



Bid Solicitation Update #5

Subject: Phased Solicitation Revisions

DATE: August 24, 2015

BID: 22790 BID OPENING DATE | TIME: September 1, 2015 | 11:00 AM ET

GROUP | TITLE: Group 23000 | Miscellaneous Office Supplies

OGS DESIGNATED CONTACTS:

Lori L. Bahan	CMS 1	518-486-7313	lori.bahan@ogs.ny.gov
Jamie Nusbaum	Procurement Manager	518-474-5340	edward.nusbaum@ogs.ny.gov
Sean Hume	Procurement Manager	518-486-1692	sean.hume@ogs.ny.gov

TO PROSPECTIVE BIDDERS:

In an effort to provide additional clarity, the Office of General Services (OGS), Procurement Services (PS) is issuing a revised Attachment 1 - Office Supplies Workbook. OGS has also made corresponding reference revisions to Attachment 1 to the Phased Solicitation and Attachment 2 – General Questions.

A summary of the revisions is set forth below. The summary of revisions is provided as a convenience. Bids submitted will be evaluated based on the revised Phased Solicitation documents.

REVISIONS TO PHASED SOLICITATION (REVISED 8-24-15)

- References to any revised attachments specified herein have been revised throughout the Solicitation to reflect the most current version of the attachments.

REVISIONS TO ATTACHMENT 1 - OFFICE SUPPLIES WORKBOOK (REVISED 8-24-15)

- The Package Size columns on the Core List and Non-Core List Subcategory tabs have been removed. Package Sizes are consistent with how the products are packaged pursuant to the Prequalified Catalog Stock Numbers listed in Attachment 1 and commercially available through the Prequalified Catalogs or Bidder's Online Marketplace.
- Corresponding changes have been made to column references in the Instructions tab as a result of the deleted columns.
- The Unit of Measure (UOM) information in the Core List and Non-Core List Subcategory tabs has been revised to make the information more consistent with how the products are packaged pursuant to the Prequalified Catalog Stock Numbers listed in Attachment 1 and commercially available through the Prequalified Catalogs or Bidder's Online Marketplace.

REVISIONS TO ATTACHMENT 2 – GENERAL QUESTIONS (REVISED 8-24-15)

- Reference to the revised Attachment 1 specified herein has been revised to reflect the most current version.

All other terms and conditions of the Phased 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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Bid Solicitation Update #4

Subject: Clarification to Bid Solicitation Update #3, dated 8/11/15

DATE: August 12, 2015

BID: 22790 **BID OPENING DATE | TIME:** September 1, 2015 | 11:00 AM ET

GROUP | TITLE: Group 23000 | Miscellaneous Office Supplies

OGS DESIGNATED CONTACTS:

- Lori L. Bahan | CMS 1 | 518-486-7313 | lori.bahan@ogs.ny.gov
- Jamie Nusbaum | Procurement Manager | 518-474-5340 | edward.nusbaum@ogs.ny.gov
- Sean Hume | Procurement Manager | 518-486-1692 | sean.hume@ogs.ny.gov

TO PROSPECTIVE BIDDERS:

TO PROSPECTIVE BIDDERS:

The Office of General Services (OGS), Procurement (PS) posted update #3 Responses to Bidder Inquiries Solicitation Revisions, dated August 11, 2015. The Solicitation document referenced in the Update #3 notification was not the "updated" version with the current information. The most current up-to-date, and revised solicitation document was posted August 12, 2015 at 12:00 PM. Potential bidders are advised to ensure they have the most current document, posted August 12, 2015. The most current document has the title "**Phased Solicitation (Revised August 11, 2015)**" on the first page of the solicitation document, and located in the footer thereafter, located here: <http://www.ogs.ny.gov/purchase/biddocument/22790bid.pdf>.

All other terms and conditions of the Phased 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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Bid Solicitation Update #3

Subject: Responses to Bidder Inquiries Solicitation Revisions

DATE: August 11, 2015

BID: 22790 BID OPENING DATE | TIME: September 1, 2015 | 11:00 AM ET

GROUP | TITLE: Group 23000 | Miscellaneous Office Supplies

OGS DESIGNATED CONTACTS:

Lori L. Bahan	CMS 1	518-486-7313	lori.bahan@ogs.ny.gov
Jamie Nusbaum	Procurement Manager	518-474-5340	edward.nusbaum@ogs.ny.gov
Sean Hume	Procurement Manager	518-486-1692	sean.hume@ogs.ny.gov

TO PROSPECTIVE BIDDERS:

The Office of General Services (OGS), Procurement (PS) has given careful consideration to the inquiries received in regards to Phased Solicitation 22790 for Miscellaneous Office Supplies during the inquiry period that ended close of business, July 21, 2015.

