



Bid Solicitation Update #3

Subject: Revision to Solicitation Addition of Designated Contact

DATE: May 9, 2018

IFB/RFP: 23106

BID OPENING DATE | TIME: May 15, 2018 | 11:00 AM

GROUP | TITLE: 71011 Security Guard Services (Statewide) and Fire Safety/EAP Director (Region 1 – NYC only)

OGS DESIGNATED CONTACTS:

Dana Ferris	CMS 1	518-474-3382	Dana.ferris@ogs.ny.gov
Ruth K. Quezada	CMS 2	518-473-2801	Ruth.quezada@ogs.ny.gov
Todd Kayser	Team Leader	518-473-6469	Todd.kayser@ogs.ny.gov

TO PROSPECTIVE BIDDERS:

Procurement Services has added Lori Bahan, CMS1, as an additional designated contact to the list appearing on the OGS website. Ms. Bahan can be reached at 518-486-7313 or Lori.bahan@ogs.ny.gov.

In addition to the added designated contact, OGS has made a revision to the Solicitation. A summary of the revision is set forth below. The summary of the revision is provided as a convenience. Bids submitted will be evaluated based on the revised Solicitation.

REVISIONS TO SOLICITATION (REVISED MAY 9, 2018)

1. Section 3.10 *Bid Delivery*, has been revised to inform anyone wishing to attend the Bid Opening that they must email one of the three designated contacts identified on Page 1 of the Solicitation to register for building access no later than two hours prior to the bid opening time of 11:00 AM on Tuesday May 15th, 2018. OGS reserves the right to change the location of the Bid Opening and will notify those registered attendees via email if a change in venue becomes necessary. Bids must be submitted in accordance with Section 3.10, *Bid Delivery*, regardless of the Bid Opening location.

All other terms and conditions of the Solicitation remain unchanged. All Bids shall be considered on the basis of this amendment.

If submitting a Bid, this update notification must be signed with original signature, attached to, and made a part of your Bid for Security Guard and Fire Safety/EAP Director Services Solicitation #23106; Bid Due Date of May 15, 2018 @ 11am EST.

BID OF (COMPANY NAME): _____

D/B/A: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

SIGNATURE OF BIDDER: _____

PRINTED NAME OF BIDDER: _____ DATE: _____



Bid Solicitation Update #2

Responses to Bidder Inquiries

Subject: Revisions to Solicitation Documents

DATE: May 4, 2018

IFB/RFP: 23106 BID OPENING DATE | TIME: May 15, 2018 | 11:00 AM

GROUP | TITLE: 71011 Security Guard Services (Statewide) and Fire Safety/EAP Director (Region 1 – NYC only)

OGS DESIGNATED CONTACTS:

Dana Ferris	CMS 1	518-474-3382	Dana.ferris@ogs.ny.gov
Ruth K. Quezada	CMS 2	518-473-2801	Ruth.quezada@ogs.ny.gov
Todd Kayser	Team Leader	518-473-6469	Todd.kayser@ogs.ny.gov

TO PROSPECTIVE BIDDERS:

The Office of General Services (OGS) has given careful consideration to the inquiries received in regard to the Security Guard and Fire Safety/EAP Director Services Solicitation # 23106 during the Inquiry Period that ended on April 20, 2018.

Answers to the inquiries can be obtained at the Procurement Services Bid Calendar <http://nyspro.ogs.ny.gov/content/finding-bid-opportunities>. All inquiries are verbatim as received by OGS with the exception of bidder names, which have been redacted.

In addition to publishing responses to the inquiries, OGS has made revisions to the Solicitation documents, which are being released along with the responses to the inquiries. A summary of the revisions is set forth below. The summary of revisions is provided as a convenience. Bids submitted will be evaluated based on the revised Solicitation documents.

REVISIONS TO SOLICITATION (REVISED MAY 4, 2018)

1. The top of page 1 has been revised to reflect the Solicitation revision date.
2. Section 1.1, *Scope and Overview*: Item 3 (m) has been revised to further define Subcontractors as Subcontractors proposed to be used by the Contractor on an Authorized User’s Site.
3. Section 1.4 *Key Events/Dates*: The closing date for submission of Bidders questions to OGS was changed to Friday April 20, 2018 at 3:00PM. (This was announced in Bid Solicitation Update #1 issued April 12, 2018.)
4. Section 3.13, *Authorized User Reserved Rights*: Item 3 has been revised to disallow Subcontractors proposed to be used by the Contractor on an Authorized User’s Site and to approve any Subcontractors proposed to be used by the Contractor on an Authorized User’s Site.
5. Section 5.6, *Price Adjustments*: Paragraph 1 has been revised to state that Maximum Not-to-Exceed Straight Time and Overtime Hourly Bill Rates will be increased or decreased by the percentage of change in the Prevailing Wage Rate.

6. Section 5.7, *Invoicing and Payment*: Paragraph 1 has been revised to add that invoices shall be submitted monthly.
7. Section 5.8, *Certified Payroll Records*: Paragraph 2 has been revised to further define Subcontractors as Subcontractors proposed to be used by the Contractor on an Authorized User's Site.
8. Section 5.9.1, *Level 1 Security Guard Mandatory Requirements*: Item 6 has been revised to state "Physically capable of performing the essential duties of the position, with or without reasonable accommodation."
9. Section 5.9.2, *Level 2 Security Guard Mandatory Requirements*: Item (2.a) has changed the requirement for Honorable Discharge (DD214) to no type of military discharge that renders such Security Guard unsuitable for the position for which he or she is intended.
10. Section 5.9.2, *Level 2 Security Guard Mandatory Requirements*: Item 2 corrected numbering of requirements listed to a, b, c, d, e and f.
11. Section 5.11.1, *Staffing*: Paragraphs 3, 4, 5, and 6 have been revised to further define Subcontractors proposed to be used by the Contractor on an Authorized User's Site.
12. Section 5.18, *Maintenance of a Master File*, has been revised to further define Subcontractors proposed to be used by the Contractor on an Authorized User's Site.

