

State of New York Executive Department
Office of General Services – New York State Procurement (NYSPro)
Corning Tower – 38th Floor, Empire State Plaza
Albany, New York 12242
<http://www.ogs.ny.gov>

PURCHASING MEMORANDUM

BID SOLICITATION UPDATE #9

IFB NUMBER: 22711

DATE: January 15, 2014

GROUP: 39000 - Maintenance, Repair, and Operational
Supplies (Statewide)

**PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:**

BID OPENING: January 30, 2014

Ruth K. Quezada
sstmrosupplies@ogs.ny.gov

William Reilly
sstmrosupplies@ogs.ny.gov

SUBJECT: Withdrawal of Invitation for Bids #22711

TO PROSPECTIVE BIDDERS:

Pursuant to §3.10(B), New York State Procurement Rights, of the above referenced IFB, the New York State Office of General Services is withdrawing Invitation for Bids (IFB) #22711, Maintenance, Repair, and Operational Supplies (Statewide).

The New York State Office of General Services will provide notice through the Bidder Notification System (BNS) regarding a subsequent solicitation for such commodities.

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State of New York Executive Department
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PURCHASING MEMORANDUM

BID SOLICITATION UPDATE #8

IFB NUMBER: 22711 **DATE:** December 03, 2013

GROUP: 39000 Maintenance, Repair, and Operational Supplies (Statewide) **PLEASE ADDRESS INQUIRIES TO DESIGNATED CONTACTS:**

BID OPENING: January 30, 2014 Ruth K. Quezada
sstmrosupplies@ogs.ny.gov

SUBJECT: IFB Timeline Revision William Reilly
Responses to Attachment 3 - *Inquiries (IFB and Specifications)* Posting Delayed sstmrosupplies@ogs.ny.gov
Revised Designated Contact

TO PROSPECTIVE BIDDERS:

Due to the volume of inquiries received, NYSPRO’s official responses to submissions through Attachment 3 – *Inquiries (IFB and Specifications)* will be posted to the OGS website at a later date. When the date is determined, all responses will be released through the OGS Bidder Notification Service.

Events	Previous Information		Current Information	
	Date	Time	Date	Time
Responses to Attachment 3 - <i>Inquiries (IFB and Specifications)</i> Posted	To be determined.		To be determined.	
Draft Price Pages Released and Second Inquiry Period (for Price Pages only) Begins	To be determined.		To be determined.	
Second Inquiry Period (for Price Pages only) Ends	To be determined.		To be determined.	
Attachment 10 – <i>Price Pages (Final)</i> Posted	To be determined.		To be determined.	
Bid Opening <ul style="list-style-type: none"> • See Section 3.12 – <i>Format and Content of Bid Submittal</i> for details regarding the required format of Bids • Bids are due BEFORE the time and date indicated 	12/18/13	11am	01/30/14	11am

All IFB documents can be found at the following link: <http://www.ogs.ny.gov/purchase/biddocument/22711BID.ASP>

Reminder for potential bidders: Only the most currently published IFB documents and attachments will be accepted as part of a Bidder’s submission.

In addition, a new designated contact has been assigned to this IFB. Please contact Ruth K. Quezada at sstmrosupplies@ogs.ny.gov for any questions regarding MRO IFB 22711.

All other terms and conditions remain the same.

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PURCHASING MEMORANDUM

BID SOLICITATION UPDATE #6

IFB NUMBER: 22711

DATE: November 1, 2013

GROUP: 39000 Maintenance, Repair, and Operational Supplies (Statewide)

PLEASE ADDRESS INQUIRIES TO DESIGNATED CONTACTS:

Jennifer Stafford
sstmrosupplies@ogs.ny.gov

BID OPENING: December 5, 2013

William Reilly
sstmrosupplies@ogs.ny.gov

SUBJECT: IFB Timeline Revision
Responses to Attachment 3 - *Inquiries (IFB and Specifications)* Posting Delayed

TO PROSPECTIVE BIDDERS:

Due to the volume of inquiries received, NYSPRO's official responses to submissions through Attachment 3 – *Inquiries (IFB and Specifications)* will be posted to the OGS website at a later date. When the date is determined, all responses will be released through the OGS Bidder Notification Service.

