



Office of
General Services

Pre-Bid Webinar

Solicitation 23137

*****NEW SOLICITATION*****

Photovoltaic Systems and Installation Services
(Statewide)

Housekeeping Items

1. If you have not done so already, please make sure that your phone is on **mute**
2. Please hold all questions until the end of the presentation
3. This PowerPoint presentation will be made available at the following address:
<https://www.ogs.ny.gov/purchase/biddocument/23137BID.asp>



General Information

OGS Representatives

Name	Title
Kelly Rothkopf	Contract Management Specialist
Todd Gardner	Team Leader
Cindy Miner	Director

Key Event Calendar

Event	Date	Time
Closing Date for Bidder Inquiries	7/11/2018	5:00 PM ET
Responses to Bidder Inquiries (Estimated)	7/18/2018	
Bid Opening / Due Date for Bids	7/31/2018	11:00 AM ET

Changes may occur. The most recent version of the calendar will be available in the solicitation document on our website at:

<https://nyspro.ogs.ny.gov/content/finding-bid-opportunities>

Webinar Agenda

Activity	Time(s) Approx.
General Information	12:30 - 12:35 PM
Procurement Lobbying Law	12:35 - 12:40 PM
Solicitation Overview	12:40 - 12:50 PM
Minimum Qualifications	12:50 - 1:05 PM
Verifiable Sales	1:05 - 1:10 PM
Pricing Attachment 1- Overview	1:10 - 1:30 PM
Method of Award	1:30 - 1:45 PM
Administrative Bid Requirements	1:45 - 2:00 PM
Bid Content	2:00 –2:10 PM
Post Award: Mini-Bid	2:10 – 2:20 PM
Questions— Time permitting	2:20 PM

MWBE & SDVOB Interest in Partnering with Bidders

If a New York State certified M/WBE or SDVOB vendor would like to indicate its interest in being a subcontractor or supplier with participating bidders, please send an email entitled “Solicitation 23137 MWBE or SDVOB INTEREST_COMPANY NAME” to kelly.rothkopf@ogs.ny.gov on or before **July 11, 2018**.

Further detailed information can be found in **IFB Section 1.8**

Today's Question and Answer Policy

Any questions asked today must be submitted in accordance with **Section 1.7, *Bidder Questions*** of the solicitation using the **Attachment 7 – *Bidder Questions Form***

Only the written responses published after today's conference will be the official, binding responses of the state. In the event of any inconsistency between this PowerPoint presentation and the solicitation, the solicitation and the attachments posted to the OGS Procurement Services website shall supersede information in this presentation

Today's verbal answers are not binding

Procurement Lobbying Law & What You Need to Know

Summary of Policy and Prohibitions on Procurement Lobbying

Pursuant to State Finance Law § 139-j and § 139-k, this Solicitation includes and imposes certain restrictions on communications from Offerers about a procurement during a Restricted Period. The Restricted Period runs from the earliest posting, on a governmental entity's website, in a newspaper of general circulation, or in the Contract Reporter of written notice, advertisement or solicitation of responses from Offerers for a contract with the governmental entity and ending with procurement opportunities newsletter of intent to solicit offers/Bids through final award and approval of the Procurement Contract by OGS and, if applicable, the Office of the State Comptroller.

Summary of Policy and Prohibitions on Procurement Lobbying

An Offerer is any individual or entity, or any agent or person acting on behalf of such individual or entity, regardless of whether the caller has a financial interest in the outcome of the procurement that contacts a governmental entity, about a governmental procurement during the Restricted Period.

A Contact is defined as a communication with a governmental entity that a reasonable person would infer was intended to influence the procurement.

During the Restricted Period, Offerers are restricted from making Contacts to other than the Designated Contacts unless it is a Contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a).



Summary of Policy and Prohibitions on Procurement Lobbying

State employees are required to record all Contacts during the Restricted Period in the procurement record.

Additionally, if the Contact was not made to a Designated Contact or does not fall within one of the permissible subject matter exceptions, State employees are required to report the Contact to the OGS Ethics Officer for investigation and to make a determination of whether the Contact was knowing and willful pursuant to State Finance Law §139-j and §139-k.

