



ADDENDUM

ADDENDUM NO. 04 OGS PROJECT NO. SE591

PREMANUFACTURED OFFICE TRAILERS

Date: 6/5/2026

NOTE: This Addendum forms a part of the IFB Documents. Insert it in the IFB Package. Acknowledge receipt of this Addendum on the IFB Submittal Checklist as instructed in Section 1.5 of the IFB.

Document Updates to address Bidders' Questions

In order to address numerous bidders' questions the following sections of the IFB have been updated and are included with this addendum:

- Scheduled C – Detailed Specification
 - The Detailed Specifications have been updated, please review and utilize the Detailed Specifications Dated 6/5/2026 when preparing to bid
 - Updates include but are not limited to:
 - Submittals
 - Delivery and Installation
 - Skirting requirements
 - Energy requirements
 - HVAC requirements
 - ADA Compliance
 - Code Requirements
- SE591 - Unit Price Schedule
 - The Unit price schedule has been updated to include unit price items for each trailer size within each region to reduce variance in environmental impacts on design and manufacturing costs
 - **Please utilize the updated Unit Price Schedule “SE591- Unit Price Schedule – Size per Region 6.5.26” for bidding purposes and to complete the Bid Form.**
 - Submission of the original Unit Price Schedule will result in a non-responsive bid
 - The submitted Bid Form should include the Total Bid Amount from the updated Unit Price Schedule
 - The original Unit Price Schedule has been removed for download and replaced with the updated Unit Price Schedule as part of this addendum
 - *Please note: 0 quantity items do not count towards the bidding total. However, all unit price items unless otherwise noted must still be filled out and should be bid competitively, all unit prices will be reviewed for reasonableness by NYS OGS Design & Construction.*



Questions from bidders and OGS Responses follow as part of this document:

Questions/Responses

Question 1:

Can bidders limit bids to regions in NY other than NYC and “No bid” NYC (and Boroughs) or do bidders have to bid all regions as noted on SE591 Unit Price Schedule excel spreadsheet/Regional map on page 81 of 86 of IFB?

Response 1:

Bidders must bid on all regions noted on the Unit Price Schedule. A successful bidder would be expected to provide office trailers in all regions as needed.

Question 2:

Will the office trailers need trailer office cleaning service?

Response 2:

Office cleaning services are not included within the scope of this procurement.

Question 3:

1. Contract Agreement, Article 1, 1.1 – requires price increases for renewal periods to contain supporting documentation. Maintaining material price increase letters from dozens of material suppliers for a 3-to-5-year period is not feasible. Will Consumer Price Index be an acceptable form of documentation?

DETAILED SPECIFICATIONS

2. A.3. - The following materials are not specified. Please confirm if the following recommended materials are acceptable or provide additional details.

Siding: LP SmartSide T1-11 pattern

Roofing: EPDM, Black, .045 mil

Interior Doors: Solid Core Wood, Prefinished Oak Pattern

Ceiling: Seaspray ½” Gypsum

3. A.3.d. – Skirting wood framing – Please confirm if this should be pressure treated lumber. Please confirm size of wood backer/framing required. Spec indicates 2ft x 4ft framing.

4. A.3.d. – Insulated skirting with vents is contradictory in performance as the vents cancel any benefit of the insulation. Please confirm what is required.

5. A.3.e. – Please confirm light fixtures should be LED, not fluorescent.

Response 3:

1. Price increases will be considered for the two (2) extension years and will be reviewed at that time. Firms should factor potential cost increases within the initial three (3) year contract period into their bid submission.



2. The building system shall meet the requirements of the 2025 Building Code of NYS and the 2025 Energy Conservation Construction Code. Materials provided shall be in compliance with those identified in detailed specifications. Individual materials will be approved as part of the submittal review process.
3. Confirming that wood framing should be pressure treated. Backer/framing shall be per specification.
4. Insulated skirting shall no longer be required, please reference the updated Detailed Specifications provided as part of addendum no. 4.
Venting is required to eliminate moisture and prevent mold.
5. The building system shall meet the requirements of the 2025 Building Code of NYS and the 2025 Energy Conservation Construction Code as well as the detailed specifications. Please reference the updated Detailed Specifications provided as part of addendum no. 4.

