



Metropolitan Transportation Authority

State of New York

REQUEST FOR INFORMATION

Purchase, Installation & Maintenance of Bottle less Water Coolers Systems

Date: November 3, 2023

Subject: RFI-421838-R3 – Bottle less Water Cooler Systems

Dear Interested Firms:

The MTA Procurement Department (MTAHQ) is seeking information from perspective Companies, Contractors and Vendors to provide for the purchase, installation and maintenance services for Bottle less Water Cooler Systems expressed below that are currently available in the market for review and consideration required by MTAHQ.

All communication regarding this RFI shall be directed to the undersigned, including Respondent's RFI response as I will be the designated point-of-contact for this RFI.

Kindly provide your response by close of business on or before, Monday December 7, 2023. Thank you in advance for your time and consideration regarding this RFI.

Sincerely,

Louis Drago

Louis R. Drago
Contracting Officer

A) Introduction:

The Metropolitan Transportation Authority (“MTA”) Procurement on behalf of all the MTA Agencies is seeking information from firms who are interested in providing Bottle-less Water Coolers Systems and Bottle-less Water Cooler Systems with Ice Machine capability to be installed and maintained in the State of New York. Pursuant to this Request for Information (RFI), the MTA is requesting interested firms to submit information that contains Bottle-less Water Cooler solutions as explained in the following sections of this document. Solutions should be based on commonly available market technology and industry best practices.

B) Background

In advance of potentially issuing a formal solicitation for the Purchase, Installation and Maintenance of Bottle-less Water Cooler system(s) and combination Bottle-less Water Cooler System(s) with Ice Machine capability, the MTA is planning on releasing a formal solicitation that will cover the procurement of the bottle-less water cooler system requirements for, among other things, the installation, maintenance and repair of approximately 3,000 Bottle-less Water Cooler Systems and 45 Bottle-less Water Cooler Systems with ice machine capability (new installations) at over 300 locations for all participating MTA operating agencies, including New York City Transit Authority, Long Island Rail Road, Metro-North Railroad, Bridge and Tunnels, MTA Bus Company, MTA Construction & Development and MTA Staten Island Railway. Additionally, MTA currently has an inventory of approximately 3,000 Bottle-less Water Cooler Systems (consisting of various model bottle-less water coolers such as the Quench Q5, Quench Q7, Quench Q8, Quench 730, Quench 750 and Quench 760) that are planned to be maintained by the Contractor as well as the new system(s) procurement outlined above.

C) Summary of Request for Information (RFI):

The MTA is seeking information from firms who are interested in providing services for the purchase, installation and maintenance for new systems procurement and maintaining the current inventory. By combining all the MTA requirements, MTA believes it can fill these requirements in a cost-effective process for our high-traffic environments, including warehouses, company operations and large offices. Along with the above information, you are being asked to recommend any alternative approaches to this requirement, which provide the desired systems and offer cost-efficient economies in terms of quantities, equipment, installation, maintenance, and inspection. Your response to the RFI will not be evaluated or ranked but will be used by MTA to refine and improve the procurement process by reviewing current industry technology. Responders may be invited to a one-on-one individual question and answer sessions, as well as site visits, in which information may be exchanged following this RFI.

The agencies of the MTA

MTA New York City Transit
MTA Long Island Rail Road

MTA Metro-North Railroad
MTA Bridges and Tunnels

MTA Construction & Development
MTA Bus Company

D) Scope/Areas of Concern:

RFI Requirements: Company to response to this RFI and submit the following in their Responses:

- (1) Cover letter to include Company's information (names, title, email, telephone numbers) as well as the information of the individual who shall act as the primary contact with the MTA.
- (2) Business history and experience: A clear narrative description of the company's experience and knowledge based on the large economies of scale being requested and how the company has knowledge with this type of scope of services and can service the geographic areas for all the MTA Agencies.

The MTA is requesting information to the following questions:

1. Please provide product information/literature, product data, and specification sheet requirements for the systems listed Attachment III below.
2. Specify if the systems being proposed currently have ultraviolet sanitization features or other filtration advantages including third party water filtration certifications.
3. Could your Company supply and install these systems during standard hours of operation, Monday through Friday, excluding MTA Holidays, outlined in attachment II? How much lead time do you require for delivery and installation?
4. Could your Company provide maintenance support and water quality testing for bacteria, lead, copper, and other contaminants as necessary for your proposed systems? How often could you provide this testing? Could you provide on-demand testing if asked?
5. Could your Company provide remedial and preventative maintenance services on existing MTA Agencies on-site inventory of approximately 3,000 Bottle-less Water Coolers Systems (outlined in Section B) located throughout the MTA System? Please describe what services may be available.
6. Could your Company provide remedial and water quality testing on existing MTA Agencies on-site inventory of approximately 3,000 Bottle-less Water Coolers Systems (outlined in Section B) located throughout the MTA System? Please describe what services may be available.
7. What technologies or systems could your Company provide for managing these assets? Could your Company provide smart tagging of all new and existing assets?
8. Are there any foreseeable issues that may restrict or prohibit your firm from participating and submitting a future Proposal?
9. Regarding site conditions, are there any anticipated obstacles which may impede delivery and installation of the equipment?

