

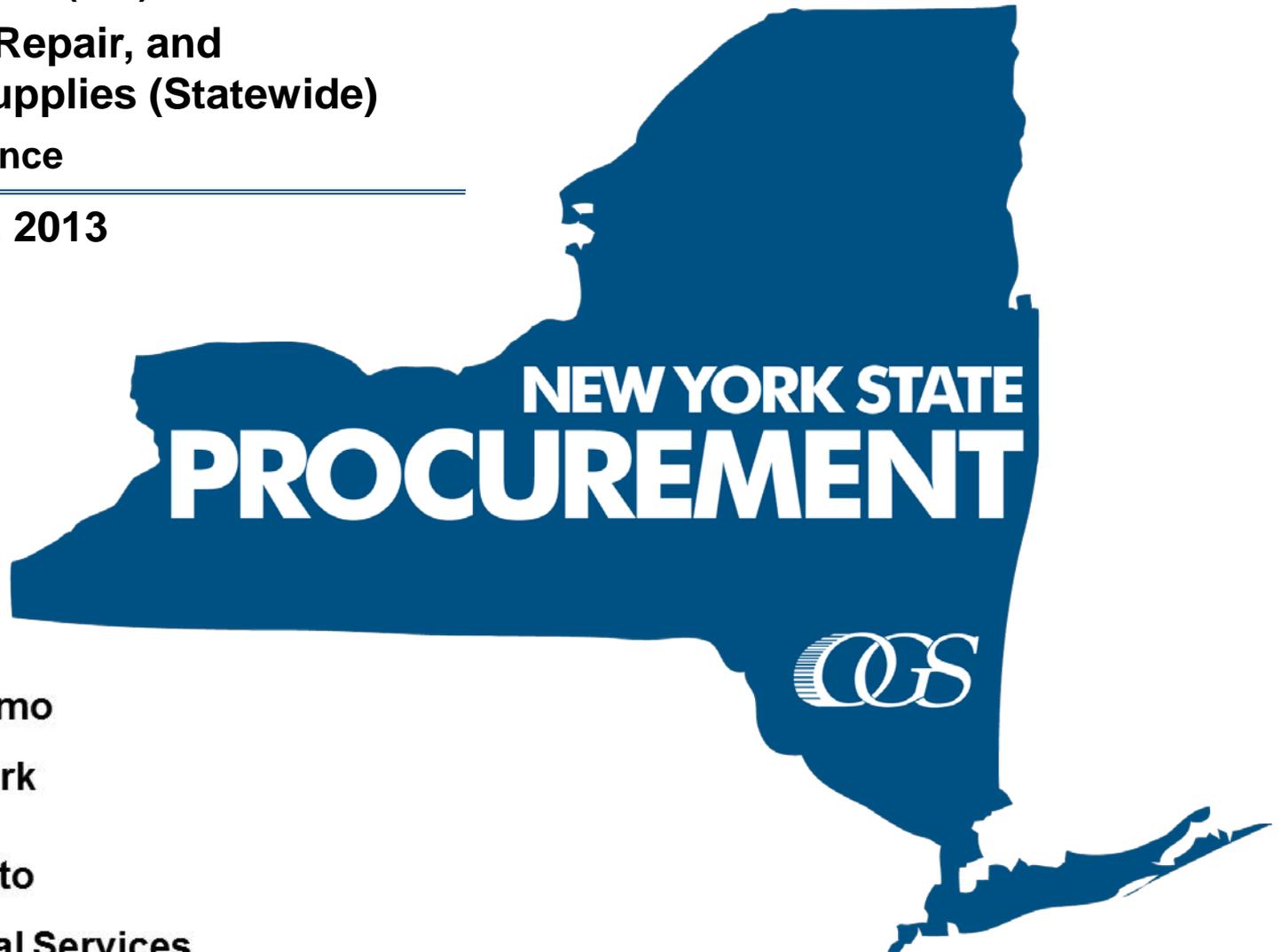
**Invitations for Bids (IFB) 22584  
Maintenance, Repair, and  
Operational Supplies (Statewide)**

**Pre-Bid Conference**

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**September 27, 2013**

**11am**



**Andrew M. Cuomo  
Governor  
State of New York**

**RoAnn M. Destito  
Commissioner  
Office of General Services**

# Maintenance, Repair, and Operational Supplies

## *Introductions*

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### Designated Contacts

- Primary Contact: Jennifer Stafford, Contract Management Specialist
- Secondary Contact: William Reilly, Assistant Director
- E-mail Contact: [ssmrosupplies@ogs.ny.gov](mailto:ssmrosupplies@ogs.ny.gov)

### OGS Legal

- Marc Hiller, Associate Attorney



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# Maintenance, Repair, and Operational Supplies

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**The Purpose of today's Pre-Bid Conference is to provide guidance on completing this IFB successfully.**

- Today's Pre-Bid Conference is informational only.
- Bidders must rely on the IFB and its attachments for instructions and requirements for preparing and submitting a successful bid.
- Any responses to inquiries provided today are not binding; only official responses to inquiries submitted in accordance with Section 1.8 – Inquiries posted on the OGS website shall be binding. (Section 1.9 – *Pre-Bid Conference*)
- In the event of an inconsistency between this PowerPoint and the IFB and the accompanying Attachments, the IFB and the accompanying Attachments shall supersede information in the this PowerPoint



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# Maintenance, Repair, and Operational Supplies

## *Today's Interactions*

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- No audio or video recording and/or photographing devices are permitted in the Pre-Bid Conference.
- All questions asked at the Pre-Bid Conference must be included in writing at the Pre-Bid Conference. For those attending via conference call, I will record your inquiries as you ask them, and confirm that your inquiry has been recorded correctly before answering.
- Due to the large number of attendees in the room and on the conference call, instead of taking questions during the presentation, participants will be asked to hold questions until the designated inquiry times.
- Please switch your phones to vibrate or ringer off.
- If you must take a call, please exit the room before you begin talking.



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# Maintenance, Repair, and Operational Supplies

*Was then: Industrial and Commercial Supplies and Equipment (Award 20304)*

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## The Current Contract Expires on September 30, 2013

- Non-competitive contract
- All Bidders who met the minimum qualifications were awarded a contract
- Contracts were not awarded based on who provided the lowest pricing
- Contract Administration is currently working with OSC to extend this contract to avoid a lapse in contract coverage



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# Maintenance, Repair, and Operational Supplies

## *Is Now: Strategic Sourcing*

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**The contract in place now differs from the IFB we are discussing today in some very significant ways**

- Strategic Sourcing is a procurement approach that utilizes a structured, market-based process to gather data, conduct quantitative analysis and apply expert qualitative judgments to secure the best value in purchasing.  
(<http://www.ogs.ny.gov/BU/PC/SourcingFAQ.asp>)
- Awards under this IFB shall be made based on lowest price. (Section 4.1 – *Method of Award*)
- Pricing for this IFB will be tested using a Market Basket Methodology (Section 1.11 – *Definitions*):
  - “**Market Basket**” shall refer to the combination of items selected for price evaluation based on NYS historic usage.
- This contract includes Mandatory Spend Discounts (discussed during Attachment 5 – *General Questions Demo*)



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# Maintenance, Repair, and Operational Supplies

*MRO IFB v1 (22584) vs. MRO IFB v2 (22711)*

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## Why a Rebid?

- On February 6, 2013, OGS received bids for Maintenance, Repair, and Operational Supplies that resulted in a withdrawal of the bid.
- 23 companies bid, 0 companies submitted a bid that met the minimum requirements of the IFB
  - Administrative Evaluation: 12 bidders failed to pass
    - 7 Failed to submit the correct version of the pricing page
    - 7 Failed to submit specification information on electronic media as required in the contract
    - 5 Failed to submit their commercial pricelist
  - Specification Evaluation: the remaining 11 bidders failed to pass specification evaluation
  - Financial Evaluation: not conducted
- OGS decided to withdraw the IFB on May 13, 2013 and issue a new IFB



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# Maintenance, Repair, and Operational Supplies

## *Specification Evaluation Results for 22584*

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### **Common Reasons for Specification Failures**

- Bidders submitted specification information that wasn't sufficient to verify whether a given item met the minimum specifications
- Bidders failed to submit specification information on electronic media
- Different bidders sold items that were identical to the specified item in every way except pack size
- Bidder provided specification information for the wrong item
- Bidder provided specification information using a link to a website

### **Improvements made for IFB 22711**

- Clear guidance during the Pre-Bid Conference and in the IFB on how to submit specifications
- Removal of pack sizes from the minimum specifications
- Addition of normalization to the Financial Evaluation Methodology



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# Maintenance, Repair, and Operational Supplies

## Key Events/Dates

Events	Date	Time
Attachment 2 – <i>Mandatory Intent to Bid Due</i> (Can be filled out today)	10/1/13	
First Inquiry Period (IFB and Specifications) Ends	10/4/13	
Responses to Attachment 3 - <i>Inquiries (IFB and Specifications)</i> Posted	10/25/13	
Draft Price Pages Released and Second Inquiry Period (for Price Pages only) Begins	10/25/13	
Second Inquiry Period (for Price Pages only) Ends	11/1/13	
Attachment 10 – <i>Price Pages (Final)</i> Posted	11/15/13	
Bid Opening	12/5/13	11am

(Section 1.7 – Key Events/Dates)



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Microsoft Excel  
Worksheet

# Maintenance, Repair, and Operational Supplies

## Bidder Qualifications and Requirements

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- Qualifications of Bidder (Section 2.1 – *Qualifications of Bidder*)
  - Bidder must be a manufacturer or an authorized dealer
  - Bidder must have been in continuous operation for at least the past three years immediately prior to bid submission with experience in the provision of MRO Supplies
  
- Requirements of Bidder (Section 2.2 – *Requirements of Bidder*)
  - Bidder must submit Attachment 2 – *Intent to Bid* by October 1, 2013
  - Bidder must provide to OGS, upon request (within 5 business days):
    - Manufacturer's certificate
    - Evidence that it has maintained appropriate organizational capabilities to perform the work specified
    - Reports that document sales, financial status, inventory capacity, distribution information, or other organizational capacity indicators

**Failure by a Bidder to provide any of the above information as requested by OGS or to meet any of the above qualifications in whole or in part shall result in bidder being deemed non-responsive and in a rejection of that Bidder's Bid.**



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# Maintenance, Repair, and Operational Supplies

## Bid Release and Bid Updates

- IFB 22711 for Maintenance, Repair, and Operational Supplies (MRO) was released on September 13, 2013.
- IFB 22711 for MRO was revised on September 18, 2013 (more will come).
- All revisions to IFB 22711 will be posted at the following link:

<http://www.ogs.ny.gov/purchase/biddocument/22711BID.ASP>

### Bid Document Files

Group 39000 - MAINTENANCE, REPAIR, AND OPERATIONAL SUPPLIES (Statewide)

Bid Number: 22711

Bid Opening: December 5, 2013 at 11:00 a.m.

