

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

### BID SOLICITATION UPDATE

**IFB NUMBER:** 22659

**DATE:** August 1, 2013

**GROUP:** 22300 -VOTING SYSTEMS, BALLOT MARKING  
OR OTHER VOTING DEVICES ACCESSIBLE  
TO INDIVIDUALS WITH DISABILITIES AND  
RELATED SERVICES AND ACCESSORIES

**PLEASE ADDRESS INQUIRIES TO  
DESIGNATED CONTACTS:**

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

**BID OPENING:** August 07, 2013 at 11:00 a.m.

Jill McCabe  
Team Leader  
[PS\\_AA\\_Voting@ogs.ny.gov](mailto:PS_AA_Voting@ogs.ny.gov)

**SUBJECT:** NEW BID OPENING DATE, IFB AMENDMENTS AND RESPONSES TO  
QUESTIONS/INQUIRIES

**TO PROSPECTIVE BIDDERS:**

Please be advised the Bid Opening date for the above referenced bid has been postponed to **August 07, 2013 at 11:00 a.m.**

The above referenced IFB has been amended to include the changes outlined below:  
The NYSPRO bid page references this as a Request for Proposal when in fact it is an Invitation for Bids (IFB)

**IFB QUESTION AND ANSWER PERIOD:**

The Office of General Services and the State Board of Elections have given careful consideration to the questions/inquiries submitted prior to the July 29, 2013 deadline for inquiries

The responses to the Questions/Inquiries can be found at the following link:  
<http://www.ogs.ny.gov/Purchase/BidCalendarLV.asp>.

**IMPORTANT NOTICE TO POTENTIAL BIDDERS:** Receipt of these bid documents does not indicate that the Office of General Services' New York State Procurement has pre-determined your company's qualifications to receive a contract award. Such determination will be made after the bid opening and will be based on our evaluation of your bid submission compared to the specific requirements and qualifications contained in these bid documents.

**NOTICE TO BIDDERS:**

The Commissioner of General Services will receive bids pursuant to the provisions of Article XI of the State Finance Law or the provisions of the State Printing and Public Documents Law. The following procedures shall be used for bid submittals:

**1. BID PREPARATION**

Prepare your bid on this form using indelible ink. Print the name of your company on each page of the bid in the block provided. One copy of the bid is required, unless otherwise specified herein.

**2. BID DEVIATIONS**

If your bid differs from the specifications explain such deviation(s) or qualification(s); and if necessary, attach a separate sheet. See "Extraneous Terms" in Appendix B, OGS General Specifications.

**3. BID DELIVERY**

**Bidders assume all risks for timely, properly submitted deliveries.** Bidders are strongly encouraged to arrange for delivery of bids to OGS **prior to** the date of the bid opening. **LATE BIDS may be rejected. E-mail bid submissions are not acceptable and will not be considered.**

- **Bid envelopes and packages**

An envelope and/or package containing a bid should be clearly marked "**BID ENCLOSED**" and should state the **Bid Number, Bid Opening Date, and Time**. Failure to complete all information on the bid envelope and/or packages may necessitate the premature opening of the bid and may compromise confidentiality. See "Bid Submission" in Appendix B, OGS General Specifications. Bids shall be delivered to:

**State of New York Executive Department  
Office of General Services  
New York State Procurement  
Corning Tower - 38<sup>th</sup> Floor Reception Desk  
Empire State Plaza  
Albany, NY 12242**

- **FAX and Email transmittals**

Facsimile and Email transmittals are NOT acceptable for this solicitation.

- **Hand deliveries**

Bidders must allow extra time to comply with the security procedures in effect at the Empire State Plaza when hand delivering bids or using deliveries by independent courier services. **Bidders assume all risks for timely, properly submitted deliveries.**

**4. IMPORTANT BUILDING ACCESS PROCEDURES**

To access the Corning Tower, all visitors must check in by presenting photo identification at the information desk.

**Bidders attending bid openings are encouraged to pre-register for building access by contacting the New York State Procurement's (NYSPro) receptionist at 518-474-6262 at least 24 hours prior to the bid opening.**

Visitors who are registered can check in directly with the Information Desk. Visitors who are not pre-registered will be directed to a designated phone to call the NYSPro Receptionist. The Receptionist will register the visitor at that time but delays may occur. Vendors who intend to deliver bids or conduct NYSPro business should allow extra time to comply with these procedures. Building Access procedures may change or be modified at any time.

**BID CONTENTS:**

As a clarification bidders are to submit ten (10) copies three of which should be original signatures in separate envelopes or packages as directed in the Notice to bidders above.

**BEST AND FINAL OFFER**

Prior to award, the State reserves the right to request a cost proposal revision, in accordance with State Finance Law §163.9(c), from any Bidder determined by the State to be susceptible of being selected for contract award. Bidders are cautioned, however, to propose the best possible offer at the onset of the initial Bid as there is no guarantee that any Bidder will be allowed an opportunity to submit a revised cost proposal.

Awards shall be made on a Statewide basis to responsive and responsible bidders of voting machines. Any Bidder that is determined by the State to be insusceptible of being selected for award will receive no further consideration for award and will not be asked to participate in the cost proposal revision process.

A cost proposal revision must be a lower price than the initial Bid. If a cost proposal revision is higher than the initial bid, the proposal will not be considered, and NYSPRO will revert back to the last responsive proposal. Bids from any Bidder participating in the cost proposal revision process will be reevaluated based on the results of the cost proposal revision. NYSPRO retains the option to conduct a second round of cost proposal revisions. Any Bidder who elects not to participate in the cost proposal revision, in whole or in part, will only be evaluated based on the pricing submitted in its initial Bid, as applicable.

Cost price revision communications will be conducted in writing by the Designated Contacts from OGS to a susceptible Bidder's designated point of contact.

All other terms and conditions of the bid solicitation remain unchanged. All bids shall be considered on the basis of this amendment.

If submitting a bid, this letter should be signed, and attached to the IFB.

BID OF (COMPANY): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

PRINTED COPY OF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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### BID SOLICITATION UPDATE

**IFB NUMBER:** 22659

**DATE:** July 22, 2013

**GROUP:** VOTING SYSTEMS, BALLOT MARKING  
OR OTHER VOTING DEVICES ACCESSIBLE  
TO INDIVIDUALS WITH DISABILITIES AND  
RELATED SERVICES AND ACCESSORIES

**PLEASE ADDRESS INQUIRIES TO  
DESIGNATED CONTACTS:**

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

**BID OPENING:** August 06, 2013 at 11:00 a.m.

Joseph Hodder  
Team Leader  
[PS\\_AA\\_Voting@ogs.ny.gov](mailto:PS_AA_Voting@ogs.ny.gov)

**SUBJECT:** DATE CHANGE FOR RECEIPT OF QUESTIONS

**TO PROSPECTIVE BIDDERS:**

Please be advised that the date to submit questions for the above referenced bid has been changed to; July 29<sup>th</sup>, 2013 at 5:00pm ET. This does not affect the date and time of responses to questions or the bid opening date.

Reminder: All questions should be directed to the above mailbox.

All other terms and conditions of the bid solicitation remain unchanged. All bids shall be considered on the basis of this amendment.

If submitting a bid, this letter should be signed, attached to, and made a part of your bid.

BID OF (COMPANY): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

PRINTED COPY OF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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