

**STATE OF NEW YORK  
DIVISION OF MILITARY AND NAVAL AFFAIRS  
330 OLD NISKAYUNA RD.  
LATHAM, NEW YORK 12110-2224**

**REQUEST FOR QUOTE (RFQ) # 11-17**

**OVERHEAD DOOR PREVENTATIVE MAINTENANCE AND REPAIR**

**1. Purpose:** This Request for Quote (RFQ) is for the purpose of contracting with a qualified firm to inspect, test, and maintain the installed Commercial Overhead Doors so that they operate at the level for which they were originally designed. These maintenance services shall be performed in accordance with the Original Equipment Manufacturers (OEM) maintenance specifications and schedules, and as described in this Statement of Work

**2. Duration of Contract:** This contract shall be for the period commencing December 1, 2011 through November 30, 2012. This contract may be renewed for two additional five-month periods with the same terms and conditions. The option to review shall be upon mutual written agreement between DMNA and the Contractor.

**3. Locations:** The Division of Military and Naval Affairs (DMNA) is seeking quotes for overhead door preventative maintenance and repair at the following locations:

Utica Field Maintenance Shop #6 & CHP Building, 1705 Parkway E, Utica NY 13501  
Queensbury Field Maintenance Shop #15, 59 Stone Quarry Rd, Queensbury NY 12804

**IT IS NOT A REQUIREMENT THAT ONE BIDDER MUST SERVICE ALL LOCATIONS LISTED IN THIS RFQ. FEEL FREE TO BID ON THE LOCATION YOU FEEL BEST SUITED TO HANDLE.**

**4. Bid Submission:** If you are responding to this RFQ, the attached bid form must be completed and received by this office no later than 11:00 AM on Friday, November 18, 2011. The bid forms may be submitted by hand, U.S. mail, electronic mail (email) or facsimile (fax) to the contact listed below.

Bidders assume all risks for timely, properly submitted deliveries. Bidders are strongly encouraged to arrange for delivery of bids to DMNA prior to the scheduled bid opening.

DMNA will not reimburse responding firms for any expenses incurred in the preparing proposals in response to this request.

An envelope and/or package containing a bid should be clearly marked "BID ENCLOSED" and should state the RFQ number and proposal due date. Failure to complete all information on the bid envelope and/or packages may necessitate premature opening of the bid and may compromise confidentiality.

**Note: There is a separate Bid Proposal Form for each facility. IT IS NOT A REQUIREMENT THAT ONE BIDDER MUST SERVICE ALL LOCATIONS LISTED IN THIS RFQ. FEEL FREE TO BID ON THE LOCATION YOU FEEL BEST SUITED TO HANDLE.**

**Bid Submission:**

Nancy Bik, Purchasing Agent  
NYS Division of Military and Naval Affairs  
MNBF-PC  
330 Old Niskayuna Road  
Latham, New York 12110-3514  
[nancy.bik@us.army.mil](mailto:nancy.bik@us.army.mil)  
(518) 786-4964 voice/office  
(518) 786-6098 fax

**5. Mandatory Site Visit:** A mandatory site visit is required to ascertain the conditions. Bidder is required to inspect the premises and render a quote for the any of the sites they are interested in servicing. Bidders may examine the facilities Monday through Friday between the hours of 9:00 am and 3:00 p.m. by calling the facility representative listed below to schedule an appointment. Bids will not be accepted from prospective Contractors who have not conducted site visits prior to submitting their bids. Prospective bidders must complete a Site Visit Verification Form (attached).

**Facility Representative:**

Mr. Richard Baumann, Superintendent  
NYS Armory  
87 Washington Street  
Gloversville, NY 12078  
[Richard.baumann@us.army.mil](mailto:Richard.baumann@us.army.mil)  
(518) 773-8704 voice/office  
(518) 429-9449 cellular

**6. Clarification/Questions:** All inquiries relating to the facilities must be submitted in writing by mail, fax or email at least 5 working days prior to the bid opening. Requests submitted after that time WILL NOT be considered. All inquiries must be directed to the facility representatives indicated in this RFQ.

