



**Solicitation**

**BIDS SHALL BE SENT TO THE ADDRESS LISTED IN SECTION 4.8 ONLY**

**(E-Mail or Facsimile Bid Submissions Are NOT Acceptable)**

<b>BID OPENING:</b>	<b>TITLE: Group 39000 – INDUSTRIAL &amp; COMMERCIAL SUPPLIES AND EQUIPMENT (Statewide)</b>	
<b>DATE:</b> Wednesday, July 8, 2015 <b>TIME:</b> 11:00 AM ET	<b>Classification Code:</b> 26, 27 & 46	
<b>SOLICITATION NUMBER:</b> 22918	<b>SPECIFICATION REFERENCE:</b> As Incorporated Herein	
<b>CONTRACT PERIOD:</b>	Upon Issuance Of The Award For A Period Of Five Years (Includes Periodic Recruitment)	
<b>DESIGNATED CONTACTS:</b>		
<b>PRIMARY CONTACT</b> Beverly Moore Contract Management Specialist 2 Telephone: (518) 486-2143 Email: <a href="mailto:Beverly.moore@ogs.ny.gov">Beverly.moore@ogs.ny.gov</a>	<b>SECONDARY CONTACT</b> Kathleen Danaher Contract Management Specialist 1 Telephone: (518) 474-8484 Email: <a href="mailto:Kathleen.danaher@ogs.ny.gov">Kathleen.danaher@ogs.ny.gov</a>	<b>TERTIARY CONTACT</b> Cynthia Miner Contract Management Specialist 3 Telephone: (518) 474-5535 Email: <a href="mailto:Cynthia.miner@ogs.ny.gov">Cynthia.miner@ogs.ny.gov</a>

The Bid must be fully and properly executed by an authorized person. **By signing you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this SOLICITATION, Appendix A (Standard Clauses For New York State Contracts), Appendix B (OGS General Specifications), and State Finance Law §139-j and §139-k (Procurement Lobbying), and that all information provided is complete, true and accurate. By signing, Bidder affirms that it understands and agrees to comply with the OGS procedures relative to permissible contacts as required by State Finance Law §139-j (3) and §139-j (6) (b).** Information may be accessed at:

Procurement Lobbying: <http://www.ogs.ny.gov/aboutOgs/regulations/defaultAdvisoryCouncil.html>

<b>Bidder's Federal Tax Identification Number:</b> <i>(Do Not Use Social Security Number)</i>	<b>NYS Vendor Identification Number:</b> <i>(See "New York State Vendor File Registration" clause)</i>			
Legal Business Name of Company Bidding:				
D/B/A - Doing As (if applicable):				
Street	City	State	County	Zip Code
If applicable, place an "x" in the appropriate box (check all that apply):		<input type="checkbox"/> Small Business #Employees	<input type="checkbox"/> Minority Owned Business	<input type="checkbox"/> Women Owned Business
If applicable, place an "x" in the appropriate box (check all that apply):		<input type="checkbox"/> Manufactured Within New York State	<input type="checkbox"/> Manufactured Outside New York State	
If you are not Bidding, place an "x" in the box and return this page only.				
<input type="checkbox"/> WE ARE UNABLE TO BID AT THIS TIME BECAUSE:				
Bidder's Signature: Title:		Printed or Typed Name: Date:		
Phone:	Extension	Toll Free Phone:	Extension	
Fax:	Extension	Toll Free Fax:	Extension	
E-mail Address:		Company Website:		

**RETURN THIS PAGE AS PART OF BID OR NO BID**



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### Appendices

**Appendix A - Standard Clauses for New York State Contracts (January 2014)**

**Appendix B - General Specifications (June 2014)**

**Appendix C - Contract Modification Procedure & Form**

### Attachments

Attachment 1 - Pricing

Attachment 2 – NYS Certifications

Attachment 3 – Encouraging Use of NYS Businesses in Contract Performance

Attachment 4 - Insurance Requirements

Attachment 5 - Solicitation Questions

Attachment 6 – Bid Submittal Checklist

Attachment 7 – Bidder Inquiries Template

Attachment 8 - Report of Contract Usage

Attachment 9 - Reseller/Distributor/Authorized Dealer Information Sheet

## SECTION I INTRODUCTION

### 1.1 Overview

This Solicitation is being issued by the New York State Office of General Services – Procurement Services (OGS). The purpose is to establish multiple statewide centralized Contracts for Industrial & Commercial Supplies and Equipment to be used by Authorized Users. This Solicitation is being conducted as a non-competitive periodic recruitment. Contract awards will be made to all responsive and responsible Bidders who meet minimum qualifications by District and Product Category, as detailed in Section 2 - *Bidder Qualifications*. Bidders will be required to offer Products in at least one (1) of four (4) geographical Districts, as defined in Section 3.2, and in at least four (4) of thirteen (13) Product Categories, as defined in Section 3.1. Procurement Instructions describing requirements for Authorized Users to purchase from the centralized Contracts are found in Section 6.2.

The purpose of this Solicitation and resultant Contracts is to provide Authorized Users with a means of acquiring Industrial & Commercial Supplies and Equipment which are purchased repetitively or on an emergency basis. It also provides a means for inventory reduction by offering quick shipment (within 24-48 hours) of a broad array of products and aggregation and purchasing of a variety of different products from the same contractor with a single order. This Solicitation further offers Authorized Users the ability to pick-up orders (Refer to Section 2 – *Bidder Qualifications*). Services are excluded from the scope of this Solicitation and resultant Contracts.

### 1.3 Estimated Quantities

The Contracts resulting from this Solicitation will be Indefinite Delivery, Indefinite Quantity (IDIQ) Contracts. All quantities or dollar values listed within this Solicitation are estimates. The historical dollar value of all contracts issued under the previous award is approximately \$135,000,000.00 annually.

Numerous factors could cause the actual value of the Contracts resulting from this Solicitation to vary substantially from the historical value. Such factors include, but are not limited to, the following:

- Such Contracts will be nonexclusive Contracts;
- There is no guarantee of volume to be purchased, nor is there any guarantee that demand will continue in any manner consistent with previous purchases;
- The individual value of each Contract is indeterminate and will depend upon actual Authorized User demand, and actual quantities ordered during the contract period; and,
- The State reserves the right to terminate any Contract for cause or convenience prior to the end of the term pursuant to the terms and conditions of the Contract.

In Procurement Service’s experience, depending on the price of a particular item, the actual volume of purchases for that Product could be substantially in excess of, or substantially below, estimated volumes. Specifically, if actual contract pricing is lower than anticipated or historical pricing, actual quantities purchased could be substantially greater than the estimates; conversely, if actual contract pricing is higher than anticipated or historical pricing, actual quantities purchased could be substantially lower than the estimates. By submitting its Bid, Bidder acknowledges the foregoing and agrees that actual good faith purchasing volumes during the term of the resulting Contracts could vary substantially from the estimates/historical values provided in this Solicitation.

### 1.4 Key Events/Dates

Event	Date	Time
Close Of Registration For Pre-Bid Conference	Friday, May 22, 2015	5:00 PM ET
Pre-Bid Conference	Wednesday, May 27, 2015	10:00 AM ET
1 <sup>st</sup> Closing Date for Q&A	Friday, May 29, 2015	5:00 PM ET
1 <sup>st</sup> Q&A Published	Monday, June 8, 2015 TENTATIVE	N/A
MWBE Interest Deadline	Friday, June 12, 2015	5:00 PM ET
2 <sup>nd</sup> Closing Date for Q&A	Friday, June 19, 2015	5:00 PM ET
2 <sup>nd</sup> Q&A Published	Friday, June 26, 2015 TENTATIVE	N/A
Submission of Solicitation and Bid Opening	Wednesday, July 8, 2015	11:00 AM ET

1.5 **Inquiries**

All inquiries concerning this Solicitation must be addressed to the following Procurement Services designated contact(s) and issuing office:

PRIMARY CONTACT	SECONDARY CONTACT	TERTIARY CONTACT
Beverly Moore	Kathleen Danaher	Cindy Miner
NYS Office of General Services	NYS Office of General Services	NYS Office of General Services
Corning Tower - 38th Floor	Corning Tower - 38th Floor	Corning Tower - 38th Floor
Empire State Plaza	Empire State Plaza	Empire State Plaza
Albany, New York 12242	Albany, New York 12242	Albany, New York 12242
E-Mail: Beverly.Moore@ogs.ny.gov	E-Mail: Kathleen.danaher@ogs.ny.gov	E-Mail: Cynthia.miner@ogs.ny.gov

There will be two (2) inquiry periods for this procurement as specified in Section 1.4 - *Key Events/Dates*. All questions should be submitted in writing using Attachment 7 – *Bidder Inquiries Template*, citing the particular Solicitation document name and document section. The Bidder Q&A Template must be emailed by the date and time referenced in Section 1.4 - *Key Events/Dates*. A Bidder is strongly encouraged to submit questions at their earliest convenience.

**Bid deviations or extraneous terms shall only be submitted during the first inquiry period.**

Inquiries in the second inquiry period must be limited to a clarification of inquiries or answers from the first inquiry period. During the second inquiry period, a Bidder shall only raise potential questions, assumptions, exceptions, caveats, etc. to the terms and conditions, and requirements of this Solicitation with respect to language altered by OGS as a result of the first inquiry period.

A Bidder should note that all clarifications including those relating to the terms and conditions of the contract are to be resolved prior to the submission of a Bid. Responses to all questions of a substantive nature will be provided to all Prospective Bidders in the form of a question and answer document which will be released through the New York State Contract Reporter and posted on the Office of General Services’ Website.

Bidders are advised that OGS will not entertain any deviations to Appendix A. Deviations to Appendix B are strongly discouraged. OGS will also not entertain any exceptions to the Solicitation that are of a material or substantive nature.

1.6 **New York State Contract Reporter**

You must register with the New York State Contract Reporter at <https://www.nyscr.ny.gov> in order to receive notifications about this solicitation. Navigate to the “I want to find contracts to Bid on” page to register for your free account. Answers to all questions of a substantive nature will be provided to all registered Bidders in the form of a question and answer document which will be posted and released through the New York State Contract Reporter site.

1.7 **Summary of Policy and Prohibitions on Procurement Lobbying**

Pursuant to State Finance Law §§139-j and 139-k, this Solicitation includes and imposes certain restrictions on communications between OGS and a Bidder during the procurement process. A Bidder is restricted from making contacts from the earliest notice of intent to solicit offers/Bids through final award and approval of the Procurement Contract by OGS and, if applicable, the Office of the State Comptroller (“restricted period”) to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j (3)(a). Designated staff, as of the date hereof, is identified on the first page of this Solicitation. OGS employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for Contract award and in the event of two findings within a four (4) year period, the Bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found on the OGS website at: [http://www.ogs.ny.gov/aboutOgs/regulations/defaultSFL\\_139j-k.asp](http://www.ogs.ny.gov/aboutOgs/regulations/defaultSFL_139j-k.asp)

1.8 **Pre-Bid Conference – Discretionary**

A Pre-Bid Conference will be hosted by OGS to review this Solicitation. Although attending the Pre-Bid Conference is not mandatory, it is highly encouraged.

