

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: 22723

DATE: July 2, 2013

GROUP: 79004 – Moving Services
(Statewide)

**PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:**

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BID OPENING: July 16, 2013

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SUBJECT: CLARIFICATION OF PRICE AND METHOD OF AWARD CLAUSES AND **RESPONSES TO
COMMENTS AND/OR INQUIRIES RECEIVED BY PROSPECTIVE BIDDERS**

TO PROSPECTIVE BIDDERS:

Clause 3.8.1, first paragraph is modified as follows:

3.8.1 General

Price quoted shall include:

- Hourly rate per helper (mover) (including any necessary tools, dollies, lifters, bins, labels, tape and other materials, etc., that may be required to perform specified moving tasks efficiently) (percentage markup over prevailing wage rate)
- Hourly rate for truck driver (percent markup over prevailing wage rate)
- Hourly rate for Supervisor (percent markup over prevailing wage rate)
- Hourly rate for Medium Truck (not including driver)
- Hourly rate for Large Truck (not including driver)

Clause 4.1, the first 4 paragraphs are modified as follows:

4.1 Method of Award

Only timely bids will be considered in the awarding of a contract except where there are no complete bids for a county.

All pricing recommended for award will be subject to comparison to previous years pricing and current market trends.

A contract will be awarded to up to the five (5) lowest responsive and responsible bidders for each region based upon Grand Total bid for the three hourly personnel (items 1, 2, 3) rates plus two hourly truck rates (items 4 & 5). Bidders not offering pricing for all five items will be considered incomplete and will not be eligible for award.

OGS Procurement may, at its option, add new Contractors to any region resulting from this IFB, if it has determined that the contract has insufficient coverage (less than 5 contractors) in general, or in certain areas. Authorized Users must follow the steps outlined in the Procurement Instructions to select the most practical and economical alternative and be in the best interests of the State for each individual move. Award as a result of this IFB will be based on the lowest total rates bid for complete services as specified in this document based on the following evaluation formulas:

1. Hourly rate per helper (mover) (percent markup over prevailing wage rate including supplemental benefits) (including any necessary tools, dollies, lifters, bins, labels, tape and other materials, etc., that may be required to perform specified moving tasks efficiently) weighted by the total of four (4) Movers.
2. Hourly rate for truck driver (percentage markup over prevailing wage rate including supplemental benefits)
3. Hourly rate for supervisor (percentage markup over prevailing wage rate for helper including supplemental benefits)
4. Hourly rate for medium truck (not including driver)
5. Hourly rate for large truck (not including driver)

Example of calculation:

For Region 1, bidder offers:

- a. 10% over prevailing wage for helper
- b. 10% over prevailing wage for truck driver,
- c. 20% over prevailing wage for supervisor,
- d. \$15.00 per hour for medium truck
- e. \$20.00 per hour for large truck

$$\begin{aligned} \text{Grand Total Price} &= 4 \times (\text{Helper prevailing wage} + \text{supplemental benefits}) \times (1 + \text{percent markup}) + \\ &\quad (\text{Truck Driver prevailing wage} + \text{supplemental benefits}) \times (1 + \text{percent markup}) + \\ &\quad (\text{Helper prevailing wage} + \text{supplemental benefits}) \times (1 + \text{percent markup for supervisor}) + \\ &\quad \text{Hourly Rate for Medium Truck} + \text{Hourly Rate for Large Truck} \\ &= 4 \times (\$12.97 + \$1.72) \times (1 + 0.10) + (\$19.40 + \$1.72) \times (1 + 0.10) + \\ &\quad (\$12.97 + \$1.72) \times (1 + 0.20) + \$15.00 + \$20.00 \\ &= \$140.50 \end{aligned}$$

Prospective bidders have provided comments and/or inquiries that clarify terms or requirements in the IFB: Office of General Services' official responses follow in a question and answer format.

Question 1:

(§3.8) In the event a moving job requires the mover to supply hundreds of boxes, how is the mover compensated for the boxes?

Answer 1:

Section 4.1 includes the following paragraph:

A price list for all ancillary items not specifically stated in Section 4.6 PRELIMINARY REQUIREMENT to be used in connection with a move must be submitted with this proposal. Although these price submissions will not be used to

determine low bid for this proposal, it may be used to determine best value during a best and final opportunities from the Authorized Users. If a price list is not submitted or any items are listed "no charge", a vendor may not charge for these items during the best and final process.

Pricing for these ancillary items including containers, packing materials (bubble wrap, shrink wrap, tape), etc. should be included in "Attachment 1 – Price Pages" under the tab labeled "Ancillary Items."

Page 13 of the IFB; Section 3.8.1: Price quoted shall include:

Hourly rate per helper (mover) (including any necessary tools, dollies, lifters, bins, labels, tape and other materials, etc., that may be required to perform specified moving tasks efficiently) (based on percentage markup over current prevailing wage rate for "Helper" including supplemental benefits).

The intent of this paragraph is for the contractor to provide tools required by them to perform the tasks required, not to provide packing supplies for the using entity to prepare for the move.

Question 2:

(§3.9) Since this is a multi-year contract, and in the event there is an increase in the prevailing wage rates, is there an escalation clause in the contract that would cover such increase(s)? If not, how can the vendor comply with the change in the prevailing wage rate?

Answer 2:

Pricing for items with labor rates are based on a percent markup over the prevailing wage rate at the time of the move. Therefore, if the prevailing wage rates increase, the contractor's rate will increase. For items not related to the prevailing wage rates, see page 13 of the IFB; Section 3.8.2: On each anniversary date of the awarded Contract, the Contractor or Authorized User will receive an hourly rate change (increase or decrease) based upon fluctuations in the latest published copy of the Consumer Price Index for all urban consumers as published by the U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C. 20212.

Question 3:

(§1.2) Who are currently the contract holders for Region 2?

Answer 3:

The counties included in the regions in this IFB do not necessarily correspond to the counties in the regions for the previous contract. Please refer to the chart on page 11 of Award 19993 for contractor information:

<http://www.ogs.state.ny.us/purchase/snt/awardnotes/7900419993can.pdf>.

If submitting a bid, this letter should be signed, attached to, and made a part of your bid as well as the INVITATION FOR BIDS REVISED 7/2/13.

BID OF (COMPANY): _____

D/B/A: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

SIGNATURE OF BIDDER: _____

PRINTED NAME OF BIDDER: _____ DATE: _____