Please review all of the documents carefully and submit your bid by 11:00 a.m. December 5, 2013 to:

New York State Office of General Services  
New York State Procurement Office  
38th Floor, Corning Tower, Empire State Plaza  
Albany, NY 12242  
Attn: Bid Enclosed - IFB

This bid consists of a total of eleven (11) files, consisting of one (1) document and ten (10) attachments:

- [Solicitation Updates New !!](#) {09/18/2013 - IFB Revisions}

PAGE 1

State of New York Executive Department  
Office of General Services - New York State Procurement (NYSPro)  
Corning Tower - 38<sup>th</sup> Floor  
Empire State Plaza  
Albany, NY 12242

## INVITATION FOR BIDS

Revised September 18, 2013

IMPORTANT: SEE "NOTICE TO BIDDERS" CLAUSES HEREIN  
BIDS MAY BE SENT TO THE ABOVE ADDRESS ONLY  
(E-Mail or Facsimile Bid Submissions Are NOT Acceptable)

<b>BID OPENING DATE:</b> December 5, 2013	<b>TITLE:</b> Group 39000 Maintenance, Repair, and Operational Supplies (MRO) (Statewide)
<b>BID OPENING TIME:</b> 11:00 AM ET	<b>Classification Codes:</b> 26, 27, 39, 46, 47
<b>INVITATION FOR BIDS NUMBER:</b> 22711	<b>SPECIFICATION REFERENCE:</b> As Incorporated in the Invitation For Bids
<b>CONTRACT PERIOD:</b>	Three years, with two optional one-year extensions.



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# Maintenance, Repair, and Operational Supplies

## *IFB Intent*

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- Purpose (Section 1.1 – *Purpose*)
  - To provide contract users with a means of acquiring MRO supplies which are:
    - Purchased repetitively or on an emergency basis
    - Provides a means for inventory reduction by offering quick shipment on a broad array of products
    - Aggregation and purchasing of a variety of different products from the same contractor within a single order
    - Offers the ability to pick up orders if warranted
- Overview (Section 1.2 – *Overview*)
  - The State of New York seeks to establish centralized Contracts for Authorized Users to acquire maintenance, repair, and operational (MRO) supplies from qualified suppliers



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# Maintenance, Repair, and Operational Supplies

## *IFB Intent*

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- Structure (Section 1.4 – *Structure*)
  - It is the intent of OGS to award statewide Contracts for all lots (Lot 1 through Lot 4).
  - For each Lot, it is anticipated that there shall be a Primary Contractor and a Secondary Contractor
  - Bidders are required to make available their full offerings that are within the scope of any Lot for which a bid is being submitted.
  - If a Lot has Sub-Lots, a Bidder bidding on the Lot must bid all Sub-Lots, or else will be deemed disqualified fro that Lot.



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# Maintenance, Repair, and Operational Supplies

## *IFB Intent*

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- Primary Contractor (Section 1.6 – *Definitions*)

A responsive and responsible Bidder who has bid the lowest price on a Lot and from whom Authorized Users shall consider first when utilizing the resulting Contracts

- Secondary Contractor (Section 1.6 – *Definitions*)

A responsive and responsible Bidder from whom Authorized Users shall consider second when utilizing the resulting Contracts for a given Lot when the Primary Contractor's offerings do not meet the Authorized User's Form, Function, and Utility for a given item



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# Maintenance, Repair, and Operational Supplies

## *Scope*

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- The scope of this IFB includes commodities only; services are not included in this IFB. MRO supplies are the materials and equipment used to keep a facility in such condition that it may be continuously utilized at its original or designed capacity and efficiency for its intended purpose. Such supplies support routine recurring work and do not become part of the end product. MRO supplies do not include raw materials such as sheet metal and lumber or large agricultural or maintenance supplies such as tractors or mowers. Contracts will be awarded for four (4) Lots:
  - Lot 1 – Industrial Supplies
  - Lot 2 – Fasteners
  - Lot 3 – Electrical Supplies
  - Lot 4 – Janitorial Supplies
- Each Lot has a list of items called a Market Basket. Some Lots include more than one Sub-Lot. A Bidder is required to bid on the minimum number of items in each Market Basket for each Lot for which a bid is submitted.



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# Maintenance, Repair, and Operational Supplies

## Lot 1 – Industrial Supplies

Supplies that are used in the maintenance of facilities and equipment not otherwise included in Lots 2, 3 and 4. For the purposes of this IFB, Lot 1 has been separated into the following nine (9) Sub-Lots, as defined in Section 1.11 - *Definitions*:

Bidders are required to provide a discount % off of list for *each* of these Sub-Lots.

Industrial Supplies - Sub-Lots	Historical Spend (\$M)
Abrasives, Adhesives, Sealants, and Tape	\$0.23
Hand & Power Tools	\$2.26
HVAC/R	\$0.65
Machining Supplies	\$0.05
Maintenance Supplies	\$1.28
Mechanical Equipment	\$1.10
Plumbing & Hydraulics	\$1.24
Safety Products	\$1.16
Testing Instruments	\$0.06
<b>Total for Lot</b>	<b>\$8.03</b>



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# Maintenance, Repair, and Operational Supplies

## Lot 2 – Fasteners

Devices that link, affix, or mechanically join two or more objects together, close a container such as a bag, a box, or an envelope, or keep together the sides of an opening of flexible material, such as bolts, nuts, clips, screws, nails, staples, and pins. Fasteners can be temporary in that they may be fastened and unfastened repeatedly, or they may be permanent. Tamper resistant and tamper proof fasteners are also within the scope of Lot 2.

Bidders are required to provide a single discount % off of list this Lot. There are no Sub-Lots in this Lot

Fasteners	Historical Spend (\$M)
No Sub-Lots	\$1.5



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# Maintenance, Repair, and Operational Supplies

## Lot 3 – Electrical Supplies

Electrical Supplies include, but are not limited to, the basic electronic elements of electrical distribution systems and electrical repair components. Also included are electric lamps, including Compact Fluorescent Lamps, as specified in, and in compliance with, New York State Executive Order No. 4, Establishing A State Green Procurement and Agency Sustainability Program as set forth in Section 6.27 - *Environmental Attributes and NYS Executive Order 4*. For the purposes of this IFB, Lot 3 has been separated into the following two Sub-Lots, as defined in Section 1.11 – Definitions:

Bidders are required to provide a discount % off of list for *each* of these Sub-Lots.

Electrical Supplies - Sub-Lots	Historical Spend (\$M)
Lamps	\$0.44
All Other	\$1.26
<b>Total for Lot</b>	<b>\$1.70</b>



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# Maintenance, Repair, and Operational Supplies

## Lot 4 – Janitorial Supplies

The durable and consumable products used by individuals who attend to the cleaning of a facility, including, but not limited to, products specified in, and in compliance with, New York State Executive Order No. 4, Establishing A State Green Procurement Agency Sustainability Program. Examples of Janitorial Supplies are general purpose cleaners, restroom cleaners, toilet bowl cleaners, carpet cleaners, carpet spot removers, and glass, window, and mirror cleaners, including green cleaning products.

Bidders are required to provide a single discount % off of list this Lot.  
*There are no Sub-Lots in this Lot.*

Lot 4 – Janitorial Supplies	Historical Spend (\$M)
No Sub-Lots	\$3.7



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# Maintenance, Repair, and Operational Supplies

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## About Bidding on Lots

- A Bidder is not required to bid every Lot.
- For Lots that have Sub-Lots, Bidders must provide a discount for each Sub-Lot.
- A Bidder must bid on the minimum number of items required for any Lot which it chooses to bid.
- Failure to bid on the minimum number of items required for a Lot shall result in disqualification for the Lot.



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# Maintenance, Repair, and Operational Supplies

## *Inquiries*

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**There are TWO separate inquiry periods before the Bid Opening of this IFB. Please read through Section 1.8 – *Inquiries* thoroughly before responding to this IFB**

- No inquiries submitted via phone, fax, or mail will be accepted.
- First Inquiry Period (IFB and Specifications) **Started 9/13/14, Ends 10/4/13**
  - Attachment 3 – *Inquiries (IFB and Specifications)*
  - Includes one tab for vendors to use to insert questions about the IFB
  - Includes a tab for EACH Lot for vendors to use to provide feedback on specifications
  - Read and follow all instructions provided in IFB AND in Attachment 3
- Second Inquiry Period (Price Pages – draft) **Starts 10/25/13, Ends 11/1/13**
  - Attachment 4 – *Inquiries (Price Pages)*
  - Includes one tab for vendors to use to insert questions about Attachment 10 – Price Pages (draft)
  - Attachment 10 – *Price Pages (draft)* (Not posted yet)



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# Maintenance, Repair, and Operational Supplies

## First Inquiry Period: Attachment 3 – (IFB and Specifications)

This is YOUR opportunity to ask questions about the IFB and provide feedback to OGS about what is in the Market Baskets you'll be bidding

- The first tab of Attachment 3 - *Inquires (IFB and Specifications)* contains a space for you to enter your company name and valuable instructions on how to complete the entire Attachment.
- Please read the instructions IN THEIR ENTIRETY so you can be sure you will be responsive when filling out the tabs.
- Once you enter your company name here, you won't have to enter your name again in Attachment 3.

Group 39000, IFB 22711, Maintenance, Repair, and Operational Supplies: Invitation for Bids  
**Attachment 3: Inquiries (IFB and Specifications)**  
Tab Name: Instructions

Please enter company name here:

**Color Code for this Spreadsheet:**

Yellow Cells		Indicate cells into which bidders need to insert information.
Light Grey Cells		Indicate cells that do not contain any information.
Medium Grey Cells		Indicate cells to visually separate items in the spreadsheet.
Dark Grey Cells		Indicate cells that have been conditionally shaded based on a bidder's prior entry.

**From the IFB:**

**1.8 INQUIRIES**  
A Bidder should raise any potential assumptions, exceptions, caveats, etc. to the terms and conditions, specifications, and requirements of this IFB during the inquiry periods of the procurement. OGS will not entertain any exceptions to Appendix A. OGS will also not entertain exceptions to this IFB and Appendix B that are of a material and substantive nature. A Bidder should note that all clarifications and exceptions including those relating to the terms and conditions of the Contract are to be resolved prior to the submission of a bid. Bids that contain material changes to the terms, conditions, specifications, and requirements set forth throughout this IFB may be disqualified as non-responsive.