The Pre-Bid Conference will be held at the time and date indicated in Section 1.4, *Key Events/Dates*. Bidders may attend in person at the Empire State Plaza, Albany, New York, or via conference call. The room location and conference call number will be provided to all registered Bidders prior to the conference.

- To register for the Pre-Bid Conference, Vendors must send an email entitled “**Pre-Bid Conference**” to [beverly.moore@ogs.ny.gov](mailto:beverly.moore@ogs.ny.gov). The following information must be provided by the date and time listed in Section 1.4, *Key Events/Dates* for Close of Registration for Pre-Bid Conference. Solicitation Number 22918
- Solicitation Title: Group 39000 – Industrial & Commercial Supplies and Equipment
- Legal Company Name
- Name of each Attendee (up to three)
- Title(s)
- Email address of each Attendee
- Phone Number of each Attendee

Registrants will receive an invitation and logistics, including the specific location upon receipt of registration by OGS.

At the discretion of OGS, materials may be provided prior to the Pre-Bid Conference to the email address(es) submitted with registration. At the discretion of OGS, inquiries submitted prior to the Pre-Bid Conference may be addressed by OGS at the Pre-Bid Conference. All responses to inquiries made at the Pre-Bid conference are not binding; only the responses in the official response to inquiries posted on the OGS website (Online Bid Calendar page at: <http://nyspro.ogs.ny.gov/content/finding-Bid-opportunities>) shall be binding.

#### 1.9 MWBE Interest in Participating with Bidders

If a New York State certified M/WBE vendor would like to indicate its interest in working with participating Bidders, please send an email entitled “Solicitation 22918 M/WBE INTEREST [Your company name]” to [beverly.moore@ogs.ny.gov](mailto:beverly.moore@ogs.ny.gov) on or before the date and time listed in Section 1.4 – *Key Events/Dates*. The email should include:

1. Company Name
2. Contact Name, Phone Number, Mailing Address, E-Mail Address
3. Brief description of company type (for example “Company ABC is an Authorized Dealer for XYZ”).
4. NYS Empire State Development Certification Type (Minority and/or Women-Owned Business Enterprise)

A list of all NYS certified MWBE vendors who have expressed interest in this solicitation through the timely submission of such email, will be included in a Purchasing Memorandum posted through the New York State Contract Reporter in accordance with Section 1.6 - *New York State Contract Reporter*.

#### 1.10 Glossary

The terms used in this Solicitation shall be defined in accordance with Appendix B – *Definitions*. In addition, the following definitions shall apply.

“**Bid**” shall refer to a Bidder’s complete response to this Solicitation.

“**Bidder**” Shall refer to any business entity who submits a response to this Solicitation. At the time that the Bidder executes a Contract with the State, a Bidder shall become a “Contractor”. See also “Contractor”.

“**Business Day**” Shall refer to 8 hours of operation, Monday through Friday within the hours of 7:00 am – 6:00 pm ET, excluding NYS Holidays.

“**Contractor**” shall refer to a responsive and responsible Bidder who is working under an executed contract with New York State. Contractor is a general term.

“**Deeper Discount**” refers to an additional discount beyond the Product Category Discount for each Product offered within a Product Category.

“**District**” shall refer to New York State counties that are grouped together for purposes of this solicitation.

“**Hot List Pricing**” shall refer to better pricing on most commonly purchased products.

**“Inside Delivery”** refers to a delivery method wherein the Contractor brings the shipped Product(s) from the vehicle into the entrance of the ordering Authorized User’s building.

**“NYS Holidays”** refers to the legal holidays for State Employees in the Classified Service of the Executive Branch, as more particularly specified on the website of the NYS Department of Civil Service. This includes the following: New Year’s Day; Martin Luther King Day; Washington’s Birthday (observed); Memorial Day; Independence Day; Labor Day; Columbus Day; Veteran’s Day; Thanksgiving Day; and Christmas Day.

**“NYS Vendor ID”** shall refer to the ten-character identifier issued by New York State when the vendor is registered on the Vendor File.

**“Periodic Recruitment”** is a process whereby OGS, at any time and in its best interest, reserves the right to open the procurement to additional Bidders under the same terms and conditions as the original solicitation.

**“Preferred Source Offering”** shall refer to those commodities or services that have been approved in accordance with State Finance Law §162.

**“Preferred Source Program”** shall refer to the special social and economic goals set by New York State in State Finance Law §162 that require a governmental entity purchase select commodities and services from designated organizations when the commodities or services meet the “form, function and utility” requirements of the governmental entity. Under State Finance Law §163, purchases of commodities and services from preferred sources are given the highest priority and are exempt from the competitive Bidding requirements. The New York State preferred sources include: Corcraft (the marketplace name for the NYS Department of Corrections and Community Supervision, Division of Industries); New York State Preferred Source Program for People Who Are Blind, NYS Industries for the Disabled; and the Office of Mental Health. These requirements apply to a State agency, political subdivision and public benefit corporation (including most public authorities).

**“Reseller/Distributor/Authorized Dealer”** is a company or individual (merchant) that purchases goods with the intention of selling them rather than consuming or using them.

#### 1.11 Appendix A

Appendix A, Standard Clauses For New York State Contracts, dated January 2014, attached hereto, is hereby expressly made a part of this Solicitation as if set forth at length herein. **Please retain this document for future reference and do not return to OGS as part of the Bid submission.**

#### 1.12 Appendix B

Appendix B, Office of General Services General Specifications, dated June 2014, attached hereto, is hereby expressly made a part of this Solicitation as fully as if set forth at length herein and shall govern any situations not covered by this Bid Document or Appendix A. **Please retain this document for future reference and do not return to OGS as part of the Bid submission.**

#### 1.13 Conflict of Terms and Conditions

Conflicts between documents shall be resolved in the following order of precedence:

- a. Appendix A
- b. This Solicitation and Attachments
- c. Appendix B
- d. Bidder’s Bid

## SECTION 2 BIDDER QUALIFICATIONS

### 2.1 Requirements:

1. Bidder must offer Products in at least four (4) of the thirteen (13) Product Categories referenced in Section 3 - *Scope*.
2. Bidder must offer a minimum of 100 Products in each category in which they Bid and have a minimum 10,000 Products overall. Offering the minimum number of Products in each category **does not** meet the minimum 10,000 Products overall.
3. In order to facilitate the need for Authorized Users to pick-up orders, free of charge, the Bidder **and/or their resellers/distributors/authorized dealers** must have a warehouse/distribution center/store in each District being bid. The option to pick-up orders is at the discretion of the Authorized User and must be

denoted on the purchase order. Pick-up orders shall be ready within 24 – 48 hours after receipt of order with the exception of non-stock orders which must be ready for pickup within 10 business days after receipt of order. See Section 6.14 – *Orders*. Warehouse/distribution center/store needs to be in operation for a minimum of 8 hours, Monday through Friday, except NYS Holidays, between the hours of 7:00 am and 6:00 pm.

4. Bidder must provide a category discount of greater than 0% per category Bidding.

Failure by a Bidder to provide any of the above information or to meet any of the above qualifications in whole or in part may result in disqualification of Bidder.

## SECTION 3 SCOPE

### 3.1 Product Categories

Bidder may Bid on any of the Product Categories as defined below as long as they meet the “Bidder Qualifications”. Bidder must Bid on at least four (4) of the thirteen (13) Product Categories. Services are excluded from the scope of this Solicitation and may not be offered in any Product Category. **Examples listed below are not limited to the Products listed in each Product Category.**

Product Categories	Examples
<b>Electrical</b>	<ul style="list-style-type: none"> <li>• Circuit Breakers</li> <li>• Conduits</li> <li>• Electrical Boxes</li> <li>• Fuses</li> <li>• Switches</li> <li>• Wire</li> <li>• Connectors</li> <li>• Outlets</li> <li>• Switches</li> <li>• Cords</li> <li>• Plugs</li> </ul>
<b>Fluid Power Equipment</b>	<ul style="list-style-type: none"> <li>• Pressure Washers</li> <li>• Spray Guns and Kits</li> <li>• Hydraulics</li> <li>• Hoses</li> <li>• Tubing</li> <li>• Hydraulic liquids</li> </ul>
<b>HVAC (Heating, Ventilation, Air Conditioning)</b>	<ul style="list-style-type: none"> <li>• Air Filters</li> <li>• Blowers</li> <li>• Diffusers</li> <li>• Fans</li> <li>• Coolant</li> <li>• Small Heaters</li> <li>• Air Conditioner Units ( Window and Portable)</li> <li>• Foam Coil Cleaners</li> <li>• Filters</li> <li>• Valves</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Lamps</li> <li>• Ballasts</li> <li>• Fixtures</li> <li>• Bulbs</li> <li>• Diodes</li> <li>• Tubes</li> </ul>

Product Categories	Examples
<b>Maintenance/Cleaning</b>	<ul style="list-style-type: none"> <li>• Cleaning Chemicals</li> <li>• Hand Soaps</li> <li>• Paper Products</li> <li>• Trash Can Liners</li> <li>• Ladders</li> <li>• Paint Supplies</li> <li>• Paint</li> <li>• Welding Supplies</li> <li>• Adhesives</li> <li>• Shop Supplies</li> <li>• Fasteners</li> <li>• Seasonal Lawn and Garden Supplies</li> <li>• Metal Raw Materials (Pins, Flat Stock, Rods, etc.)</li> </ul>
Material Handling	<ul style="list-style-type: none"> <li>• Hand Trucks</li> <li>• Containers</li> <li>• Cabinets</li> <li>• Chains</li> <li>• Wire Rope</li> <li>• Pails/Drums</li> </ul>
<b>Motors/Power Transmission</b>	<ul style="list-style-type: none"> <li>• Belts</li> <li>• Pulleys</li> <li>• Comb Hammer</li> <li>• Motors</li> </ul>
<b>Pneumatics</b>	<ul style="list-style-type: none"> <li>• Various Valves</li> <li>• Flanged Globes</li> <li>• Relays</li> <li>• Compressors</li> <li>• Cylinders</li> </ul>
<b>Production Tools</b>	<ul style="list-style-type: none"> <li>• Drive Bits</li> <li>• Friction Lighters</li> <li>• Band Saws</li> <li>• Lighter Sets</li> <li>• Tank Adapters</li> </ul>
<b>Pumps and Plumbing</b>	<ul style="list-style-type: none"> <li>• Facets</li> <li>• Fittings</li> <li>• Pipes</li> <li>• Water Filters</li> <li>• Drains</li> <li>• Pumps</li> <li>• Plumbing Tools</li> </ul>
<b>Safety and Security</b>	<ul style="list-style-type: none"> <li>• Eye Protection</li> <li>• Eye Wash</li> <li>• Head and Face Protection</li> <li>• Hearing Protection</li> <li>• Gloves</li> <li>• Protective Clothing</li> <li>• First Aid</li> <li>• Barricades</li> <li>• Fire Escape Ladders</li> <li>• Strobes</li> <li>• Master Lock</li> </ul>

<b>Hand Tools</b>	<ul style="list-style-type: none"> <li>• Hammers</li> <li>• Pliers</li> <li>• Rakes</li> <li>• Screwdrivers</li> <li>• Shovels</li> <li>• <b>Hand Saw</b></li> <li>• <b>Measuring Tools (Levels, Tape Measures, etc.)</b></li> </ul>
<b>Power Tools</b>	<ul style="list-style-type: none"> <li>• Electric Drills</li> <li>• Electric Grinders</li> <li>• Electric Sanders</li> <li>• Electronic Saws</li> </ul>

### 3.2 Districts

Bidder may Bid in any of the Districts as defined below as long as they are able to offer at least four (4) out of thirteen (13) Product Categories in that District and meet the “Bidder Qualifications” for those Product Categories. Bidder must Bid in at least one District.