**7. Cost of Preparation:** DMNA will not pay any costs incurred in the bid/proposal preparation, printing or demonstration process. All costs shall be borne by the contractors.

**8. Compliance with the Law:** Contractors shall render the services to be provided pursuant to this agreement in compliance with all applicable Federal, State, and local laws, ordinances, rules, and regulations.

Appendix A: Standard Clauses for New York State Contracts, dated June 2011, is hereby expressly made a part of this RFQ as fully as if set forth at length herein. Appendix A is available on OGS website at <http://ogs.ny.gov/purchase/bidcreation.asp>.

Appendix B: Office of General Services General Specifications, dated July 2006, is hereby expressly made a part of this RFQ as fully as if set forth at length herein and shall govern any situations not covered by this RFQ or Appendix A. Appendix A is available on OGS website at <http://ogs.ny.gov/purchase/bidcreation.asp>.

**9. Taxes:** DMNA does not pay Federal excise and State sales taxes. Our tax exemption number is 14-740026K, Certificate of Exemption will be provided.

**10. Cancellation for Convenience:** The State of New York Division of Military and Naval Affairs retains the right to cancel this contract in whole or in part without reason provided that the Contractor is given at least thirty (30) days notice of its intent to cancel. This provision should not be understood as waiving the State's right to terminate the contract for cause or stop work immediately for unsatisfactory work, but is supplementary to that provision. Any such cancellation shall have no effect on existing Agency agreements, which are subject to the same 30 day discretionary cancellation or cancellation for cause by the respective user agency.

**11. Invoicing Requirements:** The Contractor will submit invoices to the Superintendent (Do not forward invoices direct to MNBF-VP). Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Adjutant General of the Division of Military and Naval Affairs, in the Adjutant General's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptroller's website at [www.osc.state.ny.us/epay/index.htm](http://www.osc.state.ny.us/epay/index.htm) by email at [epunit@osc.state.ny.us](mailto:epunit@osc.state.ny.us) or by telephone at (518) 474-4032. Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Adjutant General has expressly authorized payment by paper check.

**12. Emergency Telephone Contact:** The contractor will be required to maintain a twenty-four (24) hour per day, seven (7) days a week emergency telephone contact.

**13. Personnel:** The contractor will provide a contract manager who will be responsible for the performance of the work. The name of this person along with an alternate (who will act for the contract manager when that person is absent) will be designated in writing to the facility superintendent prior to contract start date. The contractor will also provide telephone numbers for those persons listed.

**14. Employee Identification:** The contractor personnel and their vehicles must be recognizable while at the facility. This must be accomplished by wearing distinctive clothing bearing the name of the company or by wearing appropriate badges with the company and employee's name. In the event that the contractor chooses to use badges, the contractor is responsible for acquiring an appropriate number of badges to meet their needs at his/her own expense.

- **ALL CONTRACTED PERSONNEL MUST HAVE VALID PHOTO IDENTIFICATION BEFORE ENTERING THE FACILITY.**

- **AT THE DISCRETION OF SECURITY PERSONNEL AND/OR THE MAINTENANCE SUPERVISOR, ANY VEHICLE MAY BE SUBJECT TO A SEARCH.**
- **FAILURE TO COMPLY WITH ANY OF THE ABOVE CONDITIONS COULD RESULT IN REFUSAL OF ENTRY INTO THE FACILITY.**

**15. Occupational Safety and Health Act:** The Contractor shall adhere to the Occupational Safety and Health Administration's (OSHA) most recently published Safety and Health Regulations for Construction (29 CFR 1926) and General Occupational Safety and Health Standards (20 CFR 1910) and ANSI for the duration of this contract.

**16. Prevailing Wage:** Work being bid is subject to the prevailing wage rate provisions of New York State Labor Law. This contract is subject to all applicable prevailing wage rates as published by the New York State Department of Labor. A prevailing wage schedule has been assigned to this project – PRC # 2011009155. Any federal or State determination of a violation of any public works law or regulation, or labor law or regulation, or any OSHA violation deemed "serious or willful" may be grounds for a determination of vendor non-responsibility and rejection of bid.

