

Invitation for Bids (IFB) 22734



**Safety Equipment & Products for
Transportation & Public Works –
Comprehensive Crash Mitigation
Pre-Bid Conference**

March 3rd, 2014

**NEW YORK STATE
PROCUREMENT**



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

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

This Pre-Bid Conference is informational only.

- Attendees must refer to the IFB and its attachments for instructions and requirements for preparing and submitting a proposal
- Questions **may** be permitted at the end of the presentation **at the sole discretion of the moderator**
- Should question be allowed, any responses provided today are **not** binding
- Only official responses to inquiries submitted in accordance with **Section 1.7 – Inquiries** of the IFB using **Attachment 6 - Tab 2** are considered binding.
- In the event of an inconsistency between this PowerPoint and the IFB (including accompanying Attachments), the IFB and the accompanying Attachments posted to the OGS/NYSPro contract web shall supersede information in this presentation.
- No audio or video recording and/or photography devices are permitted to be used in the Pre-Bid Conference

Safety Equipment & Products for Transportation & Public Works

Official Attendees



This procurement is a multi-organizational team effort, featuring members of NYS Procurement, The Office of General Services, The NYS Department of Transportation, and The New York State Thruway Authority as the primary contract development team.

The Team Members in attendance are:

Bruce Hallenbeck, Assistant Director – NYS Procurement

Kenneth Schultz, Associate Attorney – NYS Office of General Services

Joe Hodder, Transportation Team Leader – NYS Procurement

Carmen Story, Contract Management Specialist I – NYS Procurement

Anuola Surgick – NYS Office of General Services, M/WBE Program

Joe Doherty – NYS Department of Transportation

Chuck Briggs – NYS Department of Transportation

Wendy Clark – Purchasing Officer 2– NYS Thruway Authority

Mike Osborne – Transportation Maintenance – NYS Thruway Authority

Jim Malone, Contract Management Specialist I – NYS Procurement

Comments, Concerns, Discussions & Questions Regarding the Procurement should only be held or directed to the Designated Contacts

- **Primary Contact:** Jim Malone, Contract Management Specialist 1
- **Secondary Contact:** Carmen Story, Contract Management Specialist 1
- **Secondary Contact:** Joe Hodder, Transportation Team Leader
- **Designated Contact for all M/WBE concerns:**
 - Anuola Surgick, Compliance Specialist I

The purpose of this IFB is to establish a four (4) year statewide term contract for Safety Equipment, which may be renewed under the same terms and conditions for up to one (1) additional one (1) year term.

- OGS intends to award a Contract to multiple responsive and responsible Bidders, each with the lowest total bid price per lot as defined in Section V - Evaluation Process
- Awarded Contract may be utilized by State Agencies and Authorities, as well as Non-State political subdivisions including Counties and Municipalities, school districts and others authorized by law (***See Section IX - USE OF CONTRACT BY STATE AGENCIES, POLITICAL SUBDIVISIONS & OTHER AUTHORIZED USERS***)
- Awarded Contracts are intended to enable Authorized Users to procure from the Contractor: **Products designed for road and highway guidance, situational redirection and crash mitigation, such as Attenuators, Barricades, Bridge Rail, and Crash Cushions & Guide Rail.**

Installation is not a part of this contract.

However - vendors have to provide appropriate product advice and support that would be expected in the normal course of doing business, including the carrying out of any warranty repair needs.

This is a multi-file Electronic Format Bid

There are ten (10) master sections :

The Invitation for Bids & 9 Attachments

- Attachment 1 – Bidder, Catalog & Price List Identification
 - Attachment 2 – Bid Pricing – Core List & Catalog Discount
 - Attachment 3 – Administrative Items, General Questions & Bidder Agreements
 - Attachment 4 – Contract Certifications
 - Attachment 5 – Insurance Requirements
 - Attachment 6 – Pre Bid Activities
 - Attachment 7 – Technical Documentation
 - Attachment 8 – Post Award Reports
 - Attachment 9 – Bid Submittal Checklist
-
- and currently there are three (3) single page updates
Bid Solicitation Updates

There are 18 Lots included for bid

Lot 1 - Type 1 - Galvanized Steel Posts

Lot 2 - Type 1 - Box Beam Guide Rail

Lot 3 - Type 1 - Corrugated Beam Guide Rail

Lot 4 - Type 1 - Cable Guide Rail

Lot 5 - Miscellaneous Hardware

Lot 6 - Road Systems Inc. (RSI) BEAT System Series Products

Lot 7 - Road Systems Inc. (RSI) SKT Series Products

Lot 8 - Trinity Highway Systems Products

Lot 9 - Gregory GMS Fastener System

Lot 10 - Concrete Barriers

Lot 11 - Energy Absorption Systems Inc. Products

Lot 12 - Barrier Systems Inc. Products

Lot 13 - SCI System Products

Lot 14 - Renco System Products

Lot 15 - Scorpion Attenuator System Products

Lot 16 - SUV & Lightweight Vehicle Attenuator

Lot 17 - General Purpose Barricades, Parts & Accessories

Lot 18 - Gregory Highway Products Attenuators

Safety Equipment & Products for Transportation & Public Works



Timeline

We have Identified Key Events related to this procurement and have estimated the following timetable

