



Office of General Services

ADDENDUM

ADDENDUM NO. 02
OGS PROJECT NO. SG067

Hazardous Materials Sampling, Testing and Monitoring Services
Term Contract
Various Locations – Upstate and Downstate
Date: 08/20/2025

NOTE: This Addendum forms a part of the RFP Documents. Insert it in the RFP Package. Acknowledge receipt of this Addendum as instructed in Section 1.3 of the RFP

The following changes are made to the RFP in SG067 - Hazardous Materials Sampling, Testing and Monitoring Services - Term Contract, dated July 15, 2025.

- The Proposal Due Date has been changed from August 26, 2025, to September 8, 2025. Proposals must be received by the contact person identified in the Submission Checklist at or before 2:00 p.m. on the due date.
- The Scope of Service (SCHEDULE C) has been updated to reflect several changes to different line items. Please be sure to re-review the Scope of Service (SCHEDULE C). This updated Scope of Service (SCHEDULE C) with the revision date of 08/20/2025 shall be the only Scope of Service used for procurement SG067 from this date forward.
- The Excel Unit Price Schedule has been updated to reflect several changes to different line items. Please only use the updated Excel Unit Price Schedule with the revision date of 08/20/2025 when submitting.
- There will be no Maximum Hourly Wage Rate Form required as part of the submission. Please disregard the line on the RFP Submittal Checklist.

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

Questions/Responses

1. Hi, the Unit price schedule attached this procurement is only for Downstate, where can I find the one for Upstate?

Response: There are two sheets within the excel file: UNIT PRICE – UPSTATE & UNIT PRICE – DOWNSTATE.

2. We would appreciate clarification regarding the proposal page limits outlined in the SG067 RFP. On page 12, the RFP states that responses to selection criteria items 1 through 3 must not exceed 60 pages, while also noting that the entire proposal submission, including forms and resumes in the Appendix, must not exceed 40 pages, with submissions exceeding this limit potentially deemed nonresponsive. Additionally, several required forms, including BDC-330.1, BDC-327, BDC-327S, DCA-3, EEO-100, and the NYS Required Certifications—collectively consume a significant portion of the total page count (approximately 10 pages). Could you please confirm: Whether the required administrative forms will count toward the 40-page total limit, or if they are excluded from that count. Whether the 40-page limit supersedes the 60-page allowance referenced for criteria responses, or if the two limits apply to different portions of the submission.

Response: Please see Addendum No.1 - It can also be downloaded from the OGS website:
<https://online.ogs.ny.gov/dnc/ContractorConsultant/esb/esbConsultantOpsIndex.asp>

3. Under the Scope of Services, pp 2 of 13, section II Trip Charge, Paragraphs A & B state that this cost should include travel time for up to 3 people. Is the bidder to assume that each trip requires 3 people and provide rates to include travel pay for 3 employees for each trip charge in 1.01-1.48 on the price schedule?

Response: It should not be assumed that every trip will require three (3) people, but the unit price should be bid to cover up to three (3) people. Price to include all costs including travel time, transportation, mileage, and tolls to and from each site. Travel expenses, if necessary, will be reimbursed in accordance with the travel allowances announced by the Office of the State Comptroller (OSC), which correspond to the rates provided by the Federal Government to its employees. The latest Per Diem rates provided by the Federal Government may be obtained from the following Website at <http://www.policyworks.gov>

4. The link for DCA-3 is not working. Can you please provide a link to the correct form required?

Response: Please see the below link per the RFP Submittal Checklist:
<https://ogs.ny.gov/design-construction/design-construction-forms>

5. Where is the Maximum Hourly Wage Rate Form located?

Response: Please see Addendum No. 2 - It can also be downloaded from the OGS website:
<https://online.ogs.ny.gov/dnc/ContractorConsultant/esb/esbConsultantOpsIndex.asp>

6. What is the page limit for Criteria items 1 through 3?

Response: Please see Addendum No.1. It can also be downloaded from the OGS website:
<https://online.ogs.ny.gov/dnc/ContractorConsultant/esb/esbConsultantOpsIndex.asp>

What is the page limit for the entire proposal?

Response: Please see Addendum No.1. It can also be downloaded from the OGS website:
<https://online.ogs.ny.gov/dnc/ContractorConsultant/esb/esbConsultantOpsIndex.asp>

Do covers and dividers count towards the page limit?

Response: Cover sheets, tables of contents, tabs, and index pages are not considered towards the page limit.

Does the Unit Price Schedule cost pages count towards the page count?

Response: The Unit Price Schedule will count as one (1) page.

7. On the Unit Price Schedule items 183-186 are new but their not outlined on the Scope of Services Document as to what is to be included in the unit price.

Response: Please see Addendum No.2. It can also be downloaded from the OGS website:
<https://online.ogs.ny.gov/dnc/ContractorConsultant/esb/esbConsultantOpsIndex.asp>

8. If we want to hand deliver this are we allowed access up into the tower or do we leave at the security desk downstairs and get a receipt.

Response: Security cannot accept any submissions. If you were to hand delivery documents, please have security call the Consultant Procurement Unit and someone will come down and accept the submission. (518) 474-0306

End of Addendum

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