Events	Previous Information		Current Information	
	Date	Time	Date	Time
Responses to Attachment 3 - <i>Inquiries (IFB and Specifications)</i> Posted NYSPRO's Official Responses to submissions through Attachment 3 – <i>Inquiries (IFB and Specifications)</i> will be posted to the OGS website and will be released through the OGS Bidder Notification Service <ul style="list-style-type: none"> IFB Inquiry responses will be posted listing the submitted inquiry and NYSPRO's official response Specification Inquiry responses will be posted as Attachment 10 – <i>Price Pages (Draft)</i> 	To be determined.		11/8/13	
Draft Price Pages Released and Second Inquiry Period (for Price Pages only) Begins <ul style="list-style-type: none"> Attachment 4 – <i>Inquiries (Price Pages)</i> 	To be determined.		11/8/13	
Second Inquiry Period (for Price Pages only) Ends Return Completed Attachment 4 – <i>Inquiries (Price Pages)</i> to sstmrosupplies@ogs.ny.gov before this date and time	To be determined.		11/15/13	
Attachment 10 – <i>Price Pages (Final)</i> Posted NYSPRO's Official Responses to all inquiries submitted through Attachment 4 – <i>Inquiries (Price Pages)</i> will be posted to the OGS website concurrent with Attachment 10 – <i>Price Pages (Final)</i> and will be released through the OGS Bidder Notification Service *	11/15/13		12/3/13	
Bid Opening <ul style="list-style-type: none"> See Section 3.12 – <i>Format and Content of Bid Submittal</i> for details regarding the required format of Bids Bids are due BEFORE the time and date indicated 	12/5/13	11am	12/18/13	11am

All IFB documents can be found at the following link: <http://www.ogs.ny.gov/purchase/biddocument/22711BID.ASP>

Reminder for potential bidders: Only the most currently published IFB documents and attachments will be accepted as part of a Bidder's submission.

All other terms and conditions remain the same.

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PURCHASING MEMORANDUM

BID SOLICITATION UPDATE #5

IFB NUMBER: 22711 **DATE:** October 24, 2013

GROUP: 39000 Maintenance, Repair, and Operational Supplies (Statewide) **PLEASE ADDRESS INQUIRIES TO DESIGNATED CONTACTS:**

Jennifer Stafford
sstmrosupplies@ogs.ny.gov

BID OPENING: December 5, 2013

William Reilly
sstmrosupplies@ogs.ny.gov

SUBJECT: IFB Timeline Revision
Responses to Attachment 3 - *Inquiries (IFB and Specifications)* Posting Delayed

TO PROSPECTIVE BIDDERS:

Due to the volume of inquiries received, NYSPRO's official responses to submissions through Attachment 3 – *Inquiries (IFB and Specifications)* will be posted to the OGS website at a later date. When the date is determined, all responses will be released through the OGS Bidder Notification Service.

Events	Previous Information		Current Information	
	Date	Time	Date	Time
Responses to Attachment 3 - <i>Inquiries (IFB and Specifications)</i> Posted NYSPRO's Official Responses to submissions through Attachment 3 – <i>Inquiries (IFB and Specifications)</i> will be posted to the OGS website and will be released through the OGS Bidder Notification Service <ul style="list-style-type: none"> IFB Inquiry responses will be posted listing the submitted inquiry and NYSPRO's official response Specification Inquiry responses will be posted as Attachment 10 – <i>Price Pages (Draft)</i> 	10/25/13		To be determined.	
Draft Price Pages Released and Second Inquiry Period (for Price Pages only) Begins <ul style="list-style-type: none"> Attachment 4 – <i>Inquiries (Price Pages)</i> 	10/25/13		To be determined.	
Second Inquiry Period (for Price Pages only) Ends Return Completed Attachment 4 – <i>Inquiries (Price Pages)</i> to sstmrosupplies@ogs.ny.gov before this date and time	11/1/13		To be determined.	
Attachment 10 – <i>Price Pages (Final)</i> Posted NYSPRO's Official Responses to all inquiries submitted through Attachment 4 – <i>Inquiries (Price Pages)</i> will be posted to the OGS website concurrent with Attachment 10 – <i>Price Pages (Final)</i> and will be released through the OGS Bidder Notification Service *	11/15/13		11/15/13	
Bid Opening <ul style="list-style-type: none"> See Section 3.12 – <i>Format and Content of Bid Submittal</i> for details regarding the required format of Bids Bids are due BEFORE the time and date indicated 	12/5/13	11am	12/5/13	11am

All IFB documents can be found at the following link: <http://www.ogs.ny.gov/purchase/biddocument/22711BID.ASP>

Reminder for potential bidders: Only the most currently published IFB documents and attachments will be accepted as part of a Bidder's submission.