**17. Damages:** The contractor shall be responsible for all damages to government facilities and equipment caused by his action.

**18. Hours of Work:** All work will be accomplished between the hours of 7:30 am and 3:30 pm Monday through Friday excluding state and federal holidays or at the discretion of the facility superintendent.

**19. Scope of Work and Bid Specifications:** The Contractor shall provide preventative and emergency maintenance services on all of the overhead garage doors and openers listed in Appendix 1. These maintenance services shall be performed in accordance with the Original Equipment Manufacturer's (OEM) maintenance specifications and schedules, and as described in this Statement of Work. It is the Contractor's responsibility to verify said equipment at the site visit.

**19-1. Changes during the Contract Term:** If any of the overhead doors covered by this contract are taken out of service or otherwise removed during the term of this contract, the associated cost shall be deducted from the overall contract cost accordingly. New overhead doors may be added during the term of the contract at a mutually agreeable additional cost. Revisions to the OEM specifications may require changes to the services provided under this contract, and these will be negotiated as required. These changes will be executed through an appropriate Contract modification.

**19-2. Preventative Maintenance (PM):** All Preventative Maintenance shall be scheduled at least 14 calendar days in advance with the Superintendent or facility representative and shall be performed during the hours of 7:30 A.M. – 3:30 P.M. Monday through Friday, excluding State and Federal holidays. See Appendix II.

**19-3. Preventive Maintenance Report:** A preventive maintenance report shall be furnished to the Superintendent upon completion of each preventive maintenance call. The report shall include:

- a. Date of scheduled maintenance.
- b. Date and time of arrival.
- c. Hours performing maintenance.
- d. Listing of parts replaced or repaired.
- e. Doors serviced.

**19-4. PM Schedule:** The Contractor shall schedule PM tasks required by this Contract to ensure a uniform and efficient method of completing the required work. Maintenance work shall be performed at the intervals as spelled out for each door in Appendix 1. Maintenance tasks for individual doors shall be grouped to provide reasonably equal amounts of work for each performance interval. A schedule shall be prepared showing the planned work and shall be provided to the Superintendent within 14 calendar days after Contract award.

**19-5. PM Requirements:** PM shall be in accordance with the original equipment manufacturer's recommendations, but shall as a minimum include the following:

a. Sectional Doors

- (1) Inspect sectional condition.
- (2) Inspect alignment of door to insure proper operation.
- (3) Lubricate and inspect rollers and bearings.
- (4) Adjust springs and lubricate bearings.
- (5) Inspect spring fasteners for secure mounting.
- (6) Inspect and tighten hinges and hardware.
- (7) Inspect cables for wear and damage.
- (8) Inspect drums for wear or damage.
- (9) Inspect locks for proper operation.
- (10) Inspect all weather-strip for wear or damage.
- (11) Inspect track fasteners and hangers for secure mounting.
- (12) Inspect and lubricate chain hoist.
- (13) Inspect and adjust sensors.

b. Electric Operators

- (1) Inspect and adjust limit switches.
- (2) Inspect and adjust belts.
- (3) Inspect and lubricate roller chain.
- (4) Inspect and adjust brake.
- (5) Inspect and adjust clutch.
- (6) Inspect operator mounting.
- (7) Inspect and test disconnect.
- (8) Inspect and tighten all sprockets.
- (9) Lubricate all bearings.

(10) Test any safety devices.

c. Roll-up Doors

- (1) Inspect door alignment and level.
- (2) Inspect slats and end locks for damage.
- (3) Inspect guides, bottom bar and hood.
- (4) Inspect all weather-strip for wear or damage.
- (5) Adjust springs and lubricate bearings.
- (6) Inspect and tighten fasteners.
- (7) Inspect and lubricate chain hoist.
- (8) Inspect locks for proper operation.
- (9) Inspect and tighten all sprockets.

