

New York State Office of General Services
New York State Procurement
Corning Tower Building
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Albany, New York 12242
<http://www.ogs.ny.gov>

PURCHASING MEMORANDUM

CENTRALIZED CONTRACTS FOR THE ACQUISITION OF LIGHT DUTY VEHICLES

BID SOLICITATION INFORMATION UPDATE #1

PR NUMBER: 22898

DATE: October 8, 2014

GROUP: 40451 – Light Duty Vehicles

PLEASE ADDRESS INQUIRIES TO:

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BID OPENING: October 17, 2014, 11:00 AM EST

SUBJECT: RESPONSE TO BIDDER INQUIRIES AND SOLICITATION AMENDMENTS

TO PROSPECTIVE BIDDERS:

The above referenced solicitation has been amended to include the changes outlined below:

All Bidders must acknowledge receipt and agreement to all solicitation amendments by answering “Yes” to question #17 on Attachment 2: *Bid Documents (Electronic)*, Section A: *Bid Submittal Checklist*.

RESPONSE TO BIDDER INQUIRIES:

OGS has given careful consideration to the inquiries received in regards to solicitation #22898, *Light Duty Vehicles*, during the inquiry period that ended on October 2, 2014 at 5:00 PM ET. Responses to all inquiries can be found beginning on page 2 of this memo.

SOLICITATION AMENDMENTS:

The following amendments have been made to the solicitation. The complete, updated documents can be found on the OGS website at <http://www.ogs.ny.gov/purchase/biddocument/22898crBid.asp>.

1. Bid Solicitation Information memo. Section 6 *Contract Scope*, of the Bid Solicitation Information memo dated September 25, 2014 (see below) has been amended to add the following sentence to the definition of Light Duty Vehicles: Low Speed Vehicles (i.e., a limited use automobile or truck that has a maximum speed greater than 20 miles per hour (mph) but not more than 25 mph and has a gross vehicle weight rating less than 3,000 pounds), are excluded from the definition of Light Duty Vehicles.
2. Contract Template. Section 1.2 *Definitions*, of the Contract Template has been amended to add the following sentence to the definition of Light Duty Vehicles: Low Speed Vehicles (i.e., a limited use automobile or truck that has a maximum speed greater than 20 miles per hour (mph) but not more than 25 mph and has a gross vehicle weight rating less than 3,000 pounds), are excluded from the definition of Light Duty Vehicles.

RESPONSE TO BIDDER INQUIRIES:

Q#	Solicitation Document Name	Document Section (Name or number)	Bidder Question	OGS Response
1	General		All of my documents were sent with previous bid. Is there anything additional I need to send besides Attachment 1, Paper bid documents? Will my Mini-bid responses be reviewed or do I need to resubmit them?	<p>As stated in Section 2, <i>Solicitation 22878 Documents</i>, of the Bid Solicitation Information memo dated September 25, 2014 (Solicitation 22898), vendors who submitted bids for solicitation 22878, which was cancelled September 24, 2014, are advised that the documents that were submitted for Solicitation 22878 have been retained by OGS and that some of those documents may be utilized for responses to Solicitation 22898. Section 12 <i>Bid Submission Information</i> gives additional information about which Solicitation 22878 documents may be reused for Solicitation 22898 and which documents must be resubmitted.</p> <p>The Mini-Bids previously posted for Solicitation 22878 have been cancelled. In order to bid on the Mini-Bids released for Solicitation 22898 all Bidders must submit new bids in accordance with Section 4 <i>Vehicle Marketplace Mini-Bid</i> of the Bid Solicitation Information memo dated September 25, 2014.</p>
2	General		Please advise if this offer is for purchasing or for leasing vehicles.	Pursuant to Section 1 <i>To Prospective Bidders</i> of the Bid Solicitation Information memo dated September 25, 2014(Solicitation 22898), Solicitation 22898 is for the acquisition (purchase) of Light Duty Vehicles.
3	General		Are highway speed vehicles required or can low speed vehicles (LSV's) be considered for this bid?	<p>No, Low Speed Vehicles (LSVs) cannot be considered for this bid. Pursuant to Section 1 <i>To Prospective Bidders</i> of the Bid Solicitation Information memo dated September 25, 2014 (Solicitation 22898), Solicitation 22898 is for the acquisition (purchase) of Light Duty Vehicles.</p> <p>Section 6 <i>Contract Scope</i>, of the Bid Solicitation Information memo dated September 25, 2014 (Solicitation 22898), and Section I.2 <i>Definitions</i>, of the Contract Template have been amended to add the following sentence to the definition of Light Duty Vehicles: Low Speed Vehicles (i.e. a limited use automobile or truck that has a maximum speed greater than 20 miles per hour (mph) but not more than 25 mph and has a gross vehicle weight rating less than 3,000 pounds), are excluded from the definition of Light Duty Vehicles.</p>