Districts are grouped by counties as follows:

DISTRICT A	DISTRICT B	DISTRICT C	DISTRICT D
Allegany	Broome	Albany	Bronx
Cattaraugus	Cayuga	Clinton	Kings
Chautauqua	Chenango	Columbia	Nassau
Chemung	Cortland	Dutchess	New York
Erie	Delaware	Essex	Queens
Genesee	Fulton	Franklin	Richmond
Livingston	Hamilton	Greene	Rockland
Monroe	Herkimer	Orange	Suffolk
Niagara	Jefferson	Putnam	Westchester
Ontario	Lewis	Rensselaer	
Orleans	Madison	Rockland	
Schuyler	Montgomery	Saratoga	
Seneca	Oneida	Schenectady	
Steuben	Onondaga	Sullivan	
Wayne	Oswego	Ulster	
Wyoming	Otsego	Warren	
Yates	St. Lawrence	Washington	
	Schoharie	Westchester	
	Tioga		
	Tompkins		

## SECTION 4 BID SUBMITTAL

### 4.1 Notice to Potential Bidders

Receipt of Bid does not indicate that OGS has pre-determined a company’s qualifications to receive a Contract award. Such determination shall be based on the evaluation of a Bid compared to the specific requirements and qualifications contained in this Solicitation.

### 4.2 Performance and Bid Bonds

There are no bonds for this Contract. In accordance with Appendix B, *Performance/Bid Bond*, the Commissioner of OGS has determined that no performance, payment or Bid bond, or negotiable irrevocable letter of credit or other form of security for the faithful performance of the Contract shall be required at any time during the Term of the resulting Contract.

### 4.3 Bid Deviations

In accordance with the requirements set forth in Appendix B, *Extraneous Terms*, if your Bid differs from the terms set forth in the Solicitation, the Bidder shall explain such deviation(s) or qualification(s) during the 1<sup>st</sup> Inquiry period, as detailed in

Section 1.5, *Inquiries*. Bidders are advised that OGS will not entertain any deviations to Appendix A. Deviations to Appendix B are strongly discouraged. OGS will also not entertain any exceptions to the Solicitation that are of a material or substantive nature.

#### 4.4 Responsiveness

To be considered responsive, a Bidder must submit a Bid that satisfies and addresses all requirements stated in the Solicitation. A Bid that fails to conform to all requirements may be considered non-responsive and may be rejected.

#### 4.5 Incorporation

Portions of the successful Bidder's Bid and of this Solicitation shall be incorporated into a final Contract, with a separate document executed by Contractor and OGS. Therefore, the Bid must be signed by a partner, corporate officer, or other person authorized to commit the Bidder to all provisions of the Solicitation and the Bid as submitted.

#### 4.6 Bid Liability

The State of New York will not be held liable for any cost incurred by the Contractor for work performed in the production of a Bid or for any work performed prior to the formal execution of a Contract.

#### 4.7 Bid Validity

Bids must remain open and valid for at least 90 calendar days from the due date. A Bid shall continue to remain an effective offer, firm and irrevocable, subsequent to such 90 calendar-day period until either tentative award of the Contract by OGS is made or withdrawal of the Bid in writing by the Bidder.

#### 4.8 Format and Content of Bid Submittal

A Bidder must submit a complete Bid that satisfies and addresses all requirements stated in the Solicitation. A BID THAT FAILS TO CONFORM TO ALL REQUIREMENTS MAY BE CONSIDERED NON-RESPONSIVE AND MAY BE REJECTED.

It is recommended that the Bidder open, review and save/download all electronic files to the Bidder's hard drive and/or to a secure back-up. Only completed files (in the specified format) should be saved to portable electronic media. Do not return copies of Appendix A and B with your Bid. Please note that submitting a Bid by fax or e-mail is not acceptable.

Bidder shall submit the entire offering on CD or flash drive in accordance with the instructions below. **Only those items listed below in section 2 are required in paper copy.**

**A complete Bid consists of ONE (1) copy of each of the following in the format listed (note: all Excel documents shall NOT be locked or password protected by Bidder):**

1. CD or flash drive containing:
  - a. Completed Pages 1 and 2 of the Solicitation (signed and scanned) (PDF);
  - b. Completed Attachment 1 – *Pricing* (Microsoft Excel NOT LOCKED);
  - c. Completed Attachment 2 – *NYS Certifications* (signed and scanned) (PDF);
  - d. Completed Attachment 3 – *Encouraging Use of NYS Businesses in Contract Performance* (PDF);
  - e. Attachment 4 – *Insurance Requirements* (All necessary proof of insurance as outlined) (PDF);
  - f. Completed Attachment 5 – *IFB Questions* (Excel);
  - g. Completed Attachment 6 – *Bid Submittal Checklist* (Excel);
  - h. Completed Attachment 9 – *Reseller/Distributor/Dealer Information Sheet* (Word);
  - i. Completed ST-220CA, Contractor Certification notarized (PDF);
  - j. Completed MWBE 100, MWBE Utilization Plan (PDF);
  - k. Completed Form EEO100, Equal Employment Opportunity Staffing Plan (PDF);
  - l. Completed Standard Vendor Responsibility Questionnaire or SVRQ Certification from the Office of the State Comptroller (PDF)
2. Submit in three ring binder, **ORIGINAL** versions of each of the following:
  - a. Completed Pages 1 and 2 of the Solicitation (signed in ink);
  - b. Completed Attachment 2 – *NYS Certifications* (signed in ink);
  - c. Completed Attachment 3 – *Encouraging Use of NYS Businesses in Contract Performance*;
  - d. Attachment 4 – *Insurance Requirements* (All necessary proof of insurance as outlined);
  - e. Completed Attachment 5 – *Solicitation Questions*;
  - f. Completed Attachment 6 – *Bid Submittal Checklist*;
  - g. Completed Attachment 9 – *Reseller/Distributor/Dealer Information Sheet*;
  - h. Completed ST-220CA, Contractor Certification notarized (signed in ink);

- i. Completed MWBE 100, MWBE Utilization Plan (signed in ink);
- j. Completed Form EEO100, Equal Employment Opportunity Staffing Plan (signed in ink);
- k. Completed Standard Vendor Responsibility Questionnaire or SVRQ Certification from the Office of the State Comptroller

**Bidder should note that only electronic submission of the Attachment 1 – Pricing is required. Hard copies are not requested.**

Also, please note that in the case of discrepancies between paper copies and electronic media submissions of the documents required in both formats, the electronic copy shall take precedence over the paper copy.

**Bid Envelopes and Packages**

All Bids must have a label on the outside of the box or package itemizing the following information:

1. BID ENCLOSED (preferably bold, large print, all capital letters)
2. Group number (39000)
3. Bid number (Solicitation #22918)
4. Bid Opening Date and Time (July, 8, 2015 at 11:00 AM ET)
5. The number of boxes or packages (i.e., 1 of 2; 2 of 2)

Failure to complete all information on the Bid envelope and/or packages may necessitate the premature opening of the Bid and may compromise confidentiality. See Appendix B, *Bid Submission*.

**Bid Delivery**

**Bids shall be delivered to the following address on or before 11:00 a.m. ET, on or before the Bid Opening Date:**

**State of New York Executive Department  
Office of General Services  
Procurement Services  
Corning Tower - 38th Floor Reception Desk  
Empire State Plaza  
Albany, NY 12242**

The received time of Bids will be determined by OGS by the clock at the above noted location.

Bidders assume all risks for timely, properly submitted deliveries. A Bidder is strongly encouraged to arrange for delivery of Bids to OGS prior to the date of the Bid opening. Late Bids shall be rejected, as detailed in Appendix B, *Late Bids Rejected*.

**Important Building Access Procedures**

To access the Corning Tower, all visitors must check in by presenting photo identification at the information desk.

A Bidder attending Bid openings is encouraged to pre-register for building access by contacting the Procurement Services receptionist at 518-474-6262 at least 24 hours prior to the Bid opening. Visitors who are registered can check in directly with the information desk. Visitors who are not pre-registered will be directed to a designated phone to call the Procurement Services receptionist. The receptionist will register the visitor at that time but delays may occur. Vendors who intend to deliver Bids or conduct Procurement Services business should allow extra time to comply with these procedures. Building Access procedures may change or be modified at any time.

**4.9 Bid Opening Results**

Procurement Services posts Bid information on the OGS web page. The web page makes available Bid information about the list of Bidders that responded to the Solicitation. Such information is anticipated to be available online within two (2) business days after the Bid opening.

The Bid Opening Results Page is available at: <http://nyspro.ogs.ny.gov/nyspro-Bid-openings>

**4.10 Debriefing**

Unsuccessful Bidders shall be notified upon Notification of Award to the winning Contractor(s). A Bidder shall be accorded fair and equal treatment with respect to its opportunity for debriefing. Requests for debriefings may be made both prior to and after Contracts are awarded. For debriefings prior to Contract award, OGS shall, upon request, provide a

debriefing which would be limited to review of that Bidder's proposal or Bid. The debriefing prior to Contract award should be requested in writing within 14 calendar days of notification that the Bid or proposal was disqualified from further consideration or that the Bidder was a non-awardee.

After Contract award, OGS shall, upon request, provide a debriefing to any unsuccessful Bidder that responded to the solicitation, regarding the reason that the proposal or Bid submitted by such Bidder was not selected for a Contract award. Requests for debriefings by unsuccessful Bidders must be addressed to OGS in writing. The post-award debriefing should be requested in writing within 30 calendar days of posting of the Contract award on the OGS website.

