



**DIVISION OF FINANCIAL ADMINISTRATION**

**ADDENDUM No. 3 (Revised)**

**SOLICITATION NO. 1861**

Date: May 2<sup>nd</sup>, 2014

Subject: Revisions, Clarification, Deletion, Additions, Questions and Answers

Title: Purchase of Modular Workstation for Building 5 on the Harriman State office Campus Utilizing OGS Award Number 22398

Group: 20915, Award: 22398

Address Quote Inquiries to: Seth Stark  
Contract Management Specialist I  
NYS Office of General Services  
32<sup>nd</sup> Floor, Corning Tower  
Empire State Plaza  
Albany, New York 12242  
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Email: [seth.stark@ogs.ny.gov](mailto:seth.stark@ogs.ny.gov)

To Prospective Bidders: This addendum is being issued to provide revisions, clarification, deletion, additions, questions and answers.

**Revision:**

**Revision 1:** Section 4.10 - Delivery, Storage, and Handling shall henceforth read:

The selected contractor shall be responsible for coordinating delivery with the installation contractor. The installation contractor will be responsible for receiving delivery – either at the site, or at another agreed upon location. Delivery discrepancies (shortages, damages, etc.) shall be addressed and resolved between the selected furniture contractor and the installation contractor in a manner so as to not affect the project timeline.

In the event that the installation date (as decided during the plan review) needs to be postponed, any storage requirement will be the responsibility of the installation contractor.

Other requirements include:

- Deliver components to the agreed upon location in unopened cartons, crates, or other protective containers, which will prevent damage to components, including finishes.
- Components shall have manufacturer’s identification marking corresponding to the marking shown on the erection drawings.

**Revision 2:** Section 4.12 – Scheduling, states “Plan review shall be completed within 60 days after issuance of purchase order. Delivery should take place on February 15, 2015. Contractor shall give 90 days’ notice of intended delivery.”

Section 4.12 – Scheduling shall be: Plan review shall be completed within 60 days after issuance of purchase order. Delivery is currently scheduled to take place on February 15, 2015. Delivery date will be finalized at plan review.

**Revision 3:** Section 1.4 – Key Events shall be as follows:

Action	Date
OGS issues Request for Quote (RFQ) #1861	March 27 <sup>th</sup> , 2014
OGS Question Deadline	April 17 <sup>th</sup> , 2014, 2:00 pm
OGS Issues a Response to Written Questions (estimated)	April 22 <sup>nd</sup> , 2014
<b>Quote Due Date to OGS</b>	May 20 <sup>th</sup> , 2014, 2pm
Top Bidders Selected (up to five)	May 28 <sup>th</sup> , 2014
Modular Workstation mock ups	June 6 <sup>th</sup> , 2014
Contract Start Date	Upon issuance of purchase order

**Clarifications:**

**Clarification 1:** Section 3.2 – Method of Award, states “Upon receipt of Quotes, OGS will review all offers for quality, cost, and efficiency. OGS will select the top five (5) offers to provide mock-ups of the proposed Modular Workstations. The mock-ups will occur at time listed in section 1.4 Key Events. Following the mock-ups, OGS will make a selection.”

The Top Five (5) vendors will be required to set up only one (1) 6’ x 6’ Workstation. Vendors are expected to set up workstation on the morning of date listed in Section 1.4 - Key Events and to be available to field inquires in the afternoon. Vendors will be expected to dismantle workstations after the inquiries have concluded.

**Clarification 2:** Section 1.1 Overview identifies a total of 1,563 modular workstations, and Section 4.1 Scope of Contract identifies 1,561 modular workstations. The correct count is 1,561.

**Additions:**

**Addition 1:** Section 2.2.1.1 - Cover Letter, shall also include:  
The Bidder shall state the lead time needed for manufacturing.

**Addition 2:** Section 3.3 – Price, shall also include: Prices quoted shall be firm throughout project period.

**Addition 3:** Section 3.5 - General Payment Terms, shall also include:  
Payment will not be issued until deliverable are accepted by OGS at Building 5 of the Harriman State Office Campus.

**Deletion:**

**Deletion 1:** The third bullet of Section 2.2.1.3 - Installation Requirement: “Installation estimate – as previously stated, installation will be procured under a separate solicitation. However, bidders are asked to include an estimate of what they believe would be a reasonable cost for installation for this project,” is hereby deleted.

**Questions and Answers:**

The following questions were received by qualified vendors.

