



## Office for People With Developmental Disabilities

**KATHY HOCHUL**  
Governor

**KERRI E. NEIFELD**  
Commissioner

**WILLOW BAER**  
Executive Deputy Commissioner

April 19, 2024

Bernard Fineson DDSOO – IFB BF 043024: 2024-2029 Preventive Maintenance & Emergency Services for HVAC & Domestic Hot Water Systems for Campus Cottages 1-8 in Queens County

### **Questions and Answers:**

Below is a compilation of the questions received for this bid. Questions that were repeated, or of a recurring nature, were consolidated. Thank you very much for your interest.

**1. Question: Is there a BMS company that operates this equipment?**

Answer: There is no BMS in Cottages 1-8.

**2. Question: Can you confirm that the EX fans, electric heaters, humidifiers, and sump pumps are not on the contract?**

Answer: No, these pieces of equipment are not included in this Scope of Work.

**3. Question: In the Detailed Specifications section I. 5, it mentions "replacement of electrical conduit box". Can you further specify, being that this may fall under an electrician scope of work?**

Answer: This refers to the covers of conduit boxes and motors. Electrical work may be required in this Contract.

**4. Question: In the Detailed Specifications section C. 3 and 4 it mentions to "clean" the coils, can you specify if this means pressure washing the coils?**

Answer: Coils are to be maintained to manufacturer recommendations and industry standards.

**5. Question: In section III. Reports B., it mentions that we are to leave a copy of the report on site. Being that our techs use iPad, can the reports be emailed to the facility?**

Answer: For routine preventive maintenance and inspections, paper copies of all reports are preferred. If Contractor does not provide a paper copy, they must email a copy of the report to [Michael.X.Ricca@opwdd.ny.gov](mailto:Michael.X.Ricca@opwdd.ny.gov) and [Cecil.Lalla@opwdd.ny.gov](mailto:Cecil.Lalla@opwdd.ny.gov) the same day as the day of service, and prior to leaving the site, Contractor must also provide to the Maintenance Office a verbal description of any issues encountered.

Notification & cost estimate of needed non-emergency repairs beyond the inspection and maintenance must be faxed to the Work Control Center Plant Superintendent or designee at 718-722-6794 or sent via email to [Christopher.X.Mulhall@opwdd.ny.gov](mailto:Christopher.X.Mulhall@opwdd.ny.gov) and [Phil.X.Savours@opwdd.ny.gov](mailto:Phil.X.Savours@opwdd.ny.gov) within 24 hours for approval before making additional repairs.



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Any emergency repairs are to be authorized in advance. If an emergency repair is needed, Contractor is to contact 718-722-6794 or 718-217-2282. Emergency repairs may be authorized by phone.

**6. Question: In the section Statement of Work, it mentions that air filters are provided by OPWDD.**

**After replacing filters, can we dispose of the dirty filters on site?**

Answer: Contractor will be responsible for discarding old filters off site.

**7. Question: What is the procedure for emergency service? Will there always be someone on site to escort us to the equipment?**

Answer: Safety staff is present 24 hours per day; however, Maintenance staff is typically not present after hours or on weekends.

**8. Question: Could you please provide the award letter for the bid conducted last year?**

Answer: This procurement is in a restrictive period, such records will not be provided, and are exempt from FOIL until the contract resulting from this IFB is fully executed.

Respectfully,

Keith Ryer, CMS 1  
Contract Management Unit  
845-877-6821 Ext 3321  
845-877-3044 (fax)  
Keith.x.Ryer@opwdd.ny.gov