

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

## PURCHASING MEMORANDUM

### BID SOLICITATION UPDATE #3

<b>IFB NUMBER:</b> 22584  <b>GROUP:</b> 39000 – Maintenance, Repair, and Operational Supplies  <b>BID OPENING:</b> February 6, 2013 – 11:00am ET  <b>SUBJECT:</b> IFB Revisions	<b>DATE:</b> January 16, 2013  <b>PLEASE ADDRESS INQUIRIES TO DESIGNATED CONTACTS:</b>  Jennifer Stafford New York State Strategic Sourcing Team SSTMROsupplies@ogs.ny.gov  Kimberly Miller New York State Strategic Sourcing Team SSTMROsupplies@ogs.ny.gov
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**TO PROSPECTIVE BIDDERS:**

The above referenced IFB has been revised to include the revisions below. Revisions are reflected in both the main IFB document and attachments.

All IFB documents can be found at the following link: <http://www.ogs.ny.gov/purchase/biddocument/22584BID.ASP>

The following summary of revisions is provided as a convenience. **Bidders must submit the latest documents as part of their bid.** A bidder is required to read the modified documents.

**Revisions to the Main Invitation for Bids document:**

Section	Original Language	Revised Language
<i>Appendices and Attachments</i>	Attachment 2 - <i>General Questions</i>	Attachment 2 - <i>General Questions (Revised January 16, 2013)</i>
1.2 – <i>Estimated Quantities</i>	The Historic Annual Volumes for Core List and Market Basket items, based on internal data and supplier reporting, can be found in Attachment 1 - <i>Price Pages</i> .	The Historic Annual Volumes for Core List and Market Basket items, based on internal data and supplier reporting, can be found in Attachment 1 - <i>Price Pages (Revised January 7, 2013)</i> .
3.16 – <i>Dispute Resolution Policy</i>	It is the policy of OGS PSG to provide vendors with an opportunity to administratively resolve disputes, complaints or inquiries related to PSG bid solicitations or Contract awards. PSG encourages vendors to seek resolution of disputes through consultation with PSG staff. All such matters will be accorded impartial and timely consideration. Interested parties may also file formal written disputes. A copy of PSG’s Dispute Resolution Procedures for Vendors may be obtained by contacting the person shown on the front of this Invitation for Bids or through the OGS website ( <a href="http://ogs.ny.gov/default.asp">http://ogs.ny.gov/default.asp</a> ).	It is the policy of the Office of General Services’ Procurement Services Group (PSG) to provide vendors with an opportunity to administratively resolve disputes, complaints or inquiries related to PSG bid solicitations, contract awards and contract administration. PSG encourages vendors to seek resolution of disputes through consultation with PSG staff. All such matters shall be accorded impartial and timely consideration. Interested parties may also file formal written disputes. A copy of PSG’s Dispute Resolution Procedures for Vendors may be obtained by contacting the person shown on the front of this Request for Proposal or through the OGS website ( <a href="http://ogs.ny.gov/BU/PC/BizInfo.asp">http://ogs.ny.gov/BU/PC/BizInfo.asp</a> ), (click on Dispute Resolution Procedures).

**Group 39000 – Maintenance, Repair, and Operational Supplies  
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**Revisions to Attachment 2 - General Questions (Revised January 16, 2013)**

<b>Section</b>	<b>Question</b>	<b>Original Language</b>	<b>Revised Language</b>
1 – <i>Bidder Submittal Checklist</i>	2	Did you provide completed Attachment 1 – <i>Price Pages</i> for all Lots on which you are bidding in Microsoft Excel?	Did you provide completed Attachment 1 – <i>Price Pages (Revised January 7, 2013)</i> for all Lots on which you are bidding in Microsoft Excel?
1 – <i>Bidder Submittal Checklist</i>	3	Did you provide completed Attachment 2 – <i>General Questions</i> (all tabs of this file)?	Did you provide completed Attachment 2 - <i>General Questions (Revised January 16, 2013)</i> (all tabs of this file)?
4 – <i>Qualifying Criteria</i>	11	Do you affirm that items submitted for bid meet the minimum specifications outlined for each item in Attachment 1 - <i>Price Pages</i> ?	Do you affirm that items submitted for bid meet the minimum specifications outlined for each item in Attachment 1 - <i>Price Pages</i> <i>(Revised January 7, 2013)</i> ?
4 – <i>Qualifying Criteria</i>	12	Do you affirm that the List Prices submitted as part of Attachment 1 - <i>Price Pages</i> are from the Published Price List?	Do you affirm that the List Prices submitted as part of Attachment 1 - <i>Price Pages (Revised</i> <i>January 7, 2013)</i> are from the Commercial Price List?