#### 4.11 New York State Procurement Rights

New York State Reserves the right to:

1. Reject any or all Bids received in response to the Solicitation;
2. Withdraw the Solicitation at any time, at the sole discretion of the Agency;
3. Make an award under the Solicitation in whole or in part;
4. Disqualify any Bidder whose Bid fails to conform to the requirements of the Solicitation;
5. Seek clarifications and revisions of Solicitation;
6. Amend the Solicitation requirements prior to the Bid opening to correct errors or oversights, or to supply additional information, as it becomes available;
7. Direct Bidders, prior to the Bid opening, to submit Bid modifications addressing subsequent Solicitation amendments;
8. Change any of the schedule dates with notification through the NYS Contract Reporter;
9. Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective Bidders;
10. Waive any requirements that are not material;
11. Utilize any and all ideas submitted in the Bids received;
12. Negotiate lower pricing, or to advertise for Bids, any unanticipated excessive purchase.
13. Negotiate with the Bidder responding to this Solicitation within the Solicitation requirements to serve the best interests of the State. This includes requesting clarifications of any or all Bidders' Bids;
14. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a Bidder's Bid and/or to determine a Bidder's compliance with the requirements of the Solicitation;
15. If an incorrect reference/parameter/component/product/etc. is stated by the State or by the Bidder, the evident parameter/component/product shall prevail; the proper alternative or corrected parameter/model/code number(s) shall be considered;
16. Reject any Bid submission or portion(s) thereof determined to have been altered or modified from the original format by the Bidder. Such alterations or modifications include but are not limited to: any change(s) to document header(s), footer(s) and/or cell(s); unprotecting worksheet(s)/workbook(s); hiding/unhiding cell(s)/column(s)/row(s)/worksheet(s); and locking/unlocking cell(s).
17. Have the flexibility to consider Bids with minor deviations or technicalities and to waive minor deviations or technicalities that may be consistent with the intent and scope of the solicitation. This flexibility may permit a reasonable outcome in cases where the results of a fair, competitive process are clear but the award of a Contract is threatened due to a minor technicality or a minor deviation, and reject an obviously unbalanced Bid as determined by the State or offer the Bidder the opportunity to provide supplemental information or clarify its Bid, including the opportunity to explain or justify the balance, realism and/or reasonableness of its pricing.
18. Request additional documentation from the Bidder and to request reports on financial stability from independent financial rating services to verify their ability to service a contract with dollar sales volume similar to the scope of this Bid through submission of financial statements documenting past sales history.
19. To determine the disposition of any rebate settlement, restitution, liquidated damage, etc. which arise from the administration of this contract.

#### 4.12 NYS Required Certifications

A Bidder is required to submit the signed New York State Required Certifications (Attachment 2 – *NYS Certifications*) with its Bid. Failure to submit these documents may result in Bid being considered non-responsive and may result in a Bid being rejected.

## SECTION 5 METHOD OF AWARD

### 5.1 Method of Award

This Solicitation is being conducted as a non-competitive periodic recruitment. Contract awards will be made to all responsive and responsible Bidders by District and Product Category who meet minimum qualifications (see **Section 2.1 – Requirements**) and offer reasonable prices (see **Section 6.4 – Price**) as determined by OGS. See Section 6.2, *Procurement Instructions* for information on how Authorized Users may purchase from the centralized Contracts. Because of the varied nature of products offered by Bidders in the Product Categories, it is anticipated that award will be made to more than one vendor in each District.

OGS reserves the right to make Contract awards in phases and have Contracts start on a rolling basis in the priority order outlined below. Based on the number of Bids received, Bids that do not require clarification or the submission of additional supporting documentation from the Bidder will be awarded first, in phases.

Priority in evaluating Bids and awarding Contracts will be given as follows:

- (1) Bid offering Products in all four Districts (statewide) and in all 13 Product Categories;
- (2) Bid offering Products in all four Districts and in at least 10 Product Categories;
- (3) Bid offering Products in all four Districts and in at least 4 Product Categories;
- (4) Bid offering Products in all 13 Product Categories in at least three Districts;
- (5) Bid offering Products in all 13 Product Categories in at least two Districts;
- (6) Bid offering Products in all 13 Product Categories in at least one region; and
- (7) All other Bids.

### 5.2 Notification of Award

Successful Bidders shall be advised by OGS in accordance with Appendix B, *Contract Creation/Execution*. Tentative award of the Contract shall consist of written notice to that effect by OGS to the successful Bidder.

In the case where a Bidder is awarded more than one Product Category and/or District, a single Contract will be issued which includes terms for all awarded Product Categories and/or Districts.

## SECTION 6 TERMS AND CONDITIONS

### 6.1 Contract Period and Renewal

The Contract(s) awarded shall be in effect for a term of five (5) years. The Contract(s) shall commence as stated on the Solicitation after all necessary approvals by both parties and shall become effective upon mailing or electronic communication of the final executed documents (see Appendix B, *Contract Creation/Execution*).

Contracts awarded under any additional periodic recruitment periods or those Contracts awarded in phases, will have a lesser initial Contract term than the original Solicitation so that the Contracts from all periodic recruitments and all phases of awards end on the same date, regardless of start date.

If mutually agreed between OGS and the Contractor(s), the Contract may be renewed under the same terms and conditions for a period of up to one (1) additional year.

### 6.2 Procurement Instructions

The resultant Contracts will be issued under a multiple award structure. Authorized Users shall procure Products that best meet their form, function, and utility requirements.

Before proceeding with their purchase, Authorized Users shall check the list of Preferred Source offerings and are reminded that they must comply with State Finance Law, particularly §162, regarding commodities/services provided by preferred source suppliers.

Pursuant to State Finance Law § 163(10)(c), at the time of purchase, Authorized Users must base their selection among multiple Contracts upon which is the most practical and economical alternative that is in the best interests of the State.

Authorized Users shall review multiple Price Lists posted on the OGS website to determine best pricing. Authorized Users shall utilize the Product of the Bidder offering the lowest price that meets the Authorized User's form, function, and utility requirements, documenting in the procurement record the determination of the criteria used for the selection.

Authorized Users are encouraged to use the lowest Bidder but if the lowest Bidder is not selected, then the agency must prepare documentation for the procurement record explaining the action taken (i.e., the low Contractor could not provide the product in the time frame required, Contractor did not have the needed equipment, etc.).

### 6.3 Short Term Extension

In the event a replacement contract has not been issued, any contract let and awarded hereunder by the State, may be extended unilaterally by the State for an additional period of up to three (3) months upon notice to the Contractor with the same terms and conditions as the original contract including, but not limited to, quantities (prorated for such extension), prices, and delivery requirements. Any extension terminates upon Award of a replacement contract.

### 6.4 Price

Price shall include all customs duties and charges and be net, F.O.B. destination any point in New York State, for orders, as designated by the ordering agency including Inside Delivery. (See Section 6.12 - *Minimum Order* and Section 6.18 – *Product Delivery*.)

In addition, upon mutual agreement, delivery locations may be expanded per the "Extension of Use" clause.

**The Bidder must offer a NYS Contract Price that is the same or better than pricing provided in a current contract to governmental entities (NYS, GSA, Veteran's Administration, Department of Defense or other state governments).**

**Bidder will provide this information on the appropriate Product Category Attachment 1 – *Pricing*, document.**

**Price reasonableness will be determined by comparing the NYS Contract Price with the Comparable Governmental Contract Price for each Product.**

**If the Bidder is unable to provide a NYS Contract Price that is the same or better than current contract pricing given to other governmental entities, Bidder must provide a brief explanation in Attachment 5, Solicitation Questions. It is within OGS's discretion to determine whether the pricing and explanation provided by Bidder are reasonable. OGS reserves the right to request further information to make a determination of price reasonableness, such as copies of other governmental contracts.**

**Bidder shall offer a single percentage Category Discount and an optional Deeper Discount per Product, in whole numbers, from their regularly published pricing in effect at time of Bid opening. If bidding multiple Districts the single discount offered by Product Category and Deeper Discounts will apply to all Districts.**

**A Product that does not contain a Comparable Government Contract Price will be removed from the Bidder's price list.**

**Bidder will submit pricing information on the appropriate Product Category Attachment 1 – *Pricing*, which will apply to all districts bid.**

The Bidder shall hold pricing for one year from the start date of the contract. Contract prices may be changed on the first anniversary of the contract start date and annually thereafter. OGS, at their discretion, may request price changes at any time, if it is in the best interest of the State. It is the State's intent to publish on the OGS website each Contractor's price list.

Discounts quoted are to be firm for the entire period of the contract, and no discount reductions will be allowed at any time. Discount increases are permitted at any time. See Section 6.7 – *Price Updates*.

## 6.5 Additional Discounts

A Bidder is encouraged to offer its best possible pricing through the Bid pricing in sheet “*Financial Offer*” in Attachment 1 – *Pricing*.

### **Deeper Discount**

**A Deeper Discount by an individual Product within a Product Category may be offered and is encouraged. Bidder is to complete column “H”, Deeper Discount in Attachment 1 – *Pricing*.**

### **Volume Discounts**

Bidder shall state the volume discount(s) offered in the space provided on the “Questions” sheet in Attachment 5 – *Solicitation Questions*. Bidder may offer volume discounts **at the transaction level** using the following thresholds:

- **\$500.00 - \$1,000.00**
- **\$1,000.01 - \$2,500.00**
- **\$2,500.01 - \$5,000.00**
- **\$5,000.01 and above**

### **Prompt Payment Discounts**

Bidder shall state the prompt payment discount(s) offered in the space provided on the “Standard Form” sheet in Attachment 5 – *Solicitation Questions*. Bidder may offer prompt payment discounts **at the transaction level**.

### **NYS Procurement Card Discount**

Bidder shall state the discount offered when using the NYS Procurement Card in the space provided on the “Standard Form” sheet in Attachment 5 – *Solicitation Questions*. Bidder may offer Procurement Card discounts **at the transaction level**.

### **Pick-Up Discount**

Bidder shall state the discount offered for pick-up orders in the space provided on the “Questions” sheet in Attachment 5 – *Solicitation Questions*. Bidder may offer pick-up discounts **at the transaction level**.

## 6.6 Pricing Format

All pricing and discounts offered must be submitted in Excel Format using Attachment 1 – *Pricing* on a CD or Flash Drive. Pricing and discounts offered in any other format will result in the Bidder being found non-responsive and your Bid offer no longer will be considered for an Award.

Bidder shall provide pricing information for all categories being Bid in the Appropriate Attachment 1 – *Pricing* document. There must be a minimum of 100 Products per category and minimum 10,000 Products overall. Entries **MUST** be completed as outlined in Attachment 1 - *Pricing*.

