PURCHASING MEMORANDUM

BID SOLICITATION UPDATE

RFP NUMBER: 22418  DATE: October 29, 2012

GROUP: 75525 – Office Equipment

PLEASE ADDRESS INQUIRIES TO DESIGNATED CONTACTS:
Jamie Nusbaum
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Wendy Reitzel
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Sharon Buck
SST_off_equip@ogs.ny.gov

BID OPENING: November 1, 2012 – 11:00 AM ET

SUBJECT: Third Postponement of Bid Opening Date

TO PROSPECTIVE BIDDERS:

Due to Hurricane Sandy and the resultant logistical issues it has created, the bid opening date has been postponed a third time. The new bid opening date is November 1, 2012 – 11:00 AM ET.
PURCHASING MEMORANDUM

BID SOLICITATION UPDATE

RFP NUMBER: 22418

DATE: October 26, 2012

GROUP: 75525 – Office Equipment

PLEASE ADDRESS INQUIRIES TO DESIGNED CONTACTS:
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BID OPENING: October 30, 2012 – 11:00 AM ET

SUBJECT: Second Update on Attachment 2 – Office Equipment Pricing Pages (Microsoft Excel)

TO PROSPECTIVE BIDDERS:

The Office of General Services (OGS) is aware that there is an issue with the formula in Cell C10 of the Summary Worksheet of Attachment 2, which results in the Total Three (3) Year Cost of Ownership for the MFP Black & White (Mid Range) Office Equipment Product Category in Lot 1 being multiplied by an Estimated Quantity of 1300 instead of the correct Estimated Quantity of 50. This results in a tabulation error in the totals column of the Summary Worksheet for the MFP Black & White (Mid Range) Office Equipment Product Category in Lot 1, and by consequence an inaccurate Grand Total Bid for Lot 1.

A new Attachment 2 will not be issued. No bidder input is required in the Summary Worksheet. Prospective bidders are hereby advised that OGS will use an Estimated Quantity of 50 for the MFP Black & White (Mid Range) Office Equipment Product Category when evaluating and ranking bids for Lot 1.
PURCHASING MEMORANDUM

BID SOLICITATION UPDATE

RFP NUMBER: 22418  DATE: October 24, 2012

GROUP: 75525 – Office Equipment

PLEASE ADDRESS INQUIRIES TO DESIGNATED CONTACTS:
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Sharon Buck
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BID OPENING: October 30, 2012 – 11:00 AM ET

SUBJECT: Attachment 2 – Office Equipment Pricing Pages (Microsoft Excel)

TO PROSPECTIVE BIDDERS:

The Office of General Services (OGS) is aware that the cells in the Contact Information Worksheet of Attachment 2 are locked. A new Attachment 2 will not be issued. Prospective Bidders should complete this information manually for the two original hard copies of the bid proposal that are required, following the format and instructions for submitting a proposal that are contained in RFP §6, Format and Content of Bid Submittal.
Purchasing Memorandum

Bid Solicitation Update

RFP Number: 22418  Date: October 12, 2012

Group: 75525 – Office Equipment

Please address inquiries to

Designated Contacts:

Jamie Nusbaum
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Wendy Reitzel
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Sharon Buck
SST_off_equip@ogs.ny.gov

Subject: Responses to Bidder Inquiries and RFP Revisions

To Prospective Bidders:

The Office of General Services (OGS) has given careful consideration to the inquiries received in regards to the Office Equipment Request for Proposals (RFP# 22418) during the inquiry period that ended on September 5, 2012 at 5:00 PM ET.

Responses to all inquiries can be found on the OGS Bid Calendar through the following link:
http://www.ogs.ny.gov/Purchase/BidCalendarLV.asp

In addition to publishing responses to the inquiries, OGS has made some revisions to the RFP and some of the accompanying attachments, which are being released simultaneously with the responses to the inquiries. A summary of the RFP and attachment revisions is set forth below. The summary of revisions is provided as a convenience. Proposals submitted will be evaluated based on the revised bid documents. Any bid submitted that does not include “Attachment 1 – Office Equipment Performance Specifications (Revised October 12, 2012)” or “Attachment 5 – Bidder Questions and Submittal Checklist (Revised October 12, 2012)” will be deemed non-responsive and disqualified.

1. Revisions to Main RFP Document

General

The following attachments have been revised and all references thereto in the RFP have also been revised as follows:
Attachment 1 – Office Equipment Performance Specifications (Revised October 12, 2012)
Attachment 5 – Bidder Questions and Submittal Checklist (Revised October 12, 2012)

§1.5, Key Events/ Dates

The new bid opening date of October 30, 2012 has been inserted into table.

