

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

RFP NUMBER: 22662

DATE: August 2, 2013

GROUP: 75525 - Multifunction Printers (MFPs)
(Ledger Size)

**PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:**

Jamie Nusbaum
Christopher Martinez
Sharon Buck
SST_off_equip@ogs.ny.gov

BID OPENING: **August 14, 2013 at 11:00 AM ET**

SUBJECT: Clarification on “Attachment 2 - MFP Pricing Pages (Revised July 22, 2013)”

TO PROSPECTIVE BIDDERS:

For the purposes of clarifying the Bid Solicitation Update dated, August 1, 2013, the Office of General Services (OGS), New York Procurement (NYSPRO) offers the following illustrative example on the following page of how the evaluation of Replaceable Service Parts will be performed, both for “List Price Totals” and “Net Price Totals”, where the “Useful Life of Part” exceeds the “Estimated Life Cycle Page Volume” resulting in a negative value for “List Price Total” and “Net Price Total”. The “Evaluated List Price Totals” and “Evaluated Net Price Totals” columns in the attached example represent the manner in which the “List Price Totals” and “Net Price Totals” will be evaluated for the purposes of calculating the TCO for each respective MFP Product Category.

Replaceable Service Parts		Complete list of Replaceable Service Parts required to meet the Estimated Monthly Page Volume over the three year Life Cycle for the MFP. Replaceable Service Parts include items such as fusers, photoconductors, rollers, imaging units, waste bottles/cartridges, maintenance kits and other parts that are generally replaced after some period of use (does not include Consumables). Bidder shall provide the SKU number and part description, declared Useful Life of Part, and list and net price for all Replaceable Service Parts. THIS MUST BE AN ALL INCLUSIVE LIST. The estimated Life Cycle quantity is calculated by dividing the estimated Life Cycle page volume by the Useful Life of Part, and then subtracting one (1) to account for the original Replaceable Service Part included with Printer Base Model. Estimated Quantities are based on Bidder's specified information for Useful Life of Parts. Estimated quantities do not represent a commitment for the purchase of Replaceable Service Parts. REPLACEABLE SERVICE PARTS MUST BE OFFERED. PURSUANT TO RFP §4.3.2.5, "FAILURE TO BID REPLACEABLE SERVICE PARTS WILL RENDER THE BID NON-RESPONSIVE AND SHALL RESULT IN DISQUALIFICATION OF THE BID."								Evaluated List Price Totals	Evaluated Net Price Totals
SKU Number/Part Description	Estimated Life Cycle Page Volume	Useful Life of Part (Pages)	Estimated Life Cycle Quantity	List Price	Net Price	List Price Totals	Net Price Totals				
Part 1	1,800,000	300,000	5	\$50.00	\$35.00	\$250.00	\$175.00	\$250.00	\$175.00		
Part 2	1,800,000	3,600,000	-1	\$500.00	\$350.00	-\$250.00	-\$175.00	\$0.00	\$0.00		
Part 3	1,800,000	900,000	1	\$25.00	\$15.00	\$25.00	\$15.00	\$25.00	\$15.00		
Part 4	1,800,000	150,000	11	\$30.00	\$20.00	\$330.00	\$220.00	\$330.00	\$220.00		
Part 5	1,800,000	3,600,000	-1	\$750.00	\$500.00	-\$375.00	-\$250.00	\$0.00	\$0.00		
Totals:						-\$20.00	-\$15.00	\$605.00	\$410.00		

If submitting a bid, this letter shall be signed and made a part of your bid.