**Q1.** Is access through the front door?

**A1.** See Revision 1.

**Q2.** Are there steps and is a ramp required?

**A2.** See Revision 1.

**Q3.** How close to the building can the truck get?

**A3.** See Revision 1.

**Q4.** Is there a loading dock?

**A4.** See Revision 1.

**Q5.** Are there truck size requirements?

**A5.** Revision 1.

**Q6.** Are there more than one freight elevators?

**A6.** See Revision 1.

**Q7.** How will delivery be phased?

**A7.** Revision 1.

**Q8.** Will delivery take place during the daytime or evening hours?

**A8.** Revision 1.

**Q9.** Section 4.3 states “final electrical connection from the building to the furniture will be done by others.” Does this mean that the GC’s electrician will make the hardwire connection?

**A9.** Yes

**Q10.** Are these cabinets to be keyed alike or differently?

**A10.** We would like each component of an individual workstation to be keyed alike but for all the workstations to be keyed differently from one another.

**Q11.** How many different keys are required?

**A11.** A minimum of two keys are required for each workstation and 15 master keys are required for the project.

**Q12.** Please confirm whether May 23rd is the date when vendors begin setting up mock ups or if this is the date of presentations.

**A12.** See Clarification 1

**Q13.** Please confirm the amount of time vendors will have to set up the mock ups.

**A13.** See Clarification 1

**Q14.** Please confirm the size of mock up desired/required.

**A14.** See Clarification 1

**Q15.** Please confirm the time frame of presentations if other than May 23rd.

**A15.** See Clarification 1

**Q16.** Can state provide 2d plan of workstation typical showing where grommets are required on work surfaces?

**A16.** The grommet for wire management should be located where the computer monitor is shown in the 3D drawing.

**Q17.** Can state provide specs on CPU unit that needs to be mounted below work surface so that correct type of support unit can be included in bid? Is there a particular style of CPU and monitor arm that the state is looking for or would it be based on a generic specification?

**A17.** We do not have a particular CPU holder or monitor arm that we would like specified.

**Q18.** The above items in question have different approach methodologies based on individual manufacturers. The specifications that have been generated seem to be manufacturer specific; are these specs developed around a specific manufacturer or are they generic in nature with the emphasis on functionality or performance criteria. Please state which.

**A18.** The design is not based on a particular manufacturer and we are open to individual manufacturers’ interpretations. Our emphasis is on form, function and utility.

**Q19.** Is a 3” wide panel acceptable? The specifications say “the panel width must be less than 3 inches”. Does that mean 3” or less?

**A19.** Yes, we would like all panels to be less than 3"W.

**Q20.** Please clarify the correct number of workstations included in the bid response.

**A20.** 1,462- 6' x 6' Modular Workstations, 91 - 6' x 12' Modular Workstations, 8- 8' x 12' Modular Workstations.

**Q21.** Tele/data - Is there a wiring schematic planned...5 wire or 8 wire, etc.?

**A21.** We require 1 wire per station and an additional wire for every printer station as shown on the drawings.

**Q22.** Will this project fall under Article 8 prevailing wage parameters?

**A22.** No.

**Q23.** Will OGS or the issuing Office pay for double handling and/or storage as any construction delay would necessarily be no fault and beyond practical control of the Contractor?

**A23.** See Revision 1.

**Q24.** Will you require the installation company to handle the labor to receive, set in place, and inventory the product at the designated warehouse location?

**A24.** Yes. See Revision 1.

**Q25.** Normally, "inside delivery" as noted in Section 4.10 (last bullet point) is not applicable to Modular Workstations. Should OGS remove the requirement of "inside delivery" from this RFQ and change it to "delivery to loading dock" with the understanding that "inside delivery" will be included in the separate solicitation for Installation Services?

**A25.** Inside Delivery is no longer required. See Revision 1.

**Q26.** If "inside delivery" is indeed a requirement of this solicitation, does that mean that the cost for protecting the building's walls and floors, and project management costs for managing a punch list should be included in our quote?

**A26.** No. See Revision 1.

**Q27.** Please clarify whether the price submitted is required to remain valid for 120 days after award of the contract as stated in Section 2.6 on page 8 or for the 12 month term of the contract as listed in Section 3.4 on page 9.

**A27.** See Addition 2.

**Q28.** Section 4.2 states that 90 days' notice must be given prior to delivery. Will the building be available for field measurements prior to this 90 day window?

**A28.** Yes. See Correction 1.

**Q29.** Section 4.10, first bullet point, seems to imply that OGS expects the manufacturer to offer free storage indefinitely if the project is delayed. Since labor fees for installation are not included in this RFQ, and there are labor costs associated with storing product (in addition to monthly rent of off-site storage facilities), should OGS remove this requirement from this RFQ and include it in the separate solicitation for Installation Services? If not, please amend the solicitation to incorporate a 30 day cap for "free storage".

**A29.** See Revision 1.

**Q30.** It appears that only floors G-3 were provided totaling 816 workstations. Should pricing be based on those 816 workstations or will you provide the drawings for the additional 3 floors? If you will be providing the drawings for the additional floors, an extension of two weeks to allow vendors to complete the pricing for this half of the project is required.