**No inquiries submitted via phone, fax, or mail will be accepted.**

All inquiries concerning the IFB and Specifications must be submitted to the designated contact at [SSTmrosupplies@ogs.ny.gov](mailto:SSTmrosupplies@ogs.ny.gov) using the forms found in this document, Attachment 3 - *Inquiries (IFB and Specifications)* by the dates/times listed in Section 1.7 - *Key Events/Dates*. When e-mailing this document, Attachment 3 - *Inquiries (IFB and Specifications)* to the designated contacts, a Bidder should include the following phrase in the subject of the e-mail: "Inquiries for MRD - IFB and Specifications."

This Excel Spreadsheet, Attachment 3 - *Inquiries (IFB and Specifications)* contains separate tabs into which Bidders can insert information:

- Instructions
- IFB Inquiries
- IFB Specifications
- Specification Inquiries for Lot 1 - Industrial Supplies
- Specification Inquiries for Lot 2 - Fasteners
- Specification Inquiries for Lot 3 - Electrical Supplies
- Specification Inquiries for Lot 4 - Janitorial Supplies

Instructions

IFBInquiries

IFBSpecs

SpecInquiriesLot1-IndSupplies

SpecInquiriesL



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# Maintenance, Repair, and Operational Supplies

## First Inquiry Period: Attachment 3 – (IFB and Specifications)

- The second tab of Attachment 3 - *Inquires (IFB and Specifications)* is for you to ask questions about the IFB.
- Inquiries using this form, and OGS's responses to the inquiries, will be published to the OGS website after the conclusion of this inquiry period.

<b>Group 39000, IFB 22711, Maintenance, Repair, and Operational Supplies: Invitation for Bids</b>		
<b>Attachment 3: Inquiries (IFB and Specifications)</b>		
<b>Tab Name: IFB Inquiries</b>		
<b>Company Name:</b>	<b>Your Company Name Here</b>	
<b>IFB Document Name</b>	<b>Document Section (Name or Number)</b>	<b>Question</b>
IFB Main Document	3.14	Who will specify delivery location?

Instructions

**IFBInquiries**

IFBSpecs

SpecInquiriesLot1-IndSupplies

SpecInquiriesLot2-Fasteners



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# Maintenance, Repair, and Operational Supplies

## First Inquiry Period: Attachment 3 – (IFB and Specifications)

- The third tab of Attachment 3 explains the color coding you will see throughout this attachment.
- This tab also asks you to tell us which Lots in the IFB you think you might bid on. When you answer “Yes” to a Lot, the cells in the corresponding tab for that Lot will be cleared so you can answer questions for us about that Lot.

Group 39000, Award 22711, Maintenance, Repair, and Operational Supplies: Invitation for Bids  
**Attachment 3: Inquiries (IFB and Specifications)**  
Tab Name: IFB Specifications

Company Name:

Please read the instructions from the IFB in order to learn exactly how to fill out the following tabs.

Bidders please note the following cell colors and their meaning throughout the following pages:

<b>Yellow Cells</b>		Indicate cells into which bidders need to insert information.
<b>Light Grey Cells</b>		Indicate cells that do not contain any information.
<b>Medium Grey Cells</b>		Indicate cells to visually separate items in the spreadsheet.
<b>Dark Grey Cells</b>		Indicate cells that have been conditionally shaded based on a bidder's prior entry.

Please tell us which Lots you may be interested in bidding on by selecting “Yes” or “No” in the yellow fields below:

	Yes/No
Lot 1: Industrial Supplies	<input type="text"/>
Lot 2: Fasteners	<input type="text"/>
Lot 3: Electrical Supplies	<input type="text"/>
Lot 4: Janitorial Supplies	<input type="text"/>

Instructions from the IFB:

Specification Inquires shall be completed as follows for each item in each Lot in which a vendor intends to Bid:

1. Review the Sub-Lot (where appropriate), Item, Minimum Specifications, Reference Vendors/ Manufacturers, and Reference Part Numbers for Each Item.
2. Indicate if each reference part number meets all of the Minimum Specifications listed for the item by selecting “Yes” or “No” from the dropdown menu provided. If bidder is unable to determine whether the reference part number meets each of the Minimum Specifications listed for the item, please select “Unknown”.
3. Indicate (by selecting “A”, “B”, “C”, or “D” from the drop-down menu in each cell) if bidder can bid one of the following:
  - A. One or more reference part #s.
  - B. A substitute part # that meets the minimum specifications.
  - C. Number that meets the minimum specifications.

Instructions

IFBInquiries

IFBSpecs

SpecInquiriesLot1-IndSupplies

SpecInquiriesLot2-Faste



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# Maintenance, Repair, and Operational Supplies

## First Inquiry Period: Attachment 3 – (IFB and Specifications)

- The remaining tabs in Attachment 3 are for the individual Lots.
- This is Lot 1 – Industrial Supplies

Group 39000, IFB # 22711 ATTACHMENT 2: SPECIFICATION INQUIRIES Maintenance, Repair, and Operational Supplier Lot 1 - Industrial Supplies		Your Company Name Here														
Item #	Sub-Lot	Item	Minimum Specifications	Reference Part Number	From the Reference Part Number Meet the Minimum Specifications Listed for this Item? [Please select "Yes", "No", or "Unknown" for each reference part.]	Please indicate if bidder can bid: A - One or more reference part No. B - A substitute part B that meets the minimum specifications. C - Neither "A" nor "B" above, or D - Both "B" and "C" above. [Please select from the dropdown menu.]	Please select which, if any, Reference Part Number(s) Bidder can bid on	Bidder's Part Number for the Substitute Item	Name of Manufacturer of the Substitute Item	Manufacturer's Part Number for the Substitute Item	Description	Unit of Measure [Case, pack, Case, Bulbs, Containers, etc.]	Number of Items Per Unit of Measure [5 or more]	Does Bidder's Substitute Item Meet Each of the Minimum Specifications Listed Below? [Please select Yes or No for Each Specification]	Website or document name, location, and page number where the Bidder's specifications for each Substitute Item can be found.	
1	Abrasion, Abrasives, Scuffs, Top	PSH Sealing Disc	Sealing Disc	8857581										Sealing Disc		
			Pressure sensitive abrasive	000858048P85G										Pressure sensitive abrasive		
			2" diameter	888											2" diameter	
			48 grit	9443515											48 grit	
			Material	7582533											Material	
				64251195588												
2	Abrasion, Abrasives, Scuffs, Top	Surface Conditioning Blending Disc	Surface Conditioning Disc	82465										Surface Conditioning Disc		
			locking	3227										locking		
			2" diameter	20465											2" diameter	
			48 grit	581881											48 grit	
			TR finishing system	6425188437												TR finishing system
				442												
3	Abrasion, Abrasives, Scuffs, Top	Packaging, Packing, or Sealing	Packaging, Packing, or Sealing	58386										Packaging, Packing, or Sealing		
			Clear	58386										Clear		
			2" width	87278											2" width	
				74918168												
				96181-DC												
				2324742												
				57839728												
				85181												
				96181-DC												
4	Abrasion, Abrasives, Scuffs, Top	Electrical Tape	Electrical Tape	548781938										Electrical Tape		
			Black	6316										Black		
			Vinyl	2-225											Vinyl	
			1/2" width	6518-99-48											1/2" width	
			2 mil thickness	74918168											2 mil thickness	
			Minimum EBT	5484462											Minimum EBT	
			Flame retardant	SUP ER 35											Flame retardant	
				6218-99-48												
5	Abrasion, Abrasives, Scuffs, Top	Dust Tape	Dust Tape	519188348										Dust Tape		
			Silver or Gray	88484										Silver or Gray		
			2" width	61045											2" width	
			Minimum 5 mil thickness	95488822											Minimum 5 mil thickness	
				8515												
				424811												
				6523232												
				95488822												
6	Abrasion, Abrasives, Scuffs, Top	Fire Resistor Sealant	Fire Resistor Sealant	CP-2079b										Fire Resistor Sealant		
			Drum or Rod	271488											Drum or Rod	
			18.1oz. minimum sealant	52337											18.1oz. minimum sealant	
			Ready to apply	638518											Ready to apply	
				Industrial sealant									Industrial sealant			



# Maintenance, Repair, and Operational Supplies

## First Inquiry Period: Attachment 3 – (IFB and Specifications)

- This is Lot 2 – Fasteners

Group 29800, IFB # 22711 SPECIFICATION INQUIRIES Maintenance, Repair, and Operational Supplies Lot 2 - Fasteners		Company Name: Your Company Name Here		Yellow Cells indicate cells into which bidders need to insert information. Light Grey Cells indicate cells that do not contain any information. Medium Grey Cells indicate cells to visually separate items in the spreadsheet. Dark Grey Cells indicate cells that have been conditionally shaded based on a bidder's prior entry.														
Item #	Item	Minimum Specifications	Reference Vendor or Reference Manufacturer	Reference Part Number	Does the Reference Part Number Meet the Minimum Specifications Listed for this Item? [Please select "Yes", "No", or "Reference" for each reference part number]	Please indicate if bidder can bid: A- Yes or more reference part No, B- No substitute part B that meets the minimum specifications, C- Neither "A" nor "B" above, or D- Both "A" and "B" above. [Please select from the dropdown menu]	Please select which, if any, Reference Part Number(s) Bidder can bid on	Bidder's Part Number for the Substitute Item	Name of Manufacturer of the Substitute Item	Manufacturer's Part Number for the Substitute Item	Description	Unit of Measure [Case, pack, Container, etc.]	Number of Hours Per Unit of Measure [1 or more]	Does Bidder's Substitute Item Meet Each of the Minimum Specifications Listed Below? [Please select Yes or No for Each Specification]	Website or Document name, location, and page number where the Bidder's specifications for each Substitute Item can be found.			
1	Lock Nut	Lock Nut	Barasa	94272										Lock Nut				
		3/4" Diameter	Federal	37818										3/4" Diameter				
		Thread Size 28	Granger	390204										Thread Size 28				
		Grade 2	New Deal	375585										Grade 2				
		URC	Kimball Industrial	94-5584										URC				
		Steel	Luxon	395										Steel				
		Plate Invert	McQuay-Norris	2886										Plate Invert				
2	Flat Washer	Flat Washer	Luxon	76551										Flat Washer				
		3/4" Outer Diameter	New Deal	8188										3/4" Outer Diameter				
		3/4" Inside Diameter	Granger	41723										3/4" Inside Diameter				
		Thickness Inverted: .85-.88"	Clippers Industrial Sales	PC1024										Thickness Inverted: .85-.88"				
		File ball size 5/4"	Kimball	24455										File ball size 5/4"				
		Size Finish	MSC	87345643										Size Finish				
		US												US				
3	Crack Wash with Chain	Crack Wash with Chain	Luxon	855280										Crack Wash with Chain				
		Trade Size 3/8"	Granger	104052										Trade Size 3/8"				
		Working Load Limit 5000 - 7000 Lb.	MSC	5728283										Working Load Limit 5000 - 7000 Lb.				
		Grade 78	Barasa	KP33274										Grade 78				
		US	Granger	438250										US				
5	Washer Washer	Washer Washer	Granger	50485										Washer Washer				
		3/8" Ball Size	McQuay-Norris	238820										3/8" Ball Size				
		3/8" Hole	MSC	8888485										3/8" Hole				
		2" Minimum Cylindrical	Federal	810384										2" Minimum Cylindrical				
		Steel	Steel	8538										Steel				
6	Deck Screw	Deck Screw	Granger	44942										Deck Screw				
		3/8 Diameter	Federal	148387										3/8 Diameter				
		3-1/2" Length	Marantz	83818										3-1/2" Length				
		Square Drive	Balluff/Industrie	W51821250-55										Square Drive				
		Slitless Steel	Marantz/Federal	51825-181										Slitless Steel				
		Atlanta County Toolworks	522844															
7	Hex Flange Bolt	Hex Flange Bolt	New Deal	58258										Hex Flange Bolt				
		3/4" Diameter	Granger	40257										3/4" Diameter				
		2" Length	Kimball	244274										2" Length				
		Thread Size 18	General	8222750										Thread Size 18				
		Grade 8	Barasa	494822275										Grade 8				
		MSC	5847887															
		Federal	49554															