ATTACHMENT 1 – PRICING PROPOSAL FORM (REVISED MAY 4, 2018)

1. Instructions, Section 1.2, *Maximum Not-to-Exceed Hourly Bill Rate Cost Considerations*: Item m. has been revised to ensure Subcontractors proposed to be used by the Contractor on an Authorized User's Site comply with various requirements (e.g. fingerprinting, etc.)

ATTACHMENT 4 - INSURANCE REQUIREMENTS (REVISED MAY 4, 2018)

1. Section A, *General Conditions Applicable to Insurance*: Item 7, has been revised to clarify that the Contractor shall require only a Subcontractors working on an Authorized User's site to be required to procure policies of insurance as required under Attachment 4 – *Insurance Requirements*.
2. Section A, *General Conditions Applicable to Insurance*: Item 9, Additional Insured, has been revised to correct the auto liability form ISO from CA 20 4 10 13 to CA 20 48 10 13.
3. Section B, *Professional Liability or Errors and Omissions*, Item 4 has been revised to clarify that this section includes subcontractors working on an Authorized User's site.

ATTACHMENT 10 - REQUEST FOR QUOTE FORM (REVISED MAY 4, 2018)

1. Section 1.2, *Authorized User Instructions*: Item 14 has been revised to If subcontractors are proposed to be used by the Contractor on an Authorized User's Site, Contractor must notify Authorized Users in writing for the Authorized Users approval prior to start date.
2. Section 1.3, *Authorized User Reserved Rights*: Item 3 has been revised to disallow Subcontractors proposed to be used by the Contractor on an Authorized User's Site and to approve any Subcontractors proposed to be used by the Contractor on an Authorized User's Site.
3. Section 1.4, *Recommended Authorized User Voucher/Invoice Review Procedures*: Item 4 has been revised If the invoice includes work from subcontractors on an Authorized User's Site, review the agreement between the primary contractor and subcontractor to ensure the payment meets the terms of this agreement.
4. Request for Quote Template Section 7, *Pricing Submittal* has been revised to add Subcontracting refers to a subcontractor providing services on an Authorized User's Site.

All other terms and conditions of the Solicitation remain unchanged. All Bids shall be considered on the basis of this amendment.

If submitting a Bid, this update notification must be signed with original signature, attached to, and made a part of your Bid for Security Guard and Fire Safety/EAP Director Services Solicitation #23106; Bid Due Date of May 15, 2018 @ 11am EST.

BID OF (COMPANY NAME): _____

D/B/A: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

SIGNATURE OF BIDDER: _____

PRINTED NAME OF BIDDER: _____ DATE: _____



Bid Solicitation Update #1

Subject: Bidders Questions Due Date Change, Correction to Various Web Links

DATE: April 12, 2018

IFB/RFP: 23106

BID OPENING DATE | TIME: May 15, 2018

11:00AM

GROUP | TITLE: 71011 Security Guard and Fire Safety/EAP Director Services

OGS DESIGNATED CONTACTS:

Dana Ferris	CMS 1	518-474-3382	Dana.ferris@ogs.ny.gov
Ruth K. Quezada	CMS 2	518-473-2801	Ruth.quezada@ogs.ny.gov
Todd Kayser	Team Leader	518-473-6469	Todd.kayser@ogs.ny.gov

TO PROSPECTIVE BIDDERS:

The following updates have occurred regarding Solicitation No. 23106.

1. The closing date for the submission of Bidders Questions has changed from Wednesday, April 18th, 2018 at 3:00PM to **Friday, April 20th, 2018 at 3:00PM.**
2. The web links for NYS Tax Law 5-A in Section 3.4 have changed from http://www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf to https://www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf and from <http://www.tax.ny.gov/> to <https://www.tax.ny.gov/> (If the above links don't open the document or website, please copy and paste it to your web browser.)
3. The web link to the Service Disabled Veteran Owned Business (SDVOB) in Section 5.29.1 and 5.29.6 has changed from https://www.ogs.ny.gov/Core/docs/CertifiedNYS_SDVOB.pdf to <https://ogs.ny.gov/Veterans/default.asp>
4. The web link for NYS Vendor Responsibility in Section 5.30 has changed from <http://www.osc.state.ny.us/vendrep/index.htm> to <http://www.osc.state.ny.us/vendors/index.htm>
5. The web link for the NYS Financial System has changed in Section 5.23.1 from www.sfs.ny.gov to <http://www.sfs.ny.gov>
6. All Bid Solicitation Update notices from OGS must be signed with original signature and returned with Bidders Bid. Updates could be posted as late as 1 week prior to the Bid Opening Date. Bidders should check the OGS website for updates for this Solicitation prior to submitting a Bid.

(Continued on page 2)

If submitting a Bid, this update notification must be signed with original signature, attached to, and made a part of your Bid for Security Guard and Fire Safety/EAP Director Services Solicitation #23106; Bid Due Date of May 15, 2018 @ 11am EST.

BID OF (COMPANY NAME): _____

D/B/A: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

SIGNATURE OF BIDDER: _____

PRINTED NAME OF BIDDER: _____ DATE: _____