**A30.** See Addenda 1 & 2. .

**Q31.** If vendors must do a full take off in order to provide a firm, fixed price, please provide AutoCAD drawings for all floors. If no AutoCAD will be provided, pricing should be for typicals only and multiplied out by the quantities provided by OGS.

**A31.** See Addition 2.

**Q32.** In Appendix B, forms ST-220 TD and ST-220 CA were required submissions for all OGS Award 22398 contractors. These forms should be on file with OGS and/or Taxation & Finance. Is it necessary to submit duplicates for this solicitation?

**A32.** No.

**Q33.** If possible, can the Commonwealth specify details on where and how these connections will be made throughout the layouts?

**A33.** Further installation details will be provided with installation bid package.

**Q34.** Regarding Sections 4.7, 4.8 & 4.9; bullet point #1 (pg. 12 of 14): Instead of a 48”H panel with 6” translucent toppers, will the Commonwealth accept 42”H panels with 12” translucent toppers as an alternative?

**A34.** Yes.

**Q35.** Regarding Sections 4.7, 4.8 & 4.9; bullet point #1 & 2 (pg. 12 of 14): Please clarify exactly where the translucent toppers should be specified on these panel configurations.

**A35.** As shown in the 3D drawings.

**Q36.** If the wing panels are not to include the translucent toppers, should they be specified as 54”H to maintain a consistent height across the tops of all the workstations?

**A36.** No, wing panels are to be the same height as other fabric panels.

**Q37.** Regarding Sections 4.7, 4.8 & 4.9; bullet point #7 (pg. 12 of 14): Please clarify what is intended by a “tool rail”.

**A37.** Either the integrated slat wall or panel mounted would be acceptable.

**Q38.** Regarding Sections 4.7, 4.8 & 4.9; bullet point #8 (pg. 12-13 of 14): Please clarify whether the Commonwealth will accept metal and/or laminate “end file storage units”.

**A38.** Metal only.

**Q39.** Is there flexibility in specifications of product including panel height, thickness, height of translucent topper, wing panel material, location of white marker board?

**A39.** Yes, we are open to individual manufacturer’s interpretations.

**Q40.** Delay in project timing - please provide more detail as to policy for delays and financial responsibilities.

**A40.** See Revision 1.

**Q41.** Please define "schematic of workstations that includes a parts list and part numbers." Does this refer to a Bill of Materials and workstation typicals?

**A41.** As described in Section 3.3.

**Q42.** Can you clarify the attachments required with the Quote? Are we to understand you want individual costs for each of the three size workstations? Priced as single units? Including all individual component codes and prices?

**A42.** Yes. As stated in section 2.2.2 - Cost Proposal "Bidders shall attach, to the Quote proposal form, component lists of each Modular Workstation listing individual component prices." Vendors should attach a component list, including component prices, for each type of workstation.

**Q43.** Are there any requirements for acoustical properties of the panels (NRC)?

**A43.** We are not specifying any acoustical rating requirement.

**Q44.** Do you require all panels to be Class A rated for flammability?

**A44.** Yes.

**Q45.** Must the mesh-screen insert in the return panel be field-replaceable?

**A45.** No.

**Q46.** Does the wing panel provide support or is it primarily for aesthetics/privacy? Is the wing panel fixed or removable?

**A46.** The wing panel is to be fixed.

**Q47.** Do you have a material requirement for the "translucent topper"? Glass, acrylic, polycarbonate, applied film?

**A47.** We do not have a material specified for the translucent topper and are open to different manufacturers' interpretations. Our only requirement is that it allows light to pass through but is not just clear.

**Q48.** Do you have a definition or technical requirement for the term "translucent" as it applies to the frameless translucent topper? Clear, tinted, opacity, etc.?

**A48.** No.

**Q49.** Are the tool rails surface-mounted to a fabric panel, or integrated into the panel as a tile?

**A49.** Either surface mounted tool rails or integrated tool rails would be acceptable.

**Q50.** Are there any aesthetic requirements for the exposed panel legs? Round vs. square? Metal with painted finish?

**A50.** We do not have aesthetic requirements for the exposed panel leg.

**Q51.** Are there any minimum height-adjustability requirements for the panel glides?

**A51.** No minimum height adjustment requirements for the panel glides.

**Q52.** Do you require a self-leveling interlock connection between panels?

**Q52.** We do not require a self-leveling interlock connection between panels.

**Q53.** Is a specific edge style required or preferred?

**A53.** We will use the standard edge profile provided by the manufacturer but the preferred edge profile is vinyl bullnose.

