



**RFP for Full-Service Elevator Maintenance, Repair, and Emergency Services at Specific Sites
and Various Sites
Project #7459 / Contract #74590002
Questions & Answers
May 13, 2025**

In connection with the **Request for Proposals** relating to the **Elevator Maintenance Services** released by NYCEDC on **April 29, 2025**, the questions from potential Respondents and answers provided by NYCEDC are below.

1. **Q: We are interested in participating in this RFP. That said, we do not take note of which specific sites are included, nor do we find a schedule for site surveys. Do you mind providing some basic information, or pointing us in the right direction in terms of sites and schedules?**
A: Please refer to the RFP for the Scope of Services and lists of Specific Sites (including the specific Elevator units) and Various Sites. Additionally, please refer to Addendum #2 for updated information on the Elevator units at 800 Food Center Drive. Site walkthroughs will be conducted with the awarded Contractor, as needed.
2. **Q: Is there a specific process or designated date(s) for site walkthroughs/surveys at the Brooklyn Army Terminal and Bush Terminal?**
A: Please refer to the answer to Question #1 above.
3. **Q: Could you please provide the contact information for the appropriate site personnel we should coordinate with at each location?**
A: A contact list for the Specific Sites will be provided to the awarded Contractor.
4. **Q: Are there any specific access restrictions, procedures, or requirements we should be aware of for accessing these sites?**
A: These will be communicated to the awarded contractor for each Specific Site.
5. **Q: Regarding insurance requirements, would an Owner's and Contractor's Protective Liability ("OCPL") policy be acceptable in lieu of an Additional Insured endorsement?A:**
No, but NYCEDC would review and consider this proposed modification on a case-by-case basis.
6. **Q: I went through the scope and I cannot find where a site survey will be held, or a person to contact. Is this saying that surveys will only be awarded upon award of the contract?A:**
Please refer to the answers to Question #1 and Question #3 above.
7. **Q: Will there be a scheduled walkthrough to survey the elevators?**
A: Please refer to the answer to Question #1 above.

8. **Q:** In Part I, I.1.B.1.c, would the requirement for two (2) mechanics listed for the Sunset Park Specific Sites (the Brooklyn Army Terminal and Bush Terminal/MADE Campus) for emergency calls on an as needed basis be in addition to the full-time resident mechanic requirements in Part I, I.1.B.1.a?

A: They can be the same two mechanics referenced in Part I, I.1.B.1.a.

9. **Q:** Please confirm “regular time” service hours re 8:00am to 4:30pm Monday to Friday.

A: This will depend on each Specific Site and will be coordinated between NYCEDC and the awarded Contractor.

10. **Q:** Are “additional services” a firm fixed price, or would these be billable per awarded respondent labor rates and fixed contractual material markup percentages? If additional services, such as service callbacks or repair work, are a firm fixed price, are overtime service requests or repairs included in the contract scope, or would these be a billable event per overtime labor rates?

A: Pricing for the additional services will be billable per the hourly labor rates and equipment and markup rates. Overtime rates will be applicable for any work performed during overtime hours, which will be determined at NYCEDC’s discretion.

11. **Q:** Please confirm the resident/standby technician requirement is for (III.J) Brooklyn Army Terminal. This is 41 total units. Per B.1 these resident technician requirements under Sunset Park sites. Please clarify what locations have a resident/standby technician requirement.

A: That requirement is for the Brooklyn Army Terminal (III.J) and Bush Terminal/MADE Campus (III.K). Currently, those are the only two Specific Sites with that requirement and there are 51 Elevators associated with them.

12. **Q:** Would a Respondent’s quote be discarded if they submitted a clarification with their bid requesting 30 days after commencement of the contract to prepare an initial condition report that identifies potential pre-existing conditions, obsolete components, and a list of material and labor which the Respondent estimates will be required to restore each system to proper, reliable operation, capable of performing in compliance with its initial mission and intended use.

A: This is a Request for Proposals and not an Invitation for Bids. Accordingly, submissions are “proposals” and not “bids” or “quotes.” A clarification should not be required because part of the Services is providing a monthly performance report on the Specific Sites’ Elevators, which would be included in the lump sums in Part III and Part IV of the Price Proposal Form. If a standalone project is required for any of the Specific Sites and their Elevators, then that will be priced outside of the lump sums for yearly Standard Services, and the pricing will be governed by the hourly labor rates and any applicable equipment rates, at NYCEDC’s determination.

13. **Q:** Can a respondent schedule individual site surveys prior to submitting their bid response? If yes, what process should be followed and who is the point of contact for coordination?

A: Please refer to the answers to Question #1 and Question #3 above.

14. **Q: If additional equipment is added to this contract in the future, will the Contractor have an opportunity to equitably adjust the standard services fixed monthly price to reflect the additional costs necessary to complete this additional scope of work?**
A: If additional Specific Sites and/or Elevators are added to the Services, then the awarded Contractor will be compensated accordingly for an additional value agreed upon between NYCEDC and the Contractor.
15. **Q: Would the incumbent service provider retain responsibility for any pre-existing DOB elevator violations prior to the awarded respondent commencing their work.**
A: No, that is not anticipated but may be the case if NYCEDC determines that is in NYCEDC's best interests.
16. **Q: Just want to confirm if there is anything we need to submit and fill out prior to visiting the properties for our surveys?**
A: Please refer to the answer to Question #1 above.
17. **Can a respondent achieve the M/WBE Participation Commitment Percentage requirements via material vendors?**
A: No, suppliers do not count toward the M/WBE goals.