Do not include any discontinued Products on Attachment 1 – *Pricing*. Only Products that are submitted using Attachment 1 – *Pricing* at the time of Bid will be eligible for purchase from Authorized Users until such time when price updates are allowed.

## 6.7 Price Updates

Updated Pricing shall be submitted on electronic media (i.e., CD or Flash Drive) **in Excel format**. Submissions in any other format will be returned to the Contractor. Contractors will be required to update their current Attachment 1 – *Pricing* pages by redlining additions and deletions and highlighting Products whenever a price adjustment has occurred. **NYS Unit Price must be reasonable. OGS reserves the right to request further information to make a determination of price reasonableness, such as copies of other governmental contracts**

Contractor may request a price adjustment, including new Products, annually on the anniversary of the contract start date and annually thereafter, but discounts cannot be reduced for the life of the contract. Percentages reflected in the NYS Net Pricing must be equal to or better than those established by the Contractor's original Bid. New products (Products not previously approved) may also be offered annually. The discount offered on the new products after contract award shall be no lower than the minimum established product category discount or the Deeper Discount by Manufacturer if applicable.

Requests for price adjustments and new Products shall be submitted 30 days prior to the anniversary start date of the Contract and annually thereafter. **Requests from Contractor(s) for price increases at any other time will not be granted.** The Contractor shall provide OGS with one (1) electronic copy of the updated pricing. No Price Updates will be granted to any Contractor who has outstanding Sales Reports, Proof of Insurance or any other documentation that is required under the resulting contract.

Contractors shall be permitted to reduce their pricing any time during the contract term.

### **Hot List Pricing**

'Hot List Pricing' is a way to provide Authorized Users with better pricing on most commonly purchased products. The Hot List Pricing will be based on the Contractor's report of sales submitted to OGS per the Report of Contract Usage clause.

These prices will be included in the Contractor's annual updated price list published on the OGS website. **All Hot List Pricing shall be in effect until the next annual price list update.**

### 6.8 Dispute Resolution Policy

It is the policy of the Office of General Services' Procurement Services to provide vendors with an opportunity to administratively resolve disputes, complaints or inquiries related to Procurement Services Bid solicitations, contract awards and contract administration. Procurement Services encourages vendors to seek resolution of disputes through consultation with Procurement Services staff. All such matters shall be accorded impartial and timely consideration. Interested parties may also file formal written disputes. A copy of Procurement Services' Dispute Resolution Procedures for Vendors may be obtained by contacting the person shown on the front of this Solicitation or through the OGS Website at: <http://nyspro.ogs.ny.gov/content/dispute-resolution-procedures>. OGS reserves the right to change the procedures set forth in Procurement Services' Dispute Resolution Procedures for Vendors, in non-material and substantive ways without seeking a contract amendment.

### 6.9 Centralized Contract Modifications

- a. OGS, an Authorized User, or the Contractor may suggest modifications to the Centralized Contract or its Appendices. Except as specifically provided herein, modifications to the terms and conditions set forth herein may only be made with mutual written agreement of the Parties. Modifications may take the form of an update or an amendment. "Updates" are changes that do not require a change to the established Centralized Contract terms and conditions. A request to add new products at the same or better price level is an example of an update. "Amendments" are any changes that are not specifically covered by the terms and conditions of the Centralized Contract, but inclusion is found to be in the best interest of the State. A request to change a contractual term and condition is an example of an amendment.
- b. Updates to the Centralized Contract and the Appendices may be made in accordance with the contractual terms and conditions to incorporate new products or services, make price level revisions, delete products or services, or to make such other updates to the established Centralized Contract terms and conditions, not resulting in a change to such terms and conditions, which are deemed to be in the best interest of the State.
- c. OGS reserves the right to consider modifications which are not specifically covered by the terms of the Centralized Contract, but are judged to be in the best interest of the State. Such modifications are deemed amendments to the Centralized Contract and may require negotiations between Contractor and OGS before execution.
- d. All modifications proposed by Contractor, shall be processed in accordance with Appendix C, *Contract Modification Procedure*. The Contractor shall submit all requests, except for Product and pricing updates as set forth in Section 6.7 – *Price Updates* in the form and format contained in Appendix C, *Contract Modification Procedure*.

The form contained within Appendix C is subject to change at the sole discretion of OGS.

- e. Modifications proposed by OGS or an Authorized User, including updates and amendments, shall be processed in accordance with the terms of the Centralized Contract and Appendix B, *Modification of Contract Terms*.

## 6.10 Periodic Recruitment

This Solicitation allows for periodic recruitment of additional Contractors during the term of the Contract. Recruitment periods are optional at the discretion of the State and will only be utilized if deemed necessary to meet the State's ongoing requirements. Additional recruitment periods will be advertised in the NYS Contract Reporter. See Section 1.6 - *New York State Contractor Reporter*. Bids shall be evaluated under the same terms and conditions as the original Bids. Bidders shall also be required to submit necessary documentation for any additional applicable statutory requirements currently in effect at the time of the new Bid Solicitation.

**A Contractor may not resubmit a Bid for future consideration on Districts and Categories awarded. However, a Contractor may submit an offer for additional Districts and/or Categories.** If a Bid is deemed non-responsive during the initial Solicitation or any recruitment period, a Bidder cannot reapply for a future Contract until the next recruitment period.

Any Contract(s) awarded under Periodic Recruitment will commence upon OGS approval in accordance with Section 5.2 - *Notification of Award* and will all terminate as described in Section 6.1 - *Contract Period and Renewal*.

## 6.11 Contract Advertising

In addition to the requirements set forth in Appendix B, *Advertising Results*, any Contractor advertisements, promotional literature and/or Contract description(s) of Contract awards must be reviewed and approved by Procurement Services prior to issuance.

## 6.12 Minimum Order

Shipped Products will have a minimum order of \$50.00 and shall be ordered in the Contractor's standard packaging.

## 6.13 New York State Procurement Card

See "Procurement Card" in Appendix B, *OGS General Specifications*. All Bidders shall indicate if they will accept the NYS Purchasing Card for orders not to exceed \$15,000 (see Attachment 5 – *Solicitation Questions*). For all purchases executed using a New York State Procurement Card, Contractor shall provide an itemized receipt with each delivery.

## 6.14 Orders

Purchase Orders shall be made in accordance with the terms set forth in Appendix B – *Purchase Orders*. Authorized Users may submit orders over the phone. Orders submitted during business hours shall be deemed received by Contractor on the date submitted. If available, Authorized Users may submit orders electronically via web-based ordering, e-mail, or facsimile at any time. Orders submitted after business hours shall be deemed received by Contractor on the next business day. See Section 1.10 - *Glossary*, "Business Day." Orders shall be shipped to the specified destination within 24-48 hours after receipt of order with the exception of non-stock orders which must be provided within 10 business days after receipt of order. **In the event that orders are not shipped in the times specified, the Contractor is responsible for contacting the Authorized User in a timely manner utilizing the contact information provided on the Authorized User's purchase order.**

All orders shall reference Contract number, requisition, and/or purchase order number (if applicable). Upon Contractor's receipt of an order, confirmation is to be provided to the Authorized User electronically or via facsimile. Order confirmation shall be itemized, and include purchase price, date of purchase, delivery information (if applicable), Authorized User name, and sales representative (if applicable).

## 6.15 Accessibility of Web-Based Information and Applications Policy

Contractor is solely responsible for administration, content, intellectual property rights and all materials at Contractor's website. Contractor is solely responsible for its actions and those of its agents, employees, resellers, Sub-Contractors or assigns, and agrees that neither Contractor nor any of the foregoing has any authority to act or speak on behalf of the State. As applicable, Contractor agrees to comply with the Office of Information Technology Services f/k/a Office for Technology policy NYS-P08-005 Accessibility of Web-Based Information and Applications, as may be amended, the stated purpose of which is to make State Agency web-based Intranet and Internet information accessible for persons with disabilities. In accordance with such policy, the following language is incorporated into any Contract resulting from this procurement:

Any web-based information and applications development, or programming delivered pursuant to the contract or procurement, will comply with New York State Enterprise IT Policy NYS-P08-005, Accessibility of Web-Based Information and Applications as such policy may be amended, modified or superseded, which requires that state agency web-based information and applications are accessible to persons with disabilities. Web-based information and applications must conform to New York State Enterprise IT Policy NYS-P08-005 as determined by quality assurance testing. Such quality assurance testing will be conducted by Information Technology Systems (ITS) and OGS and the results of such testing must be satisfactory to ITS and OGS before web-based information and applications will be considered a qualified deliverable under the contract or procurement.

#### 6.16 New York State Financial System (SFS)

New York State is currently operating on an Enterprise Resource Planning (ERP) system, Oracle PeopleSoft software, referred to as the Statewide Financial System (SFS). SFS is currently on PeopleSoft Financials version 9.0 Bundle 18, operating on PeopleTools version 8.49.33. The State is planning to upgrade to PeopleSoft Financials version 9.2 sometime in 2015. SFS supports requisition-to-payment processing and financial management functions.

The State is also implementing an eProcurement application that supports the requisitioning process for State Agencies to procure goods and services in SFS. This application provides catalog capabilities. Vendors with centralized contracts have the ability to provide a “hosted” or “punch-out” catalog that integrates with SFS and is available to Authorized Users via a centralized eMarketplace website. There are no fees required for a Vendor’s participation in the catalog site development or management. Upon completion and activation of an on-line catalog, State agencies will process their orders through the SFS functionality and other Authorized Users can access the catalog site to fulfill orders directly.

The State is also implementing the PeopleSoft Inventory module in the near future to track inventory items within the item master table. Further information regarding business processes, interfaces, and file layouts may be found at: [www.sfs.ny.gov](http://www.sfs.ny.gov) and <http://www.osc.state.ny.us/agencies/guide/MyWebHelp/>.

#### 6.17 Invoicing and Payment

Invoicing and payment shall be made in accordance with the terms set forth in Appendix B – *Contract Invoicing*.

The standard format for invoicing shall be single invoices; meaning the Contractor shall provide the Authorized User with an invoice for each order at the time of delivery. Invoices must include detailed line item information to allow Authorized Users to verify that pricing at point of receipt matches the correct price on the original date of order. At a minimum, the following fields must be included on all invoices:

- Vendor Name
- Vendor Billing Address
- Vendor Federal ID Number
- NYS Vendor ID Number
- Authorized User Account Number
- NYS Contract Number (PCXXXXXX)
- Authorized User’s Order Number
- Order Date
- Invoice Date
- Invoice Number
- Invoice Amount
- Product Descriptions
- Unit Price
- Quantity
- Unit of Measure

Cost centers or branch offices within an Authorized User may require separate invoicing as specified by each Authorized User. The Contractor’s billing system shall be flexible enough to meet the needs of varying ordering systems in use by different Authorized Users.