The agencies of the MTA

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MTA Long Island Rail Road

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MTA Construction & Development
MTA Bus Company

10. Do you have any other concerns or recommendations regarding this solicitation?
11. Drawing from your Company experience, kindly review the following MTA Water Cooler system details listed in the MTA requirements, Attachment III below. Please identify alternative solutions if similar, but do not match exactly.
12. How would your Company manage the account for such a large number of bottle less water coolers? How would it handle customer communications, receipt, invoicing, and troubleshooting for a client with multiple thousand-person agencies that all have separate needs? Would it assign persons of contact for each agency or for the MTA as a whole?

E) Interested Firms:

This RFI is intended to assist MTA in gaining a better understanding of currently available III. Bottle less Water Coolers Systems. If your firm is interested in providing information and/or comments, please submit an Informational Letter and supporting documentation in response to this RFI.

This is not a formal solicitation for solution proposals. MTA will not award a contract on the basis of this RFI or otherwise pay for the information solicited. Technical suggestions will be used as information only and shall not be used as a proposal. Interested parties understand that they will not be entitled to any compensation for information or ideas which are included in the Information Letter submitted in response to this RFI, including in the event that MTA incorporates such information or ideas in our procurement process. The fact that information or ideas of any responder are included in the specification should not be construed as providing any responder with an unfair competitive advantage and will not entitle a responder to any greater consideration during future solicitations.

The MTA is always interested in identifying potential Vendors and improving its procurement systems. Therefore, even if you are not interested in the Bottle less Water Coolers Systems project but may be interested in future business opportunities with the MTA, we ask that you respond and identify the reasons why your firm is not interested in this request by completing Attachment I and provide the reasons why you feel your firm would not be able to provide the above information.

If you are providing the requested information, kindly submit PDF file of (1) original specification sheet(s) and product information, comments, questions, and alternative approaches. Please provide the data on or before 2:00 P.M. on December 7, 2023. All submissions should be addressed as follows:

Metropolitan Transportation Authority
333 W. 34th Street, 10th Fl.
New York, NY 10001-2402
Cell No.: (646) 887-5333
Email: Louis.Drago@mtahq.org
Re: RFI-421838-R3 – Bottle less Water Cooler Systems

The agencies of the MTA

MTA New York City Transit
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Please note that all submission documentation should be sent via email or mail services.

If you have any questions or have any inquiries about this Request for Information, please direct them to the Contracting Officer listed above.

Sincerely,

Louis R. Drago
Contracting Officer

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MTA New York City Transit
MTA Long Island Rail Road

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ATTACHMENT I
BOTTLE LESS WATER COOLER SYSTEMS
NO INTEREST RESPONSE FORM

CONTRACTORS NAME:		
ADDRESS:		
CITY, STATE AND ZIP CODE:		
FEDERAL ID NO. (IF AVAILABLE):	PHONE:	FAX:
CONTRACT MANAGER: Louis R. Drago, Contracting Officer PHONE NO.: Phone No. (646) 887-5333		
REQUEST FOR INFORMATION: Purchase & Installation of Bottle less Water Coolers Systems		

REASONS FOR NO INTEREST IN THIS PROJECT
(Check all that apply):

- ☐ Only interest maybe as a potential Subcontractor.
- ☐ Size of this Project is not within the interest of Contractor.
- ☐ Services not within the specialty of the Contractor. (Please cite Consultant's area of specialty in comment section below).
- ☐ Other. (Please explain in comment section below).

COMMENTS – PLEASE USE ADDITIONAL SHEETS IF NECESSARY:

Signature

Title

The agencies of the MTA

MTA New York City Transit
MTA Long Island Rail Road

MTA Metro-North Railroad
MTA Bridges and Tunnels

MTA Construction & Development
MTA Bus Company

ATTACHMENT II

PRELIMINARY MTA HEADQUARTERS' AND MTA AGENCY HOLIDAYS

New Years Day	1/1/24
Martin Luther King Day	1/16/24
Presidents' Day	2/20/24
Washington's Birthday	2/20/24
Good Friday	4/8/24
Memorial Day	5/29/24
Juneteenth	6/19/24
Independence Day	7/4/24
Labor Day	9/4/24
Columbus Day	10/9/24
Election Day	11/7/24
Veterans' Day	11/10/24
Thanksgiving Day	11/23/24
Day after Thanksgiving	11/24/24
Christmas Day	12/25/24
New Years Eve	12/31/24

ATTACHMENT III

BOTTLE LESS WATER COOLER SYSTEMS - MTA REQUIREMENTS:

I. Bottle less Water Coolers System:

Dimensions:	Freestanding: 49.8" height x 11.6" width. x 16.5" depth Countertop: 17.9-inch x 11.8 in. width x 20.4 in.
Filtration:	To Be Provided by Company
Ultraviolet:	To Be Provided by Company

II. Bottle less Water Coolers System with Ice Machine:

Dimensions:	Freestanding: 45 in. h x 14.1 in. w x 21.7 in. d Countertop: 7.7 in. h x 14.1 in. w x 21.7 in. d
Filtration:	To Be Provided by Company
Ultraviolet:	To Be Provided by Company
Drainage:	Freestanding: Drain required within 20 ft. Countertop: Drain required within 20 ft.

III. Bottle less Water Coolers Systems (Large Dispense Pump):

Dimensions:	Freestanding: 51" h x 14" w x 17" d
Filtration:	To Be Provided by Company
Ultraviolet:	To Be Provided by Company

All filters shall be provided by the interested firm as a part of the purchase and installation services. Filters are to be replaced annually for bottle less water coolers in office settings and monthly for bottle less coolers in field settings. The bottle less water cooler shall connect to the water supply line and electrical outlet provided by MTA Agencies.