



Bid Solicitation Update #4

Subject: Supplement to Responses to Bidder Inquiries

DATE: October 22, 2015

IFB/RFP: 22941 BID OPENING DATE | TIME: October 29, 2015 | 11:00 AM ET

GROUP | TITLE: Group 22812 – Mailing Machines, Scales, Folders, Inserters, Meter Rental, and Other Items (Statewide)

OGS DESIGNATED CONTACTS:

Shrilata Nath	CMS 1	518-474-3034	shrilata.nath@ogs.ny.gov
Ruth Quezada	CMS 2	518-473-2801	ruth.quezada@ogs.ny.gov
Terri Allen	CMS 3	518-474-7795	terri.allen@ogs.ny.gov
Jamie Nusbaum	Procurement Manager 1	518-474-5340	edward.nusbaum@ogs.ny.gov
William Mayer	Senior Attorney	518-474-5607	william.mayer@ogs.ny.gov

The Office of General Services (OGS) has released a Supplement to the Responses to Bidder Inquiries in regards to the Mailing Machines, Scales, Folders, Inserters, Meter Rental, and other Items (Statewide) Invitation for Bids (IFB) #22941. The document can be obtained at the Procurement Services Bid Calendar <http://nyspro.ogs.ny.gov/content/finding-bid-opportunities> . All inquiries are verbatim as received by OGS with the exception of vendor names which have been redacted.

You must register with the New York State Contract Reporter (NYSCR) in order to receive notifications about this IFB. In order to receive e-mail notifications regarding updates to the content or status of a particular ad, you must choose the option “send me notification updates on this,” located in the lower right hand corner of the particular ad. If you do not opt-in to receive notification updates regarding a particular ad, you will not receive e-mail notifications regarding updates, including e-mail notifications regarding the posting of the responses to inquiries document and updates to IFB documents.

Submission of responses to the IFB that do not account for updated information may result in your bid/offer being deemed non-responsive.

The Bid Opening date as announced previously is October 29, 2015 – 11:00 ET.

If submitting a bid, this letter should be signed, attached to, and made a part of your bid.

BID OF (COMPANY): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

SIGNATURE OF BIDDER: _____

PRINTED COPY OF SIGNATURE: _____ DATE: _____



Bid Solicitation Update #3

Second Postponement of Bid Opening Date

Subject: Update of Supplement to Responses to Bidder Inquiries

DATE: October 19, 2015

IFB: 22941 BID OPENING DATE | TIME: October 29, 2015 | 11:00 AM

GROUP | TITLE: Group 22812 – Mailing Machines, Scales, Folders, Inserters, Meter Rental, and Other Items (Statewide)

OGS DESIGNATED CONTACTS:

Shrilata Nath	CMS 1	518-474-3034	shrilata.nath@ogs.ny.gov
Terri Allen	CMS 3	518-474-7795	terri.allen@ogs.ny.gov
Jamie Nusbaum	Procurement Manager 1	518-474-5340	edward.nusbaum@ogs.ny.gov

The Office of General Services (OGS) expects to release a Supplement to the Responses to Bidder Inquiries in the near future in regards to the Mailing Machines, Scales, Folders, Inserters, Meter Rental, and other Items (Statewide) Invitation for Bids (IFB) #22941. If necessary, a revised IFB document will be released along with the Supplement to the Responses to Bidder inquiries. Bidders are advised not to submit bids until the release of the Supplement and, if applicable, any revised bid documents. The Bid Opening Date has been postponed from October 22, 2015 – 11:00 AM ET to October 29, 2015 – 11:00AM ET to allow sufficient time for Bidders to consider the responses to the inquiries, and the bid documents revisions. **The new Bid Opening date is October 29, 2015 – 11:00 ET.**

You must register with the New York State Contract Reporter (NYSCR) in order to receive notifications about this IFB. In order to receive e-mail notifications regarding updates to the content or status of a particular ad, you must choose the option “send me notification updates on this,” located in the lower right hand corner of the particular ad. If you do not opt-in to receive notification updates regarding a particular ad, you will not receive e-mail notifications regarding updates, including e-mail notifications regarding the posting of the responses to inquiries document and updates to IFB documents.

Submission of responses to the IFB that do not account for updated information may result in your bid/offer being deemed non-responsive.

If submitting a bid, this letter should be signed, attached to, and made a part of your bid.

BID OF (COMPANY): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

SIGNATURE OF BIDDER: _____

PRINTED COPY OF SIGNATURE: _____ DATE: _____



Bid Solicitation Update #2

Subject: Responses to Bidder Inquiries Revisions of Solicitation Documents

DATE: October 15, 2015

IFB: 22941 **BID OPENING DATE | TIME:** October 22, 2015 | 11:00 AM

GROUP | TITLE: Group 22812 – Mailing Machines, Scales, Folders, Inserters, Meter Rental, and Other Items (Statewide)

OGS DESIGNATED CONTACTS:

Shrilata Nath	CMS 1	518-474-3034	shrilata.nath@ogs.ny.gov
Terri Allen	CMS 3	518-474-7795	terri.allen@ogs.ny.gov
Jamie Nusbaum	Procurement Manager 1	518-474-5340	edward.nusbaum@ogs.ny.gov

The Office of General Services (OGS) has given careful consideration to the inquiries received in regards to the Mailing Machines, Scales, Folders, Inserters, Meter Rental, and other Items (Statewide) Invitation for Bids (IFB) #22941 during the Inquiry Period that ended on September 18, 2015. Answers to the inquiries can be obtained at the Procurement Services Bid Calendar <http://nyspro.ogs.ny.gov/content/finding-bid-opportunities> . All inquiries are verbatim as received by OGS with the exception of vendor names which have been redacted.