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PURCHASING MEMORANDUM

BID SOLICITATION UPDATE #4

IFB NUMBER: 22711

DATE: October 10, 2013

GROUP: 39000 Maintenance, Repair, and Operational Supplies (Statewide)

PLEASE ADDRESS INQUIRIES TO DESIGNATED CONTACTS:

Jennifer Stafford
 sstmrosupplies@ogs.ny.gov

BID OPENING: December 5, 2013

William Reilly
 sstmrosupplies@ogs.ny.gov

SUBJECT: IFB Revisions

TO PROSPECTIVE BIDDERS:

Due to e-mail issues that may have occurred during the due date for the Mandatory Intent to Bid, the IFB listed above has been revised to REMOVE the requirement that all Bidders submit Attachment 2 – *Mandatory Intent to Bid* in order to be qualified to submit a bid. The IFB is revised as follows:

IFB Section Affected	Previous Language	Revised Language
Attachment 2 – <i>Mandatory Intent to Bid</i>	Attachment 2 – <i>Mandatory Intent to Bid</i>	Attachment 2 – <i>Intent to Bid</i>
Section 1 – <i>Introduction</i> 4th Paragraph	Bidders are strongly encouraged to attend the Pre-Bid Conference described below in Section 1.9 - <i>Pre-Bid Conference</i> and REQUIRED to submit an Intent to Bid described below in Section 1.10 – <i>Mandatory Intent to Bid</i> . A bidder cannot submit a bid if the bidder does not complete Attachment 2 – <i>Mandatory Intent to Bid</i> . OGS may, at its sole discretion, delete items or revise the Minimum Specifications for items in Attachment 10 – <i>Price Pages (Final)</i> .	Bidders are strongly encouraged to attend the Pre-Bid Conference described below in Section 1.9 - <i>Pre-Bid Conference</i> and to submit an Intent to Bid described below in Section 1.10 – <i>Intent to Bid</i> . OGS may, at its sole discretion, delete items or revise the Minimum Specifications for items in Attachment 10 – <i>Price Pages (Final)</i> .
Section 1.7 – <i>Key Events/Dates</i>	<ul style="list-style-type: none"> • Attachment 2 – <i>Mandatory Intent to Bid</i> 	<ul style="list-style-type: none"> • Attachment 2 – <i>Intent to Bid</i>
Section 1.7 – <i>Key Events/Dates</i>	Attachment 2 – <i>Mandatory Intent to Bid Due</i> <ul style="list-style-type: none"> • Timely submission is Mandatory in order to bid Return Completed Attachment 2 – <i>Mandatory Intent to Bid</i> to sstmrosupplies@ogs.ny.gov before this date and time. 	Removed

Continued on page 2.

IFB Section Affected	Previous Language	Revised Language
<p>Section 1.10 – <i>Intent to Bid</i></p>	<p>1.10 – <i>Mandatory Intent to Bid</i> A Vendor must signify Intent to Bid by completing and submitting Attachment 2 – <i>Mandatory Intent to Bid</i> according to the instructions below. Failure to submit the Intent to Bid disqualifies the vendor from submitting a bid. However, by submitting the Intent to Bid, the vendor is not obligated to submit a bid.</p> <p>Submission of the Intent to Bid form shall be considered complete when the following steps have been completed:</p> <ul style="list-style-type: none"> A. Vendor must populate each empty cell that is shaded yellow with the requested information (either hand written or typed); B. Vendor must print the form and sign it by hand or insert an electronic signature in the space provided; and C. Vendor must convert the form to PDF format and e-mail it to sstmrosupplies@ogs.ny.gov by the date and time indicated in Section 1.7 – <i>Key Events/Dates</i>. 	<p>1.10 – <i>Intent to Bid</i> A Vendor may signify Intent to Bid by completing and submitting Attachment 2 – <i>Intent to Bid</i> according to the instructions below. Failure to submit the Intent to Bid does not disqualify the vendor from submitting a bid. By submitting the Intent to Bid, the vendor is not obligated to submit a bid.</p> <p>Submission of the Intent to Bid form shall be considered complete when the following steps have been completed:</p> <ul style="list-style-type: none"> A. Vendor populates each empty cell that is shaded yellow with the requested information (either hand written or typed); B. Vendor prints the form and signed it by hand or inserts an electronic signature in the space provided; and C. Vendor converts the form to PDF format and e-mails it to sstmrosupplies@ogs.ny.gov.
<p>Section 2.2 – <i>Requirements of Bidder</i> Paragraph 2.2.1</p>	<p>2.2.1 By the date indicated in Section 1.7 – <i>Key Events/Dates</i>, Bidder shall submit Attachment 2 – <i>Mandatory Intent to Bid</i>.</p>	<p>Removed</p>
<p>Section 4.4.1 – <i>Administrative Evaluation</i> Paragraph a.</p>	<p>a. Bids received from Bidders who failed to submit Attachment 2 – <i>Mandatory Intent to Bid</i> by the date and time indicated in Section 1.7 – <i>Key Events/Dates</i> will be disqualified.</p>	<p>Removed</p>

