

**FASHION INSTITUTE OF TECHNOLOGY  
SEWING MACHINE MAINTENANCE AND REPAIRS  
INVITATION FOR BID C1573**

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## **SECTION I: NOTICE TO BIDDERS**

### **FASHION INSTITUTE OF TECHNOLOGY**

#### **BIDDING SPECIFICATIONS FOR SEWING MACHINE MAINTENANCE AND REPAIRS INVITATION FOR BID C1573**

For the purposes of this project (the “Project”) the Fashion Institute of Technology and its auxiliary dormitory organization, the F.I.T. Student Housing Corporation, shall hereinafter be collectively referred to as “FIT” unless otherwise distinguished herein. Neither the Fashion Institute of Technology nor F.I.T. Student Housing Corporation will be responsible for receipt of any Bid which does not comply with the instructions as set forth further in this document.

FIT is **ONLY** accepting electronic scanned bids for the subject project. You must email your bid to [purchasingbids@fitnyc.edu](mailto:purchasingbids@fitnyc.edu) in PDF format and it should include all the requested documents. The Electronic Scanned Bid must be received by **July 7, 2023 on or before 12:00 P.M.** All bidders will be notified of the bid results within the hour. Bid results are not official until each package has been fully reviewed.

## **ATTACHMENT A - BID CHECKLIST**

### **FASHION INSTITUTE OF TECHNOLOGY Sewing machine maintenance and repairs Invitation for bid C1573**

**Bidder shall meet the following requirements and submit necessary information with the Bid.**

Did you include all required documentation? (As per Bidder Requirements – i.e. proof of being in business, permits, licenses, certifications, etc.)

Did you complete in full the Bid Analysis Form? (See Attachment C)

Did you sign for each Addendum to this project, if any were published? (It is the contractor's responsibility to check FIT's "Current Bid Opportunities" webpage for addendums prior to submitting their bid.)

<http://www.fitnyc.edu/purchasing/current-bids.php>

Did you complete the Contractor Reference Sheet? **Do not list FIT as your projects of similar size and scope.** (See Attachment B)

Can you provide the required levels of insurance coverage?

Did you provide proof of years in business/date of incorporation?

Did you include an audited or reviewed financial report for the last two (2) years with your bid?

You have read and agree to comply and sign Exhibits D, E, F, and G upon award of contract. In addition to the foregoing requirements you are responsible for compliance with any additional safety directives that may be forthcoming by Executive Order or other authorized Federal, State, or local authority, between the date of issuance of this addendum the date of award.

**ATTACHMENT B - CONTRACTOR REFERENCE SHEET**  
**FASHION INSTITUTE OF TECHNOLOGY**  
**SEWING MACHINE MAINTENANCE AND REPAIRS**  
**INVITATION FOR BID C1573**

FIT requests a minimum of three references for **completed** projects of similar size and scope. Please complete the following information for each reference: **(Do not list FIT as your projects of similar size and scope.)**

Contact Name/Title: \_\_\_\_\_  
Company Name/Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Project Cost: \_\_\_\_\_  
Project Start/End Date: \_\_\_\_\_  
For FIT Use Only – Reference Responses  
Quality of Work: \_\_\_\_\_ Site Maintenance: \_\_\_\_\_  
Scheduling: \_\_\_\_\_ Cooperation: \_\_\_\_\_ Safety Standards: \_\_\_\_\_  
Permits: \_\_\_\_\_ Report Submittals: \_\_\_\_\_ Payments: \_\_\_\_\_  
Other Relevant Factors: \_\_\_\_\_  
Overall Performance Rating: Excellent\_\_\_ Satisfactory\_\_\_ Marginal\_\_\_ Unsatisfactory\_\_\_

Contact Name/Title: \_\_\_\_\_  
Company Name/Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Project Cost: \_\_\_\_\_  
Project Start/End Date: \_\_\_\_\_  
For FIT Use Only – Reference Responses  
Quality of Work: \_\_\_\_\_ Site Maintenance: \_\_\_\_\_  
Scheduling: \_\_\_\_\_ Cooperation: \_\_\_\_\_ Safety Standards: \_\_\_\_\_  
Permits: \_\_\_\_\_ Report Submittals: \_\_\_\_\_ Payments: \_\_\_\_\_  
Other Relevant Factors: \_\_\_\_\_  
Overall Performance Rating: Excellent\_\_\_ Satisfactory\_\_\_ Marginal\_\_\_ Unsatisfactory\_\_\_