Question 4:

6. A.3.e. – Requires pre-wired voice and data

Low Voltage wire should not be spliced due to voltage drop. If multi-wide trailers require pre-wired low voltage cable it will need to be coiled in the ceiling cavity for extension on site. This can only be done if the trailers contain a suspended ceiling. If trailers contain a gypsum ceiling all low voltage must be run in the trailer crawl space and cannot be pre-wired. If a suspended ceiling with pre-wired low voltage cable coiled in the ceiling is desired, we need to know the location of the server/router/patch panel in each trailer so we can adequately quote the quantity of low voltage cable to be provided.

7. A.3.f. – What winter temperature must be maintained by the HVAC?
8. A.3.j.ii. – What is the desired finish floor of each trailer? This directly impacts the height and length of stairs and ramps.
9. A.3.j.ii. – Are canopies over platforms, stairs, and/or ramps required? If yes, please specify the areas of coverage (i.e. platforms only, complete stair and ramp, etc.)

Response 4:

6. For the purposes of bidding assume low voltage wiring for the full length of the trailer.
7. HVAC should maintain a winter office temperature of 70 degrees F. Please reference the updated Detailed Specifications provided as part of addendum no. 4.
8. The floor finish construction may utilize Vinyl Composite Tile (VCT), Sheet Vinyl, or an equivalent or superior material that meets the energy requirements as listed in the Detailed Specifications.



9. Canopies will be required for all stairs and ramps, please reference the updated Detailed Specifications provided as part of addendum no. 4.

Question 5:

- 10.A.3.k. TABLE 1 – Insulation values provided do not meet NYS State energy codes. Please confirm if should follow the table or comply with energy code?
- 11.B.3. – Trailers require NY DOS insignias. The NY DOS review and approval process timeline is unpredictable and can vary greatly depending on current DOS backlog at time of submittal. Please confirm it is understood the bidder has no control over the schedule as it relates to DOS review and approval.
- 12.E. Bid specs. state the OGS D&C is responsible for levelling and anchoring. Please clarify the following:
- i. Define “Levelling”
 - ii. Who is responsible for providing CMU block for piers?
 - iii. Who is responsible for installing CMU block piers?
 - iv. Who is responsible for adjoining and seaming/completing mate lines for the multi-wide trailers?
 - v. Who is responsible for providing the anchors and straps?
- 13.E. - Are piers permitted to be dry-stacked CMU without grout, mortar, and/or surface bonding?
- 14.E. – Does installation of trailers require prevailing wage rates or are open shop wages permitted?

Response 5:

10. Please reference the updated Detailed Specifications provided as part of addendum no. 4.
11. The Contractor shall be required to submit approval documents to DOS within the time frames specified.
12. OGS to level and anchor the trailer based on the manufacturer's requirements and specifications. Please reference the updated Detailed Specifications provided as part of addendum no. 4.
- i. Leveling means positioning the structure so that it is appropriately balanced from left to right and from front to back.
 - ii. OGS will provide any blocking required.
 - iii. OGS would be responsible for installing CMU block piers.
 - iv. OGS would be responsible for anchoring and strapping.
 - v. The Contractor would be responsible for adjoining and seaming/completing mate lines.
13. Pier material shall be designed as part of the foundation system in coordination with the manufacturer.



14. Anchoring and site preparation shall be completed by OGS, if additional services are required on site during installation, excluding delivery, these would be subject to prevailing wage, and a PRC number and Prevailing Wage Schedule would be provided as necessary.

Question 6:

15. I. Keys – Specs. require locks keyed alike. Please clarify if each individual trailer shall be keyed alike or if all trailers shall be keyed alike.

GENERAL

16. We recommend the OGS provide parameters defining the size and quantity of trailers required for each region due to extreme variation in design parameters. As examples: Roof Loads vary from 47 PSF to 140 PSF which results in thousands of dollars difference in roof structural design for the building and foundations. Insulation and Heating/Cooling Loads vary greatly and require different means and methods to achieve relevant codes. Wind load variation impacts trailer structural design and foundation anchor design.