IFB Release	2/11/2014	---
M/WBE Interest Deadline	2/26/2014	4:00 PM EDT
Pre-Bid Conference Registration Deadline	2/26/2014	4:00 PM EDT
Pre-Bid Conference	3/3/2014	1:30 PM EDT
Closing Date for Inquiries	3/7/2014	4:00 PM EDT
Issuance of Question and Answer Document	3/13/2014	4:00 PM EDT
Unlocking of Attachment 2	3/13/2014	4:00 PM EDT
Bid Opening Date/Time	3/27/2014	11:00:00 AM EDT
Completion of Bid Evaluation	4/24/2014	---
Notification of Tentative Awards	4/30/2014	---
Contract Approval by OGS Legal & Management	5/9/2014	---
Distribution of Contracts for Vendor Signatures	5/13/2014	---
Return of All Signed Contracts	5/20/2014	---
Publication of Contract Awards	5/23/2014	---

Safety Equipment & Products for Transportation & Public Works

Qualifications of Bidders—IFB SECTION VI



Proposals will only be accepted from product manufacturers or their authorized dealer/distributor with a minimum of 3 years of experience producing and/or supplying the product lines stated within the main IFB, Attachment 2 and Attachment 7

Bidder must be:

- authorized to do business in New York State**
- responsible and responsive**
- financially sound**
- capable of maintaining adequate inventory**
- capable of processing and shipping large orders**
- capable of providing appropriate post sale service**
- capable of supplying references and supporting information upon request**

Bidder must have:

- A Federal Employer's Identification Number**
- A New York State Vendor ID Number**
- A current NEW YORK STATE VENDOR RESPONSIBILITY QUESTIONNAIRE FOR-PROFIT BUSINESS ENTITY available or on file at OSC.**
- Appropriate insurance coverages as set forth in Attachment 5 & the proper certifications as described therein.**
- Products meeting the requirements of the bid.**

The Main IFB

86 Page Microsoft Word Document

9 Sections :

- I – Introduction
- II – General Terms & Conditions
- III – Procurement Process and Submission Requirements
- IV – Cost Proposal Requirements
- V - Evaluation Process & Selection Criteria
- VI – Administrative Proposal Requirements
- VII – Technical Aspects
- VIII – Terms and Conditions
- IX – Use of Contract by State Agencies, Political Subdivisions & Other Authorized Users

3 Appendices:

- Appendix A
- Appendix B
- Appendix C

Bidders are required to fill out pages 1 & 2 and 82 through 85

IFB - SECTION III - PROCUREMENT PROCESS AND SUBMISSION REQUIREMENTS

What must a bidder submit ?

A complete bid adhering to the requirements stated in the IFB – including:

All Documents being: prepared electronically

submitted on the Proper Media

submitted in the Formats and Templates

properly labeling and saving documents & files

All Documents having: Proper Signatures and Notarization where required

Supplying appropriate hard copies as directed

Submission of all mandatory items at the times required

Submission of supporting information as asked.

IFB - SECTION III - PROCUREMENT PROCESS AND SUBMISSION REQUIREMENTS

How must the bid be submitted ?

U. S. Mail

Commercial Carrier (*Fed-Ex, UPS, etc*)

Hand Carried

to: NYS Office of General Services
NYS Procurement (NYSPRO), Corning Tower, 38th Floor
Reception Desk
Empire State Plaza
Albany, NY 12242

**Bid Packages must be received no later than 11:00:00 AM on
March 27th, 2014**

IFB –SECTION III.4

SECTION III.4 -- *IMPORTANT INSTRUCTIONS REGARDING USE of MICROSOFT EXCEL®*

All Attachments must be completed and returned in the manner they were supplied

MICROSOFT EXCEL®

HOWEVER! MICROSOFT EXCEL® HAS MANY VERSIONS

***ATTACHMENTS 1, 3, 4, 6, 8, & 9 are usable with all versions
Read, add your information or responses and save as you would
normally***

***ATTACHMENT 2 is a .xls file and must remain as such!
If using Office/Excel 2007, 2010, 2013 or 365
Work within the Compatibility Mode & keep the file an .xls
Do NOT save it as an .xlsx or any other 4 letter file format***