Summary of Policy and Prohibitions on Procurement Lobbying

If the Ethics Officer determines the Offerer made an impermissible Contact that was knowing and willful, the Offerer will be found non-responsible and cannot be awarded the contract unless the award is necessary to protect property or public health or safety and the Offerer is the only one who can perform under the contract in the necessary timeframe.

Offerer who is determined to be non-responsible under the Procurement Lobbying Law a second time within four years of the first determination of non-responsibility will be ineligible to submit a proposal or be awarded a contract for four years from the date of the second non-responsibility determination.

Summary of Policy and Prohibitions on Procurement Lobbying

At the commencement of the Restricted Period, the governmental entity identified Designated Contacts who are knowledgeable about the procurement and with whom the Offerer can discuss the procurement.

Designated staff are identified on the first page of this Solicitation and in the MWBE Designated Contacts, SDVOB Designated Contacts and Insurance Designated Contacts sections.

Who is a Designated Contact

PRIMARY CONTACT

Kelly Rothkopf, Contract Management Specialist

E-mail: kelly.Rothkopf@ogs.ny.gov

SECONDARY CONTACT

Todd Gardner, Team Leader

E-mail: todd.gardner@ogs.ny.gov

TERTIARY CONTACT

Jonathan Davis - Jonathan.Davis@ogs.ny.gov

Lauren Hartley - Lauren.Hartley@ogs.ny.gov



Designated Contacts for MWBE Inquiries

PRIMARY CONTACT

Anuola Surgick

Email: anuola.surgick@ogs.ny.gov

SECONDARY CONTACT

Tryphina Ramsey

Email: tryphina.ramsey@ogs.ny.gov

OGS MWBE Website

<https://www.ogs.state.ny.us/mwbe/>



Designated Contacts for SDVOB, Insurance and Legal Inquiries

SDVOB CONTACT

Anthony Tomaselli E-mail: VeteransDevelopment@ogs.ny.gov
Website: <https://ogs.ny.gov/Veterans/>

INSURANCE CONTACT

Leighann Brown E-mail: ogs.sm.insrev@ogs.ny.gov

LEGAL CONTACT

Michele Reale E-mail: michele.reale@ogs.ny.gov
Elizabeth Katagiri E-mail: elizabeth.katagiri@ogs.ny.gov



For More Information

Refer to

- <https://ogs.ny.gov/BU/PC/SPC.asp>
 - OGS policies and practices

- <http://www.ogs.ny.gov/ACPL/>
 - Guidance from the Advisory Council on Procurement Lobbying, including FAQs

