



**INVITATION FOR BIDS #1828 (PREVIOUSLY 1680) – QUALIFICATION DOCUMENT**

**NEW YORK STATE OFFICE OF GENERAL SERVICES**

**ELECTRICAL DISTRIBUTION EQUIPMENT TESTING, MAINTENANCE AND REPAIR**

**AT**

**W. AVERELL HARRIMAN STATE OFFICE BUILDINGS CAMPUS**

**AND THE**

**GOVERNOR NELSON A. ROCKEFELLER THE EMPIRE STATE PLAZA INCLUDING SEVERAL**

**ADDITIONAL DOWNTOWN ALBANY STATE OWNED FACILITIES**

**ALBANY, NY**

**Submission Date: May 22, 2013 @ 2:00 P.M**

**Issue Date: April 26, 2013**

**Designated Contact:**

Warren Joscelyn  
Voice: 518-474-5981

E-mail: [warren.joscelyn@ogs.ny.gov](mailto:warren.joscelyn@ogs.ny.gov)

**Alternate Contact:**

Diane Robinson  
Same

[diane.robinson@ogs.ny.gov](mailto:diane.robinson@ogs.ny.gov)

**Alternate Contact:**

Bill Macey  
Same

[bill.macey@ogs.ny.gov](mailto:bill.macey@ogs.ny.gov)

# 1. Introduction

The New York State Office of General Services (OGS) is seeking bids to enter into a 5-year contract with qualified contractors to provide testing, maintenance, and repairs to electrical distribution equipment. The equipment services the W. Averell Harriman State Office Building Campus (Campus), the Governor Nelson A. Rockefeller Empire State Plaza (GNARESP), and several downtown Albany state owned facilities. A general description of the electrical distribution system for the Campus is that there are two main National Grid transmission lines that enter the facility at 115,000 volts, which then get stepped down to 13,800 volts, which then gets transmitted to 19 buildings. At the buildings, the power is again stepped down to either 480Y/277V or 208Y/120V. Power enters the GNARESP from four main feeders at 34,500 volts, which is then stepped down to 13,800 volts and again stepped down at the buildings to 480Y/277V. There are also five stand alone facilities in downtown Albany which are feed at varying voltages from 15,000 to 120/208V. This is a multiple award Invitation For Bids with bid packages broken down into 5 separate Lots as follows: "High Voltage" (115,000V & 34,500V) {Campus and Empire State Plaza}, "Low Voltage" (15,000V to 120/208V) equipment {Campus and Downtown}, and Network Protectors for the Empire State Plaza only.

This IFB Qualifications document is an abbreviated document intended to determine qualified bidders. All qualified bidders will be given the complete IFB document that includes the detailed scope of work, as well as the terms and conditions governing the solicitation and subsequent contract(s). The minimum qualifications are listed in Section 1.2 below. The list of items to be submitted and instructions for doing so are in Section 2 below. Only vendors who submit all requested documents by the deadline established herein will be considered.

## 1.1 Designated Contact

In compliance with the Procurement Lobbying Law, Warren Joscelyn, NYS Office of General Services, Division of Financial Administration has been designated the PRIMARY contact for this procurement solicitation and may be reached by email, voice or fax for all inquiries regarding this solicitation.

Warren Joscelyn, Contract Management Specialist 1  
NYS Office of General Services  
Financial Administration  
Corning Tower, 40th Floor, ESP  
Albany, New York 12242  
Voice: 1-518-474-5981  
Email: [warren.joscelyn@ogs.ny.gov](mailto:warren.joscelyn@ogs.ny.gov)

In the event the designated contact is not available, the ALTERNATE designated contact is:

Diane Robinson, Contract Management Specialist 2  
NYS Office of General Services  
Financial Administration  
Corning Tower, 40th Floor, ESP  
Albany, New York 12242  
Voice: 1-518-474-5981  
Email: [diane.robinson@ogs.ny.gov](mailto:diane.robinson@ogs.ny.gov)

In the event the designated contact is not available, the ALTERNATE designated contact is:

Bill Macey, Purchasing Team Leader  
NYS Office of General Services  
Financial Administration  
Corning Tower, 40th Floor, ESP  
Albany, New York 12242  
Voice: 1-518-474-5981  
Email: [bill.macey@ogs.ny.gov](mailto:bill.macey@ogs.ny.gov)

## 1.2 Minimum Bidder Qualifications

The following minimum qualifications must be met by each bidder:

- a. The prospective Bidder shall have had a minimum of three (3) years previous, verifiable experience in performing testing, maintenance, and repair of electrical distribution systems in the lot(s) the Bidder intends to bid on. The lots are;
  - A.) W. Averell Harriman State Office Building Campus High Voltage
  - B.) Governor Nelson B. Rockefeller Empire State Plaza High Voltage
  - C.) W. Averell Harriman State Office Building Campus Low Voltage
  - D.) Downtown Albany Low Voltage
  - E.) Network Protectors
- b. It will be a requirement of any contract(s) resulting from the IFB that the contractor be able respond on-site within one hour in the event of a need for emergency service. Therefore, it will be a minimum qualification to prove that capability in one of the following forms:
  - Location of the prospective Bidder's office/facility that will serve this contract must be within 50 miles of the Empire State Plaza or Harriman State Office campus.
  - Via a subcontract relationship with a firm that is located within 50 miles of the Empire State Plaza or Harriman State Office campus.
  - Via qualified service technicians with fully equipped vehicles dispatched from their place of residence, and such residence is within 50 miles of the Empire State Plaza or Harriman State Office campus.

## 1.3 Bid Exceptions

The Issuing Office will consider all requests to waive any bid requirement. However, bidders should be aware that failure to obtain a waiver of any bid requirement in advance of bid submission will result in rejection of Bidder's bid and disqualification from the bidding process. Bidders wishing to obtain an exemption or waiver for any part of this solicitation must contact the Issuing Office in writing Submission Date on the Cover Sheet. The request must cite the specific section and requirement in question, and clearly identify any proposed alternative. Requests will be considered and responded to in writing, either via addendum (if the response results in a change to the IFB), or directly to the requesting vendor.

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## 2. Submission

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### 2.1 Format and Content

In order for the State to evaluate fairly and completely, potential bidders must follow the format set forth herein and must provide all of the information requested. All items identified in the following list must be addressed as concisely as possible in order to be considered complete. Failure to conform to the stated requirements may necessitate rejection.

1. Cover Letter – the cover letter must state which Lot or Lots the company intends to bid on. For each intended Lot, provide a brief narrative of the qualifying experience claimed. The letter must also give the name, title, phone number and e-mail address of the person OGS should contact with any questions regarding this solicitation submission. The cover letter must be signed by a company officer authorized to bind the company.
2. A completed Contractor Information sheet (see below).
3. Minimum Qualifications (per section 1.2).
4. References – For each Lot intended to bid, provide sufficient references to verify the specific experience claimed. Include the project name, dates, scope, and specific work performed. Also include the name, title, phone number and e-mail address of the person OGS should contact for verification.
5. Provide the physical street address of the bidder' office/facility that will serve this contract. –OR - Provide the physical street address of the subcontractor's office/facility that will serve this contract and a notarized statement from the proposed subcontractor that they agree to participate in such relationship. –OR - Provide the physical street address and name of the qualified technician, along with verification of residence and current employment. Any other information to assure the OGS that the Company is qualified, ready, willing and able to contract with the OGS for the 5-year term.

**Note:** OGS reserves the right to request any additional information deemed necessary to ensure that the bidder is able to fulfill the requirements of the contract.

### 2.2 Instructions for Submission

**DUE DATE & TIME:** Qualification submissions for this IFB must be received at the below location by **2 PM on May 16, 2013.**

Only those Bidders who furnish all required information and meet the minimum mandatory requirements will be considered to receive the full solicitation. Submit all required documents to the NYS Office of General Services - Division of Financial Administration at the following address:

OGS Financial Administration  
Empire State Plaza, Corning Tower, 40th Floor  
Albany, NY 12242  
Attn: Warren Joscelyn  
Bid # 1828

**E-MAIL OR FAX SUBMISSIONS ARE NOT ACCEPTABLE AND WILL NOT BE CONSIDERED.**

The State of New York will not be held liable for any cost incurred by the Bidder for work performed in the preparation and production of a bid or for any work performed prior to the formal execution and approval of a contract.

Bidders **assume all risks for timely, properly submitted deliveries.**

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

**NO CONSIDERATION WILL BE GIVEN TO SUBMISSIONS RECEIVED AFTER THE STATED DATE AND TIME.**

Bidders mailing their submission must allow sufficient mail delivery time to ensure receipt of their submission at the specified location no later than the specified date and time. Delays in United States mail deliveries or any other means of transmittal, including couriers or agents of the bidding entity shall not excuse late submissions. Similar types of delays, including but not limited to, bad weather or security procedures for parking and building admittance shall not excuse late submissions. Bidders are cautioned that receipt of submissions in the OGS Mailroom is NOT sufficient, and that at least historically, one overnight carrier has been known to deliver its packages to the OGS Mailroom. OGS cannot be responsible for the actions of your chosen carrier.

**Important Building Access Procedures for Delivered Bids:**

Building Access procedures are in effect at the Corning Tower. Photo identification is required. All visitors must register for building access, for delivering bids. **Vendors are encouraged to pre-register by contacting the OGS Finance Office at 518-474-5981 at least 48 hours prior to the bid opening.** Pre-registered visitors are to report to the visitor desk located at the Concourse level of the Corning Tower. Upon presentation of appropriate photo identification, the visitor will be allowed access to the building.