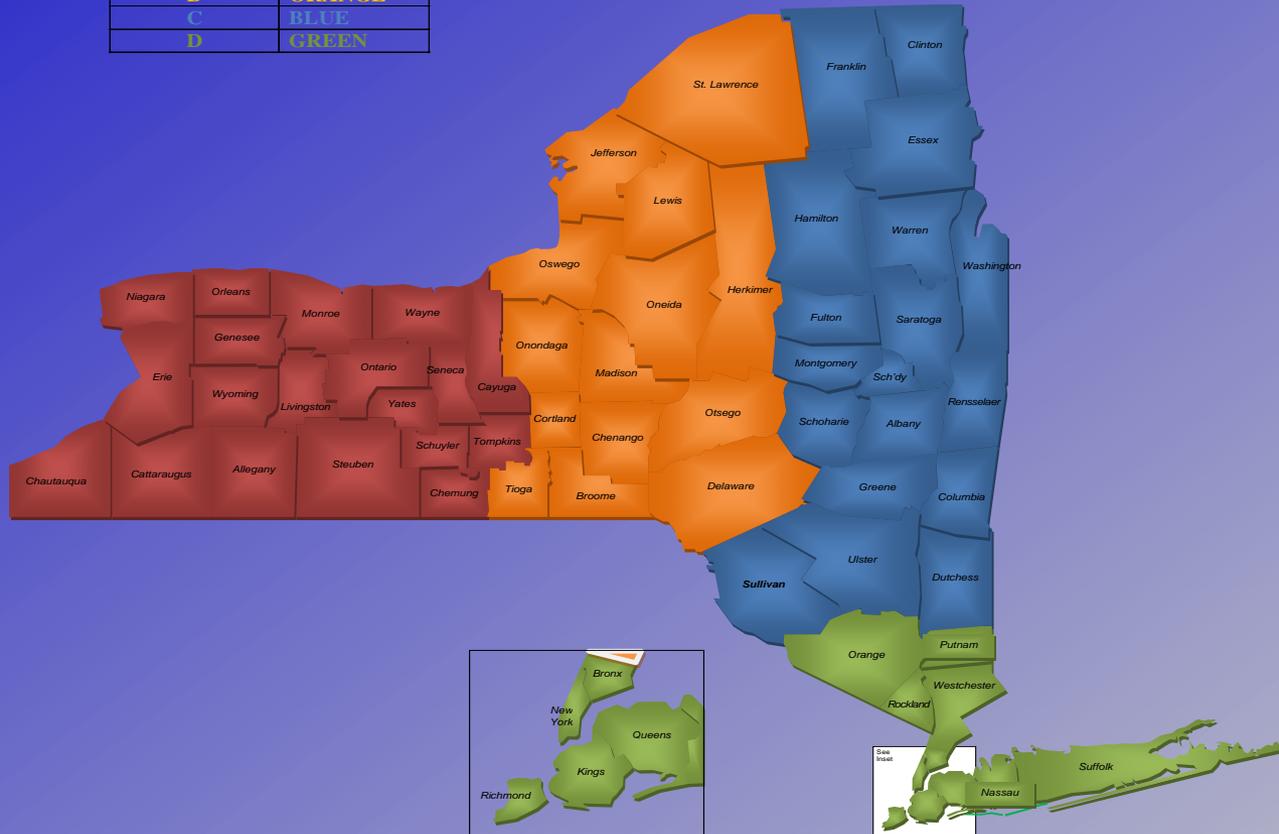
IFB – Section IV – Cost Proposal Requirements

- IV.1** **SUPPLY COVERAGE AREAS – REGIONAL BIDDING**
- IV.2** **CORE LIST PRICING & NON-CORE (CATALOG) DISCOUNT**
- IV.3** **CATALOGS**
- IV.4** **COMMERCIAL PRICE LIST & DISCOUNTS**
- IV.5** **CATALOG TERMS & CONDITIONS**
- IV.6** **PRODUCTS**
- IV.7** **CATALOG EXCLUSIONS**

IFB – Section IV – Cost Proposal Requirements

IV.1 SUPPLY COVERAGE AREAS – REGIONAL BIDDING

NYS Supply Areas	
A	RED
B	ORANGE
C	BLUE
D	GREEN



IFB – Section IV – Cost Proposal Requirements

- **IV.2** ***CORE LIST PRICING & NON-CORE (CATALOG) DISCOUNT***

What is a CORE LIST?

IFB – Section IV – Cost Proposal Requirements

IV.2 CORE LIST PRICING & NON-CORE (CATALOG) DISCOUNT

What is a CORE LIST?

A core list is an individual listing of line items requiring specific pricing within any of the 18 specialized lots as found in Attachment 2

For example the core list for Lot 18 looks like:

Core List Item #	Item	PROPRIETARY SPECIFICATION Product Reference #	Unit of Measure	Estimated Annual Volume
1	TL-3 Trailer Truck Mounted Attenuator	TTMA-100	Each	25
2	Folding Arrow/ Message Board Frame Stand and Hardware	T100L	Each	25
3	Manual Arrow Board Winch & Hardware	T100M	Each	20
4	15 Light LED Panel Board 12 Volt Connection	AVP15	Each	20

IFB – Section IV – Cost Proposal Requirements

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Bidders shall enter their information & Commercial List Price for each item followed by a discount rate for that specific item