Payment of purchases made by Authorized Entities other than State Agencies under this agreement shall be the sole responsibility of such entities and the Contractor shall bill such entities directly on vouchers authorized by the said entities.

#### 6.18 Product Delivery

Contractor will be expected to process and ship large numbers of orders to various destinations.

The Contractor must offer Inside Delivery. Each delivery shall be delivered based upon the needs of the Authorized User.

**Authorized User and Contractor may agree to delivery terms other than Inside Delivery, however, such other delivery is not included in the NYS Contract Price and Contractor may add charges with the agreement of the Authorized User.**

Delivery shall be made in accordance with the instructions on the Purchase Order from each Authorized User and in accordance with Authorized User's security rules, which will be communicated during purchase ordering process. If there is a discrepancy between the Purchase Order and what is listed on the Contract, it is the Contractor's obligation to seek clarification from the Authorized User and, if applicable, from OGS.

#### 6.19 Customer Service

The Contractor shall provide a sufficient number of employees for each district who are knowledgeable and responsive to customer needs and who can effectively service the contract.

Contractor shall provide toll-free telephone support/assistance at no extra charge to all Authorized Users. In addition, Contractor will provide a toll-free product emergency service support this is available seven days a week, twenty-four hours a day.

#### 6.20 Product Returns and Exchanges

##### **Contractor Errors or Quality Problems**

Products returned/exchanged due to quality problems, duplicated shipments, outdated product, incorrect Product shipped, or Contractor errors otherwise not specified, shall be replaced with specified Products or the Authorized User shall be credited/refunded for the full purchase price.

Products shall be replaced within five (5) business days of written notification to the Contractor. Delivery for a replacement Product shall be the same as stated in the Product Delivery clause herein.

Returned Products shall be picked up by the Contractor in accordance with Appendix B, *Rejected Product*. No restocking Fee is allowed.

##### **Authorized User Errors**

Products returned/exchanged due to Authorized User errors shall be replaced with specified Products or the Authorized User shall be credited/refunded for the full purchase price.

Product shall be replaced within five (5) business days of written notification to the Contractor. Delivery for a replacement Product shall be the same as stated in Product Delivery clause herein.

Returned Products shall be picked up by the Contractor at the time of delivery of the replacement Product, or within ten calendar days of receipt of written notification by the Contractor if a credit/refund is to be issued.

There shall be no restocking fee if returned Products are suitable for resale. Contractor may charge a restocking fee not to exceed the net price of a returned Product if not suitable for resale.

#### 6.21 Contract Administrator

Contractor must provide a dedicated Contract Administrator to support the updating and management of the Contract on a timely basis. Information regarding the Contract Administrator shall be set forth in Attachment 5 – *Solicitation Questions*. Contractor must notify OGS within five (5) Business Days if its Contract Administrator changes, and provide an interim contact person until the position is filled.

Changes to Contractor contact information, including the designation of a new Contract Administrator, shall be submitted electronically via e-mail to the OGS Contract Management Specialist.

#### 6.22 Insurance Requirements

The Contractor shall procure, at its sole cost and expense and shall maintain in full force at all times during the terms of the resultant contract(s) resulting from this Solicitation, all policies of insurance pursuant to the requirements outlined in Attachment 4 - *Insurance Requirements*.

### 6.23 Report of Contract Usage

Contractor shall submit Attachment 8 - *Report of Contract Usage* including total sales to Authorized Users of this Contract by Contractor, and all Authorized Resellers, Dealers and Distributors, if any, no later than the fifteenth of the month following the end of each six month period of the Contract start date. If Authorized Resellers or Dealers are utilized, the Contractor shall be responsible for consolidating all contract purchases into a single report.

Contractor shall specify if any Authorized Resellers, Dealers or Distributors are NYS Certified Minority and/or Women Owned Business Enterprises (MWBES) within the Report of Contract Usage document. Contractor shall refer to Contractor Requirements and Procedures for Business Participation Opportunities for New York State Certified Minority and Women-Owned Business Enterprises and Equal Employment Opportunities for Minority Group Members and Women section for information on how to verify certified status.

The report is to be submitted electronically via e-mail in Microsoft Excel to the Office of General Services, Procurement Services, to the attention of the individual listed on the front page of the Contract Award Notification and shall reference the Contractor's name, Contract Group Number, Award Number, Contract Number and Sales Period.

The State reserves the right to seek alternate data and reporting elements. Failure to submit reports on a timely basis may result in Contract cancellation and designation of Contractor as non-responsible.

### 6.24 Reseller/Distributor/Authorized Dealer

Bidders may, if they desire, designate Resellers, Distributors or Authorized Dealers with whom purchase orders may be placed, however, they must also indicate if such Reseller(s), Distributor(s) and/or Authorized Reseller(s) are authorized to ship direct and/or receive payment. Reseller(s) and/or Distributors shall be listed in Attachment 9 – *Reseller/Distributor/Authorized Dealer Information Sheet*.

Reseller(s) must be approved in advance by the State as a condition of eligibility under the Contract. The State also reserves the right to rescind any such participation or request that the Contractor name additional Resellers, in the best interests of the State, at the State's sole discretion, at any time. Contractor shall be fully liable for Reseller(s)' performance and compliance with all Contract terms and conditions.

### 6.25 Contractor Requirements And Procedures For Equal Employment And Business Participation Opportunities For Minority Group Members And New York State Certified Minority- And Women-Owned Business Enterprises

## **POLICY STATEMENT**

The New York State Office of General Services ("OGS"), as part of its responsibility, recognizes the need to promote the employment of minority group members and women and to ensure that certified minority- and women-owned business enterprises have opportunities for maximum feasible participation in the performance of OGS contracts.

In 2006, the State of New York commissioned a disparity study to evaluate whether minority- and women-owned business enterprises had a full and fair opportunity to participate in State contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority- and Women-Owned Business Enterprises: Evidence from New York" (the "Disparity Study"). The Disparity Study found evidence of statistically significant disparities between the level of participation of minority- and women-owned business enterprises in State procurement contracting versus the number of minority- and women-owned business enterprises that were ready, willing and able to participate in State procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the Statewide certified minority- and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that OGS establish goals for maximum feasible participation of New York State certified minority- and women-owned business enterprises ("MWBE") and the employment of minority groups members and women in the performance of New York State contracts.

## **EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS**

By submission of a Bid or proposal in response to this solicitation, the Bidder/Contractor agrees with all of the terms and conditions of Appendix A including Clause 12 - Equal Employment Opportunities for Minorities and Women. The Contractor

is required to ensure that it and any subcontractors awarded a subcontract over \$25,000 for labor, services, including legal, financial and other professional services, travel, supplies, equipment, materials, or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting State agency (the “Work”) except where the Work is for the

beneficial use of the Contractor, shall undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to this Contract; or (ii) employment outside New York State.

Bidder further agrees to submit with the Bid a staffing plan on Form EEO 100 identifying the anticipated work force to be utilized on the Contract and if awarded a contract, will, upon request, submit to OGS, a workforce utilization report on Form EEO 101, identifying the workforce actually utilized on the Contract if known.

Further, pursuant to Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex (including gender expression), national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

## **BUSINESS PARTICIPATION OPPORTUNITIES FOR NEW YORK STATE CERTIFIED MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISES (MWBEs)**

### **A. MWBE Contract Goals**

For purposes of this procurement, OGS hereby establishes a goal of 10% for Minority-owned Business Enterprises (MBE) participation and 10% for Women-owned Business Enterprises (WBE) participation (collectively referred to as MWBE) for a total Contract MWBE goal of 20%. The total Contract goal can be obtained by utilizing any combination of MBE and /or WBE participation for subcontracting and supplies acquired under this Contract. The directory of New York State Certified MWBEs can be viewed at: <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=2528>. Questions regarding compliance with MWBE participation goals should be directed to the Designated Contacts within the OGS Office of Minority- and Women-Owned Businesses and Community Relations identified below.

A Contractor must document good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of this Contract (see clause D below). Contractor agrees that OGS may withhold payment pending receipt of the required MWBE documentation.

### **B. By submitting a Bid or proposal, Bidder/Contractor agrees to the following:**

#### **1. Breach of Contract and Liquidated Damages**

In accordance with 5 NYCRR § 142.13, Bidder/Contractor acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in the Contract, such finding constitutes a breach of Contract and OGS may withhold payment from the Contractor as liquidated damages. Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals and (2) all sums actually paid to MWBEs for work performed or materials supplied under the Contract.

#### **1. Utilization Plan**

##### **a. Bidders are required to submit a completed Utilization Plan on Form MWBE 100 with their Bid or proposal.**

b. The Utilization Plan shall list the MWBEs the Contractor intends to use to perform the Contract, a description of the Contract scope of work the Contractor intends the MWBE to perform to meet the goals on the Contract, the estimated or, if known, actual dollar amounts to be paid to a MWBE, and performance dates of each component of the Contract that the Contractor intends to be performed by a MWBE. By signing the Utilization Plan, the Bidder acknowledges that making false representations or including information evidencing a lack of good faith as part of, or in conjunction with, the submission of a Utilization Plan is prohibited by law and may result in penalties including, but not limited to,

termination of a contract for cause, loss of eligibility to submit future Bids, and/or withholding of payments. Any modifications or changes to the agreed participation by NYS Certified MWBEs after the Contract award and during the term of the Contract must be reported on a revised MWBE Utilization Plan and submitted to OGS.

- c. OGS will review the submitted MWBE Utilization Plan and advise the Bidder of OGS acceptance or issue a notice of deficiency within twenty (20) days of receipt.
- d. If a notice of deficiency is issued; Bidder agrees that it shall respond to the notice of deficiency, within seven (7) business days of receipt, by submitting to OGS a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by OGS to be inadequate, OGS shall notify the Bidder and direct the Bidder to submit, within five (5) business days of notification by OGS, a request for a partial or total waiver of MWBE participation goals on Form BDC 333. Failure to file the waiver form in a timely manner may be grounds for disqualification of the Bid or proposal.

**2. OGS may disqualify a Bidder's Bid/proposal as being non-responsive under the following circumstances:**

- (a) If a Bidder fails to submit a MWBE Utilization Plan;
- (b) If a Bidder fails to submit a written remedy to a notice of deficiency;
- (c) If a Bidder fails to submit a request for waiver; or
- (d) If OGS determines that the Bidder has failed to document good faith efforts.

**C. Request for Waiver**

1. A Bidder who is able to document good faith efforts to meet the goal requirements, as set forth in clause D below, may submit a request for a partial or total waiver on Form BDC 333, accompanied by supporting documentation, at the same time it submits its MWBE Utilization Plan. If a request for waiver is submitted with the MWBE Utilization Plan and is not accepted by OGS at that time, the provisions of clauses B(2)(c) & (d) and C(3) will apply.