SpecInquiriesLot1-IndSupplies

SpecInquiriesLot2-Fasteners

SpecInquiriesLot3-Electrical



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# Maintenance, Repair, and Operational Supplies

## First Inquiry Period: Attachment 3 – (IFB and Specifications)

- This is Lot 3 – Electrical Supplies

Group 34000, IFB # 22711 SPECIFICATION INQUIRIES Maintenance, Repair, and Operational Supplies Lot 3 - Electrical Supplies				Company Name: <b>Your Company Name Here</b>		<p>Yellow Cells: Indicate cells into which bidders need to insert information.</p> <p>Light Grey Cells: Indicate cells that do not contain any information.</p> <p>Medium Grey Cells: Indicate cells that visually separate items in the spreadsheet.</p> <p>Dark Grey Cells: Indicate cells that have been conditionally shaded based on a bidder's prior entry.</p>												
Item #	Sub-Lot	Item	Minimum Specifications	Reference Vendor or Reference Manufacturer	Reference Part Number	Does the Reference Part Number Meet the Minimum Specifications Listed for this Item? (Please select "Yes", "No", or "Unknown" for each reference part number)	Please indicate if bidder can bid: B - Yes or more reference part No, D - A substitute part B that meets the minimum specifications, C - Neither "B" nor "D" above, or D - Both "B" and "D" above. (Please select from the dropdown menu)	Please select which, if any, Reference Part Number(s) Bidder can bid on	Bidder's Part Number for the Substitute Item	Name of Manufacturer of the Substitute Item	Manufacturer's Part Number for the Substitute Item	Description	Unit of Measure (Each, each, Case, Bundle, Container, etc.)	Number of Hours Per Unit of Measure (if any)	Does Bidder's Substitute Meet Each of the Minimum Specifications Listed Below? (Please select Yes or No for Each Specification)	Website or Document name, location, and page number where the Bidder's specification for each Substitute Item can be found.		
1	Lamps	Compact Fluorescent Lamp	Compact Fluorescent Lamp	Granger	3CEK4	Yes										Compact Fluorescent Lamp		
			Pinch	Midland	MH93270												Pinch	
			Pinch	Midland	MH93270												Pinch	
			Long Type: Single Tube	Wesco	7854774674												Long Type: Single Tube	
			SW,Alta														SW,Alta	
			Base Type: G23 (E-Pin)														Base Type: G23 (E-Pin)	
			Long Shape: T4														Long Shape: T4	
			Minimum Overall Length: 4.25"														Minimum Overall Length: 4.25"	
			Initial Lumen: 250-265														Initial Lumen: 250-265	
			Min. Lumen: 250														Min. Lumen: 250	
Color Temperature: 2700K														Color Temperature: 2700K				
Rated Life: 10,000 hours														Rated Life: 10,000 hours				
2	Electrical- All Other	HD Ballast Kit	HD Ballast Kit	Granger	74684728810											HD Ballast Kit		
			Corr and Coil Ballast Type	Granger	10832											Corr and Coil Ballast Type		
			WEG Pressure Sodium Lamp Type	Midland	MH93252											WEG Pressure Sodium Lamp Type		
			158 Lamp V.A. 120/240/240/277 legal Voltage	Wesco	7810824024											158 Lamp V.A. 120/240/240/277 legal Voltage		
			Number of Lamps: 1													Number of Lamps: 1		
			250 ANSI Code													250 ANSI Code		
			188 Type V.A. -48F													188 Type V.A. -48F		
			18 In.													18 In.		
3	Electrical- All Other	Wire	Wire	Granger	26284											Wire		
			TURBOWire	Midland	MH94559											TURBOWire		
			15 AWG	Midland	279559											15 AWG		
			Minimum Overall Rating 28 Webs	Wesco	7810822210											Minimum Overall Rating 28 Webs		
			Stranding 19													Stranding 19		
			Nominal O.D. 8.525 Inch													Nominal O.D. 8.525 Inch		
			188 V.A. 28F													188 V.A. 28F		
			White													White		
4	Electrical- All Other	Plug	Plug	Granger	46258											Plug		
			Insulating	MSC	24935482											Insulating		
			ME76 Configuration 5-15	Wesco	8784784162											ME76 Configuration 5-15		
			15 Webs													15 Webs		
			8.5 MP													8.5 MP		
			158 V.A.													158 V.A.		
			Number of Poles: 2													Number of Poles: 2		
			Number of Wires: 3													Number of Wires: 3		
5	Electrical- All Other	Wire	Electrical Wire	Granger	MH94G-14-3-250CH											Electrical Wire		
			Non-Metallic Cable with Ground	Granger	46202											Non-Metallic Cable with Ground		
			Insulated PVC	Midland	MH93333											Insulated PVC		
			25F	MSC	2510225											25F		
			18 AWG	Wesco	7810822358											18 AWG		
			Number of Conductors: 3													Number of Conductors: 3		

SpecInquiriesLot1-IndSupplies

SpecInquiriesLot2-Fasteners

SpecInquiriesLot3-Electrical



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# Maintenance, Repair, and Operational Supplies

## *Price Pages Released*

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**After Attachment 3 – *Inquiries (IFB and Specifications)* has been submitted and analyzed by OGS, Attachment 4 – *Inquiries (Price Pages)* and Attachment 10 – *Price Pages (Draft)* will be released**

- Attachment 10 – *Price Pages (Draft)* is your first look at the Price Pages
  - Will include OGS’s consideration of all input provided by vendors using Attachment 3 – *Inquiries (IFB and Specifications)*
  - The input we received from you in the Specification sheets will be reflected in Attachment 10 – *Price Pages Draft*.
  - No pricing is required and no pricing will be accepted in this version of Attachment 10 – *Price Pages (Draft)*
- Attachment 4 – *Inquiries (Price Pages)* is your opportunity to ask questions about Attachment 10 – *Price Pages (Draft)*
  - Inquiries using this form, and OGS’s responses to the inquiries, will be published to the OGS website after the conclusion of this inquiry period.
  - Attachment 10 – *Price Pages (Final)* will be published.



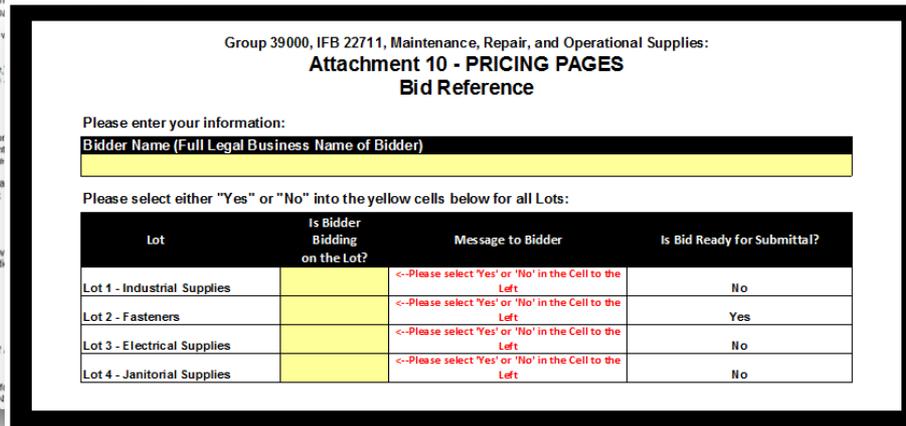
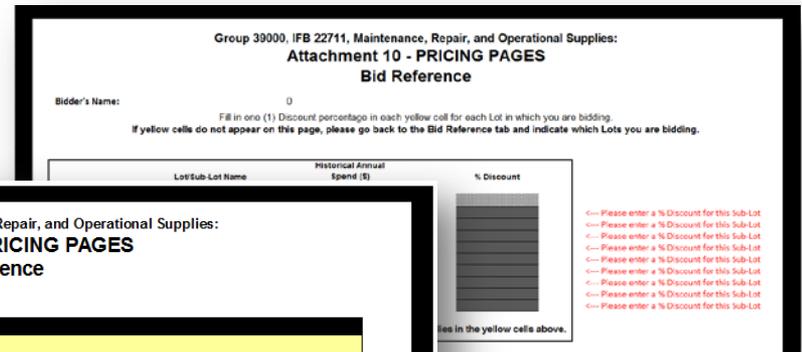
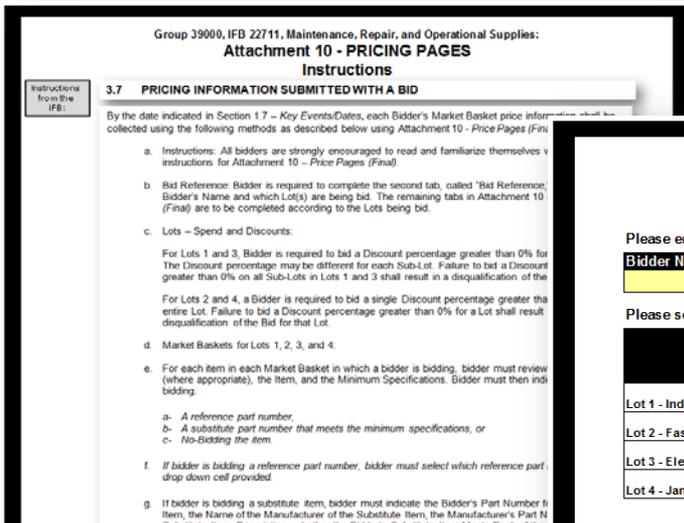
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# Maintenance, Repair, and Operational Supplies

## Attachment 10 - Price Pages (Final) Released

- Attachment 10 – Price Pages (Final)

- Released after OGS has received and reviewed your input from Attachment 3 – *Inquiries (IFB and Specifications)* and Attachment 10 – *Price Pages (Final)* is the document in which you will enter your pricing in each Lot you intend to bid.
- Due by the Bid Opening Date with other documentation we'll discuss in a few minutes.
- Looks a LOT like the pages in the Specification Inquiry pages – but bigger, and includes columns for pricing information.