All bidders must acknowledge receipt and agreement to all IFB amendments by answering “YES” to items #16 and #17 on the Bidder Submittal Checklist located on the first tab of Attachment 2 - *General Questions (Revised January 16, 2013)*.

The revised IFB can be found at the following link: <http://www.ogs.ny.gov/purchase/biddocument/22584BID.ASP>

**Bidders are reminded that they must submit the most recent revised Attachments with their Bid. Failure to do so shall result in disqualification of the Bid.**

All other terms and conditions of the Invitation for Bids apply.

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## PURCHASING MEMORANDUM

### BID SOLICITATION UPDATE #2

<b>IFB NUMBER:</b> 22584	<b>DATE:</b> January 15, 2013
<b>GROUP:</b> 39000 – Maintenance, Repair, and Operational Supplies	<b>PLEASE ADDRESS INQUIRIES TO DESIGNATED CONTACTS:</b>
<b>BID OPENING:</b> February 6, 2013 – 11:00am ET	Jennifer Stafford New York State Strategic Sourcing Team SSTMROsupplies@ogs.ny.gov
<b>SUBJECT:</b> IFB Revisions	Kimberly Miller New York State Strategic Sourcing Team SSTMROsupplies@ogs.ny.gov
<b><u>TO PROSPECTIVE BIDDERS:</u></b>	

The above referenced IFB has been revised to include the revisions below. Revisions are reflected in both the main IFB document and attachments.

In addition to the following revisions, Responses to Inquiries has been posted. All IFB documents can be found at the following link: <http://www.ogs.ny.gov/purchase/biddocument/22584BID.ASP>

The following summary of revisions is provided as a convenience. **Bidders must submit the latest documents as part of their bid.** A bidder is required to read the modified documents.

**Revisions to the Main Invitation for Bids document:**

Section	Original Language	Revised Language
1.2 – <i>Estimated Quantities</i>	The historic dollar value of all Contracts issued under previous awards for similar commodity offerings was approximately \$14.9 million for New York State Executive Agencies from January 1, 2011 to December 31, 2011.	The historic dollar value of all Contracts issued under previous awards for similar commodity offerings was approximately \$14.9 million for New York State Executive Agencies from January 1, 2011 to December 31, 2011. The historic annual dollar value of contracts issued by New York City for similar commodity offerings was approximately \$5.3 million.
1.3 – <i>Key Events/Dates</i>	Submission of IFB and Bid Opening: Tuesday, December 18, 2012	Submission of IFB and Bid Opening: Wednesday, February 6, 2013
1.6 – <i>Definitions</i>	“Commercial Price List” shall refer to a set of prices from which a Bidder offers items for sale that is comprehensive, published, regularly maintained, contains non-discounted and non-NYS specific prices. See also “List Price.”	“Commercial Price List” shall refer to a set of prices from which a Bidder offers items for sale that is comprehensive, published, regularly maintained, and contains non-discounted and non-NYS specific prices. In the event a published set of prices does not exist, Bidder certifies by submission of the Bid that the submitted set of prices meets all other requirements set forth herein. See also “List Price.”
3.13 – <i>Format and Content of Bid Submittal</i>	1. Magnetic media containing: j. GSA or VA price schedule (if applicable).	1. Magnetic media containing: j. GSA or VA price schedule (Microsoft Excel) (if applicable).