All IFB documents can be found at the following link: <http://www.ogs.ny.gov/purchase/biddocument/22711BID.ASP>

Reminder for potential bidders: Only the most currently published IFB documents and attachments will be accepted as part of a Bidder’s submission.

All other terms and conditions remain the same.

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PURCHASING MEMORANDUM

BID SOLICITATION UPDATE #3

IFB NUMBER: 22711

DATE: October 1, 2013

GROUP: 39000 Maintenance, Repair, and Operational Supplies (Statewide)

PLEASE ADDRESS INQUIRIES TO DESIGNATED CONTACTS:

Jennifer Stafford
 sstmrosupplies@ogs.ny.gov

BID OPENING: December 5, 2013

William Reilly
 sstmrosupplies@ogs.ny.gov

SUBJECT: IFB Revisions

TO PROSPECTIVE BIDDERS:

The IFB listed above has been revised to include the changes outlined below:

Change	IFB Section Affected	Revised
Addition of the definition for "Magnetic Media"	Section 1.11 - <i>Definitions</i>	" Magnetic Media " shall be defined as the device on which the electronic format of the bid shall be submitted. Magnetic Media includes CD, DVD, Thumb Drive, Memory Stick, or Flash Drive. All Magnetic Media shall be readable and accessible without encryption or passwords. Magnetic Media that is submitted as locked, encrypted, or otherwise unreadable shall be deemed non-responsive and the bidder shall be disqualified from bidding.
Removal of requirement to submit duplicate documents: h. Completed form EEO 100 and j. Completed Appendix C – Equal Employment Opportunity Staffing Plan	Section 3.12 – <i>Format and Content of Bid Submittal</i> Part 1: <i>Magnetic Media containing:</i>	<ul style="list-style-type: none"> a. Pages 1 and 2 of the IFB (signed and scanned) (PDF); b. Completed Attachment 5 – General Questions (all tabs) (Microsoft Excel Format); c. Completed Attachment 6 – New York State Required Certifications (signed and scanned) (PDF); d. Completed Attachment 9 – Encouraging Use of New York State Businesses in Contract Performance (PDF); e. Completed Attachment 10 – Price Pages (Final) for all Lots on which are being bid (Microsoft Excel Format); f. The Commercial Price List (Microsoft Excel or Access Format); g. Specification documents (See 3.9 - Bid Items and Specifications Submitted With a Bid); h. Completed Appendix C – Equal Employment Opportunity Staffing Plan (Form EEO 100); i. GSA or VA price schedule (Microsoft Excel Format) (if applicable);

All IFB documents can be found at the following link: <http://www.ogs.ny.gov/purchase/biddocument/22711BID.ASP>

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PURCHASING MEMORANDUM

BID SOLICITATION UPDATE #2

IFB NUMBER: 22711

DATE: September 25, 2013

GROUP: 39000 Maintenance, Repair, and Operational Supplies (Statewide)

PLEASE ADDRESS INQUIRIES TO DESIGNATED CONTACTS:

Jennifer Stafford
sstmrosupplies@ogs.ny.gov

BID OPENING: December 5, 2013

William Reilly
sstmrosupplies@ogs.ny.gov

SUBJECT: IFB Revisions

TO PROSPECTIVE BIDDERS:

The Attachments to the IFB listed above has been revised to include the changes outlined below:

Change	IFB Section Affected
Addition of cell for electronic or hand written signature	Attachment 2 – <i>Mandatory Intent to Bid</i>
Removal of yellow shading from non-required cells	Attachment 2 – <i>Mandatory Intent to Bid</i>

Change	IFB Section Affected	Original	Revised
Minimum Order Amount changed from \$50.00 to \$100.00 to match IFB Section 6.3.1 – <i>Minimum Order</i>	Attachment 5 – <i>General Questions</i> Tab 2 – Bidder Information Item 13	If awarded a contract, will you honor orders for less than the minimum order (\$50.00)?	If awarded a contract, will you honor orders for less than the minimum order (\$100.00)?