BID OF (COMPANY): _____

D/B/A: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

SIGNATURE OF BIDDER: _____

PRINTED COPY OF SIGNATURE: _____ DATE: _____

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PURCHASING MEMORANDUM

BID SOLICITATION UPDATE

RFP NUMBER: 22662

DATE: August 1, 2013

GROUP: 75525 - Multifunction Printers (MFPs)
(Ledger Size)

**PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:**

Jamie Nusbaum
Christopher Martinez
Sharon Buck
SST_off_equip@ogs.ny.gov

BID OPENING: August 14, 2013 at 11:00 AM ET

SUBJECT: Information Regarding “Attachment 2 - MFP Pricing Pages (Revised July 22, 2013)”
New Bid Opening Date

TO PROSPECTIVE BIDDERS:

The Office of General Services (OGS), New York Procurement (NYSPRO) has determined that there is an unintended consequence in the price page formulas. Specifically, the calculation of “List Price Totals” and “Net Price Totals” of Replaceable Service Parts (cells G28 through G1027, and H28 through H1027 respectively) in “Attachment 2 - MFP Pricing Pages (Revised July 22, 2013)” results in the calculation of a negative dollar value when the “Useful Life of Part (Pages)” (cells C28 through C1027) exceeds the “Estimated Life Cycle Page Volume” (cells B28 through B1027).

Bidders are hereby advised that in these instances, NYSPRO will evaluate these items at a zero dollar value. A zero dollar value is being used because no Replaceable Service Part would be purchased during the Estimated Life Cycle Page Volume. This issue only affects the calculation of the TCO. The sum of the “Net Price Totals” (cells H28 through H1027) becomes the “Replaceable Service Parts Total Net Price” (cell B8) that is used to calculate the “Total Cost of Ownership” (“TCO”) (cell B13). The issue does not affect the “Net Price” (cells F28 through F1027) of the Replaceable Service Part, being the price Authorized Users would be charged for the Replaceable Service Part in any potential Contract. Accordingly, NYSPRO will not be issuing a new Attachment 2.

In completing “Attachment 2 - MFP Pricing Pages, (Revised July 22, 2013)” for Replaceable Service Parts, in calculating “Estimated Life Cycle Quantity”, the “Useful Life of Part (Pages)” submitted by Bidder can be equal to, lesser, or greater than the provided “Estimated Life Cycle Page Volume” in Attachment 2 for each MFP Product Category.

The new bid opening date will be August 14, 2013 at 11:00 AM ET. For Bidders that submitted their bid on or before the original August 1, 2013 bid opening date and wish to submit a superseding “Attachment 2 - MFP Pricing Pages (Revised July 22, 2013)”, Bidder may do so by including a letter on company letterhead with Bidder’s superseding Attachment 2 clearly articulating that the version Bidder is submitting supersedes the previously submitted version.

If a superseding Attachment 2 is not received by the new bid opening date on August 14, 2013, it will be assumed that the Bidder intends to proceed with the Attachment 2 submitted on or before the August 1, 2013 bid opening date.

If submitting a bid, this letter shall be signed and made a part of your bid.

BID OF (COMPANY): _____

D/B/A: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

SIGNATURE OF BIDDER: _____

PRINTED COPY OF SIGNATURE: _____ DATE: _____

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New York State Procurement
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<http://www.ogs.ny.gov>

PURCHASING MEMORANDUM

BID SOLICITATION UPDATE

RFP NUMBER: 22662

DATE: July 30, 2013

GROUP: 75525 - Multifunction Printers (MFPs)
(Ledger Size)

**PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:**

Jamie Nusbaum
Christopher Martinez
Sharon Buck
SST_off_equip@ogs.ny.gov

BID OPENING: To Be Determined

SUBJECT: Postponement of Bid Opening

TO PROSPECTIVE BIDDERS:

The Office of General Services (OGS), New York Procurement (NYSPRO) is reviewing possible changes to "Attachment 2 - MFP Pricing Pages (Revised July 22, 2013)" and has decided to postpone the bid opening scheduled for August 1, 2013 at 11:00 AM until a date to be determined.

Bidders shall refrain from submitting a bid if they have not done so already and await further direction from NYSPRO.

Bids that have already been submitted will be retained by NYSPRO. NYSPRO will advise Bidders as to the status of such bids at a later date.

Bidders should monitor the OGS Online Vendor Registration for Bidder Notification Service (OVR/BNS) for any future solicitation updates: <https://online.ogs.ny.gov/vendorregnet/Default.aspx>. Bidders must be appropriately registered under OVR/BNS Classification Codes 43 and 44 to receive such notifications.