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Section	Original Language	Revised Language
3.5 – <i>Responsiveness</i>	To be considered responsive, a Bidder must submit a complete proposal that satisfies and addresses all requirements stated in the IFB. A proposal that fails to conform to all requirements may be considered non-responsive and may be rejected.	To be considered responsive, a Bidder must submit a complete proposal that satisfies and addresses all requirements stated in this IFB. Any bid submitted that does not include Attachment 1 – <i>Price Pages (Revised January 7, 2013)</i> will be deemed non-responsive and disqualified.
3.8.1 – Lots 1, 2 and 3	<p>A Bidder is required to provide a List Price (per specified unit of measure) for each item in the Market Baskets.</p> <p>For Lots 1 and 3, a Bidder is required to bid a single Discount percentage for each Sub-Lot. Failure to bid a Discount on all Sub-Lots in a Lot shall result in a disqualification of the Bid for that Lot.</p> <p>For Lot 2, a Bidder is required to bid a single Discount percentage for the entire Lot.</p>	<p>A Bidder is required to provide a List Price (per specified unit of measure) for each item in the Market Baskets.</p> <p>For Lots 1 and 3, a Bidder is required to bid a single Discount percentage for each Sub-Lot. However, the Discount percentage may be different for each Sub-Lot. Failure to bid a Discount percentage on all Sub-Lots in a Lot shall result in a disqualification of the Bid for that Lot.</p> <p>For Lot 2, a Bidder is required to bid a single Discount percentage for the entire Lot.</p>
3.10 – <i>Bid Items and Specifications</i>	<p>The items in the Market Baskets and Core List include specifications that represent the minimum requirements for a product. Items bid by a Bidder must meet the specifications listed.</p> <p>A Bidder must provide specification documents in electronic format for all Market Basket and/or Core List Items on which they bid. A Bidder must indicate in Attachment 1 – <i>Price Pages</i> which specification document and/or page number in the bid package where the specification for a given item can be found. OGS shall use the Bidder’s part number to evaluate bid items and determine if the bid item meets minimum specifications included for each item. For a given Lot, the bid items and pricing proposed by each Bidder shall become their Total Bid Price.</p>	<p>The items in the Market Baskets and Core List include specifications that represent the minimum requirements for a product. Items bid by a Bidder must meet the specifications listed. Bids that provide substitutions and/or alternatives to any element of the minimum requirements listed in the specification will be considered a No-bid.</p> <p>A Bidder must provide specification documents in electronic format for all Market Basket and/or Core List Items on which they bid. A Bidder must indicate in Attachment 1 – <i>Price Pages (Revised January 7, 2013)</i> which specification document and/or page number in the bid package where the specification for a given item can be found. OGS shall use the Bidder’s part number to evaluate bid items and determine if the bid item meets minimum specifications included for each item. For a given Lot, the bid items and pricing proposed by each Bidder shall become their Total Bid Price.</p>
3.11 – <i>No-Bids and Replacement Bids</i>	<p>If enough items are No-Bid to reduce the number of items to less than the minimum number of required items for a Lot, then the bid shall be considered non-responsive for that Lot and will be disqualified for the Lot.</p> <p>For bids that include No-Bids, yet maintain the minimum number of required items for the Lot, the No-Bids shall be priced with a Replacement Bid, as defined in Section 1.6 Definitions. Replacement Bids are included only for the purpose of evaluating comparable bids. Items that are No-Bids will not be included in the resulting Contract.</p>	<p>After it is determined that a bid contains the minimum number of required items for the Lot pursuant to Section 3.9 - <i>Minimum Number of Bid Items</i>, any items determined to be No-Bids, as defined in Section 1.6 - <i>Definitions</i>, shall be priced with a Replacement Bid, as defined in Section 1.6 - <i>Definitions</i>.</p> <p>Replacement Bids are included only for the purpose of evaluating comparable bids. Items that are No-Bids will not be included in the resulting Contract.</p>

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Section	Original Language	Revised Language
6.22.2 – <i>Business Participation Opportunities for MWBEs</i>		<a href="http://www.esd.ny.gov/MWBE/directorySearch.html">http://www.esd.ny.gov/MWBE/directorySearch.html</a>
<i>Appendix A</i>	December 2011	Replaced in its entirety with Appendix A dated December 2012.