Microsoft Excel  
Worksheet



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# Maintenance, Repair, and Operational Supplies

## Bid Opening

**Bids are due by 11am Eastern Time on December 5, 2013**

- Bid Envelope

- Can be hand delivered
  - Section 3.13 – *Bid Delivery*,
  - Section 3.13.2 – *Hand Deliveries* for information
  - Section 3.14 – *Important Building Access Procedures*
- Can be delivered using USPS or a Commercial Carrier

Return Address  
Company Name  
Street Address  
City, State, Zip

State of New York Executive Department  
Office of General Services  
New York State Procurement (NYSPRO)  
Corning Tower – 38<sup>th</sup> Floor Reception Desk  
Empire State Plaza  
Albany, NY 12242

BID ENCLOSED  
Bid Number IFB: 22711  
Bid Opening Date: 12/5/13  
Time: 11:am

- Bidder is strongly encouraged to arrange for delivery of bids to OGS prior to the date and time of the bid opening.
- E-mail or fax bid submissions are NOT acceptable and shall not be considered.

**Late bids shall be rejected.**



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# Maintenance, Repair, and Operational Supplies

## Bid Results Posted

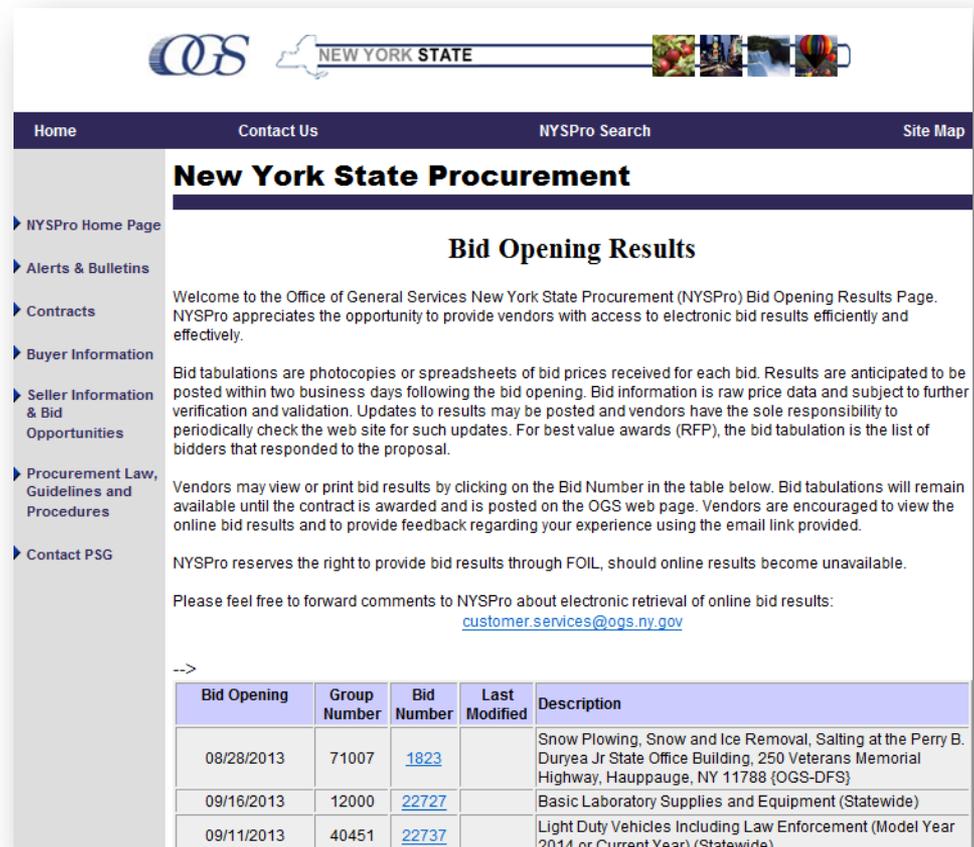
**NYSPro posts bid information on the OGS/NYSPro web page:**

<http://www.ogs.ny.gov/Purchase/bidresults/bidresults.asp>

- Listed by Bid Opening Date
- Group Number
- Bid Number (IFB #)
- Description

### **Click on the Bid Number to Open:**

- List of Bidders that responded to this IFB
- What Lots each bidder bid on
- Usually posted within 2 business days of Bid Opening



The screenshot shows the 'New York State Procurement' website. The header includes the OGS logo and 'NEW YORK STATE'. The navigation bar has links for Home, Contact Us, NYSPro Search, and Site Map. The main content area is titled 'New York State Procurement' and 'Bid Opening Results'. It contains a welcome message, a table of bid opening results, and a list of navigation links on the left side.

**New York State Procurement**

### Bid Opening Results

Welcome to the Office of General Services New York State Procurement (NYSPro) Bid Opening Results Page. NYSPro appreciates the opportunity to provide vendors with access to electronic bid results efficiently and effectively.

Bid tabulations are photocopies or spreadsheets of bid prices received for each bid. Results are anticipated to be posted within two business days following the bid opening. Bid information is raw price data and subject to further verification and validation. Updates to results may be posted and vendors have the sole responsibility to periodically check the web site for such updates. For best value awards (RFP), the bid tabulation is the list of bidders that responded to the proposal.

Vendors may view or print bid results by clicking on the Bid Number in the table below. Bid tabulations will remain available until the contract is awarded and is posted on the OGS web page. Vendors are encouraged to view the online bid results and to provide feedback regarding your experience using the email link provided.

NYSPro reserves the right to provide bid results through FOIL, should online results become unavailable.

Please feel free to forward comments to NYSPro about electronic retrieval of online bid results: [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

-->

Bid Opening	Group Number	Bid Number	Last Modified	Description
08/28/2013	71007	<a href="#">1823</a>		Snow Plowing, Snow and Ice Removal, Salting at the Perry B. Duryea Jr State Office Building, 250 Veterans Memorial Highway, Hauppauge, NY 11788 (OGS-DFS)
09/16/2013	12000	<a href="#">22727</a>		Basic Laboratory Supplies and Equipment (Statewide)
09/11/2013	40451	<a href="#">22737</a>		Light Duty Vehicles Including Law Enforcement (Model Year 2014 or Current Year) (Statewide)



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# Maintenance, Repair, and Operational Supplies

## *Administrative Evaluation*

### Each Bid Will be Evaluated for Completeness and Conformance with Requirements for the Bid Submission as set forth in Section 3.12 – *Format and Content of Bid Submittal*

#### **3.12 FORMAT AND CONTENT OF BID SUBMITTAL**

Prior to the Bid Opening date and time indicated in Section 1.7 – *Key Events/Dates*, each Bidder shall submit the entire offering on magnetic media (CD, DVD, or memory stick) in accordance with the instructions below. Only those items listed below in Part 2 are required in paper copy.

A complete bid consists of one (1) copy of each of the following items in Part 1 and Part 2:

##### Part 1: Magnetic media containing:

- a. Pages 1 and 2 of the IFB (signed and scanned) (PDF);
- b. Completed Attachment 5 – *General Questions* (all tabs) (Microsoft Excel Format);
- c. Completed Attachment 6 – *New York State Required Certifications* (signed and scanned) (PDF);
- d. Completed Attachment 9 – *Encouraging Use of New York State Businesses in Contract Performance* (PDF);
- e. Completed Attachment 10 – *Price Pages (Final)* for all Lots on which are being bid (Microsoft Excel Format);
- f. The Commercial Price List (Microsoft Excel or Access Format);
- g. Specification documents (See 3.9 - *Bid Items and Specifications Submitted With a Bid*);
- h. Completed form EEO 100;
- i. GSA or VA price schedule (Microsoft Excel Format) (if applicable);
- j. Completed Appendix C – Equal Employment Opportunity Staffing Plan

##### Part 2: Signed, paper original of each of the following:

- a. Pages 1 and 2 of the IFB with original ink signatures; and
- b. Completed Attachment 6 – *New York State Required Certifications* with original ink signatures.

If these requirements are not met, the bid is not responsive and will be disqualified. Please note that in the case of discrepancies between paper copies and electronic media submissions, the electronic copy shall take precedence over the paper copy except where OGS determines that signature executions warrant otherwise.

A Bidder should note that any indicators or messages that have been built into Attachment 10 - *Price Pages (Final)* or Attachment 5 - *General Questions* are informational only and provided solely for the purpose of assisting Bidders in completing the Attachments. The presence or absence of notes or indicators is not a determination by the State as to the sufficiency of the Attachments with respect to the IFB requirements. Bidders remain responsible for reviewing the Attachments to ensure compliance with the IFB requirements.

## Components of the Administrative Evaluation

- Intent to Bid (due 10/4/13)
- Minimum Number of Items in each Lot Bid
- Format and Content of Bid Submittal



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# Maintenance, Repair, and Operational Supplies

## Administrative Evaluation

### Minimum Number of Items in Each Lot Bid

- A Bidder is required to bid on the minimum number of items in each Market Basket for each Lot for which a bid is submitted.
- Failure to bid on the minimum number of items required for a Lot shall result in disqualification for the Lot.
- The specific number of items required to be bid for each Lot shall be identified in Attachment 10 – *Price Pages (Final)* once they are finalized and published at the following link: <http://www.ogs.ny.gov/purchase/biddocument/22711BID.ASP>

#### Minimum Number of Bid Items (See IFB Section 3.8)

A Bidder is required to bid on the minimum number of items in each Market Basket for each Lot for which a bid is submitted. Failure to bid on the minimum number of items required for a Lot shall result in disqualification for the Lot. The specific number of items required to be bid for each Lot is in the chart below.