If submitting a bid, this letter shall be signed and made a part of your bid.

BID OF (COMPANY): _____

D/B/A: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

SIGNATURE OF BIDDER: _____

PRINTED COPY OF SIGNATURE: _____ DATE: _____

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

RFP NUMBER: 22662

DATE: July 22, 2013

GROUP: 75525 - Multifunction Printers (MFPs)
(Ledger Size)

**PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:**

Jamie Nusbaum
Christopher Martinez
Sharon Buck
SST_off_equip@ogs.ny.gov

BID OPENING: August 1, 2013 – 11:00 AM ET

SUBJECT: Answers to Bidder Inquiries and RFP Revisions

TO PROSPECTIVE BIDDERS:

The Office of General Services (OGS), New York Procurement (NYSPro) has given careful consideration to the inquiries received in regards to the Multifunction Printers (MFPs) (Ledger Size) Request for Proposals (RFP# 22662) during the inquiry period that ended on July 8, 2013 at 5:00 PM ET.

Answers to all inquiries can be accessed at the NYSPro Bid Calendar through the following link; all inquiries are verbatim as received by OGS: <http://www.ogs.ny.gov/Purchase/BidCalendarLV.asp>

In addition to publishing answers to the inquiries, OGS has made some revisions to the RFP and some of the accompanying attachments, which are being released simultaneously with the answers to the inquiries. A summary of the RFP and attachment revisions is set forth below. The summary of revisions is provided as a convenience. Proposals submitted will be evaluated based on the revised bid documents. Any bid submitted that does not include "Attachment 2 – MFP Pricing Pages (Revised July 22, 2013)" or "Attachment 5 – Bidder Questions and Submittal Checklist (Revised July 22, 2013)" will be deemed non-responsive and disqualified.

1. Revisions to Main RFP Document

General

The following attachments have been revised and all references thereto in the RFP have also been revised as follows:

Attachment 2 - MFP Pricing Pages (Revised July 22, 2013)

Attachment 5 - Bidder Questions and Submittal Checklist (Revised July 22, 2013)

§1.9, Definitions:

1. A new definition has been added for List Price to read as follows:

List Price - Shall mean Manufacturer's Suggested Retail Price (MSRP).

2. A new definition has been added for Net Price to read as follows:

Net Price - Shall be List Price less all applicable discounts and shall be the price paid by Authorized Users of the Contract.

§6.1, Responsiveness

Has been revised to read:

To be considered responsive, a Bidder must submit a proposal that satisfies and addresses all requirements stated in this RFP. Failure to meet the requirements of the RFP may result in the proposal being deemed non-responsive and disqualified in accordance with the respective sections of the RFP. Any bid submitted that does not include "Attachment 2 - MFP Pricing Pages (Revised July 22, 2013)" or "Attachment 5 - Bidder Questions and Submittal Checklist (Revised July 22, 2013)" shall be deemed non-responsive and shall be disqualified.

§8.32, New York State Vendor File Registration

Bidders are advised that the Office of the State Comptroller (OSC) has recently revised their Substitute W-9 Form. Accordingly, OGS has replaced the hyperlink in this section with an updated link to the revised form.

2. Revisions to Attachment 2 – MFP Pricing Pages (Revised July 22, 2013)

1. OGS was notified by a prospective Bidder that additional rows were needed in the pricing worksheets to accommodate all of their Replaceable Service Parts. Consequently, OGS has added additional rows to the Replaceable Service Parts sections of all MFP Product Category pricing worksheets.

3. Revisions to Attachment 5 – Bidder Questions and Submittal Checklist (Revised July 22, 2013)

1. Questions 7 and 8 have been revised to make reference to revised Attachment 2: Attachment 2 - MFP Pricing Pages (Revised July 22, 2013)

If submitting a bid, this letter shall be signed and made a part of your bid.

BID OF (COMPANY): _____

D/B/A: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

SIGNATURE OF BIDDER: _____

PRINTED COPY OF SIGNATURE: _____ DATE: _____