

REQUEST FOR QUOTE

RFQ #12-12

New York State Division of Military and Naval Affairs Overhead Door Preventative Maintenance & Repair Services

Armed Forces Reserve Center
25 Baiting Place Rd, Farmingdale NY

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

Term: The term of service shall be from April 1, 2013 through March 31, 2014 (12 months). This service may be renewed for two additional one-year periods based on the same terms and conditions. The option to renew shall be upon mutual written agreement between the contractor and DMNA.

Work Location: Armed Forces Reserve Center, 25 Baiting Place Road, Farmingdale, NY.

Method of Award: DMNA intends to make one award to the lowest responsive and responsible bidder. The lowest bidder shall be determined by the Grand Total Bid as represented on the Bid Proposal Form.

Bid Submission: If you are responding to this RFQ, the attached Bid Proposal and Facility Site Visit Verification Forms must be completed and received by this office no later than 2:00 PM on Thursday, March 14, 2013. The bid forms may be submitted by hand, U.S. mail, electronic mail (email) to the contact listed below.

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

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.

Conditions: Prior to bidding, the contractor shall visit the site to verify the general conditions within the project scope. By submitting a bid, the contractor is verifying that he/she has visited the site and is aware of existing conditions.

Mandatory Site Visit: A mandatory site visit is required to ascertain the conditions. The site visit has been scheduled for 10am on Thursday, March 7, 2013. Bids will not be accepted from prospective contractors who have not attended the mandatory site visit. Prospective contractors must submit complete a Site Visit Verification Form (attached) with their bid. Site Visit Verification Forms must be signed by the facility representative at the time of the mandatory site visit. Prospective contractors must remain for the entire site visit to be eligible to bid.

Clarification/Questions: All inquiries relating to this Request for Quote 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 designated contacts listed below:

Inquiries on Facility & Project	Inquiries on Bid Submission
Mr. Frank McDermott, Armory Superintendent Frank.mcdermott@us.army.mil (email) (631) 471-0944 (fax) (631) 471-0480 (voice-office) (518) 429-9960 (voice-cellular)	Ms. Nancy Bik, Purchasing Agent Nancy.b.bik.nfg@mail.mil (email) (518) 786-6098 (fax) (518) 786-4964 (voice-office)

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.

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: Appendix A, Standard Clauses for New York State Contracts, dated December 2012, attached hereto is hereby expressly made a part of this RFQ as fully as if set forth at length herein. Please retain this document for future reference.

Appendix B: Appendix B, Office of General Services General Specifications, dated July 2006, attached hereto, 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. Please retain this document for future reference.

MWBE & EEO REQUIREMENTS

CONTRACTOR REQUIREMENTS FOR EQUAL EMPLOYMENT AND BUSINESS PARTICIPATION OPPORTUNITIES FOR MINORITY GROUP MEMBERS AND NEW YORK STATE CERTIFIED MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISES

NEW YORK STATE LAW

Pursuant to New York State Executive Law Article 15-A, DMNA recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority

and women-owned business enterprises and the employment of minority group members and women in the performance of DMNA contracts.

In 2006, the State of New York commissioned a disparity study to evaluate whether minority and women-owned business enterprises had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" ("Disparity Study"). The report found evidence of statistically significant disparities between the level of participation of minority and women-owned business enterprises in state procurement contracting versus the number of minority and women-owned business enterprises that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that DMNA establishes goals for maximum feasible participation of New York State Certified minority and women-owned business enterprises ("MWBE") and the employment of minority groups members and women in the performance of New York State contracts.

Business Participation Opportunities for MWBEs

For purposes of this solicitation, DMNA hereby establishes an overall goal of 20% for MWBE participation, 10% for Minority-Owned Business Enterprises ("MBE") participation and 10% for Women-Owned Business Enterprises ("WBE") participation (based on the current availability of qualified MBEs and WBEs). A contractor ("Contractor") on the subject contract ("Contract") must document good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract and Contractor agrees that DMNA may withhold payment pending receipt of the required MWBE documentation. The directory of New York State Certified MWBEs can be viewed at:

<http://www.esd.ny.gov/MWBE/directorySearch.html>

For guidance on how DMNA will determine a Contractor's "good faith efforts," refer to 5 NYCRR §142.8.

