

New York State Office Of General Services  
New York State Procurement  
Corning Tower Building  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.ny.gov>

## PURCHASING MEMORANDUM

### GENERAL INFORMATION BULLETIN

**NUMBER:** CL-784

**DATE:** July 23, 2013

**GROUP:** Printing of Optical Scan Ballots and  
Miscellaneous Election Supplies  
RFB-RC-2013-077

**PLEASE ADDRESS INQUIRIES TO:**

**STATE AGENCIES**

Lori L. Bahan  
Contract Management Specialist  
[PS\\_AA\\_Voting@ogs.ny.gov](mailto:PS_AA_Voting@ogs.ny.gov)

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

**SUBJECT:** New York State Office of General Services Intent to Participate in the results of this RFB

**TO ALL PROSPECTIVE BIDDERS:**

It is the intention of OGS NYSPRO to participate in the results of the above named Rockland County RFB-RC-2013-077 and utilize the authority under State Finance Law 163. 10. e. to make this contract a centralized contract if in the best interest of the state. It is understood that the products acquired will only be for the machines detailed in the bid, and that authorized users who elect to acquire ballots will be obligated to provide the contractor with applicable counts and detailed information necessary to print the ballots. Following is the pertinent section authorizing the Commissioner of OGS to do so.

- e. The commissioner may authorize purchases required by state agencies or other authorized purchasers by letting a contract pursuant to a written agreement, or by approving the use of a contract let by any department, agency or instrumentality of the United States government and/or any department, agency, office, political subdivision or instrumentality of any state or states. A state agency purchaser shall document in the procurement record its rationale for the use of a contract let by any department, agency or instrumentality of the United States government or any department, agency, office, political subdivision or instrumentality of any other state or states. Such rationale shall include, but need not be limited to, a determination of need, a consideration of the procurement method by which the contract was awarded, an analysis of alternative procurement sources including an explanation why a competitive procurement or the use of a centralized contract let by the commissioner is not in the best interest of the state, and the reasonableness of cost.
- f. The commissioner is authorized to let centralized contracts, in accordance with the procedures of this section, for joint purchasing by New York state and any department, agency or instrumentality of the United States government and/or any state including the political subdivisions thereof; provided however that any entity incurring a liability under such contract shall be responsible for discharging said liability.

Bids for the above referenced bid number and title will be received until 3:00 PM on: August 6, 2013 at the Rockland County Purchasing Department, at the above address, at which time and place bids will be publicly opened and read. Specifications and bid forms may be downloaded at: [www.rcpurchasing.com](http://www.rcpurchasing.com).

**DELIVERY: AS SPECIFIED**

Prices are to be quoted F.O.B. DESTINATION, FREIGHT PREPAID AND ALLOWED with deliveries to be made inside building to: AS Specified

**IMPORTANT NOTICE – Bid Distribution:**

The County of Rockland officially distributes bidding documents from the Purchasing Division Office or through the Hudson Valley Municipal Purchasing Group’s Regional Bid Notification System. Copies of bidding documents obtained from any other source are not considered official copies. Only those vendors who obtain bidding documents from either the Purchasing Division Office or the Regional Bid Notification System are guaranteed to receive addendum information, if such information is issued. Appendix A (Revised 08/2010) – General Terms and Conditions for all Purchasing Division Contracts is a separate attachment. Bidders shall download, read, and acknowledge acceptance of Appendix A on the proposal page.

It is recommended that you obtain an official copy of the RFB document from Rockland County Purchasing Division or the HVMPG Regional Bid Notification System,.

Minority Sub-Contracting Goal: see Rockland County Bid  
Women Owned Sub-Contracting Goal: see Rockland County Bid

Due Date: Bids for the above referenced bid number and title will be received until 3:00 PM on: August 6, 2013 at the Rockland County Purchasing Department

Contract Term: One (1) year with four (4) one year options

Location: COUNTY OF ROCKLAND - DGS-PURCHASING  
BLDG. A., 2ND FLOOR, 50 SANATORIUM RD, POMONA, NY 10970, TELEPHONE: 845-364-3820 / TELEFAX:  
845-364-3809

Contact 1: PAUL J. BRENNAN, CPPO  
Director of Purchasing, Department of General Services  
County of Rockland  
Sanatorium Road, Bldg. A, Pomona, NY 10970  
Tele. (845) 364-3820 Fax: (845) 364-3809

\* \* \* \* \*