§1.9, Definitions:

1. The definition for Consumables has been revised to clarify that toner cartridges with the image drum built into them shall be classified as Consumables.
2. A definition has been added for Ledger Size.
3. Additional language has been added to the definition for Replaceable Service Parts; the term “standalone” has been added preceding the description of “imaging units” in order to provide further clarity.
4. The acronym, MFP, has been added to the definitions for Multifunction Printer and Office Equipment.

§3.1, Scope:
An updated hyperlink to the Office of Information Technology Services (ITS) Plan to Procure (PTP) Policy has been inserted: http://www.its.ny.gov/policy/NYS-P08-001.pdf

§4.2.2, Completing Attachment 1 – Office Equipment Performance Specifications:
Has been revised to include the following language: Bidder must bid all Office Equipment Product Categories within a Lot for each Lot bid. Failure to bid all Office Equipment Product Categories within a Lot will render the bid non-responsive for that Lot and will result in disqualification for that Lot.

§4.3, Cost Proposal Requirements
The second paragraph has been revised to include the following language: Bidder must bid all Office Equipment Product Categories within a Lot for each Lot bid. Failure to bid all Office Equipment Product Categories within a Lot will render the bid non-responsive for that Lot and will result in disqualification for that Lot.

§4.3.1.2, Calculation of Configuration
The fourth sentence has been revised to read: If the Printer Base Model bid includes a designated Mandatory Option as a standard component, no additional cost shall be added to the Printer Base Model cost for that Mandatory Option.

§4.3.1.7, Calculation of Mandatory and Non-Mandatory Options
Has been revised to include the following language: Bidder shall bid one single percentage discount for Mandatory & Non-Mandatory Options for each Lot bid.

§4.3.1.8, Total Cost of Ownership (TCO) Illustrative Example
The paragraph titled, Completing Attachment 3 – Mandatory and Non-Mandatory Options Pricelist Template, has been revised to include the following language: Bidder must bid all Mandatory Options for each Office Equipment Product Category within a Lot for each Lot bid. Failure to bid all Mandatory Options for each Office Equipment Product Category within a Lot will render the bid non-responsive for that Lot and will result in disqualification for that Lot.

§6.1, Responsiveness
Has been revised to read:
To be considered responsive, a Bidder must submit a complete proposal that satisfies and addresses all requirements stated in this RFP. With respect to “Attachment 1- Office Equipment Performance Specifications (Revised October 12, 2012)”, Bidder must bid all Office Equipment Product Categories within a Lot for each Lot bid. Failure to bid all Office Equipment Product Categories within a Lot will render the bid non-responsive for that Lot and will result in disqualification for that Lot. Any bid submitted that does not include “Attachment 1 – Office Equipment Performance Specifications (Revised October 12, 2012)” or “Attachment 5 – Bidder Questions and Submittal Checklist (Revised October 12, 2012)” will be deemed non-responsive and disqualified.

EXCEPT AS OTHERWISE PROVIDED IN THE RFP, A PROPOSAL THAT FAILS TO CONFORM TO ALL REQUIREMENTS MAY BE CONSIDERED NON-RESPONSIVE AND MAY BE REJECTED.

§8.5, Installation and Networking (Mandatory Options)
“(Mandatory Options)” has been added to the section title to provide further clarity and the following language has been added: Installation and Networking offerings shall be submitted through "Attachment 3 – Mandatory and Non-Mandatory Options Pricelist Template".

§8.10, Warranty Requirements
The fourth sentence has been revised to read: Contractor is required to offer an Extended Warranty to extend the standard one (1) year warranty (next business day on site) an additional two (2) years as provided in §4.3.1.3, Calculation of Extended Warranty; however, the purchase of Extended Warranty coverage beyond the initial required minimum one (1) year warranty period shall be at the discretion of the Authorized User.

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§8.12, Maintenance (Non-Mandatory Option – Lots 1 & 2) (Mandatory Option – Lot 3)
Has been revised making Maintenance a Mandatory Option for Lot 3. In addition, the section has been revised to include the following language: Maintenance offerings shall be submitted through "Attachment 3 – Mandatory and Non-Mandatory Options Pricelist Template”.

§8.24, Procurement Instructions
An updated hyperlink to the Office of Information Technology Services (ITS) Plan to Procure (PTP) Policy has been inserted: http://www.its.ny.gov/policy/NYS-P08-001.pdf

§8.35, New York State Procurement Card
The dollar threshold referenced has been changed from $15,000 to $85,000.

§8.49.C, Section 45 (Product Delivery) is deleted and replaced with the following
This clause has been deleted from the RFP. Bidders shall refer to Appendix B, §45, PRODUCT DELIVERY, which requires that delivery be made within thirty calendar days after receipt of a Purchase Order by the Contractor.

§8.49.D, Section 62 (Contract Billings) is deleted and replaced with the following
This clause has been replaced in its entirety by §8.49.E, Section 62 (Contract Billings) is deleted and replaced with the following.