Solicitation Overview

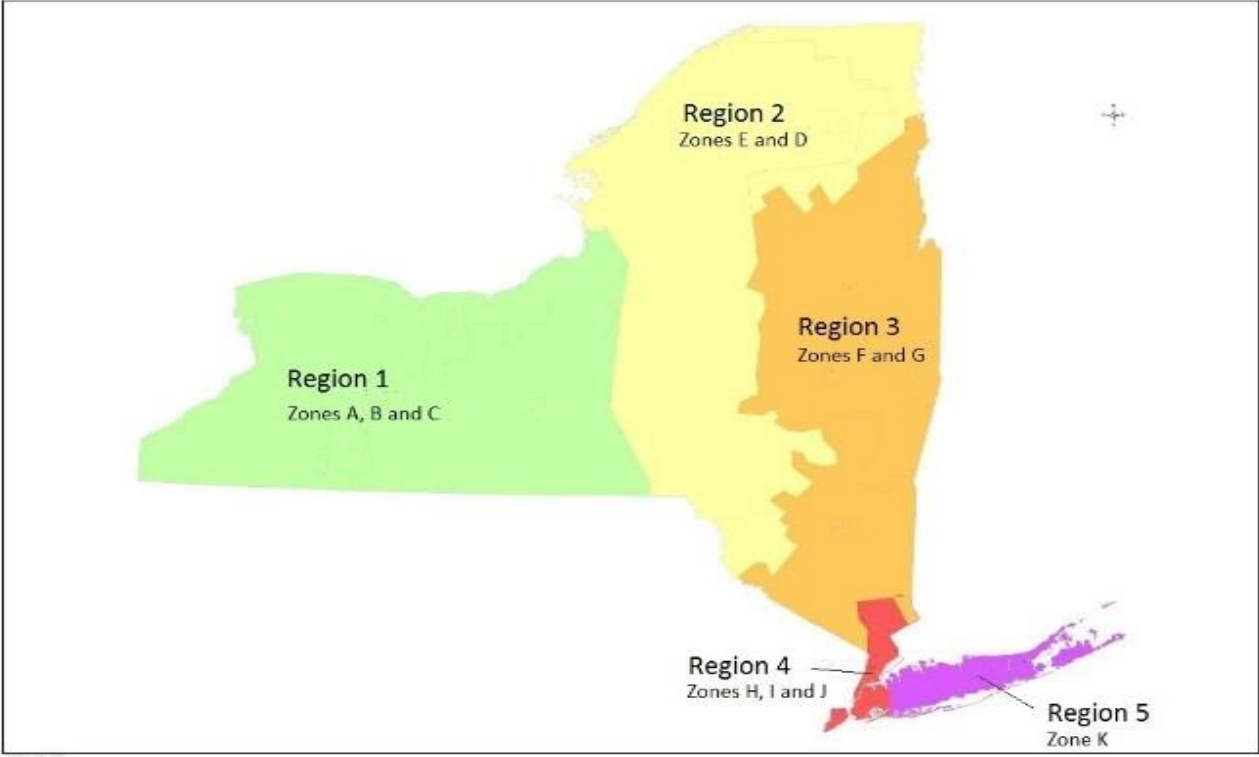
Overview

This solicitation is issued by the New York State Office of General Services Procurement Services (OGS) to offer authorized users with a means of acquiring:

- Photovoltaic Systems (Lot 1) and,
- Installation Services (Lot 2)

A bidder may bid statewide or by regions on both Lot 1 and Lot 2 or just Lot 1

Overview - Regions



Overview - Lot 1 Photovoltaics Systems:

Bidder may offer photovoltaic systems within the product categories shown in the table in Section 1.2.1, Lot 1 Photovoltaic Systems



Review of the Product Categories:

Go to word doc

Overview - Lot 2 Installation Services

A bidder that is bidding on Lot 1 Photovoltaic Systems may also bid on Lot 2 Installation Services

To be awarded Lot 2, the bidder must also be awarded Lot 1 in the Region being bid

All installation services must be related to and ordered in conjunction with products offered under the bidder's award for Lot 1 – Products

Installation Services shall not be performed for products not purchased through this solicitation or offered by another contractor's Lot 1 award

Overview – Authorized Users

Awarded contracts may be utilized by all New York State agencies and other Authorized Users as authorized by §163(1)(k) of the State Finance Law, including but not limited to, local governments, public authorities, public school and fire districts, public and nonprofit libraries, and certain other nonpublic/nonprofit organizations



Overview – Authorized Users

Currently there over 8,200 registered authorized users and that number continues to grow.



Overview - Conclusion:

A contract resulting from this solicitation shall be an estimated quantity contract. No specific quantities are represented or guaranteed and the State provides no guarantee of individual authorized user participation.

The individual value of each resultant contract is indeterminate and will depend upon the number of contracts issued and the competitiveness of the pricing offered.



Overview: What It Means

It means OGS is looking for vendors to pre-qualify to sell photovoltaic systems or sell and install photovoltaic systems to the over 8,200 NYS authorized user of OGS centralized contracts.

To prequalify for a NYS centralized contract, the vendor must provide proof it is a viable business, and offer not to exceed pricing that is equal to or better than the vendor's other government or commercial contracts or sales.

Overview: What It Means?

NYS centralized contracts are similar to GSA contracts. NYS centralized contracts stream-line the authorized users purchasing process.

Though there is no guarantee of sales from this pre-qualifying contract, State Finance Law requires state agencies use centralized contracts to purchase commodities and services that meet agencies' requirements with respect to form, function, and utility.

The awarded contract is for the outright purchase of photovoltaic systems and installation services. This contract is not a solar power purchase agreement (PPA).