Lot	# items in the Lot	Minimum Number of Items Required for the Lot
Lot 1 – Industrial Supplies		
Lot 2 – Fasteners		
Lot 3 – Electrical Supplies		
Lot 4 – Janitorial Supplies		



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# Maintenance, Repair, and Operational Supplies

## Administrative Evaluation

A complete bid consists of one (1) copy of each of the following items in Part 1 and Part 2:

- **Part 1: Magnetic media containing:**

- a. Pages 1 and 2 of the IFB (signed and scanned) (PDF);
- b. Completed Attachment 5 – *General Questions* (all tabs) (Microsoft Excel Format);
- c. Completed Attachment 6 – *New York State Required Certifications* (signed and scanned) (PDF);
- d. Completed Attachment 9 – *Encouraging Use of New York State Businesses in Contract Performance* (PDF);
- e. Completed Attachment 10 – *Price Pages (Final)* for all Lots on which are being bid (Microsoft Excel Format);
- f. The Commercial Price List (Microsoft Excel or Access Format);
- g. Specification documents (See 3.9 - *Bid Items and Specifications Submitted With a Bid*);
- h. Completed form EEO 100;
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- j. Completed Appendix C – Equal Employment Opportunity Staffing Plan



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# Maintenance, Repair, and Operational Supplies

## Administrative Evaluation

A complete bid consists of one (1) copy of each of the following items in Part 1 and Part 2:

- **Part 2: Signed, paper original of each of the following:**
  - a. Pages 1 and 2 of the IFB with original ink signatures; and
  - b. Completed Attachment 6 – *New York State Required Certifications* with original ink signatures.

State of New York Executive Department  
Office of General Services - New York State Procurement (NYSPro)  
Corning Tower - 38<sup>th</sup> Floor  
Empire State Plaza  
Albany, NY 12242

PAGE 1

### INVITATION FOR BIDS

IMPORTANT: SEE "NOTICE TO BIDDERS" CLAUSES HEREIN  
BIDS MAY BE SENT TO THE ABOVE ADDRESS ONLY  
(E-Mail or Facsimile Bid Submissions Are NOT Acceptable)

BID OPENING DATE: December 3, 2013	TITLE: Group 39000 Maintenance, Repair, and Operational Supplies (MRO) (Statewide)
TIME: 11:00 AM ET	Classification Codes: 26, 27, 39, 46, 47
INVITATION FOR BIDS NUMBER: 22711	SPECIFICATION REFERENCE: As incorporated in the Invitation For Bids
CONTRACT PERIOD: Three years, with two optional one-year extensions.	

DESIGNATED CONTACTS

PRIMARY CONTACT Jennifer Stafford E-mail address: SSTprocurement@ogs.ny.gov	SECONDARY CONTACT William Reilly
---	-------------------------------------

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 INVITATION FOR BIDS, Appendix A (Standard Clauses For New York State Contracts, Appendix B (OGS General Specifications), and State Finance Law §139-a and §139-b (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-b (1) and §139-b (6) (b). Information may be accessed at Procurement Lobbying: <http://www.ogs.ny.gov/about/ogsregulation/fedandstatecontracts.htm>

Bidder's Federal Tax Identification Number: (Do Not Use Social Security Number)	NYS Vendor Identification Number: (See Section 6.23 - New York State Vendor File Registration)
--	---

Legal Business Name of Company Bidding: \_\_\_\_\_

DBA - Doing Business As (if applicable): \_\_\_\_\_

Street: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

If applicable, place an "X" in the appropriate box(es) (check all that apply):  
 Minority Owned Business  Women Owned Business  
 Manufactured Outside New York State

If you are not bidding, please check the appropriate box(es) (check all that apply):  
 WE ARE UNABLE TO BID

Bidder's Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Extension: \_\_\_\_\_  
Fax: \_\_\_\_\_ Extension: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

P.R. # 22711 LIT



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# Maintenance, Repair, and Operational Supplies

## Administrative Evaluation

### Format and Content of Bid Submittal

- **Part 1: Magnetic Media**



- A. Pages 1 and 2 of the IFB (signed and scanned) (PDF);

<p style="text-align: right;">PAGE 1</p> <p style="text-align: center;">State of New York Executive Department Office of General Services - New York State Procurement (NYSPro) Corning Tower - 38<sup>th</sup> Floor Empire State Plaza Albany, NY 12242</p> <h3 style="text-align: center;">INVITATION FOR BIDS</h3> <p style="text-align: center;">Revised September 18, 2013</p> <p style="text-align: center;"><b>IMPORTANT: SEE "NOTICE TO BIDDER'S" CLAUSES HEREIN BIDS MAY BE SENT TO THE ABOVE ADDRESS ONLY (E-Mail or Facsimile Bid Submissions Are NOT Acceptable)</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">BID OPENING DATE:</td> <td style="width: 20%;">December 5, 2013 11:00 AM ET</td> <td style="width: 20%;">TITLE:</td> <td style="width: 40%;">Group 39000 Maintenance, Repair, and Operational Supplies (MRO) (Statewide)</td> </tr> <tr> <td>INVIATION FOR BIDS NUMBER:</td> <td>22711</td> <td>SPECIFICATION REFERENCE:</td> <td>As Incorporated in the Invitation For Bids</td> </tr> <tr> <td>CONTRACT PERIOD:</td> <td colspan="3">Three years, with two optional one-year extensions.</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th colspan="2" style="text-align: center;">DESIGNATED CONTACTS</th> </tr> <tr> <td style="width: 50%; text-align: center;">PRIMARY CONTACT Jennifer Stafford</td> <td style="width: 50%; text-align: center;">SECONDARY CONTACT William Reilly</td> </tr> <tr> <td colspan="2" style="text-align: center;">E-mail address: <a href="mailto:SSTmrosupplies@ogs.ny.gov">SSTmrosupplies@ogs.ny.gov</a></td> </tr> </table> <p style="font-size: small;">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 INVITATION FOR BIDS, 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: <a href="http://www.ogs.ny.gov/aboutOgs/regulations/defaultAdvisoryCouncil.html">http://www.ogs.ny.gov/aboutOgs/regulations/defaultAdvisoryCouncil.html</a></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%;">Bidder's Federal Tax Identification Number: (Do Not Use Social Security Number)</td> <td style="width: 50%;">NYS Vendor Identification Number: (See Section 6.23 - New York State Vendor File Registration)</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td colspan="2">Legal Business Name of Company Bidding:</td> </tr> <tr> <td colspan="2">_____</td> </tr> <tr> <td colspan="2">D/B/A - Doing Business As (if applicable):</td> </tr> <tr> <td colspan="2">_____</td> </tr> <tr> <td>Street</td> <td>City</td> <td>State</td> <td>County</td> <td>Zip Code</td> </tr> </table>	BID OPENING DATE:	December 5, 2013 11:00 AM ET	TITLE:	Group 39000 Maintenance, Repair, and Operational Supplies (MRO) (Statewide)	INVIATION FOR BIDS NUMBER:	22711	SPECIFICATION REFERENCE:	As Incorporated in the Invitation For Bids	CONTRACT PERIOD:	Three years, with two optional one-year extensions.			DESIGNATED CONTACTS		PRIMARY CONTACT Jennifer Stafford	SECONDARY CONTACT William Reilly	E-mail address: <a href="mailto:SSTmrosupplies@ogs.ny.gov">SSTmrosupplies@ogs.ny.gov</a>		Bidder's Federal Tax Identification Number: (Do Not Use Social Security Number)	NYS Vendor Identification Number: (See Section 6.23 - New York State Vendor File Registration)	_____	_____	Legal Business Name of Company Bidding:		_____		D/B/A - Doing Business As (if applicable):		_____		Street	City	State	County	Zip Code	<p style="text-align: right;">PAGE 2</p> <p style="text-align: center;">GROUP39000 - Maintenance, Repair, and Operational Supplies (Statewide)</p> <p style="text-align: center;"><u>INDIVIDUAL, CORPORATION, PARTNERSHIP, OR LLC ACKNOWLEDGMENT</u></p> <p>STATE OF _____ } : _____ ss.: _____ COUNTY OF _____ }</p> <p>On the _____ day of _____ in the year 20____, before me personally appeared _____, known to me to be the person who executed the foregoing instrument, who, being duly sworn by me did depose and say that <u>he</u> resides in _____, and further that:</p> <p>[Check One]</p> <p><input type="checkbox"/> If an individual: <u>he</u> executed the foregoing instrument in his/her name and on his/her own behalf.</p> <p><input type="checkbox"/> If a corporation: <u>he</u> is the _____ of _____, the corporation described in said instrument; that, by authority of the Board of Directors of said corporation, <u>he</u> is authorized to execute the foregoing instrument on behalf of the corporation for purposes set forth therein; and that, pursuant to that authority, <u>he</u> executed the foregoing instrument in the name of and on behalf of said corporation as the act and deed of said corporation.</p> <p><input type="checkbox"/> If a partnership: <u>he</u> is the _____ of _____, the partnership described in said instrument; that, by the terms of said partnership, <u>he</u> is authorized to execute the foregoing instrument on behalf of the partnership for purposes set forth therein; and that, pursuant to that authority, <u>he</u> executed the foregoing instrument in the name of and on behalf of said partnership as the act and deed of said partnership.</p> <p><input type="checkbox"/> If a limited liability company: <u>he</u> is a duly authorized member of _____ LLC, the limited liability company described in said instrument; that <u>he</u> is authorized to execute the foregoing instrument on behalf of the limited liability company for purposes set forth therein; and that, pursuant to that authority, <u>he</u> executed the foregoing instrument in the name of and on behalf of said limited liability company as the act and deed of said limited liability company.</p> <p>_____ Notary Public Registration No. _____</p>
BID OPENING DATE:	December 5, 2013 11:00 AM ET	TITLE:	Group 39000 Maintenance, Repair, and Operational Supplies (MRO) (Statewide)																																	
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Bidder's Federal Tax Identification Number: (Do Not Use Social Security Number)	NYS Vendor Identification Number: (See Section 6.23 - New York State Vendor File Registration)																																			
_____	_____																																			
Legal Business Name of Company Bidding:																																				
_____																																				
D/B/A - Doing Business As (if applicable):																																				
_____																																				
Street	City	State	County	Zip Code																																



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# Maintenance, Repair, and Operational Supplies