Upon arrival at the visitor desk, visitors that have not pre-registered will be directed to a designated phone to call the OGS Finance Office. The Finance Office will then enter the visitor's information into the building access system. Access will not be allowed until the system has been updated. Visitors are encouraged to pre-register to ensure timely access to the building. Vendors who intend to deliver bids or conduct business with OGS should allow extra time to comply with these procedures. These procedures may change or be modified at any time.

Visitor parking information can be viewed at the following OGS web site:

<http://www.ogs.state.ny.us/parking/forVisitor/visitor.html>

### **3. Qualifications Evaluation**

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**NOTE:** All information requested in section 2.1 must be submitted. Submissions missing any of the requested information will be rejected. If a company responded to the Qualification document numbered 1680, it is at the discretion of the bidder if additional information is needed to comply with this Qualification document. Minimally, if you are not changing your previous submission, you must submit a letter stating that no additional information is being submitted and your previous submission under solicitation number 1680 will apply under solicitation number 1828.

#### **3.1 Submission Review**

OGS will review the submitted information and make a determination of whether or not the stated experience is sufficient to qualify for the Lot intended. Submissions passing this review will continue to be evaluated.

#### **3.2 Reference Checks**

OGS will contact the references submitted for each Lot. The reference contact must be reachable and must fully verify the information submitted in the submission. If references cannot be reached or do not fully verify the submitted information, the submission will be rejected. In the event that OGS has firsthand knowledge that the bidder meets the experience requirement for a Lot in which they intend to bid, the reference checks will not be conducted.

#### **3.3 Bidders Location**

If necessary, OGS will use MapQuest or a similar online tool to measure the distance as required in section 2.1.

#### **3.4 Determination**

OGS, in its sole judgment, will make a pass or fail determination of each submission based on the submitted information and criteria in this section.

#### **3.5 Notification**

All vendors who submitted documentation will be notified of OGS' qualification determination. Vendors determined to be qualified, will be instructed on next steps in this IFB process.

**Contractor Information**

**SOLICITATION NUMBER 1828**

Offerer affirms that it understands and agrees to comply with the procedures of the Government Entity relative to permissible contacts as required by New York State Finance Law §139-j (3) and §139-j (6) (b).

\_\_\_\_\_  
*(Authorized Signature)*                      *(Date)*

\_\_\_\_\_  
*(Print Name)*                                      *(Title)*

\_\_\_\_\_  
(Company Name)                                      (Federal I.D. Number)

\_\_\_\_\_  
(NYS Vendor I.D. Number)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(County)

\_\_\_\_\_  
(Telephone Number)                      Ext. \_\_\_\_\_                      Ext. \_\_\_\_\_  
(Toll Free Phone)

\_\_\_\_\_  
(Fax Number)                                      (Toll Free Fax Number)

\_\_\_\_\_  
(E-mail)

**Questions:**

1. New York State Small Business      Circle One:    Yes    No
2. New York State Certified Minority Owned Business Circle One:    Yes    No
3. New York State Certified Woman Owned Business Circle One:    Yes    No
4. Do you understand and is your firm capable of meeting the insurance requirements to enter into a contract with New York State? Circle One:    Yes    No
5. Will New York State Businesses be used in the performance of this contract? Circle One:    Yes    No
6. If yes, identify New York State Business(es) that will be used; (Attach identifying information).
7. Does your proposal meet all the requirements of this solicitation? Circle One:    Yes    No

**BIDDER/OFFERER DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATIONS**

Pursuant to Procurement Lobbying Law (SFL §139-j)

A. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years?

\_\_\_\_\_ YES    \_\_\_\_\_ NO

If yes, please answer the following question:

B. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j?

\_\_\_\_\_ YES    \_\_\_\_\_ NO

C. If yes, was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a governmental entity?

\_\_\_\_\_ YES    \_\_\_\_\_ NO

If yes, please provide details regarding the finding of non-responsibility:

Governmental Entity:

\_\_\_\_\_

Date of Finding of Non-responsibility:

\_\_\_\_\_

Basis of Finding of Non-Responsibility:

\_\_\_\_\_

(add additional pages if necessary)

\_\_\_\_\_

D. Has any governmental agency terminated or withheld a procurement contract with the above-named individual or entity due to the intentional provision of false or incomplete information?

\_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please provide details:

Governmental Entity:

\_\_\_\_\_

Date of Termination or Withholding of Contract:

\_\_\_\_\_

Basis of Termination or Withholding:

(add additional pages if necessary)

\_\_\_\_\_

\_\_\_\_\_