2. Contractor shall attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made subsequent to Contract award may be made at any time during the term of the Contract to OGS, but must be made no later than prior to the submission of a request for final payment on the Contract.

**3. Prior to submission of a request for a partial or total waiver, Bidder/Contractor shall speak to the Designated Contacts of the OGS Office for Minority- and Women-Owned Businesses and Community Relations identified on the front page of the solicitation for guidance.**

**D. Required Good Faith Efforts**

Pursuant to 5 NYCRR § 142.8, Contractors must document their good faith efforts toward utilizing MWBEs on the Contract. Evidence of required good faith efforts shall include, but not be limited to, the following:

- (1) A list of the general circulation, trade and MWBE-oriented publications and dates of publications in which the Contractor solicited the participation of certified MWBEs as subcontractors/suppliers and copies of such solicitations and any responses thereto.
- (2) A list of the certified MWBEs appearing in the Empire State Development MWBE directory that were solicited for this Contract. Provide proof of dates or copies of the solicitations and copies of the responses made by the certified MWBEs. Describe specific reasons that responding certified MWBEs were not selected.
- (3) Descriptions of the Contract documents/plans/specifications made available to certified MWBEs by the Contractor when soliciting their participation and steps taken to structure the scope of work for the purpose of subcontracting with or obtaining supplies from certified MWBEs.
- (4) A description of the negotiations between the Contractor and certified MWBEs for the purposes of complying with the MWBE goals of this Contract.
- (5) Dates of any pre-Bid, pre-award or other meetings attended by Contractor, if any, scheduled by OGS with certified MWBEs whom OGS determined were capable of fulfilling the MWBE goals set in the Contract.

- (6) Other information deemed relevant to the request.

**E. Monthly MWBE Contractor Compliance Report**

Contractors are required to report Monthly MWBE Contractor Compliance to OGS during the term of the Contract for the preceding month’s activity, documenting progress made towards achievement of the Contract MWBE goals. OGS requests that all Contractors use the New York State Contract System (“NYSCS”) to report subcontractor and supplier payments made by Contractor to MWBEs under the Contract. The NYSCS may be accessed at <https://ny.newnycontracts.com/>. This is a New York State-based system that all State agencies and authorities will be implementing to ensure uniform contract compliance reporting throughout New York State. If a Contractor is unable to report MWBE Contractor Compliance via the NYSCS, Contractor must submit a Monthly MWBE Contractor Compliance Report on Form MWBE 102 to OGS. More information about the NYSCS will be provided if Bidder is awarded a Contract.

**Please Note:** Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

**ALL FORMS ARE AVAILABLE AT: <http://www.ogs.ny.gov/MWBE/Forms.asp>.**

**6.26 MWBE Designated Contacts**

For inquires related specifically to Minority Women-Owned Business Enterprises (MWBE) provisions of this solicitation, the designated contacts are:

PRIMARY CONTACT	SECONDARY CONTACT	TERTIARY CONTACT
Anuola Surgick	Tryphina Ramsey	William Hill
NYS Office of General Services	NYS Office of General Services	NYS Office of General Services
Corning Tower - 29th Floor	Corning Tower - 29th Floor	Corning Tower - 29th Floor
Empire State Plaza	Empire State Plaza	Empire State Plaza
Albany, New York 12242	Albany, New York 12242	Albany, New York 12242
E-Mail: Anuola.surgick@ogs.ny.gov	E-Mail: Tryphina.ramsey@ogs.ny.gov	E-Mail: William.hill@ogs.ny.gov

**6.27 Use Of Recycled Or Remanufactured Materials**

The New York State, as a member of the Council of Great Lakes Governors, supports and encourages vendors to use recycled, remanufactured or recovered materials in the manufacture of products and packaging to the maximum extent practicable without jeopardizing the performance or intended end use of the product or packaging unless such use is precluded due to health or safety requirements or product specifications contained herein. Refurbished or remanufactured components or products are required to be restored to original performance and regulatory standards and functions and are required to meet all other requirements of this Bid solicitation. Warranties on refurbished or remanufactured components or products must be identical to the manufacturer's new equipment warranty or industry's normal warranty when remanufacturer does not offer new equipment. See "*Remanufactured, Recycled, Recyclable or Recovered Materials*" in Appendix B, *OGS General Specifications*.

**6.28 Surplus/Take-Back/Recycling**

- I. A State agency is reminded of its obligation to comply with the NY State Finance Law §§167, Transfer and Disposal of Personal Property, and 168, The Management of Surplus Computer Equipment, regarding transfer and disposal of surplus personal property before utilizing take-back, recycling, or other options for disposition of equipment that is still in operable condition.
- II. If Contractor offers a take-back/recycling program, then Contractor shall provide a record of disposition to each Authorized User who participates in the take-back/recycling program for units transferred for disposition. Contractor shall provide documentation that the units were disposed of in an environmentally sound manner in compliance with applicable local, state and federal laws. See Section III below for specific requirements governing electronic equipment recycling.

III. The NYS Department of Environmental Conservation (DEC) Electronic Equipment Recycling and Reuse Act (“Act”) (Environmental Conservation Law, Article 27, Title 26, Electronic Equipment Recycling and Reuse), requires manufacturers to establish a convenient system for the collection, handling, and recycling or reuse of electronic waste. If Contractor is a manufacturer of electronic equipment covered by the Act, Contractor agrees to comply with the requirements of the Act. More information regarding the Act can be found on the DEC website at: <http://www.dec.ny.gov/chemical/65583.html>.

IV. If a Contractor offers a take-back/recycling program or offers an electronic equipment recycling program pursuant to the Act, and an Authorized User participates in same, then the Authorized User shall ensure the destruction of all data from any hard drives surrendered with the machines/covered electronic equipment. Contractor shall not require an Authorized User to surrender the hard drive, as an Authorized User may wish to retain the hard drive for security purposes. Contractor shall advise the Authorized User in advance if the retention of the hard drive results in additional fees or reduction in trade-in value. It is recommended that an Authorized User use a procedure for ensuring the destruction of confidential data stored on hard drives or other storage media that meets or exceeds the National Institute of Standards and Technology (NIST) Guidelines for Media Sanitation as found in NIST Special Publication 800-88.

#### 6.29 Environmental Attributes and NYS Executive Order Number 4

New York State is committed to environmental sustainability and endeavors to procure products with reduced environmental impact. One example of this commitment may be found in Executive Order No. 4 (Establishing a State Green Procurement and Agency Sustainability Program), which imposes certain requirements on state agencies, authorities, and public benefit corporations when procuring commodities, services, and technology. More information on Executive Order No. 4, including specifications for offerings covered by this Contract, may be found at <http://ogs.ny.gov/EO/4/Default.asp>.

State entities subject to Executive Order No. 4 are advised to become familiar with the specifications that have been developed in accordance with the Order, and to incorporate them, as applicable, when making purchases under this Contract.

#### 6.30 Preferred Source Products

Section 162 of the State Finance Law requires that agencies, including Executive Agencies, afford first priority to the products/services of preferred source suppliers such as Corcraft (the marketplace name for the NYS Department of Corrections and Community Supervision, Division of Industries), New York State Preferred Source Program for People who are Blind (NYSPSP), and New York State Industries for the Disabled (NYSID), and others determined by law, when such products/services meet the form, function and utility of the agency. Some products/services in the resultant Contract(s) may be available from one or more preferred sources. An Authorized User must determine if a particular commodity or service is approved for a Preferred Source and follow the requirements of State Finance Law §162(3) or (4)(b), respectively, before engaging the Contractor.

#### 6.31 New York State Vendor File Registration

Prior to being awarded a Contract pursuant to this Solicitation, the Bidder(s) and any Authorized Resellers who accept payment directly from the State, must be registered in the New York State Vendor File (Vendor File) administered by the Office of the State Comptroller (OSC). This is a central registry for all vendors who do business with New York State Agencies and the registration must be initiated by a State Agency. Following the initial registration, unique New York State ten-digit vendor identification numbers will be assigned to your company and to each of your Authorized Resellers (if any) for usage on all future transactions with New York State. Additionally, the Vendor File enables vendors to use the Vendor Self-Service application to manage all vendor information in one central location for all transactions related to the State of New York.

If Bidder is already registered in the New York State Vendor File, the vendor must enter the vendor’s ten-digit Vendor Id number on the first page of this Bid document. Authorized Resellers already registered should list the ten-digit Vendor Id number along with the Authorized Reseller information.

If the Bidder is not currently registered in the Vendor File, the Bidder must request assignment of a Vendor Id number from OGS. Complete the OSC Substitute W-9 Form [http://www.osc.state.ny.us/vendors/forms/ac3237s\\_fe.pdf](http://www.osc.state.ny.us/vendors/forms/ac3237s_fe.pdf) and submit the form to OGS in advance of Bid submittal. Please send this document to the Designated Contact in the Solicitation. In addition, if an Authorized Reseller(s) is to be used that does not have a Vendor ID, an OSC Substitute W-9 form [http://www.osc.state.ny.us/vendors/forms/ac3237s\\_fe.pdf](http://www.osc.state.ny.us/vendors/forms/ac3237s_fe.pdf) should be completed by each designated Authorized Reseller and submitted to OGS. The OGS will initiate the vendor registration process for all Bidders and their Authorized Resellers. Once the process is initiated, registrants will receive an e-mail identifying their unique ten-digit Vendor ID and

instructions on how to enroll in the online Vendor Self-Service application.

For more information on the vendor file please visit the following website:

[http://www.osc.state.ny.us/vendor\\_management](http://www.osc.state.ny.us/vendor_management)

#### 6.32 New York State Vendor Responsibility Questionnaire For-Profit Business Entity

OGS conducts a review of prospective Contractors (“Bidders”) to provide reasonable assurances that the Bidder is responsive and responsible. A Questionnaire is used for non-construction Contracts and is designed to provide information to assess a Bidder’s responsibility to conduct business in New York based upon financial and organizational capacity, legal authority, business integrity, and past performance history. By submitting a Bid, Bidder agrees to fully and accurately complete the “Questionnaire.” The Bidder further agrees that if it is found by the State that the Bidder’s responses to the Questionnaire were intentionally false or intentionally incomplete, on such finding, OGS may terminate the Contract. The Bidder acknowledges that the State’s execution of the Contract will be contingent upon the State’s determination that the Bidder is responsible, and that the State will be relying upon the Bidder’s responses to the Questionnaire, in addition to all other information the State may obtain from other sources, when making its responsibility determination.