Clarification	IFB Sections Affected
OGS NYSPRO uses the term “Live Link” or “Link” to refer to a Hyperlink to an internet website.	<p>IFB Section 3.9.2 – <i>Bidder May Bid a Substitute Item</i> AND IFB Section 4.2 – <i>Market Baskets Evaluation</i>, Paragraph 4.2.2:</p> <p>b. The following are NOT acceptable evidence that an item meets the minimum specifications:</p> <ul style="list-style-type: none"> - Live link to any website - Full electronic catalog - Anything in hard copy <p>Please note: a link to a website is <u>not</u> an acceptable specification document. An item that relies on a link to a website as specification documentation will be disqualified as non-responsive for that item and the item will be considered a No-Bid Item as indicated in Section 3.10 – No-Bid Items and Replacement Bid Prices.</p>

All IFB documents can be found at the following link: <http://www.ogs.ny.gov/purchase/biddocument/22711BID.ASP>

Reminder for potential bidders: Only the most currently published IFB documents and attachments will be accepted as part of a Bidder’s Proposal.

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PURCHASING MEMORANDUM

BID SOLICITATION UPDATE #1

IFB NUMBER: 22711

DATE: September 18, 2013

GROUP: 39000 Maintenance, Repair, and Operational Supplies (Statewide)

PLEASE ADDRESS INQUIRIES TO DESIGNATED CONTACTS:

Jennifer Stafford
sstmrosupplies@ogs.ny.gov

BID OPENING: December 5, 2013

William Reilly
sstmrosupplies @ogs.ny.gov

SUBJECT: IFB Revisions

TO PROSPECTIVE BIDDERS:

The above mentioned IFB has been revised to include the changes outlined below:

Change	IFB Section	Original	Revised
Addition of Pre-Bid Conference Time	Section 1.7 – <i>Key Events/Dates</i>	9/27/13	9/27/13 at 11am
Addition of Bid Opening Date and Time	Section 1.7 – <i>Key Events/Dates</i>	-	12/5/13 at 11am
Attendance at the Pre-Bid Conference is Optional. Vendors who are not able to attend the Pre-Bid Conference in person will be given the opportunity to attend via conference call.	Section 1 – <i>Introduction</i>	Bidders are required to attend the Pre-Bid Conference described below in Section 1.9 - <i>Pre-Bid Conference...</i>	Bidders are strongly encouraged to attend the Pre-Bid Conference described below in Section 1.9 - <i>Pre-Bid Conference...</i>
	Section 1.7 – <i>Key Events/Dates</i>	Pre-Bid Conference • Attendance is Mandatory in order to submit a bid	Pre-Bid Conference • Attendance is highly encouraged
	Section 1.9 – <i>Pre-Bid Conference</i>	Attending the Pre-Bid Conference is MANDATORY in order to submit a bid. Vendors who do not have at least one representative in attendance at the Pre-Bid Conference are not eligible respond to this bid.	Attending the Pre-Bid Conference is highly encouraged. Vendors who are not able to attend the Pre-Bid Conference in person will be given the opportunity to attend via conference call.
	Section 2.2 – Requirements of Bidder 2.2.1	By the date indicate in Section 1.7 – <i>Key Events/Dates</i> , Bidder shall submit Attachment 1 – <i>Pre-Bid Conference Registration</i> . Bidder shall attend the Pre-Bid Conference on the Date and Time indicated in Section 1.7 – <i>Key Events/Dates</i> .	-

Change	IFB Section	Original	Revised
	Section 4.4 – IFB <i>Evaluation Process</i> a.	Bids received from Bidders who failed to attend the Pre-Bid Conference or failed to submit Attachment 2 – <i>Mandatory Intent to Bid</i> by the date and time indicated in Section 1.7 – <i>Key Events/Dates</i> will be disqualified.	Bids received from Bidders who failed to submit Attachment 2 – <i>Mandatory Intent to Bid</i> by the date and time indicated in Section 1.7 – <i>Key Events/Dates</i> will be disqualified.

All IFB documents can be found at the following link:

<http://www.ogs.ny.gov/purchase/biddocument/22711BID.ASP>

Reminder for potential bidders: Only the most currently published IFB documents and attachments will be accepted as part of a Bidder's Proposal.

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