**Q54.** Do you require a specific or minimum worksurface thickness?

**A54.** We have not specified a worksurface thickness.

**Q55.** Do you require a specific substrate or core material specification? Composition, density, etc.?

**A55.** We are not requiring a specific substrate for the worksurface.

**Q56.** Do you require HPL or LPL surface material?

**A56.** The worksurface is required to be HPL.

**Q57.** May the worksurfaces be attached to storage towers for additional support?

**A57.** Worksurfaces may be attached to the storage towers.

**Q58.** Do you have a minimum/maximum number of circuits or receptacles that can be supported from a single infeed location?

**A58.** Each infeed location shall be capable of a minimum of 2 dedicated computer circuits and 2 dedicated utility circuits.

**Q59.** May we assume the building will be wired with 3-phase power?

**A59.** Yes, the building will have 3-phase power.

**Q60.** Are there any minimum requirements for the fabric to be used on workstation panels?

**A60.** We specify base grade fabric from the selected manufacturer.

**Q61.** Can you clarify the requirements for fabric discontinuation?

**A61.** The RFQ states both 5-year availability and 1-year notice of discontinuation.

**Q62.** Are storage tower dimensions exact or nominal?

**A62.** The dimensions of the tower are not to exceed, smaller would be acceptable.

**Q63.** Are drawer pulls inset or applied? If applied, a specific pull style or finish?

**A63.** We will be specifying standard drawer pulls from the selected manufacturers product line.

**Q64.** Is there a minimum requirement for the drawer suspensions? Ball-bearing? Weight rating? Full extension?

**Q64.** We do not have minimum requirements for drawer suspensions.

**Q65.** Are any accessories required inside the file drawers (dividers, pencil trays, etc.)?

**A65.** We are not requiring any additional accessories in file drawers.

**Q66.** Can you clarify how many levels are required in the bookcase portion of the 65”H storage tower? Notes state two shelves, but the 3D workstation view shows four levels (base plus three shelves).

**A66.** For the 6x6 & the 6x12 workstations we would like 1 shelf (two compartments) for the bookcase portion of the storage unit. In the 8x12 workstation we would like 3 shelves.

**Q67.** Do you have a composition requirement for the whiteboard portion of the storage towers? Composite, metal, magnetic, etc. substrate material?

**Q67.** We do not have any requirements for the whiteboard composition.

**Q68.** Do you have a requirement for how the whiteboard surface is attached to the storage towers? Integrated construction, magnetic attachment, adhesive, etc.?

**A68.** It is preferred that the whiteboard be integrated to the workstation.

**Q69.** The layouts do not show any accessories on the tool rails. Do you require these to be included with the project quote, or will they be purchased separately at a later date?

**A69.** Accessories for the tool rail will be purchased separately from this package.

**Q70.** Do the CPU holders require any swivel/extension adjustability, or may they be rigid-mounted under the worksurface? Is there a minimum/maximum CPU size the CPU holder must accommodate?

**A70.** The CPU holders can be a rigid mount under the worksurface. Here are no special size requirements for the CPU.

**Q71.** Are there any minimum specifications for the adjustability of the monitor holders? Height, depth, rotation, range-of-motion, weight capacity, etc.?

**A71.** We do not have minimum specifications for the adjustable monitor holder.

**Q72.** Will the monitor support bracket be grommet-mounted or edge-mounted?

**A72.** Either is acceptable.

**Q73.** Are any sub-surface wire-management trays required?

**A73.** No subsurface wire management trays will be required.

**Q74.** In the 8’ x 12’ workstation, are there any minimum requirements for the desk lamp? Fluorescent or LED? Light temperature? Light output/lumens? Power Consumption?

**A74.** We have no minimum requirements for the desk lamp.

**Q75.** In the 8’ x 12’ workstation, is there a spec for the construction, composition or support method of the 8” deep corner shelf.

**A75.** In the 8x12 workstation, the corner shelf should be steel with the finish to match the storage tower. It should be supported with end supports.

**Q76.** Are any other accessories required for ADA-accessibility – either universally or on specific workstations?

**A76.** We are not requiring an ADA compliant unit as part of this RFQ.

**Q77.** No ergonomic keyboard trays are indicated on any layouts. Is this correct?

**A77.** Yes. If required they will be purchased separately.

**Q78.** Will the selected installation vendor (if not the same as the furniture vendor) be required to attend product training?

**A78.** Installation details will be provided separately with the installation bid package.

**Q79.** Will there be other trades still working on each floor during furniture installation?

**A79.** Installation details will be provided separately with the installation bid package.

**Q83.** Will OGS or the General Contractor assume liability for the furniture if damages occur from non-furniture-installation vendors, contractors, building system failures or other site-related issues?

**A83.** See Revision 1.

**Q84.** Are there any labor requirements for union, prevailing-wage, Davis-Bacon or specific-trades performing certain duties?

**A84.** None associated with the furniture contractor.

If submitting a proposal, this Addendum No. 1 for RFQ # 1861 must contain an original signature, be dated, attached to, and made a part of your proposal.

