



ADDENDUM NO.: 1

IFB or RFP NO.: 678

Description: Furnish and Deliver Data Center
Equipment

Project: DASNY New NYC Office

Bid Opening Date: August 7, 2020

Specifics of the Addendum: Provide Site Logistics.

Please see attached site logistics. A site visit is not scheduled for this current Procurement. The low bidder will have an opportunity to visit the site for logistical purposes upon notice of award.

All other terms and conditions of the original Invitation for Bids or Request for Proposals shall remain the same. This notice shall be signed and attached to the Invitation for Bids and shall form a part of your bid.

SITE LOGISTICS FOR FURNITURE DELIVERIES FOR DASNY'S NEW YORK CITY OFFICE - 28 LIBERTY

A. **Project Overview:**

1. DASNY is moving its New York City Office location from One Penn Plaza to 28 Liberty. As part of this move, new furniture is being purchased for the office space.
2. Occupancy is scheduled to occur late Fall, 2020.

B. **Site Visit, Conditions and Logistics:**

1. All vendors are responsible for scheduling a site visit to assess logistical delivery issues and site conditions. DASNY shall presume all vendors have visited the project site and verified existing field conditions.
2. Each vendor shall be responsible for assessing all site logistics, including appropriate truck size, loading dock conditions and gate availability, and shall be responsible for providing and fitting equipment in locations, as required. All vendors shall assume full responsibility for all equipment and accessories required to unload furniture and/or equipment at the dock.
3. If the site is still under construction at the time of delivery and/or installation, all workers entering the site must wear the required Personal Protective Equipment (PPE) including safety vests, hard hats, work boots, etc., in accordance with OSHA and other authorities having jurisdiction.
4. All loading dock and/or elevator usage must be coordinated with DASNY Consultant, IMC, a minimum of seven (7) calendar days in advance of deliveries. Delivery dates and times are to be approved by Bryan Amengual IMC. Deliveries will not be accepted without written approval. Attempts to deliver without appropriate authorization may be rejected at the vendor's expense.

C. **Dock and Site Restrictions:**

1. See attached floor plan
 - i. Refer to Drawing(s) for Loading Dock details.
2. Vendors shall provide flagmen with vests during deliveries to direct pedestrian and vehicular traffic, as required.
3. Vendors shall be responsible for daily removal of debris off site. All vendors shall be responsible for obeying all site rules and established protocol. Dumpsters are available but cannot remain in the loading dock for more than 48 hours and costs are the burden of the tenant.

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4. Installation work shall include unloading, unpacking and delivering to respective location.

D. Elevator Information:

- Service Elevator

#35 Car –	Car Height :10' 4"	Car Depth	7'4.5"
	Car Width: 5' 4.5"	Door Height	8' 8"
	Door Width 3'6"	Capacity	3,500 lbs.
#36 Car-	Car Height 10' 4"	Car Depth	7'4.5"
	Car Width 5' 4.5"	Door Height	8' 8"
	Door Width 4'	Capacity	3,500 lbs.
#37 Car-	Car Height 10' 4"	Car Depth	7'4.5"
	Car Width 7'	Door Height	8' 8"
	Door Width 3'6"	Capacity	5,000 lbs.

At delivery, the vendor will be provided with scheduled use of the freight elevator for the area(s) where delivery will take place. Use of the freight elevator to be coordinated with IMC and Landlord. Freight elevators are on a first come first serve non-dedicated basis during normal business hours, dedicated elevators can be provide prior to or after normal business hours at cost to tenant and with 48 prior notice to landlord.

1. Vendors are responsible for confirming the dimension of the elevator cabs and doors before delivery.
2. Elevator protection: By vendors.

E. Building Protection:

1. The vendor shall be responsible for the protection of all access and work areas, including, but not limited to walls, doors etc., but not flooring. Flooring protection will be by the vendors. The vendor will be held responsible for the repair or replacement of any damage to the building, grounds, walls, and flooring due to the delivery and installation of the product.

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2. All delivery paths (walls, etc.) will be protected and maintained, with paper and masonite. The utilization of steel-wheel dollies is prohibited.
3. Furniture/Equipment Protection: All furniture/equipment work surfaces shall be protected after installation is completed.

F. Delivery Schedule:

1. All deliveries shall occur from 7:00 am to 7:00 pm unless otherwise scheduled with IMC.
2. The Vendor shall be responsible for coordinating permitting for their deliveries in the street as required.
3. The Vendor shall be responsible for coordinating exact delivery dates and times with the project site. Only products that can be immediately installed in a completed space shall be delivered, to avoid staging and on-site storage. The Vendor shall be responsible for temporarily storing materials in a secure warehouse for a period of up to 30 days from DASNY's requested delivery date at no additional cost. The Vendor shall be responsible for the rejection of product delivery, replacement, repair or any other corrective action required, for items received damaged, soiled or not conforming to the detailed specifications.

G. Tentative Fixtures, Furniture and Equipment Delivery Schedule:

1. Installation of furniture is anticipated to begin mid to late Fall, 2020.
2. Installation of fixtures and equipment can begin as indicated on the Purchase Order and as scheduled and coordinated with IMC.

Note: Work must be completed by late Fall, 2020. Exact date to be confirmed.

H. Supervision:

1. A full-time Coordinating Project Manager and a minimum of one (1) Coordinating Superintendent/Foreman per floor shall be engaged while delivery and installation work are performed.

I. Parking:

1. On-site parking is available at the Main Parking lot. No parking is available at the property.

J. Punch list:

1. Each vendor is responsible for contacting DASNY's designated representative at the end of each workday to review project status and obtain sign-off for daily work.
2. The furniture/equipment vendor shall schedule a punch list review with DASNY's designated representative. DASNY reserves the right to withhold 5% payment pending resolution of open punch list items.

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SECURITY REQUIREMENTS

- A. See attached rules for 28 Liberty Street.

SPECIAL PROVISIONS

- A. This is a designated Hard Hat Project.
- B. There shall be no eating in the work area.
- C. Smoking is not permitted in the building, near air intakes, or within 30 feet of any building entrance or outdoor-air intakes.
- D. Use of alcohol and controlled substances on the project site is not permitted.
- E. No signs or advertising material will be permitted on the job site.
- F. All provisions of all applicable State Labor Standards must be complied with under provisions of this contract. In addition to the PLA agreement.