Minimum Qualifications

Minimum Qualifications - Lot 1 Photovoltaic Systems:

The Bidder must be either:

- A manufacturer of the photovoltaic systems being bid or,
- An entity authorized by the manufacturer to sell the photovoltaic systems being bid and,
- Have maintained an organization, in continuous operation, for a minimum of three (3) years immediately preceding the bid opening date and,
- Must have verifiable sales of at least \$100,000 of photovoltaic systems to government or commercial entities in each of the three (3) years immediately preceding the bid opening date



Minimum Qualifications - Lot 2 Installation Services:

The Bidder must bid on and be awarded Lot 1 Photovoltaic Systems for the region being bid on in Lot 2

If the Bidder is not a manufacturer of the Photovoltaic Systems being bid for Lot 1, then the Bidder must be authorized by the manufacturer to install the Photovoltaic Systems being bid for Lot 1

Minimum Qualifications - Lot 2 Installation Services:

The Bidder must utilize Attachment 10 to list five (5) PV projects that the Bidder completed for government and/or commercial (not residential) entities

The PV projects must:

- Have been either directly completed by the bidder, or
- The Bidder was prime contractor using subcontractors under bidder's direct control
- All 5 PV projects must have been completed within the five years preceding the date of the bid opening



Minimum Qualifications - Lot 2 Installation Services:

The referenced PV projects provided in Attachment 10 will be evaluated in accordance with Section 5.2.2 'Reference Check – Lot 2'

At least one (1) reference (of the five required) shall meet the following minimum size requirement based on largest sized item for which bidder is bidding:

Item 1: 0 to 100 kW systems – 50 kW, minimum

Item 2: 101 to 500 kW systems– 250 kW, minimum

Item 3: >500 kW systems – 500 kW, minimum

In addition, at least one of the PV projects must have been completed and made operational three or more years prior to the bid opening date of this solicitation



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Minimum Qualifications - Conclusion:

- Bidder minimum qualifications are documented and supported using: Attachment 10 - Minimum Qualifications Submittal Form and Attachment 11 – Verifiable Sales
- Bidder is advised that the State's intent in having the requirements listed in the solicitation are to ensure that only qualified and reliable contractors perform the work of the resulting contract



Verifiable Sales

Verifiable Sales - Lot 1 Photovoltaic Systems:

To demonstrate the bidder has verifiable sales of at least \$100,000 of photovoltaic systems to government or commercial entities in each of the three (3) years immediately preceding the bid opening date, the bidder shall utilize Attachment 11 - Verifiable Sales and shall provide copies of the invoices listed in the attachment for verification purposes

Verifiable Sales - Lot 1 Photovoltaic Systems:

In order to meet the verifiable sales requirements for Lot 1, the invoices must be in the bidder's name. However, if a manufacturer has no verifiable sales to any government or commercial entity, but sells its products only through resellers to government or commercial entities, then that manufacturer may use those reseller invoices to demonstrate verifiable sales.

Verifiable Sales - Lot 1 Photovoltaic Systems: Manufacturer With No Direct Government or Commercial Sales

In Attachment 11 – Verifiable Sales the manufacturer will attest they have no direct government or commercial sales and sell through resellers to government or commercial entities

Invoices from a manufacturer's authorized resellers will be accepted only if the manufacturer is identified on the invoice. The manufacturer's name must be printed on the invoice

Verifiable Sales - Lot 1 Photovoltaic Systems :

Bidder is to utilize the individual tabs in the attachments (Invoice List Year 1, Year 2 & Year 3) to document invoices for each of the three years immediately preceding the bid opening date

The Bidder is required to submit only the minimum number of invoices needed to meet requirements for each year of the three years



Verifiable Sales - Lot 1 Photovoltaic Systems:

Each invoice must contain or be accompanied by the following information:

1. Bidder or Reseller Name
2. Manufacturer of the Photovoltaic System
3. Government or Commercial Entity purchaser
4. Product Name
5. Product Description(s)
6. Product Price
7. Invoice Date
8. Invoice Number
9. Invoice Total



Verifiable Sales - Lot 1 Photovoltaic Systems:

Bidders who hold other contracts with OGS may provide contract sales reports in lieu of invoices

If a manufacturer has no verifiable sales to any government or commercial entity, but sells its products through a reseller to government or commercial entities, then that manufacturer may use those reseller invoices to demonstrate verifiable sales

Verifiable Sales Requirement - Lot 1 Photovoltaic Systems:

Completion and submission of Attachment 11 – Verifiable Sales is required even if submitting sales reports in lieu of invoices

Verifiable Sales - Lot 1 Photovoltaic Systems:

Failure to provide this information may result in a request for clarification and may delay review of bidder's submission and possibly result in a non-responsive finding



Pricing Attachment 1 Overview

Attachment 1 Pricing - Lot 1 Photovoltaic Systems:

Bidder will indicate which regions and the discount offer per category in Attachment 1 – Pricing, on the ‘Lot 1 – Region & Prdt Cat Disc’ worksheet

Bidder must complete all information required per item being offered in the ‘Lot 1 – Product Price List’ worksheet. Bidder may also offered an additional discount per item in ‘Lot 1 – Product Price List’ worksheet

The Bidder shall provide specification sheets with their bid demonstrating that all products meet the specifications



Review of the Price Pages documentation:

Excel Doc

Attachment 1 Pricing - Lot 2 Installation Services:

A bidder that is bidding on Lot 1 Photovoltaic Systems may also bid on Lot 2 Installation Services

For Lot 2 the bidder must provide a not to exceed labor markup rate (%) over the prevailing wage rates for an electrician and laborer for installation services for each region and item being bid on

Attachment 1 Pricing - Lot 2 Installation Services:

The Not to Exceed Labor Markup Rate shall include all costs associated with Installation Services

To be awarded Lot 2, the Bidder must also be awarded Lot 1 in the applicable region

Method of Award



Method of Award:

In accordance with New York State Finance Law Article 11 State Purchasing, it is the intent of OGS to award contracts by regions using non-competitive periodic recruitment to responsive and responsible bidders who meet minimum qualifications (Section 2 Bidder Qualifications) and offer reasonable prices (Section 5.1.1 Reasonableness of Price, Lot 1) as determined by OGS

Method of Award - Lot 1 Reasonableness of Pricing:

Reasonableness of price for Lot 1 will be determined by comparing the New York State contract price to the comparable government or commercial contract price or price on an invoice to a government or commercial entity

The Bidder must offer OGS the same or better net price than those provided to other government or commercial entities

Method of Award - Lot 1 Reasonableness of Pricing:

Bidder may use multiple comparable government or commercial contracts or invoices to a government or commercial entity to establish reasonableness of price in order to offer OGS the lowest New York State contract price

Method of Award - Lot 1 Reasonableness of Pricing:

Bidder must provide copies of the price lists for all comparable government or commercial contracts used to establish reasonableness of price

Failure to provide either a New York State contract price that is less than or equal to the comparable government or commercial contract price, pricing on an invoice to a government or commercial entity or an acceptable explanation will result in the pricing being found unreasonable and the bid may be rejected



Method of Award - Lot 2 Reasonableness of Price:

Bidders who currently hold a New York State OGS contract(s) must offer the same or better net price of an offered item in such contract(s)

The Bidder is required to submit Not to Exceed Labor Markup Rates (NTELMR) over prevailing wage rates for the job titles listed in Attachment 1 – Pricing

The cost proposal will be evaluated to determine the reasonableness of the maximum NTELMRs proposed



Method of Award - Lot 2 Reasonableness of Price:

Step 1: For each region, the Bidder's NTELMR will be multiplied by the current highest prevailing wage rate (PWR) (including supplemental benefits(SB)) found within the region to create a Daily Crew Rate (DRC) for a crew of 2 (two) electricians and 2 (two) laborers

$$\text{DCR} = (2 \text{ Electricians} \times (1 + \text{NTELMR}/100) \times (\text{PWR} + \text{SB}) + 2 \text{ Laborers} \times (1 + \text{NTELMR}/100) \times (\text{PWR} + \text{SB})) \times 8 \text{ hours}$$

