whichever is applicable, and sign your name in Part III.**

**Note: Please submit this Acknowledgement of Addenda with your bid.**

**Part I**

Listed below are the dates of issue for each Addendum received in connection with this IFB:

Addendum # 1, Dated \_\_\_\_\_, 20 \_\_\_\_

Addendum # 2, Dated \_\_\_\_\_, 20 \_\_\_\_

Addendum # 3, Dated \_\_\_\_\_, 20 \_\_\_\_

Addendum # 4, Dated \_\_\_\_\_, 20 \_\_\_\_

Addendum # 5, Dated \_\_\_\_\_, 20 \_\_\_\_

Addendum # 6, Dated \_\_\_\_\_, 20 \_\_\_\_

Addendum # 7, Dated \_\_\_\_\_, 20 \_\_\_\_

Addendum # 8, Dated \_\_\_\_\_, 20 \_\_\_\_

Addendum # 9, Dated \_\_\_\_\_, 20 \_\_\_\_

Addendum #10, Dated \_\_\_\_\_, 20 \_\_\_\_

**Part II**

\_\_\_\_\_ **No Addendum was received in connection with this IFB.**

**Part III**

Proposer's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_