



NOTICE TO ALL FIRMS

Date: March 12, 2024

To: All Prospective Bidders

From: Candida Poinsette
Purchasing Agent

Re: Addendum Number 1
RFP # C1603 – Chemical Inventory Management System

Notes:

You are reminded that the RFP must be received by 1:00pm on March 26, 2024

Questions

Q1. Does FIT have a chemical management or chemical inventory plan? If so, could you share with us to better understand the existing structure to manage the inventory?

A1. Yes
- Technician will be accompanied to each location- access to room and locked cabinets when applicable
- Information to be collected- Product Name, Manufacturer, Product Number, Location, Quantity, Container Size, Container Type, Unit Of Measure, Physical Form, Physical State and any other information required for NYC DEP Tier II Reporting.

Q2. Is there a system currently in place? If so, what (excel, barcoding, etc..)?

A2. Current vendor's proprietary program.

Q3. Is there an existing database that could be transferred to a new database or must the vendor start from scratch?

A3. Vendor will be starting from scratch.

Q4. Approximately how many chemicals are in the inventory?

A4. Approximately 2,300 different chemical products were identified during the most recent inventory.

Q5. Please provide the previous year and existing years chemical inventory.

A5. Inventory reports can be provided to the selected vendor.

Q6. Do any bottles currently have barcodes or is the initial barcoding of chemicals part of the labor portion of the RFP?

A6. Barcoding of chemicals is part of the labor portion of the RFP, manufacturer barcodes are currently the only barcodes on some products.

Q7. Does FIT already have barcodes, scanners, and computers or would the vendor provide these?

A7. Vendor to provide all.

Q8. For Section B Tier III Reporting: Please confirm whether FIT wants the vendor to complete the FIF report or just submit it on FITs behalf?

A8. Both

Q9. Can FIT provide parking for vendors staff?

A9. With advance notice, we can request a coned parking spot during chemical inventory.

Q10. Is this contract prevailing wage?

A10. No

Q11. Can we please schedule a 30-minute meeting before the due date to better understand FIT-specific information including goals and current operations to provide a precise quote?

A11. No

THIS ADDENDUM IS PART OF THE CONTRACT DOCUMENT AND SHALL BE INCLUDED WITH YOUR REQUEST FOR PROPOSAL SUBMITTAL. YOUR SIGNATURE BELOW WARRANTS THAT YOU UNDERSTAND THIS ADDENDUM AND THAT YOU HAVE MADE THE APPROPRIATE ADJUSTMENTS IN YOUR PROPOSAL AND CALCULATIONS.

Signature

Print Name and Title of Authorized Representative

Print Name of Company/Partnership/Individual

Date