Bidder's Catalog Part or Product Number	Part Description	Item Weight - (for a Single Unit - in Pounds-Ounces)	Primary Shipping Origin Location (Point of Origin)	Price List/Catalog Page Number	Bidder's List Price	Core Item % Discount
123	TL-3 Trailer Truck Mounted Attenuator	150	Tuscon, AZ	1	\$21,500.00	20.0%
456	Folding Arrow/ Message Board Frame Stand and Hardware	60	Tuscon, AZ	2	\$2,142.50	20.0%
789	Manual Arrow Board Winch & Hardware	40	Tuscon, AZ	2	\$389.00	20.0%
321	15 Light LED Panel Board 12 Volt Connection	75	Tuscon, AZ	3	\$3,687.00	20.0%

IFB – Section IV – Cost Proposal Requirements

IV.2 CORE LIST PRICING & NON-CORE (CATALOG) DISCOUNT

What is a CORE LIST?

A core list is an individual listing of line items requiring specific pricing within any of the 18 specialized lots as found in Attachment 2

Bidders shall enter their information & Commercial List Price for each item followed by a discount rate for that specific item

Bidder shall determine and enter the average price (cost) to ship a product unit under conventional ordering & shipping conditions of each core list item based on whether you are bidding to supply statewide or only within specific regions.

IFB – Section IV – Cost Proposal Requirements

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A core list is an individual listing of line items requiring specific pricing within any of the 18 specialized lots as found in Attachment 2

Bidders shall enter their information & Commercial List Price for each item followed by a discount rate for that specific item

Bidder shall determine and enter the average price (cost) to ship a product unit under conventional ordering & shipping conditions of each core list item based on whether you are bidding to supply statewide or only within specific regions.

Part Description	Bidder's List Price	Core Item % Discount	SHIPPING -	SHIPPING -	SHIPPING -	SHIPPING -	
			Average Cost to Ship One (1) Unit - State-Wide	Average Cost to Ship One (1) Unit to Supply Coverage Area A	Average Cost to Ship One (1) Unit to Supply Coverage Area B	Average Cost to Ship One (1) Unit to Supply Coverage Area C	Average Cost to Ship One (1) Unit to Supply Coverage Area D
TL-3 Trailer Truck Mounted Attenuator	\$21,500.00	20.0%	\$2.00	\$1.00	\$2.00	\$2.00	\$3.00
Folding Arrow/ Message Board Frame Stand and Hardware	\$2,142.50	20.0%	\$2.00	\$1.00	\$2.00	\$2.00	\$3.00
Manual Arrow Board Winch & Hardware	\$389.00	20.0%	\$2.00	\$1.00	\$2.00	\$2.00	\$3.00
15 Light LED Panel Board 12 Volt Connection	\$3,687.00	20.0%	\$2.00	\$1.00	\$2.00	\$2.00	\$3.00

IFB – Section IV – Cost Proposal Requirements

- **IV.2** **CORE LIST PRICING & NON-CORE (CATALOG) DISCOUNT**

What is a CORE LIST?

What is NON- CORE?

IFB – Section IV – Cost Proposal Requirements

- **IV.2** ***CORE LIST PRICING & NON-CORE (CATALOG) DISCOUNT***

What is a CORE LIST?

What is NON- CORE?

NON CORE items are the remaining items in your catalog and commercial price list which are within the scope of the lot in which you are bidding.

IFB – Section IV – Cost Proposal Requirements

■ **IV.2 CORE LIST PRICING & NON-CORE (CATALOG) DISCOUNT**

What is a CORE LIST?

What is NON- CORE?

NON CORE items are the remaining items in your catalog and commercial price list which are within the scope of the lot in which you are bidding.

NON CORE Items are bid with a SINGLE discount rate from your published list price (as found in your designated commercial price list & posted in your Attachment 1 Tab 5 Final Offered Price List) by which the final net discounted price is inclusive of FOB Destination shipping charges to any point in NY State

IFB – Section IV – Cost Proposal Requirements

IV.2 CORE LIST PRICING & NON-CORE (CATALOG) DISCOUNT

*What is a CORE LIST?
 What is NON- CORE?*

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Bidder Name	Lot #
ACME	Lot 18 - Gregory Highway Products Attenuators
Is Bid ready for submittal?	Yes. Bid Complete
Discount for Contract Items not on the Core List	30.00%
Estimated Historic Annual Value (%) - Core List:	85%
Estimated Historic Annual Value (%) - Non-Core:	15%
Minimum Number of Items Required:	4

IFB – Section IV – Cost Proposal Requirements

- **IV.2** **CORE LIST PRICING & NON-CORE (CATALOG) DISCOUNT**

What is a CORE LIST?

What is NON- CORE?

- **IV.3** **CATALOGS**

IFB – Section IV – Cost Proposal Requirements

- **IV.2** **CORE LIST PRICING & NON-CORE (CATALOG) DISCOUNT**

What is a CORE LIST?

What is NON- CORE?