Response 6:

15. Each and every trailer's keys shall be keyed alike.

16. Please reference the updated Unit Price Schedule included as part of addendum no. 4.

Question 7:

Location: Where in the 7 regions will the trailers be located?

Number: Which type of the 4 floor plans and how many go to each site?

Steps and Ramps: Are they leased or is NYOGS purchasing?

Steps: Are they to meet the building code or OSHA standards?

Tear Down: There is nothing regarding this cost, please clarify.

10x36 Floor Plan: The bid states compliance with ADA, however the restroom floor plan does not show compliance.

Schedule C, Section 3. Submittals: This section states that the contractor must provide site and foundation plans within 15 days of the award. Site plans take much longer than 15 days to complete and a civil engineer must be engaged for this work. The foundation section is confusing and contradictory of Schedule C, Section E which states, "NYOGS will prepare the site pad foundation." Note that in order to receive NYDOS approval and a subsequent insignia, a site plan is required for approval.

Response 7:

Pending review and response Please reference the updated Unit Price Schedule included as part of addendum no. 4. Expected quantities are listed on the Unit Price Sheet. However, trailers may be required throughout NYS within any of the listed regions.

Steps, Canopies, and Ramps are to be provided by the bidding firm and should be priced into the bid for each Office Trailer size.



Trailers shall meet all required standards to be approved by the NYS DOS and meet all applicable 2025 Building Code of NYS and the 2025 Energy Conservation Construction Code requirements.

Tear Down services are not included within the scope of this procurement.

The included floor plans are provided as a reference for the general spatial requirements of the office trailers needed. Office trailers bid under this procurement should include the minimums listed in Detailed Specifications sections 2.a-d and comply with ADA requirements as necessary.

Please reference the updated Detailed Specifications provided as part of addendum no. 4. The specification has been revised to allow additional time for site plan preparation. The intent is for the Contractor to provide the site plans for review and approval by the NYS DOS. The site pad/foundation will be constructed by OGS based on the approved site plans.

End of Addendum

Bridget O'Hanlon, P.E.
Deputy Commissioner
Design and Construction

**PROJECT NO. SE591
PREMANUFACTURED OFFICE TRAILERS
VARIOUS LOCATIONS - STATEWIDE
TERM CONTRACT**

June 5, 2026

DETAILED SPECIFICATIONS

**CONTRACTING
AGENCY:**

**NYS OFFICE OF GENERAL SERVICES (OGS)
DESIGN & CONSTRUCTION GROUP (D&C)
GNARESP CORNING TOWER
ALBANY, NEW YORK**

CLIENT AGENCY:

**OFFICE OF GENERAL SERVICES
DESIGN AND CONSTRUCTION GROUP (OGS D&C)**

A. PREMANUFACTURED OFFICE TRAILER SPECIFICATIONS:

1. OFFICE TRAILER SIZES

Office Trailer sizes referenced below describe the body of the trailer excluding any drawbar or tongue.

- a. 10' x 36' Single Wide Office Trailer
- b. 12' x 60' Single Wide Office Trailer
- c. 24' x 60' Double Wide Office Trailer
- d. 36' x 60' Triple Wide Office Trailer

2. OFFICE TRAILER FLOOR PLAN SPECIFICATIONS

Please reference Schedule F "Office Trailer Floor Plans" available as part of Appendix I for information regarding floor plans for the associated trailer sizes:

- a. 10' x 36' Single Wide Office Trailer shall include a minimum of:
 - i. 2 Offices, 1 Restroom
- b. 12' x 60' Single Wide Office Trailer shall include a minimum of:
 - i. 2 Offices, 1 Restroom
- c. 24' x 60' Double Wide Office Trailer shall include a minimum of:
 - i. 6 Offices, 1 Restroom, 1 Closet
- d. 36' x 60' Triple Wide Office Trailer shall include a minimum of:
 - i. 7 Offices, 1 Restrooms, 1 Conference Room

3. OFFICE TRAILER MATERIAL SPECIFICATIONS

- a. Roof/Ceilings
 - i. Ceiling height will be a minimum of 8'-0"
 - ii. Energy code requirements must conform with Section k "Energy Requirements"
- b. Walls/Floor
 - i. Energy code requirements must conform with Section k "Energy Requirements"
 - ii. Interior partitions to be wood 2 x 4 framing with ½" vinyl covered gypsum board.