Answers to all inquiries can be obtained by visiting the Procurement Services Bid Calendar:
<http://nyspro.ogs.ny.gov/content/finding-bid-opportunities>
All inquiries are verbatim as received by OGS.

In addition to publishing responses to the inquiries, OGS has made some revisions to the Phased Solicitation, which are being released simultaneously with the responses to the inquiries. A summary of the revisions is set forth below. The summary of revisions is provided as a convenience. Bids submitted will be evaluated based on the revised Phased Solicitation documents.

REVISIONS TO PHASED SOLICITATION (REVISED 8-11-15)

1. Section 1.8, Definitions, has been revised to reflect new definitions for List Price and Prequalified Catalog.
2. Section 2.4, Prequalified Catalogs, has been revised to clarify that the Contractor is required to supplement the Prequalified Catalog with its Online Marketplace offerings for sale of Products to Authorized Users.
3. Sections 3.4, Responsiveness, and 4.2.5, Reverse Auction Procedures, have been revised to require that at least two weeks prior to the start of the Reverse Auction, all prequalified Bidders shall submit to OGS List Prices for all Products available through their Prequalified Catalogs and Online Marketplace (except excluded Products) that Bidders will offer under a resultant Contract; and to specify that Bidders shall also submit one copy of their Prequalified Catalog at this time.
4. Section 3.7.1, Format and Content of Bid Submittal under Phase 1, has been revised to specify that Bidders are required to submit a Completed Attachment 1 – Office Supplies Workbook (Revised 8-11-15) (Microsoft Excel).
5. Section 3.7.2, Format and Content of Bid Submittal under Phase 1, has been revised to specify that Bidders are required to submit a completed, signed and notarized paper copy with original ink signatures of Vendor Responsibility Questionnaire For-Profit Business Entity if online Questionnaire has not been completed.

6. Section 4.5, New York State Procurement Rights, has been revised adding an additional section specifying that OGS reserves the right to modify the Products identified in Attachment 1 – Office Supplies Workbook (Revised 8-11-15) prior to the prequalified Bidders' submittal of placeholder bids.
7. Section 5.1, Method of Award, has been revised specifying that a Core List of approximately 300 Products and a Non-Core List of consisting of approximately 900 Products will be used for evaluative purposes.
8. Section 6.5, Contract Pricelists has been revised to include reference to Preferred Source Core List.
9. Sections 6.7, Price Adjustments for Core List Products, and 6.8, Price Adjustments for Non-Core List Products, have been revised to reference the new definition for List Price.
10. Sections 6.10, Orders, and 6.18, Delivery, have been revised clarifying that the 48 hour timeframe for notifying Authorized Users when orders cannot be fully delivered excludes Saturday, Sunday and NYS legal holidays and that the 95% delivery compliance rate applies to each individual order as well as all orders collectively.
11. Section 6.23, Insurance Requirements, has been revised to require that within thirty (30) days after renewal or replacement of any policy required by any Contract resulting from this solicitation, or within three (3) business days of request., evidence of renewal or replacement policies of insurance with terms no less favorable to the State than the expiring policies shall be delivered to OGS in the manner required for service of notice in Attachment 5, Paragraph A.3.
12. Section 6.29, Preferred Source Products, has been revised to clarify that OGS will identify to the Contractor the essentially the same Products contained within both the Contractor's Contract Pricelist and Online Marketplace; and that the Contractor will be required to remove from the Contract Pricelist any Products OGS deems to be essentially the same as a Preferred Source Core List Product.
13. Section 6.45, Appendix B Amendments, has been added replacing Appendix B §§ 5, Late Bids; 35, Title and Risk of Loss; and 60, Indemnification.
14. References to any revised attachments specified herein have been revised throughout the Solicitation to reflect the most current versions of the attachments.

