

## Initial Q&A Issued on January 13, 2023 for RFB OCA/BAT-279

1. **Q:** Does your agency have 1 or 2 HVAC bids put at this time? Please advise.

**A:** One HVAC bid, OCA/BAT-279 is the only HVAC bid issued by the NYS Unified Court System at this time.

2. **Q:** Please email me bid document for the following: This is a service / maintenance or supply contract in New York, New York. Contact the soliciting agency for additional information. The New York State Unified Court System ("UCS"), Office of Court Administration ("OCA") is soliciting sealed bids for regularly scheduled preventative maintenance, service calls (on an emergency and non-emergency bases), and replacement parts for heating, ventilation, and air conditioning ("HVAC") equipment located in the Office of Records Management ("ORM") at the Brooklyn Army Terminal ("BAT"). Initial deadline to ask questions: Tuesday, January 10, 2023 at 3:00PM Contract term: 3 years with 2 one-year renewal options Service-Disabled Veteran-Owned Set Aside: No

**A:** Sent RFB to bidder, which were and remains available to all bidders at <https://ww2.nycourts.gov/admin/bids/currentsolicitations.shtml> under RFB OCA/BAT 279 HVAC Maintenance and Repairs. Reminder, RFB was amended on January 5, 2023.

3. **Q:** Please let me know if there are on (sic) walkthroughs we can attend and or if there are any drawings/scope of work that we can view.

**A:** A mandatory in-person pre-bid conference and walkthrough of the BAT facility will be held on Thursday, January 19, 2023, at 11:00 AM, at the NYS Brooklyn Army Terminal, 140 58th Street, Brooklyn, New York 11220. Bidders may NOT participate by conference call. Bidders are urged to notify me by email at [bmcavoy@nycourts.gov](mailto:bmcavoy@nycourts.gov) of their planned attendance.

Reminder: UCS also reserves the right to reject any bidder who does not appear through an agent or other authorized representative at the mandatory pre-bid conference and walkthrough

4. **Q:** Just wanted to confirm regarding the Amendment that you sent to me on the previous email. You would need (bidder name redacted) to sign all parts of the PDF along with our proposal with ink or typewriter only and mail it to the bolded address below by Thursday, January 26, 2023 at 3:00 PM. Please advise at your earliest convenience.

**A:** Bids/Proposals must be clearly addressed and submitted to:

Division of Professional and Court Services  
2500 Pond View, Suite 104  
Castleton-on-Hudson, New York 12033  
ATTN: Bridget McAvoy

All envelopes/cartons must also be labeled with the following information on two sides:

“Deliver immediately to Bridget McAvoy”

“Sealed Bid - Do not open”

“HVAC MAINTENANCE SERVICES – # OCA/BAT-279 – Due Thursday, January 26, 2023 at 3:00 PM”

Failure to seal and mark the bid/proposal as prescribed may result in non-delivery and/or rejection of the bid/proposal. Please note that bids/proposals must be received by the above-named OCA-designated person by Thursday, January 26, 2023 at 3:00 PM at the latest or bids will be declared late bids and they will be disqualified. It is recommended that bidders allow several extra days for shipping in order to meet the deadline.

All documents requiring an original signature must bear the BLUE INK signature of the same authorized individual. Signatory notarization must be that of the person whose signature is affixed to all required documents.

The amended RFB is available at:

<https://ww2.nycourts.gov/admin/bids/currentsolicitations.shtml> under RFB OCA/BAT 279 HVAC Maintenance and Repairs.

5. **Q:** Can you kindly advise on the full address of the Pre-Bid Conference/Walkthrough held on Thursday, January 19, 2023 at 11:00 AM?

**A:** The address for the **mandatory** walkthrough is NYS Brooklyn Army Terminal, 140 58th Street, Brooklyn, New York 11220. Bidders may NOT participate by conference call. Bidders are urged to notify me by email at [bmcavoy@nycourts.gov](mailto:bmcavoy@nycourts.gov) of their planned attendance.

Reminder: UCS also reserves the right to reject any bidder who does not appear through an agent or other authorized representative at the mandatory pre-bid conference and walkthrough