**19-6. PM Materials:** The cost of any parts that are normally replaced or repaired as a result of the preventative maintenance performed shall be included in the scheduled PM charge. All other materials are billable in addition to the negotiated PM charge. The Contractor shall contact the Superintendent and inform them of the additional repairs needed and if it is mutually agreed upon, the repairs can be made at that time.

**19-7. Emergency Service:** The contractor shall provide emergency service on all listed equipment in Appendix 1. Only new OEM parts or parts of equal quality shall be used during all maintenance activities.

a. The contractor shall provide twenty-four hours, (7) day service for emergency repairs when notified of an emergency by the State Maintenance Supervisor, his representative or the FMS Shop Chief. Response time for such an emergency shall be within two (2) hours. All labor to repair and render all equipment in operational status shall be included. Any non-emergency call for service shall be performed by the next normal workday. The workday is defined between the hours of 7:30 AM and 3:30 PM, Monday through Friday. No overtime will be paid to the successful vendor when responding during this time frame.

b. For each incident of emergency service, the Contractor shall furnish the Superintendent an Emergency Service Report. The report shall include the following:

- (1) Date and time the Contractor was notified by the Superintendent.
- (2) Date and time of arrival by Contractor personnel at the facility.
- (3) Time spent by the Contractor for performance of Emergency Service.
- (4) Description of Emergency Service performed.
- (5) List of parts repaired or replaced, if applicable.
- (6) Door serviced.

**19-8. Diagnostic Errors:** The Contractor shall be responsible for the costs of services and parts charged to the State for Emergency Service calls when the Contractor incorrectly diagnoses the malfunction as not pertaining to equipment maintained by the Contractor and such malfunction, in fact, pertained to Contractor-maintained equipment. However, the State will make equitable payment to the Contractor when the Contractor is required to make a remedial maintenance call and no service is needed to be performed.

**19-9. Doors to be maintained:** See Appendix 1 for door designation and PM maintenance intervals covered by this Maintenance Contract.

**19-10. Delivery of Services:**

a. Contractors responding to this bid must be able to provide service twenty four (24) hours a day, seven (7) days a week, three hundred sixty five (365) days a year, including holidays, for the duration of the agreement.

b. DMNA expects the Contractor to give “priority” service to any call for repairs. Response time must be stated on the Bidder’s response form. Contractor must commit to Emergency Response times on the Bidder’s Proposal.

c. Procedures for Normal Working Hours (Routine Service): Request for services shall originate from and shall be coordinated by the Armory Superintendent, during normal business hours, 7:30 AM to 3:30 PM, Monday through Friday. All routine work will require an estimate for any repair proposed. Estimates will be provided at no cost to DMNA.

d. Procedures for Normal Working Hours (Emergency Service): Request for services shall originate from and shall be coordinated by the Armory Superintendent, during normal business hours, 7:30 AM to 3:30 PM, Monday through Friday; the contractor shall have a service technician on site within two (2) hours of receiving a call for service.

e. Procedures for After Hours (Emergency Service): After hours emergency calls are defined as calls for service between the hours of 3:31 PM and 7:29 AM, Monday through Friday. Weekend emergency calls are defined as calls for service between the hours of 3:31 PM Friday until 7:29 AM Monday. The contractor shall have a service technician on site within two (2) hours of receiving a call for service

f. Licenses: Contractor MUST be licensed by the State of New York. All services are to be performed according to all Federal and State regulations, NYS Building Codes, and manufacturer specifications.

g. Emergency Telephone Contact: The contractor will be required to maintain a twenty-four (24) hour per day, seven (7) days a week emergency telephone contact.

h. Parts and Materials:

(1) All parts and materials selected by the contractor shall be approved by the Armory Superintendent prior to application.