Contact Name/Title: \_\_\_\_\_  
Company Name/Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Project Cost: \_\_\_\_\_  
Project Start/End Date: \_\_\_\_\_  
For FIT Use Only – Reference Responses  
Quality of Work: \_\_\_\_\_ Site Maintenance: \_\_\_\_\_  
Scheduling: \_\_\_\_\_ Cooperation: \_\_\_\_\_ Safety Standards: \_\_\_\_\_  
Permits: \_\_\_\_\_ Report Submittals: \_\_\_\_\_ Payments: \_\_\_\_\_  
Other Relevant Factors: \_\_\_\_\_  
Overall Performance Rating: Excellent\_\_\_ Satisfactory\_\_\_ Marginal\_\_\_ Unsatisfactory\_\_\_

**FIT**

Interviewer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SECTION II. BIDS TERMS AND CONDITIONS**

### **SPECIFICATIONS FOR FASHION INSTITUTE OF TECHNOLOGY SEWING MACHINE MAINTENANCE AND REPAIRS INVITATION FOR BID C1573**

#### **I. INTRODUCTION**

The Fashion Institute of Technology, a community college of art and design, business and technology of the State University of New York, currently has an enrollment of approximately 10,000 full and part-time students. Located in the Chelsea area of Manhattan, FIT's facilities are composed of a twelve-building complex containing administrative/academic offices, classrooms, computer labs, and studios. There are three (3) residence halls located on West 27<sup>th</sup> Street that currently house approximately 1,250 students and one (1) residence hall located at 406 West 31<sup>st</sup> Street that houses approximately 1,100 students. F.I.T. Student Housing Corporation is a separate, not-for-profit corporation that was established pursuant to the laws of the State of New York to own and operate these residence halls for the benefit of the College and its students. For purposes of this project all references to FIT shall be recognized to refer to the Fashion Institute of Technology (hereafter, "FIT" or the "College") and the F.I.T. Student Housing Corporation together, unless specifically designated otherwise. The successful responsive and responsible bidder (hereinafter "Contractor") shall be required to enter into a Contract with FIT based on the terms and conditions specified herein, as well as the General Bid Terms and Conditions and Contract Terms and Conditions, and all Technical Specifications, attached hereto and incorporated herein.

#### **II. SCOPE OF WORK**

Work shall be defined as:

Contractor shall provide labor, tools, and equipment to perform full coverage preventative maintenance, as needed, and upon FIT's request, including but not limited to routine work, non-routine repairs, routine and periodic tests, inspections and cleaning for our sewing and sewing-related machines, as well as any comparable equipment purchased in the future.

### **III. BIDDER REQUIREMENTS**

Bidder shall meet the following requirements and submit necessary information with the Bid. Failure to comply with these requirements shall be grounds for rejection of your Bid. FIT reserves the right to reject bids with incomplete information or bid security, or contain conditions not specified in the Bid Terms and Condition herein, or which are presented on a different form other than that provided to bidders. FIT reserves the right to determine whether a Bidder has substantially met all the Bid requirements and to ask for additional information prior to making such a determination.

- A. **Bidder shall have been in the sewing machines maintenance business for a minimum of three (3) years as of the Bid Opening Date specified hereinabove. Proof shall be submitted with the Bid.**
- B. Bidder shall provide a minimum of three (3) references of contracts of similar scope and nature entered into within the past two (2) years. Bidder shall include for each reference: project location, dollar value of contract; initiation and completion date, name, title, address and telephone number of contact person.
- C. Bidder shall submit copies of current licenses and certifications applicable to the Work, including but not limited to licenses issued by the Commissioner of Buildings of the City of New York. Bidder shall also submit a list of brands/manufacturers they are authorized/certified to repair/service.
- D. Bidder shall submit documentation of financial viability, including balance sheets and profit and loss statement for the prior two (2) years.

### **IV. APPROVAL OF SUBCONTRACTORS**

- A. Subcontracting shall be permitted for the following type of Services pursuant to Section X, Contract Terms and Conditions:
  - Services to develop, amend and/or upgrade EHS Plan, as defined and specified hereinafter.
- B. Subcontracting shall be permitted only with prior approval of the FIT Facilities Director.

### **V. BID SECURITY**

Bid Security shall not be required for this bid.

