

TO: ALL PROSPECTIVE BIDDERS

RE: 85726B0061-INTEGRATED PEST MANAGEMENT AND RELATED SERVICES, CITYWIDE
RE-AD EPIN: 85726B0061

SUMMARY MEMO OF ADDENDUM # 1

DATE: July 17, 2026

The Department of Citywide Administrative Services (“DCAS”) is issuing the following as Addendum #1 to the above-referenced Solicitation.

A. VENDOR FAQ

1. Question: Can I just bid the canine item #3, I only provide independent canine bed bug inspections, with no treatment?

Answer: **No, per section 1.2 of the Attachment A- Specifications “Bidders must bid on all items listed in the Attachment B- Bid Sheet and include a percent markup for labor.”**

2. Question: Will the City accept proof of a pending New York State DEC Commercial Pesticide Business Registration at the time of the bid opening, provided that full, active NYS certification is finalized prior to the formal contract award date?

Answer: **No, per section 6.1.2 of the Attachment A- Specifications, the Contractor maintains a current Pesticide Business Registration from the New York State Department of Environmental Conservation (NYSDEC). Bidders must provide a copy of their NYSDEC Pesticide Business Registration in the PASSPort questionnaire at the time of bid opening.**

3. Question: For field technicians holding valid New Jersey DEP commercial applicator credentials, does the agency provide a temporary grace period or an expedited screening pathway for municipal site access while NYS DEC reciprocity paperwork is actively processing?

Answer: **No, there will be no grace period or expedited screening. Per section 6.1.6 of the Attachment A-Specifications, the bidder shall provide a copy of the certification for each Certified Commercial Pesticide Applicator and each Certified Commercial Pesticide Technician that will be performing work under this contract within the PASSPort Questionnaire at the time of bid opening. Per section 6.2.1 of the Attachment A-**

Specifications, Certified Commercial Pesticide Applicators must have minimum of five (5) years of work experience as a NYSDEC Commercial Pesticide Applicator in addition to meeting the requirements of a Certified Commercial Pesticide Technician. Per section 6.2.2, Certified Commercial Pesticide Technicians must have minimum of one (1) year of work experience as a NYSDEC Certified Commercial Pesticide Technician. .

4. Question: Are prime bidders permitted to satisfy the specialized Canine Bed Bug Detection and Category 5B Aquatic Vegetation Management requirements through the utilization of pre-approved subcontractors, or must the prime contractor possess these specific capabilities entirely in-house at the time of bid submission?

Answer: Yes, a prime contractor may utilize a pre-approved subcontractor for this service. Please refer to sections 6.14 and 13 of the Attachment A- Specifications.

5. Question: If subcontractors are permitted to fulfill these niche service lines, will their individual revenue allocations count directly toward satisfying the contract's mandated M/WBE participation goals?

Answer: Yes. As long as the subcontractor is a NYC-certified M/WBE in one of the qualifying targeted ethnic groups, the value of the services they perform under the subcontract will count toward the prime contractor's required M/WBE utilization goals, provided the subcontract has been approved and the subcontractor is performing a commercially useful function.

6. Question: Could the agency explicitly clarify if the mandatory minimum 70% mark-up threshold applies uniformly across all itemized material, equipment, and labor lines on the PASSPort bid sheet, or is it strictly isolated to the specific auxiliary commodity lines detailed in Section B?

Answer: Yes, the seventy (70) percent minimum percentage markup for items 1 and 2 shall be inclusive of all costs for equipment, supplies, overhead, profit, and compliance with monitoring/reporting required under the contract. Please refer to the definition of Percent Mark-up in section 4.18 of the Attachment A - Specifications.

7. Question: If a vendor experiences lower localized supply chain or overhead costs, will a bid submitted with a mark-up below 70% on any individual line item be automatically deemed non-responsive without an opportunity for a cure?

Answer: Yes, per Attachment B- Bid Sheet and section 5.1.3 of the Attachment A- Specifications bidders must propose a minimum mark-up of 70% for items 1 and 2. A mark-up under 70% will be deemed non-responsive.

8. Question: To satisfy the strict 2-hour emergency response SLA, is the contractor required to maintain a physical, brick-and-mortar dispatch office within the five boroughs of New York City, or is a mobile fleet dispatched from an adjacent out-of-state territory acceptable as long as the 2-hour arrival window is met?