OGS recommends each Bidder file the required Questionnaire online via the New York State VendRep System. To enroll in and use the VendRep System, please refer to the VendRep System Instructions and User Support for Vendors available at the Office of the State Comptroller’s (OSC) web site, [http://www.osc.state.ny.us./vendrep/vendor\\_index.htm](http://www.osc.state.ny.us./vendrep/vendor_index.htm) or to enroll, go directly to the VendRep System online at <https://portal.osc.state.ny.us>.

OSC provides direct support for the VendRep System through user assistance, documents, online help, and a help desk. The OSC Help Desk contact information is located at <http://www.osc.state.ny.us/portal/contactbuss.htm>. Bidders opting to complete the paper questionnaire can access this form and associated definitions via the OSC web site at [http://www.osc.state.ny.us/vendrep/forms\\_vendor.htm](http://www.osc.state.ny.us/vendrep/forms_vendor.htm).

In order to assist the State in determining the responsibility of the Bidder prior to Contract Award, the Bidder must complete and certify (or recertify) the Questionnaire no more than six (6) months prior to the Bid due date. A Bidder’s Questionnaire cannot be viewed by OGS until the Bidder has certified the Questionnaire. It is recommended that all Bidders become familiar with all of the requirements of the Questionnaire in advance of the Bid opening to provide sufficient time to complete the Questionnaire.

**NOTE: A New York State Vendor File Registry Number is required to access the VendRep site (see previous clause). Bidders who do not have an assigned NYS Vendor File Registration Number must submit a hard copy paper questionnaire with their Bid.**

The Bidder agrees that if it is awarded a Contract the following shall apply:

The Contractor shall at all times during the Contract term remain responsible. The Contractor agrees, if requested by the Commissioner of OGS or her designee, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.

The Commissioner of OGS or her designee, her sole discretion, reserves the right to suspend any or all activities under this Contract, at any time, when she discovers information that calls into question the responsibility of the Contractor. In the event of such suspension, the Contractor will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as the Commissioner of OGS or her designee issues a written notice authorizing a resumption of performance under the Contract.

The Contractor agrees that if it is found by the State that the Contractor’s responses to the Questionnaire were intentionally false or intentionally incomplete, on such finding, the Commissioner may terminate the Contract.

Upon written notice to the Contractor, and a reasonable opportunity to be heard with appropriate OGS officials or staff, the Contract may be terminated by the Commissioner of OGS or her designee at the Contractor’s expense where the Contractor is determined by the Commissioner of OGS or her designee to be non-responsible. In such event, the Commissioner of OGS or her designee may complete the contractual requirements in any manner he or she may deem advisable and pursue available legal or equitable remedies for breach.

In no case shall such termination of the Contract by the State be deemed a breach thereof, nor shall the State be liable for any damages for lost profits or otherwise, which may be sustained by the Contractor as a result of such termination.

### 6.33 New York State Tax Law §5-a

Tax Law §5-a requires certain Contractors awarded state Contracts for commodities, services and technology valued at more than \$100,000 to certify to NYS Department of Taxation and Finance (DTF) that they are registered to collect New York State and local sales and compensating use taxes. The law applies to Contracts where the total amount of such Contractors' sales delivered into New York State is in excess of \$300,000 for the four quarterly periods immediately preceding the quarterly period in which the certification is made, and with respect to any affiliates and subcontractors whose sales delivered into New York State exceeded \$300,000 for the four quarterly periods immediately preceding the quarterly period in which the certification is made.

A Contractor is required to file the completed and notarized Form ST-220-CA with OGS certifying that the Contractor filed the ST-220-TD with DTF. Note: NYS DTF receives the completed Form ST-220-TD, not OGS. OGS ONLY receives the Form ST-220-CA. Form ST-220-CA must be filed with the Bid and submitted to the procuring covered Agency certifying that the Contractor filed the ST-220-TD with DTF. Contractor should complete and return the certification forms within five (5) business days of request (if the forms are not completed and returned with Bid submission). Failure to make either of these filings may render a Contractor non-responsive and non-responsible. Contractor shall take the necessary steps to provide properly certified forms within a timely manner to ensure compliance with the law.

Website links to the Contractor certification forms and instructions are provided below. Form ST-220-TD must be filed with and returned directly to DTF and can be found at [http://www.tax.ny.gov/pdf/current\\_forms/st/st220td\\_fill\\_in.pdf](http://www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf). Unless the information upon which the ST-220-TD is based changes, this form only needs to be filed once with DTF. If the information changes for the Contractor, its affiliate(s), or its subcontractor(s), a new Form ST-220-TD must be filed with DTF.

Form ST-220-CA must be submitted to OGS. This form provides the required certification that the Contractor filed the ST-220-TD with DTF. This form can be found at [http://www.tax.ny.gov/pdf/current\\_forms/st/st220ca\\_fill\\_in.pdf](http://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf)

Vendors may consult with DTF's website at <http://www.tax.ny.gov/> for additional information and frequently asked questions.

### 6.34 Overlapping Contract Items

Products/services available in the resulting Contract may also be available from other New York State Contracts. Authorized Users will be advised to select the most cost effective procurement alternative that meets their program requirements and to maintain a procurement record documenting the basis for this selection.

### 6.35 "OGS OR LESS" Guidelines

Purchases of the Products included in the Solicitation and resulting Contract are subject to the "OGS or Less" provisions of State Finance Law §163(3) (a) (v). This means that State Agencies can purchase products from sources other than the Contractor provided that such products are substantially similar in form, function or utility to the products herein and are:

- a. lower in price  
-and/or-
- b. available under terms which are more economically efficient to the State Agency (e.g. delivery terms, warranty terms, etc.).

Agencies are reminded that they must provide the State Contractor an opportunity to match the non-contract savings at least two business days prior to purchase. In addition, purchases made under "OGS or Less" flexibility must meet all requirements of law including, but not limited to, advertising in the New York State Contract Reporter, prior approval of the Comptroller's Office and competitive Bidding of requirements exceeding the discretionary Bid limit. State Agencies should refer to Procurement Council Guidelines for additional information.

#### 6.36 Non-State Agencies Participation in Centralized Contracts

New York State political subdivisions and others authorized by New York State law may participate in contracts. These include, but are not limited to local governments, public authorities, public school and fire districts, public and nonprofit libraries, and certain other nonpublic/nonprofit organizations. See "Participation in Centralized Contracts" in Appendix B, OGS General Specifications. For purchase orders issued by the Port Authority of New York and New Jersey (or any other authorized entity that may have delivery locations adjacent to New York State), the terms of the "Price" clause shall be modified to include delivery to locations adjacent to New York State.

Upon request, all eligible non-State agencies must furnish contractors with the proper tax exemption certificates and documentation certifying eligibility to use State contracts. A list of categories of eligible entities is available on the OGS web site (<http://www.ogs.state.ny.us/purchase/snt/othersuse.asp>). Questions regarding an organization's eligibility to purchase from New York State Contracts may also be directed to OGS Procurement Services' Customer Services at 518-474-6717.

#### 6.37 Extension of Use

Any contract resulting from this Bid solicitation may be extended to additional States or governmental jurisdictions upon mutual written agreement between New York State (the lead contracting State) and the Contractor. Political subdivisions and other authorized entities within each participating State or governmental jurisdiction may also participate in any resultant Contract if such State normally allows participation by such entities. New York State reserves the right to negotiate additional discounts based on any increased volume generated by such extensions.

#### 6.38 Emergency Purchasing

In the event that a disaster emergency is declared by Executive Order under Section 28 of Article 2-B of the Executive Law, or that the Commissioner determines pursuant to his/her authority under Section 163(10)(b) of the State Finance Law that an emergency exists requiring the prompt and immediate delivery of products or services, the Commissioner reserves the right to obtain such products and services from any source, including but not limited to this Contract, as the Commissioner in his/her sole discretion determines will meet the needs of such emergency. Contractor shall not be entitled to any claim or lost profits for products or services procured from other sources pursuant to this paragraph.

#### 6.39 Contractor Performance/Poor Performance

Contractors shall be required, upon request, to provide performance surveys to customer agencies. Contract performance measures may include, but not be limited to, the following: delivery time, fill rate, response time to inquiries, resolution of problems, employee courtesy, staff knowledge ability, and overall performance. The information reported on the surveys will be used to assess contractor's performance and may, if necessary, be used to determine continuation or cancellation of award.

#### 6.40 Mercury-Added Consumer Products

Contractor agrees that it will not sell or distribute fever thermometers containing mercury or any products containing elemental mercury for any purpose under this Contract.

#### 6.41 Americans with Disabilities Act (ADA)

The Federal ADA Act, signed into law July 26, 1990, bars employment discrimination and requires all levels of Government to provide necessary and reasonable accommodations to qualified workers with disabilities. Bidders are required to identify and offer any software or hardware products they manufacture or adapt which may be used or adapted for use by visually, hearing, or any other physically impaired individuals.

Although it is not mandatory for Bidders to have this equipment in order to receive an award, it is necessary to identify any such equipment offered they have which falls into the above category.

#### 6.42 Appendix B Amendments

**Appendix B, § 61, Indemnification is hereby deleted and replaced with the following:**

**Contractor shall be fully liable for the actions of its agents, employees, partners or Subcontractors and shall fully defend, indemnify and hold harmless the Authorized Users from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by any intentional act or negligence of Contractor, its agents, employees, partners or Subcontractors, which shall arise from or result directly or indirectly from this Contract, without limitation; provided, however, that the Contractor shall not indemnify to the extent any claim, loss or damage arising hereunder due to the negligent act, failure to act, gross negligence or willful misconduct of the Authorized Users.**

The Authorized User shall give Contractor: (i) prompt written notice of any action, claim or threat of suit, or other suit for which Contractor is required to fully indemnify an Authorized User, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action, claim or suit at the expense of Contractor. Notwithstanding the foregoing, the State reserves the right to join such action, at its sole expense, if it determines there is an issue involving a significant public interest.

In the event that an action or proceeding at law or in equity is commenced against the Authorized User arising out of a claim for death, personal injury or damage to real or personal tangible property caused by any intentional or willful act, gross negligence, or negligence of Contractor, its agents, employees, partners or Subcontractors, which shall arise from or result directly or indirectly from the Products supplied under this Contract, and Contractor is of the opinion that the allegations in such action in whole or in part are not covered by the indemnification and defense provisions set forth in the Contract, Contractor shall immediately notify the Authorized User and the New York State Office of the Attorney General in writing and shall specify to what extent Contractor believes it is obligated to defend and indemnify under the terms and conditions of the Contract and to what extent it is not so obligated to defend and indemnify. Contractor shall in such event attempt to secure a continuance to permit the State and the Authorized User to appear and defend their interests in cooperation with Contractor, as is appropriate, including any jurisdictional defenses the State and Authorized User may have. In the event of a dispute regarding the defense, the Contractor and the Attorney General shall try to reach an amicable resolution, but the Attorney General shall have the final determination on such matters.