



**Fashion Institute
of Technology**

Seventh Avenue at 27 Street
New York City 10001-5992
www.fitnyc.edu

**Purchasing Department
227 West 27th Street
New York, NY 10001
Purchasing Dept. Tel. 212-217-3630
Purchasingbids@fitnyc.edu**

NOTICE TO ALL FIRMS

Date: June 25, 2025

To: All Prospective Bidders

From: Candida Poinsette
Assoc. Director, Procurement Services

Re: Addendum Number 2
RFP C1675 – Goodman Library Special Collections Archive Cleaning

****Due to delays in providing responses to the submitted questions, the bid due date has been extended to July 7, 2025, at 12:00 PM.**

Below, you will find all questions received for the project along with the corresponding answers. Please acknowledge receipt of this addendum and include it with your proposal submission.

Questions/Answers

Q1. Is this project designated as Prevailing Wage?

A1. No, this project is not designated as Prevailing wage.

Q2. Has there been any identified hazards in the work area? If so please list.

A2. There are no identified hazards in the work area.

Q3. What is the electrical amperage supplied to each room?

A3. 15-20 amps

Q4. Will the Air Conditioning/Heat be shut off during the work? If so, what is the projected temperature in the rooms during the work?

A4. The HVAC should remain in use at all times - projected temperatures will be 65/45.

Q5. Are bathrooms available for workers?

A5. Contractors are permitted to use FIT bathrooms; however, they must ensure the facilities are kept clean from work debris.

Q6. Antimicrobial is liquid and requires dwell time. Is it ok for shelves and floors to appear wet for the time required per manufacturer directions?

A6. Yes, this is acceptable so long as no material is returned to shelving without adequate time to dry.

Q7. Is the contractor log book supplied?

A7. Contractors must sign in daily with public safety. Contractor will be provided with a safety form from select safety. The contractor must provide a daily project status report.

Q8. What is the medium used for status reports to Library Staff?

A8. A daily status report should be sent by email to all team members.

Q9. Will Library Staff in determination of “beyond scope cleaning” be available at all times during the cleaning process?

A9. Yes, because the work must coincide with staff working hours.

Q10. Has the Environmental Consultant determined the means of testing in the quality control phase?

A10. FIT's on-site consultants, EPM, and Library SPARC staff shall conduct qualitative inspections throughout the work and during the final clearance inspection phase.

Q11. Was told the collection has 8000 to 10000 books and 100's of thousand periodicals and single sheets. Is the quantity still accurate? Has there been a different count since the walk through?

A11. 10,000 is accurate and covers rare books and periodicals - we approximate 4000 rare books and the remaining number in periodicals.

Q12. Does FIT have a deadline to complete the onsite cleaning?

A12. Assuming a staff of 8-10 working 5 days a week, we anticipate 3 weeks.

Q13. Has FIT done this work in the past?

A13. No, this project has not been done in the past

Q14. Does FIT have an estimate for the length of the project?

A14. Assuming a staff of 8-10 working 5 days a week, we anticipate 3 weeks.

Q15. Are periodicals cleaned in the same manner as books? 6 sides?

A15. This depends on the type of binding - some can withstand 6 side cleaning (those that are bound or less fragile) while others that can withstand the pressure will be 4 side cleaning or 2 side if the materials are in poor condition.

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 _____