

Robert Doar
Commissioner

Roy A. Esnard
General Counsel

Vincent Pullo
Agency Chief
Contracting Officer

180 Water Street
New York, NY 10038

212 331 3434

June 24, 2013

Dear Prospective Bidders:

For your information, this **Addendum #1** for the contract to **Furnish, Deliver and Install Window Blinds and Shades On An "As Needed" Basis** (PIN 069-14-310-0012/EPIN 09613B0007) contains the "**Hiring Requirement Exemption Request Form**" (attached hereto as **Exhibit 1**) from HRA's hiring requirement delineated in **Article 19** of the contract.

Pursuant to Article 19 of the contract, the contractor can make a request for an exemption within thirty (30) days after the commencement date of this contract. Please note that the form does not have to be submitted with your bid.

Attached as Exhibit 2 is a copy of the attendance sheet from the pre-bid conference held on Wednesday, June 19, 2013.

The answers to questions from prospective bidders are as follows:

Question 1

Please explain page 21A. Part A and part B.

Answer 1

It was in the best interest of the agency to structure the bid sheet as it appears in the solicitation documents because there were line items and quantities on previous bid sheets that were not being utilized. In addition, there was a large quantity of work being classified as Part B work that caused the contract to be overspent in this category.

Question 2

When do I need to provide the bid deposit and what will be the amount for this bid? Since this is the first time that I fill out the bid form, I am not sure about the bid bond.

Answer 2

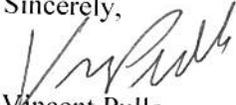
A bid deposit and bid bond are not required for this contract. The bond requirements are discussed in Section 27: Bid Security and Section 37: Schedule of Insurance, Liquidated Damages and Bonds section of the solicitation documents.

Please be advised that the last day for questions was **Friday, June 21, 2013.**

Addendum #1
Furnish, Deliver and Install Window Blinds and Shades
On An "As Needed" Basis
PIN 069-14-310-0012/EPIN 09613B0007
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In addition, the bid due date is extended to **Tuesday, July 2, 2013 at 3:00 p.m.** Bids received after the bid due date and time are late and shall not be considered. Your interest in doing business with the City of New York is appreciated.

Sincerely,



Vincent Pullo

- Exhibits:
1. Hiring Requirement Exemption Request Form
 2. A copy of the attendance Sheet from the pre-bid conference held on Wednesday, June 19, 2013.

HUMAN RESOURCES ADMINISTRATION

HIRING REQUIREMENT EXEMPTION REQUEST

Name of Contractor: _____

Address: _____

Contact Person: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

MAIL COMPLETED FORM TO: BUSINESS LINK - CONTRACTOR HIRING UNIT (C.H.U.)
 348 WEST 34TH STREET
 NEW YORK, NY 10001

Requests should be submitted as soon as your documentation is ready. Select only **one** boxed section below, and **one** subsection. Use the appropriate language (Exemption or Partial Exemption) on all accompanying materials. This request must be signed by an officer of your organization and notarized.

The undersigned hereby requests the following for *Fiscal Year 2012*, from July 1, 2011 - June 30, 2012

I. COMPLETE EXEMPTION from the hiring requirement because:

- a) New York City workforce is less than 20. (Attach a list of your NYC staff by title.)
- b) We have no entry level workers on our payroll. (Attach a list of your NYC staff by title.)
- c) A valid collective bargaining agreement covers all of our entry-level positions and limits us to a hiring pool which does not include Cash Assistance recipients. (Attach a copy of the applicable provisions and a list of your NYC staff by title.)
- d) Complying with the hiring requirement would cause extreme hardship. (Attach a description of the hardship.)

II. PARTIAL EXEMPTION / REDUCTION in the hiring requirement to _____ workers because:

- a) Our New York City workforce totals _____. The current hiring requirement exceeds 10% of our workforce. (Attach a list of your NYC staff by title.)
- b) We have _____ entry level workers on our payroll. (Attach a list of your NYC staff by title.)
- c) A valid collective bargaining agreement covers _____ of our entry-level positions and limits us to a hiring pool which does not include Cash Assistance Recipients. (Attach a list indicating the entry-level positions covered and a copy of the applicable provisions.)
- d) Complying with the hiring requirement would cause extreme hardship. (Attach a description of the hardship.)

Your request will be processed in an expeditious manner, and you will be notified of the disposition. If you have any questions you may call the Contractor Hiring Unit at (212) 643-2881 ext. 3128.

EXHIBIT 2

HUMAN RESOURCES ADMINISTRATION
OFFICE OF CONTRACTS

PRE-BID/PROPOSAL CONFERENCE ATTENDANCE SHEET

PIN # 069-14-310-0012/EPIN 09613B0007

PROJECT NAME: Furnish, Deliver and Install Window Blinds & Shades

DATE: June 19, 2013

PROJECT DESCRIPTION: Furnish, Deliver and Install Window Blinds & Shades

PLEASE PRINT CLEARLY

COMPANY NAME	CERTIFIED MBE WBE	STREET ADDRESS CITY, STATE, ZIP	NAME OF ATTENDEE	PHONE #	FAX#	E-MAIL
NEW YORKS BEST BLINDS		1868 60ST BRKVU	Santiago Figueroa	7189091759		Santiago@NYBSB.com
Int'l. Blind Contacts		20 Bush Ave South NYC	Brett Goebstein	212-473-2000		bgoebstein@intlbld.com
Geotropia Window Treatments Inc		350-16 Northern Blvd. Little Neck NY	Jeyann Kim	718-224-6819	718-224-6829	sales@geotropia.com
Hawcock Home Inc		301 Broad Ave, Paterson NJ	Kevin Lee	201-744-8800		Kevin@hawcockhome.com
CMP		1616 TAYLOR AVE DC	Phu ENGEL	718-523-3324	718-523-3305	DDIGETT@cmp.com
American Window Fashions		8211 54th Ave Basking NJ	Vera Makalder-Snow	718-795-6792	718-680-6858	americanwf@aol.net

MWBE Officer / Designee Authorization

Name _____ Title _____ Signature _____

I hereby certify that all attendees were provided with the following information relating to MWBE contract requirements for the resulting contract from this solicitation: an explanation of MWBE 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 Primers and Online Directory links.