Equal Employment Opportunity Requirements

By submission of a bid or proposal in response to this solicitation, the Bidder/Contractor agrees with all of the terms and conditions of Appendix A including Clause 12 - Equal Employment Opportunities for Minorities and Women. The Contractor is required to ensure that it and any subcontractors awarded a subcontract over \$25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor, shall undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of a prior criminal conviction and a prior arrest.

Utilization forms and other related forms in meeting MWBE goals are available at:

<http://www.OGS.ny.gov/MWBE/Forms.asp>

Taxes: DMNA does not pay Federal excise and State sales taxes. Our tax exemption number is 14740026K, Certificate of Exemption will be provided upon request.

Pricing: The Contractor warrants that the pricing stated herein shall remain firm for the duration of the contract.

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 this agency.

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. The contractor shall provide emergency services to address system and operational failures.

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. The contract manager and the designated alternate must be able to read, write, speak and understand English.

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.**

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.

Prevailing Wage: Work being bid is subject to the prevailing wage rate provisions of New York State Labor Law Article 8. 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 #2013001614. 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.

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

Invoicing Requirements: The Contractor will submit detailed invoices to the facility manager. 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 by email at 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.

Please note that in conjunction with New York State's implementation of a new Statewide financial system, the Office of the State Comptroller requires all vendors doing business with New York State agencies to complete a Substitute W-9 form. Vendors registering for electronic payment can complete the W-9 form when they register. Vendors already registered for electronic payment are requested to go to the above website and complete the Substitute W-9 form and submit following the instructions provided.

Service dates will be indicated on all invoices. DMNA requires the contractor to furnish the facility representative with a detailed invoice for labor utilized, including dates, number of man hours (rounded to nearest 1/4 hour), number of employee(s) used, and a detailed material list including quantities, unit prices, and total prices. Monthly PM services will be submitted on a

monthly basis and all other services/repairs within five business days. DMNA will not pay for travel or any fuel surcharges.

Reports: Within forty-eight (48) hours of each service call, a detailed written report of the results shall be submitted to, and reviewed with, the facility representative.

SCOPE OF WORK

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 Manufacturers (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.

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.
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.
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.
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.
5. **PM Requirements:** PM shall be in accordance with the original equipment manufacturers 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 all safety devices and adjust as necessary

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.

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.

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.

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.

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

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): Service requests shall originate from and shall be coordinated by the facility representative, 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): Service requests shall originate from and shall be coordinated by the facility representative, 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 service requests 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 facility representative 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.

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

Appendix 1 – RFQ #12-12 Overhead Door Preventative Maintenance and Repair

Farmingdale AFRC Door Schedule

Door #	Location	Room	Door Type	Qty	Electric Opener Position	Usage	PM Frequency
1	FMS-BAY 1	1051-A	Rollup	1	Top	Daily-Heavy	Semi-Annually
2	FMS-BAY 3	1051-B	Rollup	1	Top	Daily-Heavy	Semi-Annually
3	FMS-BAY 5	1051-C	Rollup	1	Top	Daily-Heavy	Semi-Annually
4	FMS-BAY 7	1051-D	Rollup	1	Top	Daily-Heavy	Semi-Annually
5	FMS-BAY 9	1051-E	Rollup	1	Top	Daily-Heavy	Semi-Annually
6	FMS-BAY 10	1051-H	Rollup	1	Top	Daily-Heavy	Semi-Annually
7	FMS-BAY 8	1051-I	Rollup	1	Top	Daily-Heavy	Semi-Annually
8	FMS-BAY 6	1051-J	Rollup	1	Top	Daily-Heavy	Semi-Annually
9	FMS-BAY 4	1051-K	Rollup	1	Top	Daily-Heavy	Semi-Annually
10	FMS-BAY 2	1051-L	Rollup	1	Top	Daily-Heavy	Semi-Annually
11	EQUIP SHOP	1063-C	Rollup	1	Top	Daily-Heavy	Semi-Annually
12	USMC-MAIN	1067-C	Rollup	1	Top	Daily-Heavy	Semi-Annually
13	USMC-RADIOSHOP	1069-C	Rollup	1	Top	Daily-Heavy	Semi-Annually
14	OFFICE/ WAREHOUSE	1080-B	Rollup	1	Top	Daily-Heavy	Semi-Annually
15	LOCKER ROOM	1082-C	Rollup	1	Top	Daily-Heavy	Semi-Annually
16	ARNG-CO-F	1093-C	Rollup	1	Top	Daily-Heavy	Semi-Annually
17	ASSEMBLY	1097-D	Rollup	1	Top	Daily-Heavy	Semi-Annually
18	ASSEMBLY	1097-E	Rollup	1	Top	Daily-Heavy	Semi-Annually
19	ARNG-CO-D	1101-C	Rollup	1	Top	Daily-Heavy	Semi-Annually
20	ARNG/ SUPPLY	1102-B	Rollup	1	Top	Daily-Heavy	Semi-Annually
21	MECH ROOM	1105-D	Rollup	1	Top	Daily-Heavy	Semi-Annually
22	MECH ROOM	1105-E	Rollup	1	Top	Daily-Heavy	Semi-Annually
23	COLD STORAGE	MOV Area	Rollup	1	Manual Open Only	Daily-Heavy	Semi-Annually
24	COLD STORAGE	MOV Area	Rollup	1	Manual Open Only	Daily-Heavy	Semi-Annually
25	COLD STORAGE	MOV Area	Rollup	1	Manual Open Only	Daily-Heavy	Semi-Annually