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Company Name

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Address (include City, State, Zip)

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Bidders Name (please print) Title

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Signature Date



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**DIVISION OF FINANCIAL ADMINISTRATION**  
**ADDENDUM No. 2**  
**SOLICITATION NO. 1861**

Date: April 30<sup>th</sup>, 2014

Subject: Postponement of Quote Due Date

Title: Purchase of Modular Workstation for Building 5 on the Harriman State office Campus  
Utilizing OGS Award Number 22398

Group: 20915, Award: 22398

Address Quote Inquiries to: Seth Stark  
Contract Management Specialist I  
NYS Office of General Services  
32<sup>nd</sup> Floor, Corning Tower  
Empire State Plaza  
Albany, New York 12242  
Phone: 518/474-5981  
Email: [seth.stark@ogs.ny.gov](mailto:seth.stark@ogs.ny.gov)

To Prospective Bidders: This addendum provides for the postponement of the quote due date.

The Quote Due Date to OGS has been postponed from May 6<sup>th</sup>, 2:00pm, until **May 20<sup>th</sup>, 2:00pm.**

Addendum 3 addressing questions shall be forthcoming.

If submitting a proposal, this Addendum No. 2 for RFQ # 1861 must contain an original signature, be dated, attached to, and made a part of your proposal.

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Company Name

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Address (include City, State, Zip)

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Bidders Name (please print)

Title

---

Signature

Date



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**DIVISION OF FINANCIAL ADMINISTRATION**  
**ADDENDUM No. 1**  
**SOLICITATION NO. 1861**

Date: April 23<sup>rd</sup>, 2014

Subject: Correction, Clarification, Addition, and Provision of CAD File

Title: Purchase of Modular Workstation for Building 5 on the Harriman State office Campus  
Utilizing OGS Award Number 22398

Group: 20915, Award: 22398

Address Quote Inquiries to: Seth Stark  
Contract Management Specialist I  
NYS Office of General Services  
32<sup>nd</sup> Floor, Corning Tower  
Empire State Plaza  
Albany, New York 12242  
Phone: 518/474-5981  
Email: [seth.stark@ogs.ny.gov](mailto:seth.stark@ogs.ny.gov)

To Prospective Bidders: Correction, Clarification, Addition, and Provision of CAD File.

**Corrections**

Section 3.4 states “This contract will commence upon OSC approval and will be in effect for twelve months following final acceptance.”

**Correction 1:** This purchase does not require OSC approval, as it is being made from an existing contract. The term shall be as follows:

This Contract will commence upon issuance of Purchase Order and will be in effect through successful delivery and acceptance of all items. It is expected that the initial PO will expire on 3/31/2014 at which time a new PO will be issued for the remainder of the project if necessary .

**Correction 2:** Section 3.3.1 there is a reference to Appendix E. The Reference is to Appendix D.

**Correction 3:** Sections 4.7, 4.8, and 4.9 all call for “36 inch wide, 48 inch high (no translucent top) wing panel with mesh screen.”

The wing panel shall be 24” wide (same as work surface depth).

**Clarifications**

Section 1.3 states “This solicitation is limited to current contractors listed on OGS Award Number 22398, in category 10.”

**Clarification 1:** Questions will be addressed and Quotes will be accepted **only** from contractors that hold a contract under this award, that is, the actual entity assigned the ‘PC’ contract number. Approved Authorized dealers will not be considered. Should a contract holder wish to utilize an Approved Authorized Dealer for the provision of Modular Workstations they must make clear note of such in their Quote Submission. Additionally, to clarify the word ‘current’; this shall mean any firm holding an approved contract as of the bid due date.

**Clarification 2:** OGS received numerous questions regarding the feed for power, data, and phone lines. The feed will come from the floor and be consistent throughout the space.

**Clarification 4:** OGS has received numerous questions about the requirement in section 4.7 for “36 inch wide, 48 inch high (no translucent topper) wing panel with mesh screen. The mesh screen is perforated metal but we are open to other options that would provide semi-privacy.

**Clarification 5:** OGS has received numerous questions regarding the table that is shown in the rendering for the 8’ x 12’ workstation and ancillary furniture shown on the drawings. The table shown in the 8’ x 12’ workstation is not to be included in this RFQ. All other ancillary furniture shown on the drawings will be procured through preferred sources or from OGS state contract.

**Clarification 6:** OGS has received numerous questions regarding the requirement that the panels should have 3-4 inch high exposed leg supports rather than a kick plate. OGS will not be accepting responses with full length panels and kick plates, we require the workstation to be 3-4” off of the floor. OGS is specifying 3-4” legs for increased air circulation and ease of maintenance of the floors.

