



The City of New York
Department of Environmental Protection

59-17 Junction Boulevard
 Flushing, New York
 11373-5108

Christopher O. Ward
Commissioner

Stuart M. Erdfarb, P.E.
 AGENCY CHIEF CONTRACTING OFFICER

Tel (718) 595-3300
Fax (718) 595-3278
STUE@DEP.NYC.GOV

To: Prospective Bidders
 Contract WTC-UNA

From: Carol Fenves 
 Deputy Agency Chief Contracting Officer

Date: August 22, 2002

Re: Invitation for Bid
 Contract WTC-UNA

Enclosed you will find the specifications, Information for Bidders, and New York City Supply and Service Agreement for Contract WTC-UNC, for the Unoccupied Building Cleaning Program at 125 Cedar Street in lower Manhattan. Please be advised that the contracts are being let under a Declaration of Emergency. Therefore, the solicitation process will be expedited. Be advised of the following:

- 1) There is a **MANDATORY Pre-Bid Conference** for the Unoccupied Building Cleaning Program on **Wednesday, August 28, 2002 at 1:00 P.M.** The conference will be held at 125 Cedar Street, Building Lobby, New York, NY. **Failure to attend the pre-bid conference will result in a determination of non-responsiveness and a rejection of your bid.** Please limit your attendance to no more than **two representatives** of you company.
- 2) Bids are due no later than **11:30 A.M. on Friday September 6, 2002.** You may mail or hand deliver your bid to Bid Administrator, 59-17 Junction Blvd, 17th Floor, Flushing, New York 11373. **BE SURE THAT YOUR BID IS RECEIVED BY 11:30 A.M. on September 6, 2002. LATE BIDS WILL NOT BE ACCEPTED.** Be advised that **FAX BIDS WILL NOT BE ACCEPTED.** Please ensure that your bid is signed and notarized, and that any alteration on the bid sheet have been initialed by the preparer in ink.
- 3) The Contract will be awarded to the lowest responsive and responsible bidder. The apparent low bidder will be required to submit **ORIGINAL** insurance certificates showing compliance with all insurance requirements as set forth in Schedule A within 24 hours or being notified by DEP of its low bid. **It is our intention to begin work within 72 hours of the contract award.** Should the low bidder fail to submit the required documents within the 24 hour period, the bid shall be rejected.
- 4) The succesful bidder is required to submit **VENDEX Questionnaires or Affidavits of No Change**, and you are urged to submit them with your bid.

If you have any questions, please call me at (718) 595-3225.

cc: Smyth, Schiano



www.nyc.gov/dep

(718) DEP-HELP



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- 4) The successful bidder is required to submit **VENDEX** Questionnaires or Affidavits of No Change, and you are urged to submit them with your bid.

If you have any questions, please call me at (718) 595-3225.

cc: Smyth, Schiano



www.nyc.gov/de

(718) DEP-HELP

Air Monitoring Contractor

	Name
1.	AIRTEK ENVIRONMENTAL CORP.
2.	AMBIENT GROUP INC.
3.	ATC ASSOCIATES INC.
4.	ATHENICA ENVIRONMENTAL SERVICES INC.
5.	HILLMANN ENVIRONMENTAL Group L.L.C.
6.	KAM CONSULTANTS

1) Airtec Environmental Corp EL919678368US

2) Ambient Group Inc EL919678354US

3) ATC Associates Inc. EL919678345US

4) Athenica Environmental EL919678323US

5) Hillmann Environmental EL919678310US

6) Kam Consultants. EL919678306US

**WTC Unoccupied Building Cleaning Program
125 Cedar Street – Project #WTC-UNC
Addendum #1**

Note: As per Item 16 of the Scope of Work, All Tenant(s) shall provide *Additional Special Conditions and Handling Instructions*.

125 Cedar Street: Special Instructions for Apartment 7S. (Resident Name: Pryor)

1. VACUUM ALL FIREBRICKS
2. REMOVE ALL CARPETING IN SMALL CLOSET OFF THE BATHROOM
3. CLEAN THE CEILING FAN IN DINING AREA
4. DISCARD ALL APPLIANCES AND CLEAN ALL SURFACES BELOW AND BEHIND THE APPLIANCES AS PER THE SCOPE OF WORK REQUIREMENTS
CLEAN BEHIND ALL THE APPLIANCES, INCLUDING REFRIGERATOR, STOVE, WASHING MACHINE, CLOTHES DRYER, TWO AIR CONDITIONERS
5. REMOVE THE BOOKSHELVES IN THE DINING AREA SO THAT THE AREA BEHIND THE SHELVES CAN BE CLEANED USING THE CLEANING PROCEDURES SPECIFIED IN THE SCOPE OF WORK. THE BOOKSHELVES SHALL BE CLEANED AS PER THE SCOPE OF WORK REQUIREMENTS AND SHALL REMAIN IN THE APARTMENT. CARE SHALL BE TAKEN NOT TO DAMAGE THE BOOKSHELVES WHENEVER POSSIBLE.
6. CLEAN STORAGE AREA BEHIND WALL OF OFFICE (THIS SPACE IS 6X4 FEET AND HAS PAINTINGS STORED-DISPOSE EVERYTHING IN THIS AREA AND CLEAN WELL.)
7. DISPOSE ALL ITEMS UNDER KITCHEN SINK AND CLEAN CABINET INTERIOR
8. DISPOSE ALL ITEMS IN CABINETS BELOW THE OFFICE SINK AND CLEAN INTERIOR.
9. BOOKS AND OTHER BAGGED ITEMS IN CHILDREN'S BEDROOM NEED TO BE CLEANED
10. CLEAN
 - a. WHITE DRESSER IN SMALL ROOM WITH CARPET
 - b. GREEN CABINET (WITH SQUARE DRAWERS) IN DINING AREA
 - c. TWO METAL CHAIRS IN LIVING AREA
 - d. WROUGHT IRON WHITE TABLE IN BATHROOM OFF CHILD'S ROOM
 - e. TEAK BENCH IN HALL NEXT TO BATHROOM
 - f. ROUND WOODEN TABLE (ROUND) IN BIG BEDROOM
 - g. SMALL METAL TABLE IN LIVING AREA
11. CLEAN THE SMALL STORAGE AREA IN HALLWAY THAT CONTAINS WASHER/DRYER. THROW OUT EVERYTHING REMAINING INCLUDING APPLIANCES AND CLEAN AREA