REVISIONS TO ATTACHMENT 1 - OFFICE SUPPLIES WORKBOOK (REVISED 8-11-15)

1. Additional language has been added under the Instructions tab under the Preferred Source Core List instructions to clarify that Product descriptions provided in Columns D through I under the Preferred Source Core List Products heading are essentially the same Products; and that Product descriptions provided in Columns D through I under the Preferred Source Supplemental Products heading are for informational purposes.
2. The Column A header has been changed to read "Contract Product Line Item" across all tabs for consistency with the exception of the Instruction and Non-Core List Subcategories tabs.
3. Under the Core List tab, Proposed Contract Product Line Item 212 has been removed.
4. Under the Preferred Source Core List tab, Contract Product Line Items 277 (NYSID Preferred Source Item/Stock Number E5384-0000-000) and 290 (NYSID Preferred Source Item/Stock Number E5391-0000-012) have been removed.

REVISIONS TO ATTACHMENT 2 – GENERAL QUESTIONS (REVISED 8-11-15)

1. A new question (Question 26) has been added asking the Bidder if they have submitted Attachment 1 - Office Supplies Workbook (Revised 8-11-15), and all subsequent questions have been renumbered.
2. References to any revised Solicitation documents specified herein have been revised throughout to reflect the most current versions of the Solicitation documents.

REVISIONS TO ATTACHMENT 5 – INSURANCE REQUIREMENTS (REVISED 8-11-15)

1. Section A.3 has been revised to require insurance policies to be written so as to include the requirements for notice of cancellation per New York State Insurance Law.
2. Section A.3 has been revised to add the requirement that Contractor supply OGS with a copy of any written notice of cancellation or non-renewal received from an insurer along with proof of replacement Certificates of Insurance and amendatory endorsements within ten (10) business days of receipt.
3. Section A.5 has been revised to require evidence of renewal or replacement policies of insurance be delivered to OGS within thirty (30) days after renewal or replacement of any policy required by any Contract resulting from this solicitation, or within three (3) business days of request.

All other terms and conditions of the Phased 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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Bid Solicitation Update #2

Subject: EXTENSION OF REGISTRATION DEADLINE FOR MANDATORY PRE-BID CONFERENCE

DATE: June 29, 2015

BID: 22790 **BID OPENING DATE | TIME:** September 1, 2015 | 11:00 AM ET

GROUP | TITLE: Group 23000 | Miscellaneous Office Supplies

OGS DESIGNATED CONTACTS:

Lori L. Bahan	CMS 1	518-486-7313	lori.bahan@ogs.ny.gov
Jamie Nusbaum	CMS 3	518-474-5340	edward.nusbaum@ogs.ny.gov
Sean Hume	Procurement Manager	518-486-1692	sean.hume@ogs.ny.gov

TO PROSPECTIVE BIDDERS:

The registration deadline has been extended to **July 6, 2015, 5:00 PM ET**, for the MANDATORY Pre-Bid Conference to be held on July 14, 2015 at 10:00 AM ET. Failure to attend the Pre-Bid Conference will disqualify the Bidder from participating in both phases of this Phased Solicitation.

Please refer to Bid Section 1.7, Pre-Bid Conference for additional information.

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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Bid Solicitation Update #1

Subject: MANDATORY PRE-BID CONFERENCE

DATE: June 25, 2015

BID: 22790 BID OPENING DATE | TIME: September 1, 2015 | 11:00 AM ET

GROUP | TITLE: Group 23000 | Miscellaneous Office Supplies

OGS DESIGNATED CONTACTS:

Lori L. Bahan | CMS 1 | 518-486-7313 | lori.bahan@ogs.ny.gov

Jamie Nusbaum | CMS 3 | 518-474-5340 | edward.nusbaum@ogs.ny.gov

Sean Hume | Procurement Manager | 518-486-1692 | sean.hume@ogs.ny.gov

TO PROSPECTIVE BIDDERS:

This update is to remind Bidders to register for the MANDATORY Pre-Bid Conference to be held on July 14, 2015 at 10:00 AM ET. The registration deadline is June 30, 2015, 5:00 PM ET. Failure to attend the Pre-Bid Conference will disqualify the Bidder from participating in both phases of this Phased Solicitation.

Please refer to Bid Sections 1.3, Key Events/Dates and 1.7, Pre-Bid Conference for additional information.

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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