## Administrative Evaluation



## Format and Content of Bid Submittal

- **Part 1: Magnetic Media**

- **B.** Completed Attachment 5 – *General Questions* (all tabs) (Microsoft Excel Format):

### Group 39000, IFB 22711, Maintenance, Repair, and Operational Supplies: Invitation for Bids Attachment 5: General Questions Tab 1 - Bidder Submittal Checklist

Bidder Name	
-------------	--

The following checklist must be completed and submitted with your company's IFB submission. It is intended to acquaint the Bidder with all items of information that must be submitted with the bid. Failure to respond or submit any item may render the bid non-responsive. Note: the message in the cell

*Bid is not complete and CANNOT be submitted yet*

Is the Bidder Information tab complete?	No
Is the Standard Forms tab complete	No
Is the Qualifying Criteria tab complete?	No
Is the Contractor and Reseller Info tab complete?	No
Is the MWBE 100 tab complete?	No

1-Bidder Submittal Checklist / 2-Bidder Information / 3-Standard Forms / 4-Qualifying Criteria / 5-Contractor and Reseller Info / 6-MWBE 100 / 7-Extraneous Terms



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Microsoft Excel  
Worksheet

# Maintenance, Repair, and Operational Supplies

## Administrative Evaluation

### Format and Content of Bid Submittal

- **Part 1: Magnetic Media**



- **C. Completed Attachment 6 – New York State Required Certifications (signed and scanned) (PDF);**

<p>Group 39000, IFB 22711, Maintenance, Repair, and Operational Supplies Attachment 6 - New York State Required Certifications</p> <p><b>NONDISCRIMINATION IN EMPLOYMENT IN NORTHERN IRELAND</b> <b>MACBRIDE FAIR EMPLOYMENT PRINCIPLES</b></p> <p>In accordance with New York State Finance Law §165, the Contractor certifies that it or any individual or legal entity in which the Contractor holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the Contractor, other (whether yes or no to one or both of the following, as applicable).</p> <p>(1) have business operations in Northern Ireland. No <input type="checkbox"/> Yes <input type="checkbox"/>; and if yes:</p> <p>(2) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of compliance with such principles. No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p><b>NON-COLLUSIVE BIDDING CERTIFICATION</b></p> <p>In accordance with New York State Finance Law §159-d, by submitting its bid each bidder and each person signing on behalf of any other bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its or her knowledge and belief:</p> <p>(A) The prices of this bid have been arrived at independently, without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; (B) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and (C) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.</p> <p>In the event that the bidder is unable to certify as stated above, the bidder shall provide a signed statement which sets forth in detail the reasons why the bidder is unable to furnish the certificate as required in accordance with State Finance Law Section 159-d(1)(c).</p> <p><b>DIESEL EMISSION REDUCTION ACT</b></p> <p>Pursuant to §19-0223 of the N.Y. Environmental Conservation Law ("the Law") It is a requirement that heavy duty diesel vehicles in excess of 6,500 pounds use the best available retrofit technology ("BART") and ultra low sulfur diesel fuel ("ULSD"). The requirement of the Law applies to all vehicles owned, operated by or on behalf of, or leased by State agencies and State or regional public authorities. It also requires that such vehicles owned, operated by or on behalf of, or leased by State agencies and State or regional public authorities with more than half of its governing body appointed by the Governor utilize BART.</p> <p>The Law may be applicable to vehicles used by contract vendors "on behalf of" State agencies and public authorities and require certain reports from contract vendors. All heavy duty diesel vehicles must have BART by December 31, 2012. The Law also provides a list of exempted vehicles. Regulations set forth in 6 NYCRR Parts 245 and 249 provide further guidance. The Bidder hereby certifies and warrants that all heavy duty vehicles, as defined in NYECL §19-0223, to be used under this contract, will comply with the specifications and provisions of NYECL §19-0223, and 6 NYCRR Parts 245 and 249.</p> <p style="text-align: right;">Group 39000, IFB 22711, Maintenance, Repair, and Operational Supplies Attachment 6 - New York State Required Certifications Page 1 of 2</p>	<p>Group 39000, IFB 22711, Maintenance, Repair, and Operational Supplies Attachment 6 - New York State Required Certifications</p> <p><b>IRAN DIVESTMENT ACT</b></p> <p>By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerors Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <a href="http://www.ogs.ny.gov/about/oga/docs/ListOffense.pdf">http://www.ogs.ny.gov/about/oga/docs/ListOffense.pdf</a> and further certifies that it will not utilize on such contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.</p> <p>During the term of the Contract, should OGS receive information that a person (as defined in New York State Finance Law §165-a) is in violation of the above-referenced certifications, OGS will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then OGS shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.</p> <p>OGS reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.</p> <table border="0"> <tr> <td><b>BIDDER</b></td> <td><b>JOINT BIDDER</b></td> </tr> <tr> <td>By: _____</td> <td>By: _____</td> </tr> <tr> <td>Name: _____</td> <td>Name: _____</td> </tr> <tr> <td>Title: _____</td> <td>Title: _____</td> </tr> <tr> <td>Company: _____</td> <td>Company: _____</td> </tr> <tr> <td><b>Principal Place of Business Address:</b></td> <td><b>Principal Place of Business Address:</b></td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td><b>Federal Tax Identification #:</b></td> <td><b>Federal Tax Identification #:</b></td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td><b>Date:</b> _____</td> <td><b>Date:</b> _____</td> </tr> </table> <p style="text-align: right;">Group 39000, IFB 22711, Maintenance, Repair, and Operational Supplies Attachment 6 - New York State Required Certifications Page 2 of 2</p>	<b>BIDDER</b>	<b>JOINT BIDDER</b>	By: _____	By: _____	Name: _____	Name: _____	Title: _____	Title: _____	Company: _____	Company: _____	<b>Principal Place of Business Address:</b>	<b>Principal Place of Business Address:</b>	_____	_____	_____	_____	_____	_____	<b>Federal Tax Identification #:</b>	<b>Federal Tax Identification #:</b>	_____	_____	<b>Date:</b> _____	<b>Date:</b> _____
<b>BIDDER</b>	<b>JOINT BIDDER</b>																								
By: _____	By: _____																								
Name: _____	Name: _____																								
Title: _____	Title: _____																								
Company: _____	Company: _____																								
<b>Principal Place of Business Address:</b>	<b>Principal Place of Business Address:</b>																								
_____	_____																								
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<b>Federal Tax Identification #:</b>	<b>Federal Tax Identification #:</b>																								
_____	_____																								
<b>Date:</b> _____	<b>Date:</b> _____																								



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# Maintenance, Repair, and Operational Supplies

## Administrative Evaluation



## Format and Content of Bid Submittal

- **Part 1: Magnetic Media**

- **D. Completed Attachment 9 – *Encouraging Use of New York State Businesses in Contract Performance (PDF)***;

**Group 39000, Award 22711, Maintenance, Repair, and Operational Supplies  
ATTACHMENT 9 - ENCOURAGING USE OF NEW YORK STATE BUSINESSES  
IN CONTRACT PERFORMANCE**

New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the state and the nation. In recognition of their economic activity and leadership in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles.

Bidders/proposers need to be aware that all authorized users of this contract will be encouraged, to the maximum extent practical and consistent with legal requirements, to purchase responsive New York State businesses in purchasing commodities that are of equal quality in utilizing services and technology. Furthermore, bidders/proposers are reminded that they should utilize small, minority and women-owned businesses, consistent with current State law.

Utilizing New York State businesses in State contracts will help create more private jobs, improve New York's infrastructure, and maximize economic activity to the mutual benefit of the contractor and New York State business partners. New York State businesses will promote the contractor's objectives under the contract, thereby fully benefiting the public sector programs that are supported.

Public procurements can drive and improve the State's economic engine through promotion of the use of New York businesses by its contractors. The State therefore expects bidders/proposers to provide maximum assistance to New York businesses in their use of the contract. The potential participation by all kinds of New York businesses will deliver great value to the State and its taxpayers.

Bidders/proposers can demonstrate their commitment to the use of New York State businesses by responding to the question below:

Will New York State Businesses be used in the performance of this contract? \_\_\_\_\_  
Yes No

If yes, identify New York State Business(es) that will be used; (Attach identifying information).



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# Maintenance, Repair, and Operational Supplies

## *Administrative Evaluation*

### Format and Content of Bid Submittal

- **Part 1: Magnetic Media**

- **E.** Completed Attachment 10 – *Price Pages (Final)* for all Lots on which are being bid (Microsoft Excel Format); (Not posted yet)
- **F.** The Commercial Pricelist (Microsoft Excel or Access Format);
  - “**Commercial Price List**” shall refer to a set of prices from which a Bidder offers items for sale to the general public that is published and dated. See also “List Price.”



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# Maintenance, Repair, and Operational Supplies

## *Administrative Evaluation*



## Format and Content of Bid Submittal

### • Part 1: Magnetic Media

- **G.** Specification Documents (See Section 3.9 – *Bid Items and Specifications Submitted With a Bid*)

The following are **acceptable** forms of evidence that an item meets the minimum specifications:

- Documentation in PDF format
- Screen shot of bidder's website that lists the minimum specifications
- Screen shot of a manufacturer's website that lists the minimum specifications
- White papers for the item being bid
- Any combination of the above
- Other forms of evidence may be considered at the discretion of OGS.

The following are **NOT acceptable** evidence that an item meets the minimum specifications:

- Live link to any website
- Full electronic catalog
- Anything in hard copy



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# Maintenance, Repair, and Operational Supplies

## Administrative Evaluation

### Format and Content of Bid Submittal

- **Part 1: Magnetic Media**



- H. Completed EEO 100

**EQUAL EMPLOYMENT OPPORTUNITY STAFFING PLAN** *APPENDIX C*

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**SUBMIT WITH BID OR PROPOSAL**

Solicitation No.: [REDACTED]	Vendor ID Number: [REDACTED]	Report includes Contractor's	Contractor's FEIN: [REDACTED]
Contractor Name: [REDACTED]		<input type="checkbox"/> Contractor's work force to be utilized on this contract  <input type="checkbox"/> Contractor's total work force	
Contractor Address: [REDACTED]			

Enter the total number of employees for each classification.