- iii. Floor finish construction may utilize:
 - 1. Vinyl Composite Tile (VCT)
 - 2. Sheet Vinyl

- c. Doors/Windows
 - i. Exterior Doors: Minimum 2, minimum 34 inches wide, with key-in-lever locksets
 - ii. Windows: Approximately 7 percent of exterior wall area with insect screens

- d. Skirting
 - i. Insulated skirting from bottom of units to grade, around entire unit. Skirting is to be 2' x 4' wood framing with ventilated vinyl siding to match unit. All wood framing to be pressure treated.

- e. Electrical
 - i. The trailers will require a minimum of a 100 amperage service for single section trailers, multi-sectional trailers will require a minimum of a 100 amperage service per section.
 - ii. Lights in all rooms as required to maintain a minimum of 60-foot candles at desktop level.
 - iii. Pre-wire unit for voice and data (2 connections per room)

- f. HVAC/Plumbing
 - i. Complete ducted heating, ventilating, and air conditioning system with sufficient capacity to maintain a summer office temperature of 75 degrees Fahrenheit and a winter temperature of 70 degrees Fahrenheit
 - ii. One Complete sink and toilet for each restroom
 - iii. Water Heater: 6 gal minimum

- g. Furniture and Equipment
 - i. The CONTRACTOR will not be responsible for providing any additional Furniture and Equipment outside of requirements stated in the specifications
 - ii. NYS Office of General Services (OGS) will procure all Furniture and Equipment external to this contract

- h. Restrooms
 - i. Restrooms shall contain one toilet, grab bars, toilet tissue dispenser, lavatory, built-in medicine cabinet, paper towel dispenser, and mirror.

- i. Security Requirements
 - i. No additional security requirements beyond the specifications otherwise listed are required

- j. ADA Compliance
 - i. CONTRACTOR shall ensure all facets of the provided Office Trailers are in compliance with all Americans with Disabilities Act (ADA) regulations. The CONTRACTOR shall factor the cost of ensuring compliance with ADA regulations into their bid costs.
 - ii. CONTRACTOR shall provide manufacturer's stairs with a platform at one exterior door and ramp with platform(s) at one exterior entrance. All stairs and ramps shall be provided with a canopy/roof.

- k. Energy Requirements
 - i. The trailer shall meet the requirements of the Energy Conservation Code of New York State for the identified installation location.

B. CODE REQUIREMENTS:

1. Each Office Trailer shall be manufactured in accordance with D&C Master Specifications and Contractual Legal Requirements, Division 01 – General Requirements, Section 014100 - Regulatory Requirements (NYC/Upstate), Part 1 – General, Subsection 1.02 – Uniform Code, Energy Code, and CONTRACTOR Qualifications as follows:
 - a. All Work shall comply with OSHA (including site-specific safety plans required on all projects), and the New York State Uniform Fire Prevention and Building Code (the "Uniform Code"), which includes the publications incorporated by reference in Title 19 NYCRR Part 1219 through 1228.
2. Accessibility Requirements: Provide fully accessible units including stairs and ramps that comply with ICC/ANSI A117.1 as referenced by the Building Code of New York State.
3. CONTRACTOR must provide certification insignia from New York Department of State that certifies trailer unit is code compliant. Submission of proposed trailer to DOS for approval shall occur within 45 days of site location being known.

C. SUBMITTALS:

The intent is for the CONTRACTOR to provide shop drawings detailing the installation requirements (identified below) for each identified location of the Premanufactured Office Trailers. The shop drawings shall be stamped and signed by a NYS Licensed Engineer and/or NYS Registered Architect. Shop drawings shall be submitted in PDF format to the OGS Project Manager for review and approval prior to the CONTRACTOR proceeding with fabrication or delivery. A Construction Permit for each individual trailer will be provided by the OGS Authority Having Jurisdiction.