- **IV.3** **CATALOGS**

A product line in a published format that is openly available & identifiable

IFB – Section IV – Cost Proposal Requirements

- **IV.2** **CORE LIST PRICING & NON-CORE (CATALOG) DISCOUNT**
 - *What is a CORE LIST?*
 - *What is NON- CORE?*
- **IV.3** **CATALOGS**
- **IV.4** **COMMERCIAL PRICE LIST & DISCOUNTS**

IFB – Section IV – Cost Proposal Requirements

■ **IV.2** **CORE LIST PRICING & NON-CORE (CATALOG) DISCOUNT**

What is a CORE LIST?

What is NON- CORE?

■ **IV.3** **CATALOGS**

■ **IV.4** **COMMERCIAL PRICE LIST & DISCOUNTS**

Definition of COMMERCIAL PRICE LIST

- A company's identifiable, standard price list that has been published and released in general distribution, available to the public, and is the most recently published at the bid opening date/time.
- Suggested List Price, Wholesale Price List, Dealers Price List, Retail Price List or Commercial Price List
- It may not be developed specifically for this bid. **Commercial Price Lists referencing The State of NY, OGS, NYSPRO, in its identify or description in any way will be rejected**

IFB – Section IV – Cost Proposal Requirements

- **IV.2** ***CORE LIST PRICING & NON-CORE (CATALOG) DISCOUNT***

What is a CORE LIST?

What is NON- CORE?

- **IV.3** ***CATALOGS***

- **IV.4** ***COMMERCIAL PRICE LIST & DISCOUNTS***

Definition of COMMERCIAL PRICE LIST

Definition of a Bid Acceptable Commercial Price List

Additional Discounts - Attachment 1 – TAB 3

Safety Equipment & Products for Transportation & Public Works

The Bid Documents



IFB – Section IV – Cost Proposal Requirements

Attachment 1 – TAB 3

STATE of NEW YORK BID DOCUMENT IFB #22734 - Group 38650 - Safety Equipment & Products for Transportation and Public Works - Comprehensive Crash Mitigation - (Including Attenuators, Barricades, Bridge Rail, Crash Cushions & Guide Rail)(Statewide)						
Attachment 1 - Bidder, Catalog and Price List Identification						
Enter your contact information in the cells below.		Corresponding Commercial Price List				
Company Name:		Price List Identification:				
Catalog Title:		Publication Number (if any):				
Date of Publication:		Date of Publication:				
ADDITIONAL CONTRACT DISCOUNTS						
NOTE: All discount rates shall be stated to no more than 1/10th of a percentage point. Bidder should complete & file a Tab 3 for each Tab 2 being submitted.						
Bidders will indicate in the spaces provided all discounts being offered in this bid.						
This tab is divided into 2 sections - Section 1: Cash Discounts & Section 2: Volume Discounts. Both of these discount categories are optional discounts. See Section III of the IFB Document for additional information. All percentage rates shall be stated to no more than 1/10th of a percentage point. Any rates entered beyond 1/10th of a percent shall be rounded to the nearest 1/10th by NYSPRO.						
SECTION 1 - Cash Discounts	Additional Cash (Prompt Payment) Discounts will not be considered in determining low bid, but cash discounts of any size may be considered in awarding tie bids.					
	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table>		YES	NO		
	YES	NO				
Are you offering any additional Cash Discount on rapid payments?	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table>		YES	NO		
	YES	NO				
If Yes, your Cash Discount for payment within 15 days of delivery and/or receipt of voucher is:	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table>		YES	NO	%	
	YES	NO				
If Yes, your Cash Discount for payment within 30 days of delivery and/or receipt of voucher is:	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table>		YES	NO	%	
	YES	NO				
Are you offering any additional Cash Discount for purchases made using the New York State Procurement Cards?	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table>		YES	NO		
	YES	NO				
If Yes, please State the discount rate:	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table>		YES	NO	%	
	YES	NO				
SECTION 2 - Volume Discounts	Additional volume discounts will not be considered in determining low bid, but may be considered in awarding tie bids.					
	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table>		YES	NO		
	YES	NO				
Are you offering any additional VOLUME Discounts ?	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table>		YES	NO		
	YES	NO				
If yes, indicate type of volume discount offered:	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table>		YES	NO	Individually per Purchase by Dollar Individually per Purchase by Item Quantity Cumulatively per Agency by Dollar Cumulatively Statewide by Dollar	
	YES	NO				
Please indicate the discount rate or rates:	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table>		YES	NO	_____ % off when over \$ _____ _____ % off when over \$ _____	
	YES	NO				
<i>Please use an additional sheet if needed</i>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table>		YES	NO	_____ % off when over \$ _____ _____ % off when over \$ _____	
	YES	NO				
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	YES					