Answer: No, a physical dispatch office within the five (5) boroughs is not required for this contract, however, the contractor must be able to provide services within two (2) hours of the notification.

9. ***Question:*** Is the vendor required to hold a Nuisance Wildlife Control Operator License?

Answer: Per section 6.14.1 of the Attachment A-Specifications, the Contractor's staff working on-site must possess a current Nuisance Wildlife Control License and all other applicable permits as required by federal, state and local laws.

10. ***Question:*** Was Greenshield requirement removed?

Answer: Yes.

11. ***Question:*** Is there an equivalent requirement for a green shield substitute and if not is there a reason green shield is not required as it previously was.

Answer: No, there is no requirement for a green shield certification or substitute certification. Regional/non-state/federal registrations and certifications like "Green Shield Certified by the IPM Institute of North America" is not a mandatory requirement.

12. ***Question:*** Is wildlife services included in the regular service? It was previously a separate line item as termite?

Answer: The specifications include wildlife services in the scope of work for exterminating services. Wildlife services are a part of exterminating services.

13. ***Question:*** Are Services requested daily?

Answer: This is a requirement contract; User Agencies may request services as needed throughout the contract term. Typically, User Agencies request a Regular Service Visit, as defined in 4.24 of the Specifications.

14. ***Question:*** Does a company have to have all 4 category applicator and must have an entomologist?

Answer: Yes, per section 6.1.3 and 6.1.8 of the Attachment A- Specifications, the contractor must possess current New York State certification in Commercial Pesticide Category 7A, 7C, 7F, and 8 and have access to an entomologist/ biologist at the time of bid opening.

15. ***Question:*** Can a new company participate on a bid or [do they] have to be a certain [amount of] years?

Answer: Per section 6.1.1 of the Attachment A- Specifications, the City requires that bidders, during the last three (3) years prior to the bid opening, as a prime contractor, have successfully completed at least five (5) projects similar in scope to the required work. The minimum value of each project must be in excess of One Hundred Thousand Dollars (\$100,000.00).

16. ***Question:*** We currently maintain Categories 7A, 7C, and 7F; however, we do not currently possess Category 8 certification or Green Shield Certification. Would DCAS consider a bidder responsive if these certifications are obtained prior to contract award, or are they mandatory at the time of bid opening?

Answer: Please refer to question #10 and # 14.

17. Question: Are you able to provide the average yearly usage during the current contract (even if it is an estimate)?

Answer: The estimated amount yearly is \$3.3 million. Please note this is an estimate and subject to change based on the needs of the City. The City is not obligated to purchase or order any specific quantity of services under this agreement.

18. Question: It seems most companies will bid the 70% minimum markup since that's a good rate and it's a lowest responsible bid award. Does the bid come down to the lowest on the canine and entomologist prices.

Answer: This is a competitive sealed bid and the award will go to the lowest responsive bidder that meets all the requirements of the Specifications. Bidders are advised to submit their best pricing in accordance with the bid requirements.

19. Question: Can you provide the previous lowest and losing bid submissions?

Answer: You may submit your request for this information to Freedom of Information Law (FOIL) via <https://www.nyc.gov/site/dcas/about/foil-requests.page>

20. Question: During the pre-bid meeting we were informed the prior contract submissions were found non-responsive. Can you advise how our prior bid was found non-responsive as we supplied all required information and assigned sub-contractor to satisfy the MBE requirements.

Answer: The previous solicitation was cancelled in the best interest of the City.

21. Question: Where do we upload insurance documents, or is that required after award of bid?

Answer: Insurance requirements are not required at the time of bid opening and will be required at time of award.

PLEASE NOTE:

THIS ADDENDUM #1 IS ISSUED FOR THE PURPOSE OF AMENDING THE INFORMATION FOR BIDDERS, BID, AGREEMENT, BONDS, SPECIFICATIONS AND IS HEREBY MADE A PART OF SAID INFORMATION FOR BIDDERS, BID, AGREEMENT, BONDS, AND SPECIFICATIONS TO THE SAME EXTENT AS THOUGH IT WAS ORIGINALLY INCLUDED THEREIN.

Sincerely,

Jasmine Liceaga
Director Citywide Services