RFQ #12-12

Bidder's Response Form

(Form must be completed and returned with Bid)

COSTS MUST REMAIN SAME FOR ENTIRE CONTRACT PERIOD.

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.

Door #-Location	Room	Door Type	# of Svcs	PM Frequency	Cost per Service	Total Cost
1-FMS Bay 1	1051-A	Rollup	2	Semi-Annually		
2-FMS Bay 3	1051-B	Rollup	2	Semi-Annually		
3-FMS Bay 5	1051-C	Rollup	2	Semi-Annually		
4-FMS Bay 7	1051-D	Rollup	2	Semi-Annually		
5-FMS Bay 9	1051-E	Rollup	2	Semi-Annually		
6-FMS Bay 10	1051-H	Rollup	2	Semi-Annually		
7-FMS Bay 8	1051-I	Rollup	2	Semi-Annually		
8-FMS Bay 6	1951-J	Rollup	2	Semi-Annually		
9-FMS Bay 4	1051-K	Rollup	2	Semi-Annually		
10-FMS Bay 2	1051-L	Rollup	2	Semi-Annually		
11-Equip. Shop	1063-C	Rollup	2	Semi-Annually		
12-USMC-Main	1067-C	Rollup	2	Semi-Annually		
13-USMC-Radioshop	1069-C	Rollup	2	Semi-Annually		
14-Office/Warehouse	1080-B	Rollup	2	Semi-Annually		
15-Locker Room	1082-C	Rollup	2	Semi-Annually		
16-ARNG-CO-F	1093-C	Rollup	2	Semi-Annually		
17-Assembly	1097-D	Rollup	2	Semi-Annually		
18-Assembly	1097-E	Rollup	2	Semi-Annually		
19-ARNG-CO-D	1101-C	Rollup	2	Semi-Annually		
20-ARNG/Supply	1102-B	Rollup	2	Semi-Annually		
21-Mech Room	1105-D	Rollup	2	Semi-Annually		
22-Mech Room	1105-E	Rollup	2	Semi-Annually		
23-Cold Storage	MOV Area	Rollup	2	Semi-Annually		
24- Cold Storage	MOV Area	Rollup	2	Semi-Annually		
25-Cold Storage	MOV Area	Rollup	2	Semi-Annually		
					Total	\$

**RFQ #12-12
Bidder's Response Form**
(Continued)

Trouble Shooting & Repair Costs	
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. _____

NYS Vendor 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

**Armed Forces Reserve Center
25 Baiting Place Rd
Farmingdale, New York 11735**

I met with the Facility Manager or designated representative to comply with the site visit verification requirement as stated in the RFQ 12-12.

(Date)

(Company representative signature)

(Company Name)

FOR AGENCY USE ONLY

Verification of site visit confirmed by agency representative

Print Name: _____

Title: _____

Signature: _____

Date: _____