Safety Equipment & Products for Transportation & Public Works

The Bid Documents



IFB – Section IV – Cost Proposal Requirements

STATE OF NEW YORK BID DOCUMENT																													
IFB #22734 - Group 38650 - Safety Equipment & Products for Transportation and Public Works - Comprehensive Crash Mitigation - (Including Attenuators, Barricades, Bridge Rail, Crash Cushions & Guide Rail)(Statewide)																													
Attachment 1 - Bidder, Catalog and Price List Identification																													
Enter your contact information in the cells below.																													
Company Name:	Corresponding Commercial Price List																												
Catalog Title:	Price List Identification:																												
Date of Publication:	Publication Number (if any):																												
	Date of Publication:																												
ADDITIONAL CONTRACT DISCOUNTS																													
NOTE: All discount rates shall be stated to no more than 1/10th of a percentage point. Bidder should complete & file a Tab 3 for each Tab 2 being submitted.																													
Bidders will indicate in the spaces provided all discounts being offered in this bid.																													
This tab is divided into 2 sections - Section 1: Cash Discounts & Section 2: Volume Discounts. Both of these discount categories are optional discounts. See Section III of the IFB Document for additional information. All percentage rates shall be stated to no more than 1/10th of a percentage point. Any rates entered beyond 1/10th of a percent shall be rounded to the nearest 1/10th by NYSPRO.																													
SECTION 1 - Cash Discounts	<i>Additional Cash (Prompt Payment) Discounts will not be considered in determining low bid, but cash discounts of any size may be considered in awarding tie bids.</i>																												
Are you offering any additional Cash Discount on rapid payments?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> <tr> <td style="width: 50%; text-align: center;"><input type="checkbox"/></td> <td style="width: 50%; text-align: center;"><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>																								
YES	NO																												
<input type="checkbox"/>	<input type="checkbox"/>																												
If Yes, your Cash Discount for payment within 15 days of delivery and/or receipt of voucher is:	%																												
If Yes, your Cash Discount for payment within 30 days of delivery and/or receipt of voucher is:	%																												
Are you offering any additional Cash Discount for purchases made using the New York State Procurement Card?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> <tr> <td style="width: 50%; text-align: center;"><input type="checkbox"/></td> <td style="width: 50%; text-align: center;"><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>																								
YES	NO																												
<input type="checkbox"/>	<input type="checkbox"/>																												
If Yes, please State the discount rate:	%																												
SECTION 2 - Volume Discounts	<i>Additional volume discounts will not be considered in determining low bid, but may be considered in awarding tie bids</i>																												
Are you offering any additional VOLUME Discounts ?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> <tr> <td style="width: 50%; text-align: center;"><input type="checkbox"/></td> <td style="width: 50%; text-align: center;"><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>																								
YES	NO																												
<input type="checkbox"/>	<input type="checkbox"/>																												
If yes, indicate type of volume discount offered:	<input type="checkbox"/> Individually per Purchase by Dollar <input type="checkbox"/> Individually per Purchase by Item Quantity <input type="checkbox"/> Cumulatively per Agency by Dollar <input type="checkbox"/> Cumulatively Statewide by Dollar																												
Please indicate the discount rate or rates: <i>Please use an additional sheet if needed</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">_____ % off when over \$ _____</td> <td style="width: 50%;"></td> </tr> <tr> <td>_____ % off when over \$ _____</td> <td></td> </tr> <tr> <td>_____ % off when over \$ _____</td> <td></td> </tr> <tr> <td>_____ % off when over \$ _____</td> <td></td> </tr> <tr> <td>_____ % off when over \$ _____</td> <td></td> </tr> <tr> <td>_____ % off when over \$ _____</td> <td></td> </tr> <tr> <td style="text-align: center;">or</td> <td></td> </tr> <tr> <td>_____ % off when over \$ _____</td> <td></td> </tr> <tr> <td>_____ % off when over \$ _____</td> <td></td> </tr> <tr> <td>_____ % off when over \$ _____</td> <td></td> </tr> <tr> <td>_____ % off when over \$ _____</td> <td></td> </tr> <tr> <td>_____ % off when over \$ _____</td> <td></td> </tr> <tr> <td>_____ % off when over \$ _____</td> <td></td> </tr> <tr> <td>_____ % off when over \$ _____</td> <td></td> </tr> </table>	_____ % off when over \$ _____		_____ % off when over \$ _____		_____ % off when over \$ _____		_____ % off when over \$ _____		_____ % off when over \$ _____		_____ % off when over \$ _____		or		_____ % off when over \$ _____		_____ % off when over \$ _____		_____ % off when over \$ _____		_____ % off when over \$ _____		_____ % off when over \$ _____		_____ % off when over \$ _____		_____ % off when over \$ _____	
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	Volume Discounts by Item Quantity may alternatively be shown in the Net Offered Price List (Tab 5).																												
Enter your contact information in the cells below.																													
Company Name:	Corresponding Commercial Price List																												
Catalog Title:	Price List Identification:																												
Date of Publication:	Publication Number (if any):																												
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SECTION 1 - Cash Discounts	<i>Additional Cash (Prompt Payment) Discounts will not be considered in determining low bid, but cash discounts of any size may be considered in awarding tie bids.</i>	
Are you offering any additional Cash Discount on rapid payments?	YES	NO
If Yes, your Cash Discount for payment within 15 days of delivery and/or receipt of voucher is:		%
If Yes, your Cash Discount for payment within 30 days of delivery and/or receipt of voucher is:		%
Are you offering any additional Cash Discount for purchases made using the New York State Procurement Card?		
If Yes, please State the discount rate:		%

