



STATE OF NEW YORK  
OFFICE OF GENERAL SERVICES  
DESIGN AND CONSTRUCTION GROUP  
THE GOVERNOR NELSON A. ROCKEFELLER  
EMPIRE STATE PLAZA  
ALBANY, NY 12242



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**ADDENDUM NO. 1 TO PROJECT NO. 42575**

**ELECTRICAL WORK  
UPGRADE POWER LINES  
HIGHLAND RESIDENTIAL CENTER  
629 NORTH CHODIKEE LAKE ROAD  
P.O. BOX 970  
HIGHLAND, NY 12528**

December 30, 2015

**NOTE:** This Addendum forms a part of the Contract Documents. Insert it in the Project Manual.  
Acknowledge receipt of this Addendum in the space provided on the Bid Form.

**BIDDING REQUIREMENTS**

- 1. DOCUMENT 002219 SUPPLEMENTARY INSTRUCTIONS TO BIDDERS – QUALIFICATIONS OF BIDDERS AND MANDATORY PRE-AWARD SUBMITTAL REQUIREMENTS:** Discard the Section bound in the Project Manual and substitute the attached Section (pages 002219-1 through 002219-2).

**END OF ADDENDUM**

Margaret F. Larkin  
Executive Director  
Design and Construction

**DOCUMENT 002219**

**SUPPLEMENTARY INSTRUCTIONS TO BIDDERS - QUALIFICATIONS OF BIDDERS  
AND MANDATORY PRE-AWARD SUBMITTAL REQUIREMENTS**

This Supplement modifies the Instructions to Bidders. Where any part of the Instructions to Bidders is modified by this supplement, the unaltered provisions of that part shall remain in effect.

Add the following Articles:

**25. QUALIFICATIONS OF BIDDERS**

25.1 The Contracting Officer or their representative will schedule a pre-award meeting to consider the bid responsiveness of the bid submitted by the apparent low bidder generally within fifteen (15) working days of the bid opening. Bidders will be notified of the time and place of the meeting. On a case by case basis, the State will examine and evaluate the bid as responsive by considering the contractors understanding of: the overall project scope, estimated cost, utilization of proposed sub-contractors, expertise, workmanship and past performance in completing similar contracts.

25.2 The Contracting Officer or their respective representative will conduct an investigation to determine the responsibility of any Bidder, including the ability of any Bidder to perform the Work. Bidders shall furnish to the Officer all information and data requested, including complete financial data, within the time and in the form and manner requested. The Contracting Officer reserves the right to reject any bid if the evidence required by the Officer is not submitted as requested, or if the evidence submitted by or the investigation of any Bidder fails to satisfy the Contracting Officer that the Bidder is responsible, or is able and qualified to carry out the obligations of the Contract, or to complete the Work as indicated in the Contract Documents, or able to reasonably perform the Work for the Bid Amount.

25.3 The criteria contained in Executive Order No. 170.1 Uniform Guidelines for Determining the Responsibility of Bidders will be applied in the evaluation of Bidders. Special criteria that will be considered in establishing the responsibility of the Bidders shall include, but not be limited to established experience in performing the Work required by the Contract Documents. Experience will be viewed from comparable projects as well as experience and knowledge of construction by the firm's personnel.

**26. MANDATORY PRE-AWARD SUBMITTAL REQUIREMENTS**

26.1 The apparent low bidder must submit the required pre-award submittal package outlined below to the Regional Supervisor within five working days after the bids are opened.

Regional Supervisor Name: Robert Levin

Address: Nathan Kline Institute, 35 Third Avenue, Orangeburg, NY 10962

Phone: 845-365-0730

Email: [Region1preawardsubmittals@ogs.ny.gov](mailto:Region1preawardsubmittals@ogs.ny.gov)

Submissions must be emailed and must include the Project Number of this contract in the Subject Line of the Pre-Award submission email (i.e. OGS PN 12345-C: Pre-Award Submission).

Pre-award Submittal Package:

1. References and Experience:
  - a. List of all past contracts with OGS. Include OGS Project Number and date.
  - b. Provide three (3) references (Name, Title, and Phone Number) associated with three (3) different projects (OGS, public, or private sector) of similar scope and size to the one identified in this contract. Additionally, include the names of two major suppliers used for each of these three (3) projects.  
Provide a copy of recent past experience as required under the filing of the NYS Vendor Responsibility Questionnaire (CCA-2 document) with the Office of the State Comptroller. Provide only Attachment A: Completed Construction Contracts and Attachment B: Uncompleted Construction Contracts. For additional information, see:  
[http://www.osc.state.ny.us/vendrep/forms\\_vendor.htm#Construction](http://www.osc.state.ny.us/vendrep/forms_vendor.htm#Construction)
2. Workforce and Work Plan – Provide a detailed written Work Plan which shall demonstrate the contractor’s understanding of overall project scope and shall include, but not be limited, to the following:
  - a. Sequential listing of specific project activities required to successfully complete the Work of the contract.
    1. Include Critical Milestones.
    2. Include phasing of the Work, if required.
    3. Include listing of long lead items.
    4. Impact of weather and restricted work period(s).
  - b. Résumés for Contractor’s proposed supervisory staff, including qualifications for specialized expertise or any certification(s) required to perform the Work.
  - c. Schedule Preparer qualifications when required by specification 013200.
  - d. Submittal Coordinator qualifications when required by specification 013300.
  - e. Names of proposed major sub-contractors (more than 15% of the bid amount or where critical systems of work are identified in the contract) and a listing of the related trade of work and value.
  - f. Any special coordination requirements with other trades.
  - g. Any special storage and staging requirements for construction materials.
3. Detailed Cost Estimate:
  - a. A copy of a Detailed Cost Estimate outlined in CSI format.
4. Provide information for any other special requirements at the request of the Director’s Representative.

26.2 When requested by the Contracting Officer or his representative, Bidders shall, within the time specified by the Officer, submit to the Officer the names of the Subcontractors the Bidder proposes to use on the project. The Contracting Officer reserves the right to disapprove the use of any proposed Subcontractor. In such an event the Bidder shall submit the name of another Subcontractor in like manner within the time specified by the Officer. The Bidder shall have and will make no claim for compensation if the Contracting Officer disapproves any proposed Subcontractor. The Contracting Officer reserves the right to reject any bid if the names of proposed Subcontractors, or additional subcontract information, are not submitted as required.

**END OF DOCUMENT**