

**Group 40451, Award 22898**

**Light Duty Vehicles**

**ATTACHMENT 1: *BID DOCUMENTS (PAPER):***

**Section A: *Cover Sheet and Acknowledgement***

**Section B: *NYS Required Certifications***

**Section C: *Encouraging Use of NYS Businesses***

**Section D: *Manufacturer's Certificate***

## SECTION A: COVER SHEET & ACKNOWLEDGEMENT

# INVITATION FOR BIDS

**IMPORTANT:**  
**BIDS MAY BE SENT TO THE ABOVE ADDRESS ONLY**  
**(Email or Facsimile Bid Submissions Are NOT Acceptable)**

<b>BID OPENING</b> <b>DATE:</b> <b>October 17, 2014</b> <b>TIME:</b> <b>11:00 AM EST</b>	<b>TITLE: Group 40451 – Light Duty Vehicles (Statewide)</b> Classification Codes: 25 and 46
<b>INVITATION FOR BIDS NUMBER:</b> <b>22898</b>	<b>SPECIFICATION REFERENCE:</b> As Incorporated in the Request For Proposal
<b>CONTRACT PERIOD: Three (3) years plus renewal options for two (2) additional years</b>	
<b>DESIGNATED CONTACTS:</b>	
RFP PRIMARY CONTACT: Wendy Reitzel Email address: <b>SST_auto@ogs.ny.gov</b>	RFP SECONDARY CONTACT: Matthew Jones Email address: <b>SST_auto@ogs.ny.gov</b>

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; including documents previously submitted in solicitation 22878 Bidder elects to use to satisfy the requirements of solicitation 22898. By signing, Bidder acknowledges that Bidder's election to use documents previously submitted in solicitation 22878 to satisfy the requirements of solicitation 22898 does not mean the documents previously submitted for solicitation 22878 meet the requirements of solicitation 22898. 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: [http://www.ogs.ny.gov/aboutOgs/regulations/defaultSFL\\_139j-k.asp](http://www.ogs.ny.gov/aboutOgs/regulations/defaultSFL_139j-k.asp)

<b>Bidder's Federal Tax Identification Number:</b> <i>(Do Not Use Social Security Number)</i>	<b>NYS Vendor Identification Number:</b> <i>(See "New York State Vendor File Registration" clause)</i>			
If applicable, place an "x" in the appropriate box <input type="checkbox"/> Small Business <input type="checkbox"/> Minority Owned Business <input type="checkbox"/> Women Owned Business <b>(check all that apply):</b> _____ #Employees				
Legal Business Name of Company Bidding:				
D/B/A - Doing Business As (if applicable):				
Street	City	State	Zip	County
If applicable, place an "x" in the appropriate box <input type="checkbox"/> Manufactured Within New York State <input type="checkbox"/> Manufactured Outside New York State <b>(check all that apply):</b>				
If you are not Bidding, place an "x" in the box and return this page only. <input type="checkbox"/> WE ARE UNABLE TO BID AT THIS TIME BECAUSE _____				
Bidder's Signature: Title:	Printed or Typed Name: Date:			
Phone : (    )     -     ext (    )	Toll Free Phone : (    )     -     ext (    )			
Fax : (    )     -     ext (    )	Toll Free Fax : (    )     -     ext (    )			
<b>Authorized Bidder Representative's Contact Email Address for this IFB:</b>				
<b>P.R. # 22898-T   LIT <input type="checkbox"/>   MEMO <input type="checkbox"/>   LET <input type="checkbox"/>   OTHER <input type="checkbox"/>   MISSING PAGES</b>				

**INDIVIDUAL, CORPORATION, PARTNERSHIP, OR LLC ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_ }  
: Sworn Statement:  
COUNTY OF \_\_\_\_\_ }

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 \_he maintains an office at Town of \_\_\_\_\_ County of \_\_\_\_\_, State of \_\_\_\_\_; and further that:

**[Check One]**

- If an individual):** \_he executed the foregoing instrument in his/her name and on his/her own behalf.
- If a corporation):** \_he is the \_\_\_\_\_ of \_\_\_\_\_, the corporation described in said instrument; that, by authority of the Board of Directors of said corporation, \_he is authorized to execute the foregoing instrument on behalf of the corporation for purposes set forth therein; and that, pursuant to that authority, \_he executed the foregoing instrument in the name of and on behalf of said corporation as the act and deed of said corporation.
- If a partnership):** \_he is the \_\_\_\_\_ of \_\_\_\_\_, the partnership described in said instrument; that, by the terms of said partnership, \_he is authorized to execute the foregoing instrument on behalf of the partnership for purposes set forth therein; and that, pursuant to that authority, \_he executed the foregoing instrument in the name of and on behalf of said partnership as the act and deed of said partnership.
- If a limited liability company):** \_he is a duly authorized member of \_\_\_\_\_, LLC, the limited liability company described in said instrument; that, \_he 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, \_he 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.

\_\_\_\_\_  
Signature of Notary Public



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, 2015 (unless further extended by Law). The Law also provides a list of exempted vehicles. Regulations set forth in 6 NYCRR Parts 248 and 249 provide further guidance. The Bidder hereby certifies and warrants that all heavy duty vehicles, as defined in NYECL §19-0323, to be used under this contract, will comply with the specifications and provisions of NYECL §19-0323, and 6 NYCRR Parts 248 and 249.

**SMALL BUSINESS CERTIFICATION**

In accordance with New York State Finance Law, Section 163(j), the contractor certifies that it:

1.  IS NOT a Small Business as defined in New York State Executive Law Section 310(20).
  
2.  IS a Small Business as defined in New York State Executive Law Section 310(20).

“Small business” shall mean a business which:

- A. has a significant business presence in New York demonstrated through one of the following:
  1. pays taxes in New York State, or
  2. purchases New York State products or materials, or
  3. has any payroll in New York State
- B. is independently owned and operated;
- C. not dominant in its field; and,
- D. employs less than three hundred persons.

**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 Attachment 1: Bid Documents (Paper), Section B: NYS Required Certifications, and that all information provided is complete, true and accurate.**

Legal Business Name of Company Bidding:	
D/B/A - Doing Business As (if applicable):	
Bidder’s Signature:	Printed or Typed Name:
Title:	Date:

*June 2014*

**SECTION C:  
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 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 need to be aware that all authorized users of this Contract will be strongly encouraged, to the maximum extent practical and consistent with legal requirements, to use responsible and responsive New York State businesses in purchasing commodities that are of equal quality and functionality and in utilizing services and technology. Furthermore, Bidders are reminded that they must continue to 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 sector jobs, rebuild New York's infrastructure, and maximize economic activity to the mutual benefit of the Contractor and its New York State business partners. New York State businesses will promote the Contractor's optimal performance under the Contract, thereby fully benefiting the public sector programs that are supported by associated procurements.

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 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 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 and attach identifying information.**