OGS will issue a work order for each Premanufactured Office Trailer to be provided at identified locations. The work order will include specific information on the address and site location the Office Trailer is to be installed. Upon placement of the work order for a Premanufactured Office Trailer, the following documentation will be required to be provided by the CONTRACTOR within 30 days of the work order, to facilitate the completion of any pre-delivery services.

OGS will provide the site work, foundation, and utility connection(s) based upon the approved shop drawing provided by the CONTRACTOR for each site.

1. SHOP DRAWINGS

- a. General Notes: Show applicable building design parameters, electrical notes, plumbing notes, mechanical notes, accessibility notes, etc. to facilitate the installation of the Office Trailer. Also provide a code compliance summary identifying the compliance with all applicable NYS Building Codes as referenced in paragraph B. of this section.
- b. Site Plan: Show location of the Office Trailer at the site as directed by OGS. Indicate locations of required utility service stub-up locations (electrical, water, sanitary sewer, and any other applicable utilities), trailer orientation and overall footprint dimensions, required clearances, and locations of accessible stairs and ramps. Include all dimensions necessary for OGS to prepare the site in accordance with the approved shop drawings.

- c. Foundation – Delegated Design: The CONTRACTOR shall provide a complete foundation design, stamped and signed by a NYS Licensed Professional Engineer (Structural), sufficient for OGS to construct the site pad and foundation in preparation for trailer delivery. The foundation design shall be based on the specific trailer model selected and shall include, at a minimum: foundation type, dimensions, reinforcing, and all required materials of construction; anchor bolt layout, embedment depths, and spacing; tie-down and anchorage requirements to resist wind uplift and lateral loads in accordance with applicable NYS Building Code provisions; and frost depth considerations. The design shall accommodate all reaction loads imposed by the selected trailer configuration. If conventional spread or shallow pier footings are recommended they shall be designed for a net allowable bearing capacity of 1200 pounds per square foot.
 - d. Office Trailer: Provide plan and elevation drawings showing overall dimensions and layout; structural calculations including maximum gravity reaction loads at each support point; tie-down and anchorage requirements including connection hardware specifications; and all utility rough-in requirements necessary for OGS to provide service connections, including electrical service size (amperage, voltage, phase, conduit size and stub-up location), domestic water supply (pipe size and stub-up location), sanitary sewer (pipe size, invert elevation, and connection location), and any other applicable utility services.
 - e. Shop drawings are to be approved by OGS prior to the CONTRACTOR proceeding with fabrication.
2. PRODUCT DATA
- a. Catalog sheets, specifications, and installation instructions, for all major items of the Premanufacture Office Trailer.
3. CLOSE OUT DOCUMENTS
- a. Upon delivery of each Office Trailer, CONTRACTOR shall provide OGS with two (2) manuals which shall include but not limited to operating, care, preventive and corrective maintenance instructions and procedures for the Office Trailer’s key/major components (e.g., door, windows, roof, siding, etc.) and their warranty coverage terms and length (i.e., standard or extended warranties).

D. SCHEDULING:

The CONTRACTOR shall provide units ready for occupancy by OGS staff, within 150 days after the shop drawings specified above are approved.

E. DELIVERY AND INSTALLATION:

The CONTRACTOR shall be responsible for delivery and setting in place each Office Trailer. OGS will provide the prepared site per the approved shop drawings . CONTRACTOR shall install Office Trailers as directed including ramps/stairs. The CONTRACTOR shall, if applicable, remove wheels and store in the location directed by OGS .

The CONTRACTOR shall use their own equipment to unload and place Office Trailers at the prepared site . OGS will be responsible for leveling and anchoring Office Trailers on site pad/anchor points per the manufacturer’s specifications.