2. Revisions to Attachment 1 – Office Equipment Performance Specifications (Revised October 12, 2012)
1. The print speeds specified in "Attachment 1 – Office Equipment Performance Specifications (Revised October 12, 2012)" are simplex print speeds. The print speed Performance Specifications for each Office Equipment Product Category in Attachment 1 have been revised accordingly, removing the duplex nomenclature from the print speed Performance Specification.

2. The USB Disabling Feature Performance Specification for each respective Office Equipment Category under Lots 1, 2 and 3 has been revised to further clarify that the purpose of the USB Disabling Feature is to prevent printing from and scanning to USB memory devices.

3. For both Lot 2 Office Equipment Product Categories, the inserts and tab copying requirement has been removed from the copy/device features Performance Specification; and the envelopes requirement has been removed from the paper types Performance Specification.

4. For all Lot 3 Office Equipment Product Categories, the memory Performance Specification pertains to the controller/server. The technical attribute description in “Attachment 1 – Office Equipment Performance Specifications (Revised October 12, 2012)” for each Office Equipment Product Category in Lot 3 has been changed to read: Integrated or Non-Integrated Controller/Server Memory

5. The media dimensions – maximum Performance Specification for each Office Equipment Product Category in Lot 3 has been revised to read as follows: 14.3" x 19.2" - must print 11" x 17" media.

6. Maintenance has been added as a Mandatory Option for all Lot 3 Office Equipment Product Categories.

3. Revisions to Attachment 5 – Bidder Questions and Submittal Checklist (Revised October 12, 2012)
1. The following question has been added as Question 7: “Has Bidder submitted any extraneous terms?”

2. The following question has been added as Question 8: “If Bidder is proposing extraneous terms did Bidder submit such extraneous terms in accordance with RFP §4.1.3, Bid Deviations, and Appendix B §13, Extraneous Terms?”.

3. All subsequent questions following newly inserted Questions 7 and 8 have been renumbered to accommodate these new questions.

4. Question 10 has been revised to make reference to revised Attachment 1: Attachment 1 - Office Equipment Performance Specifications (Revised October 12, 2012).
5. Question 18 has been revised to reflect new guaranteed delivery requirement of thirty days A/R/O pursuant to Appendix B, §45, PRODUCT DELIVERY.

6. Questions 33 and 34 have been revised to reflect the revised dollar threshold referenced has been changed of $85,000 for procurement card purchases pursuant to RFP §8.35, New York State Procurement Card.
PURCHASING MEMORANDUM

BID SOLICITATION UPDATE

RFP NUMBER: 22418

DATE: October 4, 2012

GROUP: 75525 – Office Equipment

PLEASE ADDRESS INQUIRIES TO DESIGNATED CONTACTS:
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Sharon Buck
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SUBJECT: Second Update on Bidder Inquiries and Second Postponement of Bid Opening Date

TO PROSPECTIVE BIDDERS:

In the week of October 8, 2012, the Office of General Services (OGS) will be issuing responses to the inquiries received in regards to the Office Equipment Request for Proposals No. 22418 during the inquiry period that ended on September 5, 2012 at 5:00 PM ET.

In addition to publishing responses to the inquiries, OGS is making some revisions to the RFP and some of the accompanying attachments, which will be released simultaneously with the responses to the inquiries. Therefore, prospective Bidders are advised not to submit proposals until receipt of the responses to the inquiries and revised bid documents. Proposals submitted will be evaluated based on the revised bid documents. The bid opening date has been postponed a second time accordingly to allow sufficient time for Bidders to consider the responses to the inquiries and the bid document revisions. The new bid opening date is October 30, 2012 – 11:00 AM ET.
PURCHASING MEMORANDUM

BID SOLICITATION UPDATE

RFP NUMBER: 22418

DATE: September 19, 2012

GROUP: 75525 – Office Equipment

PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:
Jamie Nusbaum
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BID OPENING: October 11, 2012 – 11:00 AM ET

Wendy Reitzel
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Sharon Buck
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SUBJECT: Update on Bidder Inquiries and Postponement of Bid Opening Date

TO PROSPECTIVE BIDDERS:

The Office of General Services (OGS) is giving careful consideration to the inquiries received in regards to the Office Equipment Request for Proposals No. 22418 during the inquiry period that ended on September 5, 2012 at 5:00 PM ET. OGS expects to release responses to the inquiries in the near future.

In addition to publishing responses to the inquiries, OGS anticipates making some revisions to the RFP and some of the accompanying attachments, which will be released simultaneously with the responses to the inquiries. Therefore, prospective Bidders are advised not to submit proposals until receipt of the responses to the inquiries and revised bid documents. Proposals will be evaluated based on the revised bid documents. The Bid Opening Date has been postponed accordingly to allow sufficient time for Bidders to consider the responses to the inquiries and the bid document revisions. The new Bid Opening Date is October 11, 2012 – 11:00 AM ET.