IFB – Section IV – Cost Proposal Requirements

- **IV.5** **CATALOG TERMS & CONDITIONS**
- **IV.6** **PRODUCTS**
- **IV.7** **CATALOG EXCLUSIONS**
- **FINAL OFFERED PRICE LIST vs. COMMERCIAL PRICE LIST**
 - **Attachment 1 Tabs 4 and Tab 5**

IFB – Section IV – Cost Proposal Requirements – Attachment 1 Tab 4

Bidder should complete & file a Tab 4 for each Tab 2 being submitted

If the offering is all inclusive and contains all products and lines found in your Offered Catalog(s) or Commercial Price List(s), the Bidder will confirm and indicate this by stating "ALL" in the Box immediately to the right:>>

PRODUCT EXCLUSIONS

Catalog Page(s) #	Catalog Item #	Product or Category Description	Price List Page(s) #	Item Excluded by Vendor (X)	Item Excluded By Bid (X)
22	765-4321	48x48 Roll Up Sign	6	X	
32-36	1234-5abc	28" Traffic Cones	11 to 14		X

Safety Equipment & Products for Transportation & Public Works

The Bid Documents



IFB – Section IV – Cost Proposal Requirements – Attachment 1 Tab 5

INSTRUCTIONS: FINAL OFFERED PRICE LIST (example in red below)

NOTE: All pricing shall be extended to no more than two (2) decimal points.

Enter your contact information in the cells below.

Company Name:

NYS Vendor ID:

Bidders will indicate all core products being offered in their bid - submitting the information requested by each of the column headings below.

Bidder should complete & file a Tab 5 for each Tab 2 being submitted

If item is a replacement part not listed or shown in catalog Bidder should identify the Catalog Page #'s as "RSPL" in Column C

Catalog Identification

Catalog Title:

Publication Number (if any):

Date of Publication:

Corresponding Commercial Price List

Price List Identification:

Publication Number (if any):

Date of Publication:

Bidder will note in the first column the Product LOT under which the line item applies :

- Lot 1 :
- Lot 2:
- Lot 3 :

LOT #	Catalog Page #	Product Item # or Stock #	Product Description	Commercial Price List Page #	Unit of Measure	Line Item - Unit List Price	For NYSPRO USE at a later date	Core List Item	If CORE: Indicate LOT # & ITEM #
1	6	123-4567	Universal Post	2	each	\$100.00		YES	1-1
1	10	123-4568	Ungalvanized (Controlled Oxidation) 3" I-Beam End Post for Type I - Box Beam	4	each	\$35.00		NO	
1	10	123-4569	Ungalvanized (Controlled Oxidation) 3" I-Beam End Post for Type II - Box Beam	4	each	\$35.00		NO	

IFB – Section V – EVALUATION PROCESS & SELECTION CRITERIA

- **V.1** ***RECEIPT OF BID***

IFB – Section V – EVALUATION PROCESS & SELECTION CRITERIA

- **V.1** **RECEIPT OF BID**
- **V.2** **METHOD OF AWARD**

IFB – Section V – EVALUATION PROCESS & SELECTION CRITERIA

- **V.1** ***RECEIPT OF BID***
- **V.2** ***METHOD OF AWARD***
 - A.** **Financial Evaluation Process**
 - B.** **Administrative Bid Screening**
 - C.** **Technical Review**

IFB – Section V – EVALUATION PROCESS & SELECTION CRITERIA

- **V.2** ***METHOD OF AWARD***
 - A.** **Financial Evaluation Process**

This is the review of Attachment #2

IFB – Section V – EVALUATION PROCESS & SELECTION CRITERIA

- **V.2** ***METHOD OF AWARD***

- A.** **Financial Evaluation Process**

This is the review of Attachment #2

1. Are there regional bids or are all the bids statewide bids?

IFB – Section V – EVALUATION PROCESS & SELECTION CRITERIA

- **V.2** ***METHOD OF AWARD***

- A.** **Financial Evaluation Process**

This is the review of Attachment #2

- 1. Are there regional bids or are all the bids statewide bids?**
- 2. Review Bid Calculations**

IFB – Section V – EVALUATION PROCESS & SELECTION CRITERIA

- **V.2** ***METHOD OF AWARD***

- A.** **Financial Evaluation Process**

This is the review of Attachment #2

- 1. Are there regional bids or are all the bids statewide bids?**
- 2. Review Bid Calculations**

The formula presented in the bid is automatically carried out in Attachment 2.

