

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

## PURCHASING MEMORANDUM

### ANNOUNCEMENT OF UPCOMING INVITATION FOR BID

**IFB NUMBER:** 22584 **DATE:** October 24, 2012

**GROUP:** 39000 **PLEASE ADDRESS INQUIRIES TO DESIGNATED CONTACT:**

Jennifer Stafford  
SST\_MRO@ogs.ny.gov

**SUBJECT:** Maintenance, Repair, and Operational Supplies (Statewide)

The New York State Office of General Services (OGS), in conjunction with the New York State Strategic Sourcing Team (SST), is issuing this announcement to notify interested bidders that an Invitation for Bids (IFB) for Maintenance, Repair, and Operational Supplies will be issued in the coming weeks. This IFB is expected to be released in late October or early November. This memorandum is NOT announcing the release of the IFB. When announced, a separate notification will be posted via the New York State Contract Reporter (NYCR) and the OGS Bidder Notification Service (BNS). Additional information about NYSCR and BNS is provided below.

#### **IFB Information Session**

OGS intends to conduct an IFB Information Session once the IFB has been released. The Information Session will not be mandatory, but attendance is strongly encouraged. The Information Session will be held via telephone conference. The exact date is undetermined but is expected to take place approximately one week after the IFB is released. Details regarding the Information Session will be included in the IFB.

#### **Information for Prospective Bidders**

In anticipation of the IFB announcement, prospective bidders are strongly encouraged to review and address the following items:

- A. Vendor Responsibility (VendRep) Registration (<http://www.osc.state.ny.us/vendrep>)

OGS intends to use the For-Profit, Non-Construction Questionnaire for the upcoming IFB. If registered on VendRep, prospective bidders will be required to recertify their VendRep questionnaires prior to submitting a bid. Prospective bidders who have not registered for VendRep or completed a vendor responsibility questionnaire should do so.

- B. Register for the OGS Bidder Notification Service (BNS) (<https://online.ogs.ny.gov/vendorregnet/Default.aspx>) under classification codes 26, 27, 39, 46, and 47.

OGS will post the announcement of this bid opportunity on its website and announcement of the posting will be made via BNS. OGS recommends that you register or update your firm's information to receive notification of this opportunity.

C. Monitor the NYSCR for this and other bid opportunities

The NYSCR is a daily publication of all state government contract bid announcements. You may view the NYSCR free of charge or you may subscribe to its announcement service to have bids in selected categories forwarded automatically to your email account. Visit the NYSCR website at [www.nyscr.org](http://www.nyscr.org).

D. Prospective Minority/Women Owned Business Enterprise (M/WBE) bidders should ensure they are certified by visiting <http://www.esd.ny.gov/MWBE/Certification.html>

**Additional Information on Strategic Sourcing**

Upon taking office, Governor Andrew Cuomo launched several major initiatives to transform how New York State does business. Governor Cuomo has initiated sweeping changes to the state government procurement process in order to create a more efficient model that delivers consistent cost savings and administrative efficiency to its customers. (See Governor Andrew M. Cuomo's October 12, 2011 press release at <http://www.governor.ny.gov/press/10122011ImproveGovernmentEfficiency>).

**Procurement Lobbying**

With the publication of this announcement, OGS is formally entering a restricted period for the procurement of Maintenance, Repair, and Operational Supplies. Pursuant to State Finance Law §§139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between OGS and an offerer/bidder during the procurement process. An offerer/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 ("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 members, as of the date of this Purchasing Memorandum, are identified below.

Jennifer Stafford, PRIMARY CONTACT  
Kimberly Miller, SECONDARY CONTACT  
Office of General Services  
Procurement Services Group  
38th Floor Corning Tower  
Empire State Plaza  
Albany, NY 12242  
SSTMROSupplies@ogs.ny.gov  
**No Phone Inquiries Will Be Accepted**

OGS employees and Designated Contacts are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the offerer/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-year period; the offerer/bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found on the OGS website: <http://www.ogs.ny.gov/aboutOgs/regulations/defaultAdvisoryCouncil.html>.