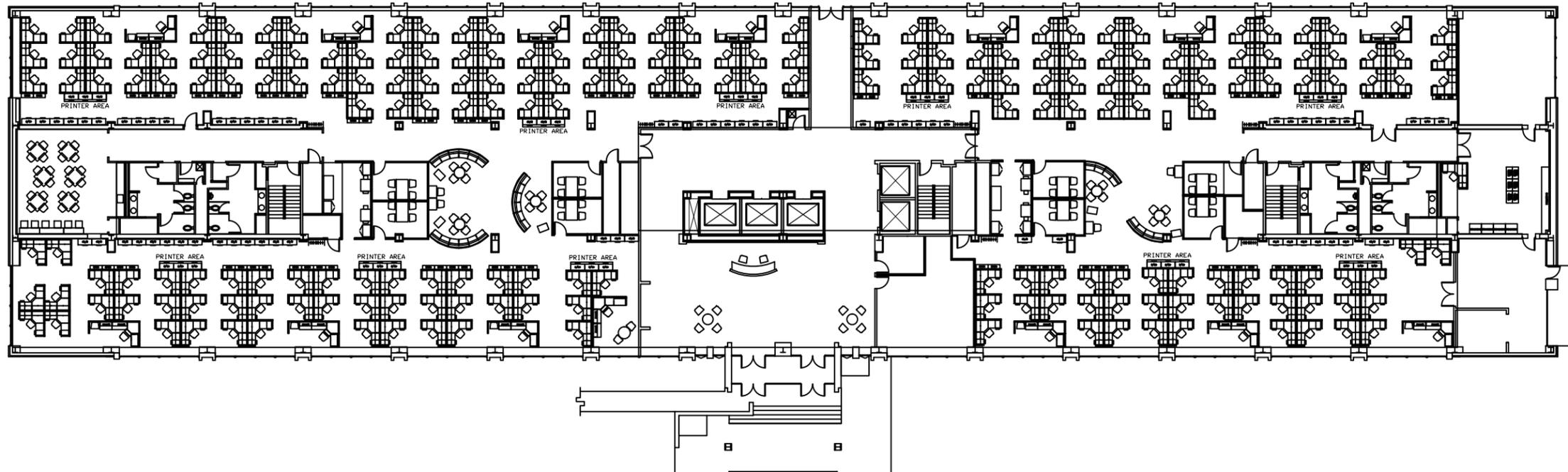
### **Provision of CAD file**

The CAD file will not be made available at this time. However, the CAD files will be made available to OGS selected top five (5) Offerers.

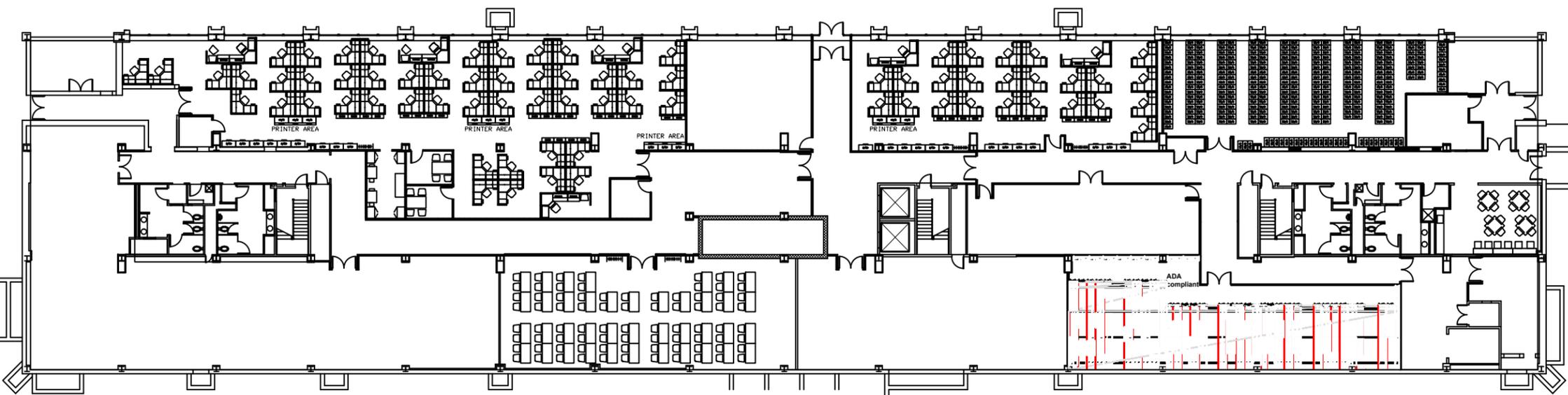
### **Additions**

**Addition 1:** Section 2.2.1.1 Cover Letter shall also include:  
The Bidder shall describe any utilization of an Approved Authorized Dealer.