Where: NTELMR = Not to Exceed Labor Markup Rate (%)

PWR = Prevailing Wage Rate

SB = Supplemental Benefit

DRC = Daily Crew Rate



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Method of Award - Lot 2 Reasonableness of Price:

Step 2: For each region, all bidder's daily crew rates (DCR) will be averaged to create an "Average DCR". OGS reserves the right to remove an unrealistically low or high bid from the calculation of the "Average DCR" if, in the judgement of OGS, the bid would skew the results

Step 3: For each region, each bidder's "DCR" will be compared to the "Average DCR". If a bidder's "DCR" is at or less than 150% of the "Average DCR", the bid shall be deemed to have passed for that region. If a bidder's "DCR" is greater than 150% of the "Average DCR", the bid for that region shall be deemed to have failed and will not be considered for an award



Review of the Price Pages documentation:

Excel Document

Method of Award - Lot 2 Reference Checks:

Utilizing Attachment 10, Bidder will provide contact information for five (5) photovoltaic systems projects submitted for verifiable sales. Procurement Services will contact three of the customers to perform a reference check which will be evaluated on a pass/fail basis. The references will be evaluated as follows:

- Three references will be contacted to obtain either an “Excellent”, “Good” or “Poor” rating for the contractor’s performance;
- If one of the references cannot be reached or cannot provide a rating, then the remaining references will be contacted until three ratings are obtained;
- If an attempt has been made to contact all five of the references and there are still references that cannot be reached or cannot provide a rating, then a ‘No Rating’ will be assigned to those references which could not be reached or could not provide a rating



Method of Award - Lot 2 Reference Checks:

The performance ratings will then be assigned the following scores for the purposes of evaluating whether the ratings are a pass/fail:

- Excellent = 20 points
- Good = 10 points
- Poor = 0 points
- No Rating = 0 points

Method of Award - Lot 2 Reference Checks:

The performance ratings will then be averaged together to create an overall score which will be evaluated as follows:

- If a Bidder's average performance rating is 10.0 or greater, the bids for all regions and items bid will be considered a "pass"
- If a bidder's average performance rating is less than 10.0, the bids for all regions and Items bid will be considered a "fail" and will not be evaluated further (See Section 5.2.2 Reference Check, Lot 2 – Installation Services)

Method of Award:

OGS reserves the right to make contract awards in phases and have contracts start on a rolling basis based on the number of bids received

Bids that do not require clarification or the submission of additional supporting documentation from the bidder will be awarded first, in phases to responsive and responsible bidders (See Section 5.1 Method of Award)

Method of Award - Notification of Award:

Tentative award of the contract shall consist of written notice to that effect by OGS to a selected bidder, who shall execute a contract upon a determination by OGS that the bidder is responsive and responsible

Non-awardees will also be notified that their bid was not selected for award

Method of Award - Periodic Recruitment:

This solicitation allows for periodic recruitment of additional contractors during the term of the contract.

Recruitment periods are optional at the discretion of the State.

The purpose of periodic recruitments will be to:

- Add new lots for additional and/or emerging technologies
- Add new contractors to existing and new lots
- Add additional lots to existing contract



Method of Award - Periodic Recruitment:

Additional recruitment periods will be advertised in the NYS Contract Reporter

Bids shall be evaluated under substantially the same terms and conditions as the original Bids. Bidders shall also be required to submit necessary documentation for any additional applicable statutory requirements in effect at the time of the new Solicitation

Once awarded a contract, a contractor may not resubmit a bid for future consideration for products or services covered by the scope of the awarded contract

A Bid deemed non-responsive during the initial solicitation or any recruitment period cannot reapply for a future contract until the next recruitment period

Method of Award - Responsiveness:

To be considered responsive, a bidder must submit a complete bid that satisfies and addresses all requirements stated in this solicitation



Administrative Bid

Administrative Bid - Bidder Responsibility:

OGS conducts a review of prospective Contractors (“bidders”) to provide reasonable assurances that the bidder is responsive and responsible. A For-Profit Business Entity Questionnaire is used for non-construction contracts and is designed to provide information to assess a bidder’s responsibility to conduct business in New York based upon financial and organizational capacity, legal authority, business integrity, and past performance history