(2) DMNA reserves the right to provide materials and/or parts.

i. Contractor shall provide all equipment and tools which shall be the appropriate type for the task to which its use has been assigned and shall be well maintained, calibrated, and in proper working order before use in the performance of this service. Contractor shall, prior to commencing work, thoroughly examine and become familiar with the system(s) and associated facilities to ensure the service can be completed in an orderly, safe manner. Contractor shall maintain a safe work environment at all times. Contractor shall report immediately to the Superintendent or authorized representative the existence of unsafe condition(s) which will compromise the performance of service.

j. The contractor will be required to have all MSDS'S on site and posted in a conspicuous location for any materials used for this contract before work can begin.

k. Work Estimates (Time and Materials): Under contract for work that is outside the scope of the specified inspection / maintenance process, the contractor shall furnish the Superintendent with a non-binding written estimate of the total cost to complete the work. The estimate must include the labor rate as specified in this RFQ (as stated on Bidder's Response Form), and the total cost of materials to include the cost for rentals (equipment). If the Superintendent determines that the estimated price is not fair and reasonable, the Superintendent has the right to ask the contractor to re-evaluate the estimate. If the revised estimate is determined to be not fair and reasonable, the Superintendent reserves the right to obtain additional quotes from other vendors to justify the reasonableness of the estimate.

l. Reports: Written reports will be provided to the Superintendent upon completion of each service. The results shall be submitted to, and reviewed with, the Superintendent.

Appendix I to RFQ – 11-17- Overhead Door Preventative Maintenance and Repair

**Door Schedule**

<b>Bldg #</b>	<b>Designation</b>	<b>Door Type</b>	<b>Qty</b>	<b>Electric Opener Position</b>	<b>Usage</b>	<b>PM Frequency</b>
<b>FMS#6 (Utica)</b>	WestBay #1	Sectional	1	Top	Daily-Heavy	Semi-Annually
	WestBay #2	Sectional	1	Top	Daily-Heavy	Semi-Annually
	EastBay #3	Sectional	1	Top	Daily-Heavy	Semi-Annually
	EastBay #4	Sectional	1	Top	Daily-Heavy	Semi-Annually
	EastBay #5	Sectional	1	Top	Daily-Heavy	Semi-Annually
	Cold Storage North	Sectional	1	Top	Daily-Heavy	Semi-Annually
<b>CHP (Utica)</b>	WestBay #1	Sectional	1	Manual Open Only	Monthly-Lite	Annually
	WestBay #2	Sectional	1	Manual Open Only	Monthly-Lite	Annually
	EastBay #3	Sectional	1	Manual Open Only	Monthly-Lite	Annually
	EastBay #4	Sectional	1	Manual Open Only	Monthly-Lite	Annually

Appendix II to RFQ – 11-17 - Overhead Door Preventative Maintenance and Repair

**Door Schedule**

<b>Bldg #</b>	<b>Designation</b>	<b>Door Type</b>	<b>Qty</b>	<b>Electric Opener Position</b>	<b>Usage</b>	<b>PM Frequency</b>
<b>FMS#15 (Queensbury)</b>	North Bay #1	Sectional	1	Top	Daily-Heavy	Semi-Annual
	North Bay#2	Sectional	1	Top	Daily-Heavy	Semi-Annual
	North Bay#3	Sectional	1	Top	Daily-Heavy	Semi-Annual
	North Bay#4	Sectional	1	Top	Daily-Heavy	Semi-Annual
	North Bay#5	Sectional	1	Top	Daily-Heavy	Semi-Annual
	NorthBay#6	Sectional	1	Top	Daily-Heavy	Semi-Annual
	Cold Storage North	Sectional	1	Manual Open Only	Daily-Medium	Annually

**Listing of State and Federal Holidays**

January 1, 2012 - New Years Day

January 17, 2012 - Dr. Martin Luther King Jr. Day

February 21, 2012 - Washington's Birthday

May 30, 2012 - Memorial Day

July 4, 2012 - Independence Day

September 5, 2012 - Labor Day

October 10, 2012 - Columbus Day

November 11, 2012 - Veterans Day

November 24, 2012 - Thanksgiving Day

November 25, 2012 - Federal Holiday

December 25, 2012 - Christmas Day

December 26, 2012 – Observed

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**Bidder's Response Form**

(Form must be completed and returned with Bid)

