

## **ADDENDUM No. 01**

Date: 01/14/2021

### **DORMITORY AUTHORITY - STATE OF NEW YORK CUNY & Statewide Water Treatment Services Solicitation 7566**

This **ADDENDUM** is hereby included in and made part of the Contract whether or not attached thereto. All requirements of the original Request for Proposal shall remain in force except as noted by this **ADDENDUM No. 01**.

The purpose of Addendum No.1 is to revise Section 1.4, Key Events & Dates and Section 6, Submission of Proposals/

#### **1.4 Key Events and Dates**

<u>Event</u>	<u>Date</u>
Issuance of RFP	12/17/2020
Deadline for RFP Questions	01/04/2020 (5:00 PM)
Post Responses to RFP Questions	01/08/2021 (5:00 PM)
Proposal Due Date	<del>01/15/2021</del> 02/01/2021 (5:00 PM)
Interviews/Presentations (not earlier than, if necessary)	<del>02/15/2021</del> 03/01/2021 (Week Of)
Notice of Empanelment (not earlier than)	<del>03/31/2021</del> 04/15/2021

#### **Section 6 - Submission of Proposals:**

##### **6.1 Submission of Technical Proposal**

Firms shall submit their technical proposal and additional submission requirements, on or before 5:00 p.m. on (~~TBD~~)February 1, 2021. The submission requirements are outlined below. Proposals received after the due date will be rejected.

Submission of Proposal:

Follow the directions below to upload your proposal electronically. Any technical issues or questions should be directed to the Designated Representative for the Project via email prior to the due date of the RFP. It is strongly encouraged to request access to the site before the due date. DASNY may not be able to assist proposers with troubleshooting errors if submissions are not made in a timely manner.

1. Email [DownstateRFPcoordinator@dasny.org](mailto:DownstateRFPcoordinator@dasny.org) with the subject line: “RFP ~~(TBD)~~7566-Request Access-Firm Name.”
  - a. Please provide the name and email address of any additional contact from your firm that may require access to submit the RFP responses through the SharePoint site.
  - b. An expression of interest does not qualify as a request for access. Please ensure that your firm explicitly requests access using the described procedure.
  - c. Please request access at a minimum of 24 hours in advance and ensure access to the site works correctly.
2. You will receive an email from [DownstateRFPCoordinator@dasny.org](mailto:DownstateRFPCoordinator@dasny.org) with a link to a Microsoft SharePoint site: “WaterTreatment-RFP.”
3. Click on the link. If you have an existing Microsoft account, you will be asked to login and then you will be routed directly to the WaterTreatment-“Documents” page.
  - a. If you do not have a Microsoft account, you will need to register for a Microsoft account before you can access the link.
4. The following documents will need to be uploaded:
  - a. Technical Proposal – Please save this document in PDF format and labeled as “Water Treatment-RFP~~(RFP#TBD)~~-7566-Tech-firm name”. Click “Upload” or drag and drop.
  - b. Vendor Responsibility Questionnaire Certification Form – Please save this document in PDF format and labeled as “Water Treatment-RFP~~(RFP#TBD)~~7566-VRQ-firm name”. Click “Upload” or drag and drop.
  - c. Omnibus Certification – Please save this document in PDF format and labeled as “Water Treatment-RFP~~(RFP#TBD)~~7566-Omnibus-firm name”. Click “Upload” or drag and drop.
  - d. Completed W-9 Form – Please save this document in PDF format and labeled as “Water Treatment-RFP~~(RFP#TBD)~~7566-W9-firm name”. Click “Upload” or drag and drop.
5. Once your documents are uploaded, DO NOT OPEN. The document submitted must be your final submission and cannot be modified.
  - a. If you open your documents after they are submitted, the system will show it as “modified”
  - b. The submitted document will remain private and will not be visible to the other proposers throughout the procurement process.

6. The Water Treatment-RFP site will close at 5:01 PM on ~~TBD~~ February 1, 2021. Any questions or issues on submitting must be addressed to the Designated Representative for the Project before that time using the email in Bullet 1. Please ensure you give yourself enough time for uploading all files.