**Revisions to Attachment 1 – Price Pages (Revised January 7, 2013), Lot 1 – Industrial Supplies:**

Sub-Lot	Item Number	Item	Original Specification	Revised Specification
Hand & Power Tools	10	Impact Wrench	Pneumatic, pistol grip, 1/2 square drive, no less than 50 to 550, 9/16" max bolt capacity	Pneumatic, pistol grip, 1/2 square drive, no less than 50 to 550 Ft.-Lb, 9/16" max bolt capacity
HVAC/R	13	Circulating Fan	30" diameter, non-oscillating, wall mounted, two speeds,	30" diameter, non-oscillating, wall mounted, two speeds, voltage 115V
Machining Supplies	22	Tap and Die Set	40 pieces, includes plug and taper types, includes t-wrench	40 pieces, includes plug and taper types, includes t-wrench, SAE
Machining Supplies	24	Hex Die	1/4"-11, UNC thread, right hand	5/8"-11, UNC thread, right hand
Maintenance Supplies	27	Waste Container	Roll out waste container, 65 gallons, hinge top, includes wheels	Roll out waste container, 60-66 gallons, hinge top, includes wheels
Mechanical Equipment	34	Motor - Electric	10 HP, 3 phase, 1-3/8" shaft diameter, rigid mount, efficiency rating of > 80, RPM between 1400-1800, 215 frame size	10 HP, 3 phase, 1-3/8" shaft diameter, rigid mount, efficiency rating of > 80, RPM between 1400-1800, 215 frame size, Open Drip Proof
Plumbing and Hydraulics	39	Faucet	Lavatory faucet, 2 handles, 2 holes, deck mounted, 4" spout, 4" mounting centers, 2.2 gpm flow	Lavatory faucet, 2 handles, 2 holes, deck mounted, 4" spout, 4" mounting centers, 2.2 gpm flow, brass body with chrome finish

**Revisions to Attachment 1 – Price Pages (Revised January 7, 2013), Lot 2 – Fasteners:**

Item	Item Number	Original Specification	Revised Specification
Drop-In Anchor	5	1/2" Bolt Size, 5/8" Hole, 2" Minimum Embedment, #13, Steel. Package of 500	1/2" Bolt Size, 5/8" Hole, 2" Minimum Embedment, #13, Steel. Package of 50

**Revisions to Attachment 1 – Price Pages (Revised January 7, 2013), Lot 4 – Janitorial Supplies:**

Item	Item Number	Original Specification	Revised Specification
Wet Mop Head - 16 oz.	1	Cut end, 4 or 8-ply, cotton or synthetic blend, open head fits all mop handles, 16 oz.	Cut end, 4 or 8-ply, cotton or synthetic blend, open head fits all mop handles, 1" headband size, 16 oz.
Wet Mop Head - 20 oz.	2	Cut end, 4 or 8-ply, cotton or synthetic blend, open head fits all mop handles, 20 oz.	Cut end, 4 or 8-ply, cotton or synthetic blend, open head fits all mop handles, 1" headband size, 20 oz.
Wet Mop Head - 24 oz.	3	Cut end, 4 or 8-ply, cotton or synthetic blend, open head fits all mop handles, 24 oz.	Cut end, 4 or 8-ply, cotton or synthetic blend, open head fits all mop handles, 1" headband size, 24 oz.
Wet Mop Head - 24 oz.	5	Looped end, 4 or 8 ply, cotton or synthetic blend, 24 oz.	Looped end, 4 or 8 ply, cotton or synthetic blend, 5" headband size, 24 oz.