**Addition 2:** OGS received numerous questions about the fourth, fifth, and sixth (4,5,6) floors. They were inadvertently omitted from RFQ Appendix D, Site Plan/Room Layout. RFQ Appendix D, Site Plan/Room Layout is hereby amended to include the attached drawings for floors 4, 5, and 6.



1ST FLOOR



GROUND FLOOR

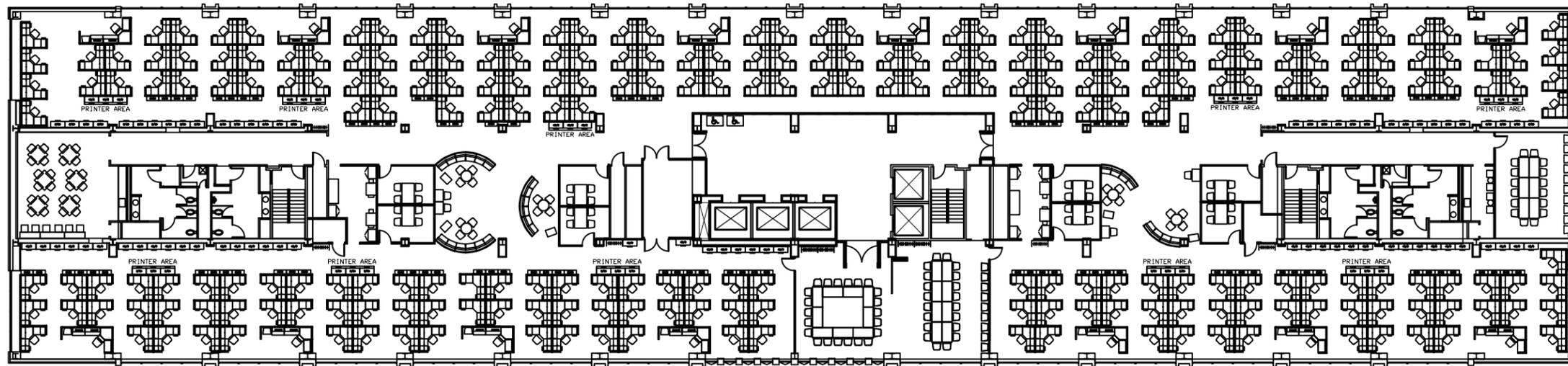


New York State Office of General Services

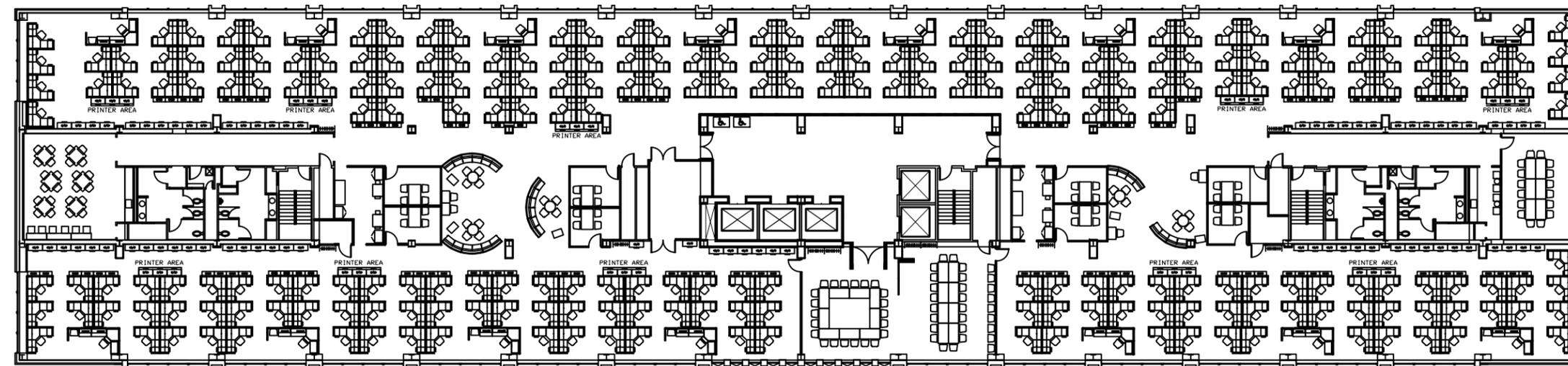
Serving New York

GOVERNOR  
ANDREW M. CUOMO  
COMMISSIONER  
ROANN M. DESTITO

CLIENT:		OGS BSC	
CADD DRAWING NO. :		S005_G-6_136.dwg	
TITLE:		PROPOSED FURNITURE LAYOUT	
LOCATION:		HARRIMAN CAMPUS BUILDING 5 FLOORS G-6 ALBANY, NY	
SHEET TITLE:		G & 1ST FLOOR	
DESIGNED BY:	REPD	SCALE:	NTS
DATE:	DECEMBER 2013	BUILDING NO:	S005
PROJECT NUMBER:		DRAWING NUMBER:	