Administrative Bid - Bidder Responsibility:

OGS recommends each bidder file the required questionnaire online via the New York State VendRep System. To enroll in and use the VendRep System, please refer to the VendRep System Instructions and User Support for Vendors available at the Office of the State Comptroller's (OSC) website at:

http://osc.state.ny.us/vendrep/info_vrsystem.htm or to enroll, go directly to the VendRep System online at <https://portal.osc.state.ny.us>

Bidder must complete and certify (or recertify) the questionnaire no more than six (6) months prior to the bid due date

Administrative Bid - MWBE Participation Goals:

OGS has established a goal of **15%** for minority-owned business enterprises (MBE) participation and **15%** for women-owned business enterprises (WBE) participation (collectively referred to as MWBE) for a total contract MWBE goal of **30%** (See Section 6.22)



Administrative Bid - MWBE Utilization and Staffing Plans:

- 1) Bidders are required to submit a completed utilization plan on Form MWBE 100 with their bid
- 2) Bidders are required to submit a completed equal employment opportunity staffing plan on Form EEO 100 with their bid

OGS strongly encourages bidders to begin working with the OGS Office of Minority and Women-Owned Business Enterprises to complete these requirements

Forms are available at: <http://www.ogs.ny.gov/MWBE/Forms.asp>



Administrative Bid – SDVOB Goals, Utilization and Staffing Plans:

OGS has established a goal of **6%** for Service-Disabled Veteran-Owned Business (SDVOB) participation. The current requirements are included in Section 6.23 of the solicitation

Bidders are required to submit a completed utilization plan on Form SDVOB 100 with their bid

OGS strongly encourages bidders to begin contacting SDVOBs in an attempt to utilize, in good faith, the current certified SDVOBs listed on OGS' website

ALL FORMS AND A LIST OF CURRENT CERTIFIED SDVOB ARE AVAILABLE AT:

https://www.ogs.ny.gov/Core/SDVOBA.asp?_sm_au_=_iVVjF227tLtF4JJH



Administrative Bid - Insurance Requirements:

Attachment 4 of the solicitation lists the complete insurance requirements for this solicitation

The bidder shall be required to procure, at its sole cost and expense, all insurance required by Attachment 4, including:

- Commercial General Liability
- Business Automobile Liability Insurance
- Workers' Compensation
- Disability Benefits



Administrative Bid - New York State Contract Reporter:

To ensure Bidder receives all updates and responses to the latest version of this solicitation:

- 1) You must register with the New York State Contract Reporter (NYSCR) at <https://www.nyscr.ny.gov> in order to receive notifications about this solicitation
- 2) Navigate to the “I want to find contracts to bid on” page to register for your free account

Administrative Bid - New York State Contract Reporter:

- 3) Any updates to the solicitation documents will also be available through the NYSCR
- 4) The questions and answers document will also be available through the NYSCR
- 5) If you do not opt-in to receive notification updates regarding a particular ad, you will not receive email notifications regarding updates



Administrative Bid - Format of Bid Submission:

1. The requirements for the bid are detailed in Section 4.3 'Format and Content of Bid Submission' and 4.4 'Content'
2. Should any amendments be issued, please make sure that the latest documents are submitted with your bid along with the signed purchasing memo issued for the amendment

To be notified of amendments and other changes, you must register with the NYS Contract Reporter and choose the option to receive notifications



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Administrative Bid – Bid Package:

A complete bid package must be received by OGS Procurement Services by the date and time of the bid opening. Late bids shall be handled in accordance with Appendix B, Late Bids

Any bid pricing or portions thereof submitted on CD or flash drive that are incomplete or that cannot be opened/accessed may be rejected

Administrative Bid - Submission:

All bids must have a label on the outside of the box or package itemizing the following information:

1. BID ENCLOSED (preferably bold, large print, all capital letters)
2. SOLICITATION #**23137**
3. Bid Opening due date and time (**7/31/2018** at 11:00 AM)
4. The number of boxes or packages (i.e., 1 of 2, 2 of 2)



Administrative Bid - Submission:

All bids shall be delivered to the following address on or before 11:00 AM ET on or before the bid opening date of **July 31, 2018:**

State of New York Executive Department
Office of General Services
Procurement Services
Corning Tower - 38th Floor Reception Desk
Empire State Plaza
Albany, NY 12242



Bid Content

Bid Content:

Bidders are responsible for the accuracy of their bids. All Bidders are directed to take extreme care in developing their bids. Bidders are cautioned to carefully review their Bids prior to Bid submission. A bid that fails to conform to the requirements of the Solicitation may be considered non-responsive and may be rejected

The list of a complete bid may be found in **Section 4.4 Content**



Post Award: Mini-Bid

Mini-Bid

Authorized users who utilize this contract must create and conduct a best value mini-bid

The mini-bid must be distributed to all of the contractors awarded the region, lot(s) and item(s) contained in the mini-bid project definition

Mini-bid project definitions (scope) may contain multiple lots and items, but may only contain one region



Mini-Bid

All installation services must be related to and ordered in conjunction with products offered under the bidder's award for Lot 1 – Products

Installation services shall not be performed for products not purchased through this solicitation or offered by another contractor's lot 1 award

Mini-Bid

Appendix D - Mini-Bid Project Definition Template has been created to assist authorized users in the creation of Mini-Bid Project Definitions

The OGS centralized contract requires that a mini-bid be completed and an award made on the basis of “best value”. Best value takes into consideration cost as well as technical or non-cost factors

Best value can be equated to lowest price, where all requirements have been met by the contractor

Mini-Bid

For procurements where best value is equated to lowest price, “**Levelized Cost of Energy (LCOE)**” may be used to determine lowest price

LCOE is calculated by dividing the net cost of the Photovoltaic System plus the estimated cost of maintenance and operations over the system’s lifetime by the total amount of electricity (in kWh) produced over the system’s lifetime



Mini-Bid

Authorized users may also choose to award mini-bids using weighted technical and cost evaluations. The authorized user is responsible for all aspects of developing proposal requirements

Should a weighted evaluation be used, the evaluation weight assigned to the technical evaluation shall not exceed 70% of the total score, and cost evaluation shall be no less than 30% of the total score



Mini-Bid

If the authorized user elects to develop technical evaluation criteria and is subject to the requirements of Article 11 of the State Finance Law, State Finance Law Section 163(1) (j) allows the inclusion of a quantitative factor for offerers that are small businesses or certified minority- or women-owned business enterprises (MWBEs)

It is recommended that up to 5% of the total technical evaluation scale be awarded to a proposer who meets one of these criteria

In addition, if the authorized user includes a quantitative factor in its evaluation as part of the mini-bid process, it must obtain a certification from each contractor indicating whether such contractor is a small business

Mini-Bid

The authorized user may choose to provide additional technical evaluation point components for the contractor to provide more focused proposals (e.g. 5% key personnel interviews)

The technical proposal requirements for the Mini-Bid Project Definition may include documentation necessary for the authorized user to conduct a full and complete evaluation. A comprehensive list of suggested documentation is listed in Section 5.4.1, Mini-Bid Requirements

The contractor will provide a proper analysis of power generation so that actual utility rates and system cost can be compared with expected/derived hourly solar production to determine the cost effectiveness of the project

Mini-Bid

The authorized user may determine, at its discretion, whether or not to make an award for the mini-bid after review and evaluation of mini-bid responses

Please note that contractors are not required to respond to a Mini-Bid Project Definition

What is a Mini-Bid?

A mini-bid is a standardized form that the 8,200 authorized users must use to obtain quotes from the pre-qualified vendors that are now contractors of this solicitation.

The authorized user will only send the mini-bid to the contractors that offer the required products and or services in the authorized users region.



Reminders:

- 1) Here's how to contact us:
 - Reach out to the designated contacts listed on page 1 in the Solicitation
- 2) Where to find the Solicitation information:
 - <https://nyspro.ogs.ny.gov/content/finding-bid-opportunities>
- 3) Bidder questions are due:
 - 7/11/2018 at 5:00 PM EST
- 4) When the bids are due:
 - 7/31/2018 at 11:00 AM EST



Questions?