In addition to publishing responses to the inquiries, OGS has made revisions to the IFB document and Attachment 9 – Lease Agreement, which are being released along with the responses to the inquiries. A summary of the revisions is set forth below. The summary of revisions is provided as a convenience. Bids submitted will be evaluated based on the revised Solicitation documents.

REVISIONS TO SOLICITATION (REVISED OCTOBER 15, 2015)

1. The top of page 1 has been revised to reflect the new bid opening date of October 22, 2015.
2. Section 1.2 IFB Documents: the revision dates of the IFB Document and Attachment 9 – Lease Agreement have been changed.
3. Section 1.3, Key Events/Dates has been revised to reflect the release of OGS responses to inquiries and the new bid due date and opening date.
4. Section 1.5 Issuing Agency: the revision date of the Lease Agreement has been changed.
5. Section 2.1 Scope: the revision date of the Lease Agreement has been changed.
6. Section 2.4 Other Qualifications: the section reference that details the delivery requirements has been changed to Section 5.60.2 Product Delivery.
7. Section 3.7.2.1 Bid Submittal Instructions: the revision date of the IFB has been changed.
8. Section 3.8: Bid Delivery: the bid opening date has been revised.
9. Section 3.9 Electronic Bid Opening Results: the link to the Bid Opening Results Page has been updated.
10. Section 5.5 Contract Period and Renewal: the date that the contract will commence has been updated.
11. Section 5.17 Mailing Equipment Leasing: the revision date of the Lease Agreement has been changed.
12. Section 5.26 Product Returns because of Quality Problems: the choices that the authorized users have if they receive damaged or outdated product, or product with quality problems, has been updated.
13. Section 5.60.2 Appendix B Amendments: a section on Product Delivery has been added.
14. Section 5.60.3 Indemnification: section was moved from Section 5.60.2 to 5.60.3.

ATTACHMENT 9 – LEASE AGREEMENT (REVISED OCTOBER 15, 2015)

A section for Non-State Agency Authorized User Specific Clauses (if applicable), and signature lines for the contractor and agency, has been inserted.

If submitting a bid, this letter should be signed, attached to, and made a part of your bid.

BID OF (COMPANY): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

SIGNATURE OF BIDDER: _____

PRINTED COPY OF SIGNATURE: _____ DATE: _____



Bid Solicitation Update #1

Subject: Update on Bidder Inquiries and Postponement of Bid Opening Date

DATE: October 8, 2015

IFB: 22941 **BID OPENING DATE | TIME:** October 22, 2015 | 11:00 AM

GROUP | TITLE: Group 22812 – Mailing Machines, Scales, Folders, Inserters, Meter Rental, and Other Items (Statewide)

OGS DESIGNATED CONTACTS:

Shrilata Nath	CMS 1	518-474-3034	shrilata.nath@ogs.ny.gov
Terri Allen	CMS 3	518-474-7795	terri.allen@ogs.ny.gov
Jamie Nusbaum	Procurement Manager 1	518-474-5340	edward.nusbaum@ogs.ny.gov

The Office of General Services (OGS) is giving careful consideration to the inquiries received in regards to the Mailing Machines, Scales, Folders, Inserters, Meter Rental, and other Items (Statewide) Invitation for Bids (IFB) #22941 during the Inquiry Period that ended on September 18, 2015. OGS expects to release responses to the inquiries in the near future.

In addition to publishing responses to the inquiries, OGS anticipates making revisions to the IFB document and some of the accompanying attachments, which will be released along with the responses to the inquiries. Bidders are advised not to submit bids until receipt of the responses to inquiries, and revised bid documents. The Bid Opening Date has been postponed from October 14, 2015 – 11:00 AM ET to October 22, 2015 – 11:00AM ET to allow sufficient time for Bidders to consider the responses to the inquiries, and the bid documents revisions. **The new Bid Opening Date is October 22, 2015 – 11:00 ET.**

You must register with the New York State Contract Reporter (NYSCR) in order to receive notifications about this IFB. In order to receive e-mail notifications regarding updates to the content or status of a particular ad, you must choose the option “send me notification updates on this,” located in the lower right hand corner of the particular ad. If you do not opt-in to receive notification updates regarding a particular ad, you will not receive e-mail notifications regarding updates, including e-mail notifications regarding the posting of the responses to inquiries document and updates to IFB documents.

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BID OF (COMPANY): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

SIGNATURE OF BIDDER: _____

PRINTED COPY OF SIGNATURE: _____ DATE: _____