OGS will be responsible for preparing the site including the foundations based upon the approved shop drawings. The CONTRACTOR shall review and accept the site prior to delivery. The site review shall confirm that the foundation, grading, and utility stub-ups have been completed in conformance with the approved shop drawings and that the site is accessible and ready to receive the trailer. The

CONTRACTOR shall notify the OGS Project Manager of site acceptance or of any deficiencies identified prior to proceeding with delivery. Delivery shall not proceed until site acceptance has been confirmed with the OGS Project Manager.

Each prepared site shall include an electrical stub up, provided by OGS. OGS will provide all required utility stub-ups (electrical, water, sanitary sewer, and any other applicable utilities) in accordance with the utility requirements identified in the approved shop drawings. Final utility connections to the Office Trailer will be made by a separate OGS contractor. The CONTRACTOR will not be responsible for connecting utilities to each Office Trailer.

CONTRACTOR shall provide and set up manufacturer's stairs with a platform at one exterior door and ramp with platform(s) at one exterior entrance. All exterior stairs and ramps shall be provided with a canopy

The CONTRACTOR and OGS Project Manager shall coordinate in advance of each delivery to confirm site readiness, delivery date, access route, and any site-specific constraints. Prior to delivery of each Office Trailer, CONTRACTOR shall contact the OGS designated Project Manager no less than 48 hours in advance to confirm the scheduled delivery date and time.

Failure to obtain delivery approval from Project Manager will result in delivery being refused.

Following OGS completion of leveling, anchoring, and utility connections, the CONTRACTOR shall perform a final inspection of the trailer set-up prior to occupancy. The inspection shall verify that the trailer is level, properly anchored, and that all systems are functional and ready for occupancy. The CONTRACTOR shall notify the OGS Project Manager of any deficiencies identified related to the leveling, anchoring, and utility connections. OGS will be responsible for resolving any deficiencies prior to occupancy. Occupancy shall not proceed until the CONTRACTOR has confirmed to the OGS Project Manager that the trailer set-up is acceptable.

F. COMPARABLE OR EQUAL COMPONENTS AND MATERIAL:

Referenced components and material specified within section B. Detailed Specifications are to be regarded merely as a standard for the purpose of concisely indicating the requirements as to type, quality, performance, design and finish, and not intended to be restrictive. Comparable or equal components and material will be considered acceptable if, in the opinion of the OGS, it is satisfactory for the particular work for which it is intended as the components and material specified.

After contract award, requests for alternative "or equal" substitutions shall be submitted to the OGS designated Project Manager, no later than 90 calendar days after the date of Notice of Award. Within 30 calendar days after submittal of such proposed substitution, the OGS Project Manager will notify the CONTRACTOR if the substitution is rejected or accepted. All requests for alternative "or equal" substitutions shall include complete documentation in support of the item the Bidder/CONTRACTOR offers as an "or equal" is equal to the component or material specified in quality, performance and such other characteristics as OGS deems relevant. OGS retains the right to request any additional information deemed necessary to establish the equality of the alternative component or material.

OGS shall be the sole judge of the acceptability of items offered as equal to that specified and may reject any component or material not considered as equal thereto. The alternate "or equal" component or material shall be supplied at no additional cost.

G. PERMITTING:

All permitting shall be completed by the OGS Authority Having Jurisdiction. Upon request the

CONTRACTOR shall provide OGS with any information or documentation necessary to complete any permitting requirements.

H. WARRANTY:

Warranty from the CONTRACTOR, including materials, parts, labor, and workmanship, shall be a minimum of one (1) year with warranty period starting upon OGS' acceptance of each delivered Office Trailer and shall include any subcontractor and component warranty/ies. Where CONTRACTOR, subcontractor or a component manufacturer generally offers additional or more advantageous warranties, such additional or more advantageous warranty shall apply and shall be brought to the attention of the OGS.

During the product warranty period, defects in the materials or workmanship of products, components, or parts specified and furnished by or through CONTRACTOR, whether specified and furnished individually or as a system, shall be repaired or replaced by CONTRACTOR at no cost or expense to OGS.

I. KEYS:

Upon delivery of each Office Trailer, CONTRACTOR shall provide two (2) keys for each door lock. All door locks shall be keyed alike for all trailers.
