



STATE OF NEW YORK

**DEPARTMENT OF CORRECTIONS
AND COMMUNITY SUPERVISION**

THE HARRIMAN STATE CAMPUS – BUILDING 2

1220 WASHINGTON AVENUE

ALBANY, N.Y. 12226-2050

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Lodging for Training Academy Overflow - Students and Staff

Addendum # 1 Questions and Answers to IFB 2014-04

The New York State Department of Corrections and Community Supervision is posting the answers to the questions we received regarding Lodging for Training Academy Overflow - Students and Staff.

There is no change to the initial posted document. These are the answers to questions potential Bidders have asked.

Because this is considered an addendum and will now become part of the IFB documents, Bidders are required to sign this page and return it with their bid. If you do not return this document, your bid may be rejected.

As a result of these answers being posted late, the bid opening will be moved ahead. This will allow you to have the same period for responses as the original IFB. Therefore, the new bid due date and bid opening date is **Tuesday, April 22nd, 2014 at 2:00pm.**

All other terms and conditions remain unchanged.

If submitting a proposal, this Addendum #1 for IFB # 2014-04 must contain an original signature, be dated, attached to, and made a part of your proposal.

Company Name _____

Address (include City, State, Zip) _____

Bidders Name (please print) _____

Title _____

Signature _____

Date _____

Hotel Contract Questions

Question 1 Do we have to hold the rooms for the entire year or only when classes are in session?

Answer 1 Accommodations for Department of Corrections and Community Supervision staff will be required when the Training Academy facilities are at maximum capacity. No minimum rentals are guaranteed. Room will be rented expressly for the convenience of the NYS DOCCS Training Academy. Academy classes run all year when funds are available.

Question 2 How far in advance will we know when classes are in session and how long is each session?

Answer 2 The Training Academy is usually notified two weeks in advance that funding for a new class has been approved. The Training Academy will inform contract holders of this information as soon as available. Contractors will generally be notified the Thursday before the next Sunday check in of the names of the individuals to be lodged for the coming week. Each session is 8 weeks long.

Question 3 Do you expect to have 20 doubles / 10 singles at one hotel or will you split this over 2 hotels?

Answer 3 When three Academy class are in session at the same time, the lodging requirement is estimated to be 80 double rooms and 20 single rooms. The requirement per hotel is 40 double and 10 single rooms. The awarded contractor with the lowest Estimated Total Five Year Cost from the Bid Page will always be contacted first. The awarded contractor with the second lowest Estimated Total Five Year Cost from the Bid Page will always be contacted second and so on until rooms are secured for all DOCCS staff requiring lodging.

Question 4 How many rooms (50), for how long and how many individuals each year?

Answer 4 See answers 2 and 3 above.

Question 5 What would be the stay pattern for each room?

Answer 5 Lodging will generally commence on Sunday and check out will generally be on Friday morning.

Question 6 Do they anticipate staying weekends?

Answer 6 Weekend stays are not anticipated. Lodging will generally commence on Sunday and check out will generally be on Friday morning.

Question 7 The IFB implies that your rooming needs have not been scheduled. How much notice will we receive for weeks that you need rooms?

Answer 7 See answer 2 above.

Question 8 Once you request a group block, will you guarantee a certain number of paid room nights from the block (minimum 80%)?

Answer 8 There is no guarantee of the number of rooms to be rented under any contract resulting from the IFB. Contractor will only be paid for actual number of rooms rented.

Question 9 Can we either turn down or limit the size of a requested block, whether due to availability or to projected demand in the market?

Answer 9 The requirement per hotel is 40 double and 10 single rooms. The awarded contractor with the lowest Estimated Total Five Year Cost from the Bid Page will always be contacted first. The awarded contractor with the second lowest Estimated Total Five Year Cost from the Bid Page will always be contacted second and so on until rooms are secured for all DOCCS trainees requiring lodging. The Academy will work with awarded contractors when events occur that preclude the contractor from providing the full compliment of required rooms.

Question 10 Will we be able to quote a rate fixed at the prevailing rate for each fiscal year beginning October 1?

Answer 10 See Section 3.5 – Price Adjustment, page 7 of the IFB

Question 11 Would this require a waiver?

Answer 11 No waivers will be granted for the pricing methodology cited in the IFB.

Question 12 Do we need to submit an insurance binder with the IFB or does that come after they are selected?

Answer 12 The Certificate of Insurance is required prior to the commencement of the contract. Workers' Compensation and Disability Insurance proof of coverage are required with your bid.

Question 13 Does the whole IFB (57 pages) plus the required forms for the 2 originals and 2 copies need to be submitted?

Answer 13 Section 3.3 – Bidder's Submission Checklist on page 6 of the IFB outlines the documents required to be returned with your bid. Return only the required pages of the IFB.

Please note that the checklist omitted both the Workers' Compensation and Disability Insurance proof of coverage at the time of the bid. See Section 5.13 – Contractor Insurance Requirements and Section 5.14 – Workers' Compensation and NYS Disability Insurance.

Question 14 IFB states that reservation requests will be made on (Thursday, confirmed on) Friday prior to arrival (typically Sunday) do we hold the 40 doubles and 10 singles until Friday at 4pm?

Answer 14 All efforts will be made to notify the Hotel of the names of DOCCS students and staff requiring lodging by 4pm the Thursday before the upcoming week. Reservations will be made no later than 4pm on the Friday before the upcoming week. Expected changes in lodging, student and staff names and numbers, including cancellations, will be communicated to the Contractors as soon as reasonably possible. Reservations will only be accepted from the designated DOCCS coordinator, and only those DOCCS students and staff names provided will be processed for payment through the Training Academy.

The awarded contractor with the lowest Estimated Total Five Year Cost from the Bid Page will always be contacted first. The awarded contractor with the second lowest Estimated Total Five Year Cost from the Bid Page will always be contacted second and so on until rooms are secured for all DOCCS trainees requiring lodging. The Academy will work with awarded contractors when events occur that preclude the contractor from providing the full compliment of required rooms.

Question 15 Do you have a copy of the training schedule to know how frequently that there are classes going on?

Answer 15 A tentative schedule is known to the Academy however approved funding notifications are provided to the Academy usually only two weeks in advance of a newly scheduled class.

Question 16 The IFP states that the rate must be below government rate, can you give me an idea what rates are currently being used at other hotels?

Answer 16 For specific information regarding the current contract rates, a FOIL request must be submitted at the following link: <http://www.doccs.ny.gov/DOCCSwebfoilform.aspx>. For GSA government rate please view the following link: <http://www.gsa.gov/portal/category/100120>