The formula applies the discount rate stated for each core item's list price, multiplied by the estimated quantities, then includes the shipping prices in for each line and are summed up. These totals then broken down by the estimated annual percentage of use for core and non core items. The non core value is then reduced by the discount rate for non core items that was bid, and that value is added to the estimated core total resulting in the Calculated Total Bid Price

IFB – Section V – EVALUATION PROCESS & SELECTION CRITERIA

- **V.2** **METHOD OF AWARD**

- A.** **Financial Evaluation Process**

This is the review of Attachment #2

1. Are there regional bids *or* are all the bids statewide bids?
2. Review Bid Calculations

The formula presented in the bid is automatically carried out in Attachment 2.

Discount for Contract Items not on the Core List	30.00%		
Estimated Historic Annual Value (%) - Core List:	85%		
Estimated Historic Annual Value (%) - Non-Core:	15%		
Minimum Number of Items Required:	4		
	Estimated Supply Area Purchasing Allocation		Calculated Total Bid Price
Supply Area A	20%	\$	124,250.17
Supply Area B	20%	\$	124,270.39
Supply Area C	20%	\$	124,270.39
Supply Area D	40%	\$	248,581.23
State-Wide	100%	\$	621,351.96

IFB – Section V – EVALUATION PROCESS & SELECTION CRITERIA

- **V.2** ***METHOD OF AWARD***

- A.** **Financial Evaluation Process**

This is the review of Attachment #2

- 1. Are there regional bids *or* are all the bids statewide bids?**
 - 2. Review Bid Calculations**
 - 3. Compare the Final Calculations**
 - 4. Determine Low Bidders for each Lot**

The lowest and second lowest bidder for each lot will then be advanced for Administrative Bid Screening & Technical Review

IFB – Section V – EVALUATION PROCESS & SELECTION CRITERIA

- **V.2** ***METHOD OF AWARD***
 - A. **Financial Evaluation Process**

 - B. **Administrative Bid Screening**

The review of the bid submission and its compliance with the requirements of the bid.

IFB – Section V – EVALUATION PROCESS & SELECTION CRITERIA

■ **V.2** ***METHOD OF AWARD***

A. **Financial Evaluation Process**

B. **Administrative Bid Screening**

The review of the bid submission and its compliance with the requirements of the bid.

C. **Technical Review**

The review of the products offered and their compliance with the scope and specifications set forth by the bid.

IFB – Section V – EVALUATION PROCESS & SELECTION CRITERIA

- **V.2** ***METHOD OF AWARD***
 - A. **Financial Evaluation Process**
 - B. **Administrative Bid Screening**
 - C. **Technical Review**

The lowest responsive and responsible bidder having successfully completed the 3 components of the Method of Award for each lot will be eligible for award.

IFB – Section V – EVALUATION PROCESS & SELECTION CRITERIA

- **V.1** **RECEIPT OF BID**
- **V.2** **METHOD OF AWARD**
- **V.3** **NOTIFICATION OF AWARD**

IFB – Section VI – ADMINISTRATIVE PROPOSAL REQUIREMENTS

VI.1 MANDATORY AGREEMENTS AND CERTIFICATIONS

VI.2 NEW YORK STATE VENDOR FILE REGISTRATION

VI.3 CONTRACTOR (VENDOR) RESPONSIBILITY – NYS VENDOR
RESPONSIBILITY QUESTIONNAIRE FOR PROFIT BUSINESS ENTITY

VI.4 TAX LAW §5-A

VI.5 QUALIFICATIONS OF PROSPECTIVE BIDDERS

VI.6 INSURANCE

VI.7 MANUFACTURER’S STATEMENT of AUTHORIZATION & COMMITMENT

VI.8 JOINT VENTURE OR PARTNERSHIP BIDS

VI.9 NON-COLLUSIVE BIDDING CERTIFICATION

VI.10 M/WBE PARTICIPATION AND GOALS

IFB – Section VII – TECHNICAL ASPECTS

- VII.1 TECHNICAL SPECIFICATIONS
- VII.2 INTERNET WEBSITES
- VII.3 SERVICE REQUIREMENTS
- VII.4 CONTRACT MODIFICATION GUIDELINES
- VII.5 PRICE ADJUSTMENTS & UPDATES
- VII.6 CONTRACT UPDATES – ADDITION & DELETION of PRODUCTS
- VII.7 ADMINISTRATIVE AND REPORTING REQUIREMENTS
- VII.8 USE OF RESELLERS/DISTRIBUTORS

IFB – Section VIII – TERMS AND CONDITIONS

**IFB – Section IX – USE OF CONTRACT BY STATE AGENCIES, POLITICAL
SUBDIVISIONS & OTHER AUTHORIZED USERS**

APPENDIX A

APPENDIX B

APPENDIX C

Questions

Questions and inquiries should be submitted in accordance with Section 1.9 – Inquiries of the IFB.



Responses will be communicated via a Purchasing Memorandum issued through the OGS Bidder Notification Service (BNS) (<https://online.ogs.ny.gov/vendorregnet/Default.aspx>) under Classification Codes: 25, 30, 31, 46, 73, & 90.