**COSTS MUST REMAIN SAME FOR ENTIRE CONTRACT PERIOD. PROVIDE A COST BREAKDOWN FOR ONLY THOSE ITEMS YOUR COMPANY CAN PERFORM**

<b>Preventive Maintenance Checks and Services - Work must be completed on weekdays during the hours of 7:30 AM to 3:30 PM. Cost to conduct PM service and provide written reports.</b>						
<b>Bldg #</b>	<b>Designation</b>	<b>Door Type</b>	<b># of Svcs</b>	<b>PM Frequency</b>	<b>Cost per Service</b>	<b>Total Cost</b>
<b>FMS#6 (Utica)</b>	West Bay #1	Sectional	2	Semi-Annually		
	West Bay #2	Sectional	2	Semi-Annually		
	East Bay #3	Sectional	2	Semi-Annually		
	East Bay #4	Sectional	2	Semi-Annually		
	East Bay #5	Sectional	2	Semi-Annually		
	Cold Storage North	Sectional	2	Semi-Annually		
					<b>FMS # 6 Sub-Total</b>	<b>\$</b>
<b>CHP (Utica)</b>	West Bay #1	Sectional	1	Annually		
	West Bay #2	Sectional	1	Annually		
	East Bay #3	Sectional	1	Annually		
	East Bay #4	Sectional	1	Annually		
					<b>CHP Sub-Total</b>	<b>\$</b>
<b>FMS#15 (Queensbury)</b>	North Bay #1	Sectional	2	Semi-Annual		
	North Bay#2	Sectional	2	Semi-Annual		
	North Bay#3	Sectional	2	Semi-Annual		
	North Bay#4	Sectional	2	Semi-Annual		
	North Bay#5	Sectional	2	Semi-Annual		
	North Bay#6	Sectional	2	Semi-Annual		
	Cold Storage North	Sectional	1	Annually		
					<b>FMS # 15 Sub-Total</b>	<b>\$</b>
						<b>\$</b>
					<b>Grand Total</b>	<b>\$</b>

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**Bidder's Response Form**  
(Continued)

<b>Trouble Shooting &amp; Repair Costs</b>	
Cost per hour for repairs/maintenance during Normal Business Hours (7:30 AM to 3:30 PM, Monday through Friday).	\$
Cost per hour for repairs/maintenance outside Normal Business Hours (including weekends and holidays).	\$
State response time for service calls during Normal Working Hours.	___ Hours
State response time for Emergency service calls during Normal Working Hours.	___ Hours
State response time for Emergency service calls outside Normal Business Hours (including weekends and holidays).	___ Hours
Materials for repair to be billed at net cost. Include a percentage allowed for overhead and profit. (Indicate this percentage in the space to the right) A copy of the itemized materials invoice from the supplier must be included with all billings.	_____ % mark-up

Name of Contractor: \_\_\_\_\_, Federal ID No. \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_, Title: \_\_\_\_\_

Telephone number (\_\_\_\_) \_\_\_\_ - \_\_\_\_, Fax: (\_\_\_\_) \_\_\_\_ - \_\_\_\_, 24-Hour Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Small Business:  Yes  No Women Owned Business (MWE)  Yes  No

Minority Owned Business (MBE)  Yes  No Method of Payment  Visa  Voucher

The undersigned hereby agrees to perform the services in accordance with the enclosed Scope of Work at the prices indicated above. Award of contract will be made to lowest responsible bidder.

Authorized Signature: \_\_\_\_\_

**FACILITY SITE VISIT VERIFICATION FORM**

Check all that apply

Utica Field Maintenance Shop #6, 1705 Parkway E, Utica NY 13501

CHP, Utica Armory, 1700 Parkway E, Utica NY 13501

Queensbury Field Maintenance Shop #15, 59 Stone Quarry Rd, Queensbury NY 12804

I met with the Facility Manager or designated representative to comply with the site visit verification requirement as stated in the RFQ for the locations checked above.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Company representative signature)

\_\_\_\_\_  
(Company Name)

**FOR AGENCY USE ONLY**

Verification of site visit confirmed by agency representative

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_