**VI. PRE-BID SITE INSPECTION AND QUESTIONS**

Bidder shall examine the Bid documents carefully. Before bidding, Bidder shall make any requests for interpretation of Bid documents or clarification of any ambiguity therein that should have been detected by a reasonably prudent Bidder. **Questions** shall be submitted in writing to the attention of Purchasing Department via email: [purchasingbids@fitnyc.edu](mailto:purchasingbids@fitnyc.edu), no later than **June 16, 2023 on or before 12:00 P.M.** Answers shall be provided in the form of and Addendum and be posted on the FIT purchasing department website. Reference Bid number **C1573**.

**VII. BID DESIGNATION**

- A. FIT is **ONLY** accepting electronic scanned bids for the subject project. You must email your bid to [purchasingbids@fitnyc.edu](mailto:purchasingbids@fitnyc.edu) in PDF format and it should include all the requested documents. The Electronic Scanned Bid must be received by **July 7, 2023, on or before 12:00 P.M.** All bidders will be notified of the bid results within the hour. Bid results are not official until each package has been fully reviewed.
- B. Bids received late will not be considered.

**VIII. AWARD OF BID**

Award of this Contract shall be made on a total lump sum basis.

**IX. PREVAILING WAGE**

As per the NYS Department of Labor, "it has been determined that a Prevailing Wage Rate Schedule is not required for the project."

**X. M/WBE AND SDVOB**

FIT encourages minority and women business enterprise participation in this project by contractors, subcontractors and suppliers, and all bidders are expected to cooperate with that commitment. Also, bidders are encouraged to use Service-Disabled Veteran-Owned Businesses (SDVOB). A directory of New York State Certified Minority and Women's Business Enterprises is available from: Empire State Development Corporation, Minority and Women's Business Development Division at: <http://www.esd.ny.gov/mwbe.html> to assist potential bidders in locating sources of M/WBE subcontractors and reaching these goals. SDVOBs can be readily identified on the directory of certified businesses at: <https://online.ogs.ny.gov/SDVOB/search>."

**XI. MISCELLANEOUS**

- A. FIT reserves the right to request clarifications from bidders for purposes of assuring a full understanding of responsiveness and further reserves the right to permit revisions

from all bidders who might be, in FIT's sole discretion determined to be viable bidders for contract award, prior to the award.

- B. FIT reserves the right to reject separable portions of any offer, to negotiate terms and conditions consistent with the bid, and to make an award for any or all remaining portions.
- C. FIT reserves the right to eliminate mandatory requirements unmet by all bidders.
- A. Any additional vendor terms which are attached or referenced with a submission shall not be considered part of the bid or proposal, but shall be deemed included for informational purposes only.
- B. Unless otherwise specifically stated in the Bid Terms and Conditions, all specifications and requirements constitute minimum requirements. All bids must meet or exceed stated specifications and requirements.
- C. FIT reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the Bid and whose bid is considered to best serve FIT's interest. In determining the responsiveness and responsibility of the bidder, FIT may consider the following factors, including but not limited to: the ability, capacity, and skill of the bidder to perform as required; whether the bidder can perform promptly, or within the time specified without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the bidder; the quality of past performance by the bidder; the previous and existing compliance by the bidder with relevant laws and regulations; the sufficiency of the bidder's financial resources; the availability, quality, and adaptability of the bidder's equipment, supplies and/or services to the required use; and the ability of the bidder to provide future maintenance, service, and parts.

## **TECHNICAL SPECIFICATIONS FOLLOWS**



## **SECTION IA. TECHNICAL SPECIFICATIONS**

### **I. FIT'S EHS PLAN**

The EHS plan should be site specific and prepared in accordance with the attached guidelines. Contractor shall complete the attached Work-Specific Environment, Health and Safety Plan ("EHS Plan") The submitted EHS plan will be reviewed and approved by FIT's EHS Compliance Director prior to commencement of Work. Contractor shall include the costs of completing the EHS Plan in the Bid Price.

### **II. WORK HOURS**

Contractor shall be accessible for work two (2) days per week.

For clarification purposes, regular hours are defined as the following:

A. Regular hours shall be two days weekly between the hours of 9:00 AM to 5:00 PM.

### **III. PARTS COVERAGE**

Contractor shall repair or replace the following parts to maintain FIT's sewing machines/equipment in optimum condition.