EEO Job Category	Total Work Force	Work force by Gender		Work force by Race/Ethnic Identification													
		Total Male (M)	Total Female (F)	White (M) (F)		Black (M) (F)		Hispanic (M) (F)		Asian (M) (F)		American Indian or Alaskan Native (M) (F)		Veteran (M) (F)			
Executive/Senior level Officials & Managers	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
First/Mid level officials & Managers	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Professionals	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Technicians	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Sales Workers	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Administrative Support	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Craft Workers	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Operatives	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Laborers and Helpers	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Service Workers	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Totals		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

PREPARED BY (Signature): [REDACTED]

NAME AND TITLE OF PREPARER (Print or Type): [REDACTED]

EEO100Staffing Plan (4/12)

July 2006 21



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# Maintenance, Repair, and Operational Supplies

## *Administrative Evaluation*

### Format and Content of Bid Submittal

- **Part 1: Magnetic Media**

- I. GSA or VA price schedule (Microsoft Excel or Access Format);
- J. Completed Appendix C – *Equal Employment Opportunity Staffing Plan* (same as “H” above).



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# Maintenance, Repair, and Operational Supplies

## *Specification Evaluation*

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- **Reference Part Numbers:**

- If Bidder is bidding a reference part number, no specification documentation is required.

- **Substitute Items:**

- If Bidder is bidding a Substitute Item, required specification documentation shall be evaluated to ensure that each substitute item meets each of the minimum specifications
- All information necessary to verify that an item meets the minimum specification requirements must be contained on the electronic media provided by the bidder.
- Any item that contains a link to a website as the sole or a part of specification documentation will be disqualified as non-responsive for that item and will be considered a no-bid item.
- All embedded links should either link to another document on the electronic media or be listed such that the linked document can be found on the electronic media.



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# Maintenance, Repair, and Operational Supplies

## Specification Evaluation – Specification Documentation

Specification Documentation must provide evidence that an item in a Market Basket meets the Minimum Specifications for that item.

From Attachment 10 – Price Pages (Final)

Minimum Specifications
Nitrile
Powder Free
Size Extra-Small

### Reference Specifications

- ✓ Nitrile
- ✓ Powder Free
- ✓ Size Extra Small

Sub-Lot 1 (Standardized List)  
Item 12  
Part Number 6105PFXS

### BIODEGRADABLE DISPOSABLE NITRILE GLOVE

ITEM NO.	SIZE	DESCRIPTION
6105PFXS	Extra Small	• Ambidextrous
6105PFS	Small	• 4 mils, 9.5" long
6105PFM	Medium	• Powder-Free
6105PFL	Large	
6105PFXL	Extra Large	

Any examples or data provided are intended for the purpose of demonstration and are not binding upon the State.

Specification Documentation Bidder ABC Company

Sub-Lot 1 (Standardized List)  
Item 12  
Part Number 6105PFXS

**FEATURES**

- Biodegradable
- Latex Free
- Powder Free
- Ambidextrous
- 4 mils thick
- 9.5" long

**SUGGESTED APPLICATIONS**

- Janitorial/Cleaning
- Intricate Parts Handling
- Laboratory Analysis
- Automotive
- Sector of Maintenance

**Biodegradation**

**BIODEGRADABLE DISPOSABLE NITRILE GLOVE**

ITEM NO.	SIZE	DESCRIPTION
6105PFXS	Extra Small	• Ambidextrous
6105PFS	Small	• 4 mils, 9.5" long
6105PFM	Medium	• Powder-Free
6105PFL	Large	
6105PFXL	Extra Large	

"An innovative solution that reduces pollution."

www.stewco.com

This item would be acceptable because the Specification Documentation demonstrates it meets the Minimum Specifications for the Item.



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# Maintenance, Repair, and Operational Supplies

## Specification Evaluation – Specification Documentation

Specification Documentation must provide evidence that an item in a Market Basket meets the Minimum Specifications for that item.

From Attachment 10 – Price Pages (Final)

### Minimum Specifications

Aluminum  
With Back  
Minimum Weight Capacity 500 Pounds

### Reference Specifications

- ✓ Aluminum
- ✗ With Back
- ✗ Minimum Weight Capacity 500 Lbs.

Any examples or data provided are intended for the purpose of demonstration and are not binding upon the State.

This item is not acceptable because the Specification Documentation does not demonstrate that the item meets the Minimum Specifications for the item.

Specification Documentation

Sub-Lot 1 (Standardized List)  
Item 10  
Part Number 72413

Aluminum Bath Bench without Back  
250 lbs Capacity

Compare at: \$69.32  
Our Price: \$44.38 Save 35%  
Search #: 35842  
Item #: 00-0009974094

Aluminum Bath Bench without Back helps patients who have difficulty sitting in a standard bath tub or standing in the shower. Seats without a back provide easy access and maneuverability when bathing. Non-Returnable Hygiene Product. This product is non-returnable.

ADD TO CART

More Information on the Aluminum Bath Bench without Back:

FEATURES:  
Non-slip, rubber feet resist slipping on the bathtub or shower floor.  
Legs are height adjustable for a proper fit.  
250-lb, 113-lb Weight capacity, Seat height, 14.0"-19.0" (37 cm-48.5 cm), Seat depth, 12" (30.5 cm), Seat width, 20" (51 cm).

Specifications	Yes	Values
Latex Free	No	
MRI Compatible	No	
Material	Aluminum	
Product Brand	Medline	
Product Type	Bath Bench No Back	
Separate Back Available	No	
Weight Capacity	250 lbs	



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# Maintenance, Repair, and Operational Supplies

## *Financial Evaluation*

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### No-Bid Items and Replacement Bid Prices

- No-Bid Items
  - An item that was not bid
  - An item that does not meet the minimum specifications
  - All No-Bid items will be assigned a Replacement Bid Price
- Replacement Bid Price
  - Highest Net Price among all responsive Bidders plus 10%
  - Replacement Bid Price is used to replace the price for a No-Bid Item included in the Price Pages
  - For use in the Financial Evaluation only.
- If enough items are No-Bid Items to reduce the number of items to less than the minimum number of required items, then the bid shall be considered non-responsive and will be disqualified from the Lot (*Section 3.8 - Minimum Number of Bid Items*)
- For Bids that include No-Bid Items, yet maintain the minimum number of required items, the No-Bid Items shall be priced with a Replacement Bid Price
- Replacement Bid Prices are included for the purpose of evaluating comparable bids.



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# Maintenance, Repair, and Operational Supplies

## *Financial Evaluation*

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### **Normalized Pricing**

- Scaling of differing packaging units of measure of otherwise comparable items to establish unit pricing.
- For each item in each Market Basket in which a Bidder is bidding, NYSPRO will normalize to a unit price.

### **Reference Maximum Number of Items Per Unit of Measure**

- For every substitute item Bid, the Number of Items Per Unit of Measure bid may not exceed the Reference Maximum Number of Items Per Unit of Measure for that item in Attachment 10 – *Price Pages (Final)*.
- Items bid that exceed the Reference Maximum Number of Items Per Unit of Measure will be disqualified as non-responsive, will be deemed a No-Bid Item and will receive Replacement Bid Price.



# Maintenance, Repair, and Operational Supplies

## *Financial Evaluation*

### Financial bids from a bidder must be presented as directed in Attachment 10 – Price Pages (Final)

- After a set of responsive bids for a Lot has been determined, the following calculation shall be generated to establish the tentative awardees for each Lot (Primary and Secondary):

$$(L_1 * (1 - D)) + (L_2 * (1 - D)) + (L_N * (1 - D)) = Total Bid Price$$

Whereas:

L represents a List Price for a Market Basket Item.

D represents the Discount and shall be the single Discount quoted by a Bidder for all items purchased for a Lot or Sub-Lot.

Total Bid Price is determined by multiplying the List Price submitted for each Market Basket item by the Discount bid for the Lot or Sub-Lot.

The following example illustrates the calculation of Total Bid Price:

Formula Information:

Identifier	Description	Example \$ or %
L <sub>1</sub>	List price of item 1	\$4.67
L <sub>2</sub>	List price of item 2	\$129.44
L <sub>N</sub>	List price of item N (repeated for each value in the Lot)	\$45.91
D	Discount	30%

$$(4.67 * (1 - .30)) + (129.44 * (1 - .30)) + (45.91 * (1 - .30)) = 126.01 = Total Bid Price$$



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# Maintenance, Repair, and Operational Supplies

## *Ranking and Notification of Award*

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### **Ranking**

- Bids shall be ranked in ascending order by their Total Bid Price
- Bidders with the lowest and second lowest Total Bid Price in each Lot shall be tentative awardees
- Primary and Secondary Awardees respectively

### **Notification of Tentative Award**

- The successful Bidder shall be advised by OGS in accordance with Appendix B, §38 Contract Creation/Execution.
- Tentative awards of the Contracts shall consist of written notice to that effect by OGS to the successful Bidders, who shall thereupon be obligated to execute a formal contract
- In the case where a Bidder is the lowest price bid in more than one Lot, a single contract will be issued which includes terms for all awarded Lots.



# Maintenance, Repair, and Operational Supplies

## Executed Contracts

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**Appendix B**    **38. CONTRACT CREATION / EXECUTION**    Except for contracts governed by Article 11-B of the State Finance Law, subject to and upon receipt of all required approvals as set forth in the Bid Specifications a Contract shall be deemed executed and created with the successful Bidder(s), upon the Commissioner's mailing or electronic communication to the address on the Bid/Contract of: (i) the final Contract Award Notice; (ii) a fully executed Contract; or (iii) a Purchase Order authorized by the Commissioner.

- Upon receipt of all required approvals
- Upon mailing or electronic communication to the address on the Bid/Contract
- A Fully executed Contract
- The final Contract Award Notice



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# Maintenance, Repair, and Operational Supplies

*Award Posted and Released through Purchaser Notification Service*



NEW YORK STATE



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## PURCHASER NOTIFICATION SERVICE

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Welcome to the **OGS Purchaser Notification Service**, the online registration site for government purchasers and others interested in receiving information about OGS commodities, services and technology contracts as well as other important procurement related information.

**While we think that we have designed a registration process that you will find easy to use, please follow the registration instructions carefully to help insure that you create a complete and accurate registration profile.**

Registering in our new system is as simple as one-two-three:

- One: Provide some basic information about your government entity.
- Two: Select the Product and/or Services Classification areas that fit your interests.



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# Maintenance, Repair, and Operational Supplies

## *Contract Administration*

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- This contract may be amended by the mutual agreement of the parties
- Contractor must provide a dedicated Contract Administrator to support the updated and management of the Contract
- Any changes to the Contractor contact information shall be submitted electronically via e-mail
- Report of Contract Purchases (Sales Reports) are due on a quarterly basis
- Price List Updates may be requested annually



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# Maintenance, Repair, and Operational Supplies

## *Closing*

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- Read the IFB and all Attachments in their entirety
- Follow all instructions closely
- Maintain the minimum number of bid items required for each Lot
- Remember to include all required documents at time of submission



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