4	General		What does "Mini-Bids" mean?	<p>Section I.2 <i>Definitions</i> of the Contract Template provides the following definition of Mini-Bid: "The competitive procurement process that a Contractor must participate in to provide a Light Duty Vehicle to an Authorized User under the Contract."</p> <p>See Contract Template Section II.12 <i>Procurement Method</i>, Paragraph C <i>Vehicle Marketplace</i>, for a description of how a Mini-Bid will be conducted under the contracts resulting from Solicitation 22898.</p> <p>See Attachment 4: <i>Mini-Bid Vehicle Requests</i> of Solicitation 22898 for the Mini-Bids that are being conducted in conjunction with Solicitation 22898, and for which bids are due on October 17, 2014 at 11AM ET.</p>
5	Attach 4: Mini-Bid Vehicle Requests	Mini-Bid #14090005 NYS Chevrolet Tahoe 4WD PPV	Mini-Bid #14090005 references part number KTNYS-2015-PPV and KT-NYSP15-9C14X4 for the Aftermarket Components to be provided from Kerr Industries. Which is correct?	Part number KT-NYSP15-9C14X4, which is referenced within paragraph B of the additional specifications for Mini-Bid #14090005: <i>NYS Chevrolet Tahoe 4WD PPV</i> , is the correct part number to be provided from Kerr Industries for Mini-Bid #14090005.
6	Attach 4: Mini-Bid Vehicle Requests	Mini-Bid #14090008 and Mini-Bid #14090009: NYSP Chevrolet Express Vans	We are running into an early build out on our 2015 Express Van and I am concerned of the timeline of the award and ability to order 2015 Express Van. Can you advise of the projected timeline and any penalties involved if the award date passes the build out for the 2015 Express Vans.	<p>As stated in Section 5 <i>Key Events/Dates</i> of the Bid Solicitation Information memo dated September 25, 2014 (Solicitation 22898), the estimated award date of the backdrop contracts and Mini-Bids is October 28, 2014. Upon notification of award for Vehicle(s) Built to Specifications, a Mini-Bid awardee shall provide the Authorized User with either the Final Order Date for the Vehicle(s), or notification that the date is "TBD," (if the date has not yet been set by the OEM). While not a penalty, the result of having either the Final Order Date occur before the date that the Mini-Bid is awarded, or the Authorized User being unable to issue a purchase order by the Final Order Date, is that the Authorized User may choose to not award the Mini-Bid to the applicable Bidder.</p> <p>A Bidder may include the Final Order Date in the answer to question 5.3 on Attachment 5: <i>Form B: Mini-Bid Response</i>, which requests that the Bidder "Enter the estimated number of days after receipt of a Purchase Order (After Receipt of Order ("ARO")) that the delivery will be made."</p> <p>It is understood that the published Final Order Due Date is subject to change at any time, and that a Purchase Order may be rejected if it is received by the Contractor on or after the actual Final Order Due Date for the Vehicle.</p>