A. Repair/replacement for sewing machines shall include, but is not limited to:

1. Thread guide
2. Bobbin winder tension disc
3. Stitch selection panel
4. Stitch width selector
5. Stitch length dial
6. Spool pins
7. Bobbin winder pin
8. Hand/balance wheel
9. Power switch
10. Reverse stitch lever
11. Feed dogs
12. Needle plate
13. Presser foot
14. Presser foot lever

15. Needle clamp
16. Needle
17. Tension control
18. Take-up lever
19. Motor
20. Servo motor

B. Repair/replacement for bobbin machines shall include, but is not limited to:

1. Bobbin compartment
2. Button hole throat plates
3. Button hole loopers
4. Button hole knives

C. Repair/replacement for steam station machines shall include, but is not limited to:

1. Safety cap
2. Quick release connector
3. Adjustable steam volume dial
4. Iron rest
5. Low water light
6. Pressure gauge
7. Reset button
8. Blow down valve

#### **IV. RESPONSIBILITIES, STANDARDS, CODES AND PERMITS**

- A. Contractor shall be responsible in removing all their debris from the worksite and clean affected work areas. Contractor shall keep the site free of debris and unusable materials resulting from their work as work progresses. Contractor shall leave all affected areas as they were prior to beginning of work.
- B. Contractor shall provide Safety Data Sheets (SDS) if the Work requires the use of any product which contains any ingredient that could be hazardous or injurious to a person's health.

- C. Contractor shall provide temporary barricades and other forms of protection required to protect FIT property, personnel and the general public.
- D. Contractor shall comply with the National Electrical Code (NEC), National Fire Protection Association (N.F.P.A), Local Fire Department Regulations, Local Water Company Rules and Regulations, Occupational Safety and Health Act (OSHA), New York City Building Code and other State and Local Authorities having Jurisdiction.
- E. Contractor shall apply for, obtain and pay for all permits, certificates, inspections and approvals required in connection with Work.
- F. Contractor's personnel must report daily to the FIT Security area in the Lobby of Building "C" before entering FIT's site. All Contractor's personnel must obtain temporary FIT identification that shall be displayed at all times while on the FIT site. While on FIT property, all Contractor's personnel shall be subject to all FIT campus policies and procedures, including, but not limited to, prohibitions related to tobacco, drug, and alcohol use, and policies and procedures regarding appropriate and civil conduct. Contractor's personnel shall not fraternize with FIT students and employees beyond what is necessary to complete their work or any assigned Projects. FIT policies may be found at <https://www.fitnyc.edu/policies/>. FIT reserves the right, in its sole determination, to eject from the campus, any Contractor personnel violating such policies, in addition to any other rights and remedies.

## **V. CONTRACTOR'S RESPONSIBILITIES**

- A. Contractor shall perform preventive maintenance inspections on a quarterly basis or as recommended by the manufacturer.
- B. Contractor shall follow the manufacturer's recommended maintenance schedule that is agreed upon and approved by FIT.
- C. Contractor shall provide qualified technicians to inspect the sewing machines for proper operation to ensure that it is operating in optimum condition.
- D. Contractor shall repair any deficiencies found during the Preventive Maintenance inspections.
- E. Contractor shall perform inspections and repair of sewing machines/equipment.
- F. Contractor shall conduct careful visual and aural observations during each visit. Contractor shall clearly identify any potential problem or malfunction.
- G. Contractor is responsible for the thorough cleaning of equipment. In between cleaning, Contractor is not responsible for equipment housekeeping.

- H. Contractor shall submit full reports, in clear legible form at each “Full Service” or “Emergency Service” call. Such reports should clearly identify the work performed, outdoor temperature, any potential problem or malfunction, etc. Contractor shall submit reports within one (1) week of “Full Service” or “Emergency Service” call.
- I. Contractor shall perform all Work in compliance with sewing machine manufacturer’s specifications, recommendations and sound field procedures.
- J. Contractor shall follow all manufacturers’ lubricating specifications and techniques.
- K. Contractor shall be available for work two (2) days per week.

## **VI. FIT HOLIDAYS**

FIT shall provide Contractor with a list of holidays and breaks that FIT observes.