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Item	Item Number	Original Specification	Revised Specification
Trash Can Liner	7	Safety enhanced bags with small perforations, 15"x9"x23", recycled, meets green cleaning requirements	Safety enhanced bags with small perforations, 15"x9"x23", low density, color green, recycled
Trash Can Liner	8	Safety enhanced bags with small perforations, 23"x17"x46", recycled, meets green cleaning requirements	Safety enhanced bags with small perforations, 23"x17"x46", low density, color green, recycled
Paper Towels	49	Rolled, jumbo, 7 7/8" wide, 100% recycled, EcoLogo and Green Seal Certified, 800' rolls	Rolled, jumbo, 7 7/8" wide, 100% recycled, EO4 compliant, 800' rolls
All Purpose Cleaner	51	1 gallon, EcoLogo Certified, meets all green cleaning requirements, dilution rate: 8 oz./gallon	1 gallon, EO4 compliant, meets all green cleaning requirements, dilution rate: 8 oz./gallon
Neutral Disinfectant Cleaner	52	1 gallon, meets all green cleaning requirements, dilution rate: 2 oz./gallon	1 gallon, EO4 compliant, dilution rate: 2 oz./gallon
All Purpose Cleaner	53	1 gallon, Foam, EcoLogo Certified, meets all green cleaning requirements, dilution rate: 2 oz./gallon	1 gallon, Foam, EO4 compliant, meets all green cleaning requirements, dilution rate: 2 oz./gallon
Floor Finish	54	1 gallon, meets all green cleaning requirements, required RPM 175-2000, low Maintenance, ~25% Solids Content	1 gallon, EO4 compliant, required RPM 175-2000, low Maintenance, ~25% Solids Content
Floor Stripper	55	1 gallon, meets all green cleaning requirements, dilution rate: 64 oz./gallon	1 gallon, EO4 compliant, dilution rate: 64 oz./gallon
Floor Maintenance Pads	62	20", polyester	20", polyester, extra fine
Floor Maintenance Pads	63	18", polyester	18", polyester, extra fine
Floor Maintenance Pads	66	20", polyester	20", polyester, extra fine

All bidders must acknowledge receipt and agreement to all IFB amendments by answering "YES" to items #16 and #17 on the Bidder Submittal Checklist located on the first tab of Attachment 2 – *General Questions*.

The revised IFB can be found at the following link: <http://www.ogs.ny.gov/purchase/biddocument/22584BID.ASP>

**Bidders are reminded that they must submit the most recent revised Attachments with their Bid. Failure to do so shall result in disqualification of the Bid.**

All other terms and conditions of the Invitation for Bids apply.

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## PURCHASING MEMORANDUM

### BID SOLICITATION UPDATE #1

**IFB NUMBER:** 22584

**DATE:** December 11, 2012

**GROUP:** 39000 – Maintenance, Repair, and  
Operational Supplies

**PLEASE ADDRESS INQUIRIES TO  
DESIGNATED CONTACTS:**

**BID OPENING:** To Be Announced

Jennifer Stafford  
New York State Strategic Sourcing Team  
[SSTMROsupplies@ogs.ny.gov](mailto:SSTMROsupplies@ogs.ny.gov)

**SUBJECT:** Expected IFB Amendments and  
Postponement of Bid Opening Date

Kimberly Miller  
New York State Strategic Sourcing Team  
[SSTMROsupplies@ogs.ny.gov](mailto:SSTMROsupplies@ogs.ny.gov)

#### **TO PROSPECTIVE BIDDERS:**

Based on inquiries received during the Inquiry Period, the referenced IFB is being amended. The amended IFB will include the responses to inquiries received during the inquiry Period.

A Purchasing Memorandum will be released when the amendments have been published. Once published, all bid documents will be available at:

<http://www.ogs.ny.gov/purchase/biddocument/22584BID.ASP>

Amendments to the IFB are expected to include, but are not limited to, the following portions of the IFB:

1. Bid document Amendments:
  - a. Invitation for Bid
  - b. Attachment 1 – Price Pages
  - c. Appendix A – Standard Clauses for New York State Contracts (December 2012)
2. Postponement of Bid Opening Date

Bidders are reminded that they must submit the most recently amended Documents and Attachments with their Bid. Failure to do so may result in disqualification for a Lot.

All other terms and conditions of the Invitation for Bids apply.

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