## **VII. TERMS AND RENEWALS**

- A. The term of Contract shall be for one (1) year commencing upon award of Contract.
- B. FIT shall have the option to renew Contract in its best interest and sole discretion for four (4) additional one (1) year periods. If FIT elects to renew Contract, the Purchasing Office shall provide notice to Contractor a minimum of ninety (90) days prior to the expiration date of Contract or such renewal year. Failure to notify Contractor within this time period shall not operate as a waiver of FIT’s right to renew Contract. Within ten (10) days of receiving such notice, Contractor shall submit a sworn renewal to FIT.
- C. Each renewal shall be on the same terms and conditions as specified in the Contract, excepting any provisions the parties mutually agree in writing to modify.

## **VIII. EXTRA WORK**

Contractor shall immediately notify FIT if the repair required or replacement part is not included in the preventive maintenance Contract. Contractor shall evaluate the scope of work; determine the equipment problem and the correct repair solution. Contractor shall email a price quote/proposal for the repair work and/or replacement part(s) to FIT for approval. Contractor shall not proceed with the work without prior approval of the extra work by FIT.

## **IX. PERFORMANCE AND PAYMENT BONDS**

Performance and Payment Bonds shall **NOT** be required for the Work of this Contract.

**X. PAYMENT & CERTIFIED PAYROLLS**

Contractor shall provide sufficient and appropriate documentation for all invoices to FIT Facilities Director including submittal of invoices for actual cost of materials, labor rates and certified payrolls. Filing of such payrolls shall comply with the Labor Law and is a condition precedent to payment. FIT reserves the right to request additional information at any time.

Contractor required to submit Monthly Contractor's Compliance Form with each Payment Requisition.

Contractor required to submit a Certificate of Monthly Payment signed by each Sub-contractor, if any, with each Payment Requisition.

**CERTIFIED PAYROLLS**

The Contractor must:

1. Collect payroll records every thirty (30) days after issuance of contractor's first payroll
2. Designate in writing one of their employees to collect certified payrolls and review for accuracy and errors
3. Maintain payroll records for five years from date of completion of the work
4. Post name of employee collecting payroll records on the project site
5. Make filing of payrolls by the contractor(s) a condition of payment

**BID ANALYSIS PAGE FOLLOWS**

**ATTACHMENT C - BID ANALYSIS FORM**

**FASHION INSITUTE OF TECHNOLOGY  
SEWING MACHINE MAINTENANCE AND REPAIRS  
INVITATION FOR BID C1573**

**Notes to Bidders:**

- A. Bidders shall complete, sign and date in all spaces indicated.
1. Provide and furnish labor, tools and equipment to perform full coverage preventive maintenance service including but not limited to routine work, non-routine repairs, emergency service, routine and periodic tests, inspections and cleaning FIT's sewing machines/equipment.

**Bid Price :**

<b><i>Maintenance and Repairs</i></b>				
<b>Service</b>	<b>Package Rate Mon – Fri (9am – 5pm)</b>	<b>Total Weeks</b>	<b>1 – Year Term</b>	<b>Cost (\$) Per visit</b>
<b>Weekly Service (2) Visits</b>	\$ _____	52	\$ _____	\$ _____

For information purposes only and not part of total bid price:

<b>Description</b>	<b>Hourly Rate Mon – Fri (Before 9am &amp; After 5pm)</b>	<b>Hourly Rate Saturday (9am – 5pm)</b>	<b>Hourly Rate Saturday (Before 9am &amp; After 5pm), Sunday (9am – 5pm)</b>
<b>Rates for hours worked outside of term agreement</b>	\$ _____	\$ _____	\$ _____

Cost for in-person training: \$ \_\_\_\_\_ per session

Equipment list and service history for each machine: \$ \_\_\_\_\_ annual

**Notes: Replacement parts to be charged a la carte.**

Bidder: \_\_\_\_\_  
(Print or Type Company/Partnership/Individual Name)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_  
(Print or Type Name of Representative)

Title: \_\_\_\_\_  
(Print or Type Title of Representative)

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Federal ID # \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

**IMPORTANT:**

This bid analysis form is the **only** pricing format acceptable. Bidders **must** submit pricing using this form. **FIT will not accept bid responses on any other form.**

**NOTE:**

FIT will not sign any bidder generated contract, agreement or scope of work. FIT Bid and Terms and Conditions apply. Bidder requirement for FIT to sign any document will be grounds for rejection. Bidder inclusion of any conditions, clarifications, exceptions or changes which are not in compliance with FIT Bid and Terms and Conditions will be grounds for rejection.