3RD FLOOR



2ND FLOOR



New York State Office of General Services

Serving New York

GOVERNOR  
ANDREW M. CUOMO  
COMMISSIONER  
ROANN M. DESTITO

CLIENT:

OGS BSC

CADD DRAWING NO. :

S005\_G-6\_136.dwg

TITLE:

PROPOSED FURNITURE LAYOUT

LOCATION:

HARRIMAN CAMPUS  
BUILDING 5 FLOORS G-6  
ALBANY, NY

SHEET TITLE:

2ND & 3RD FLOOR

DESIGNED BY:

REPD

SCALE:

NTS

DATE:

DECEMBER 2013

BUILDING NO:

S005

PROJECT NUMBER:

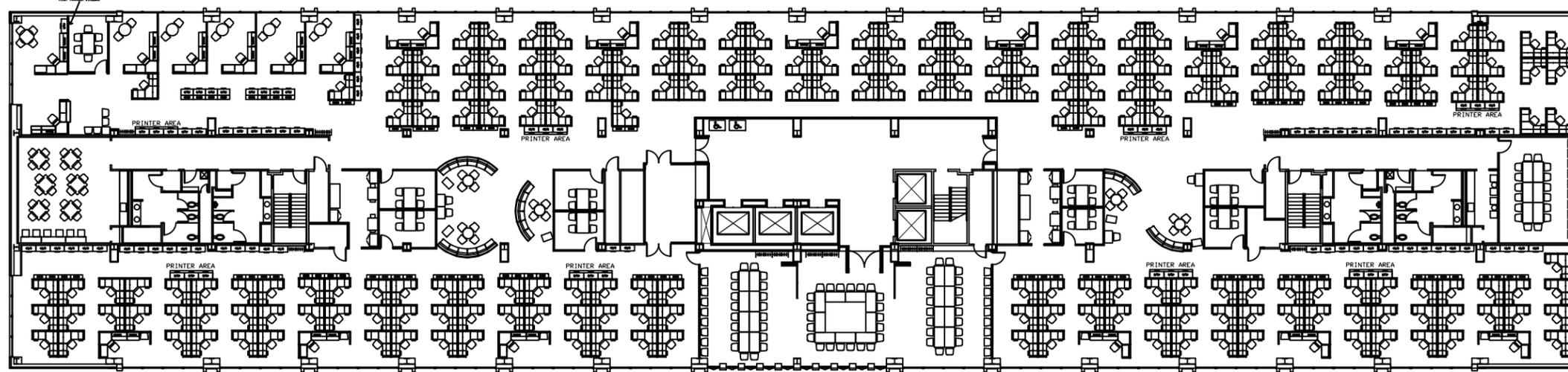
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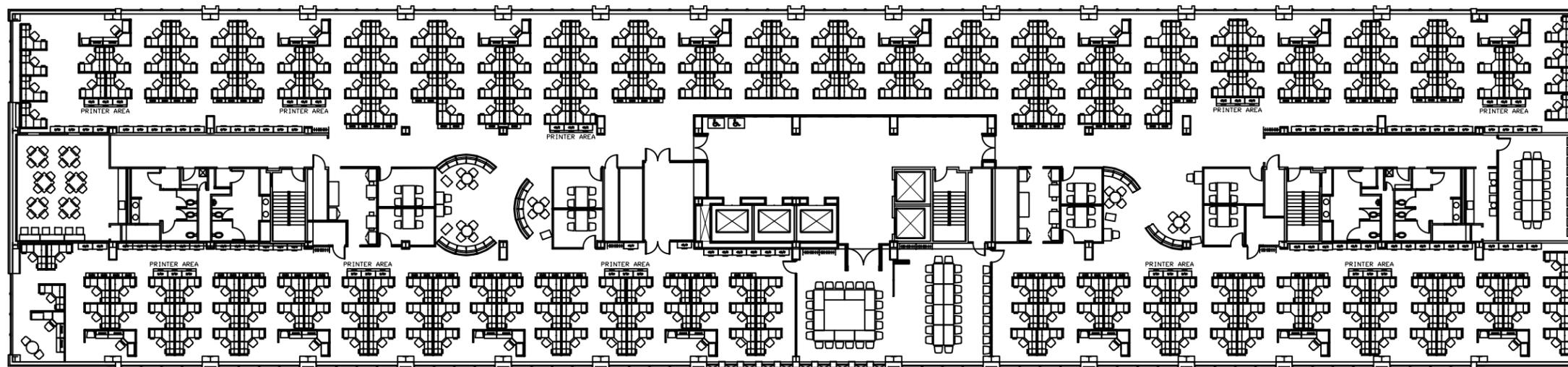
New York State Office of General Services

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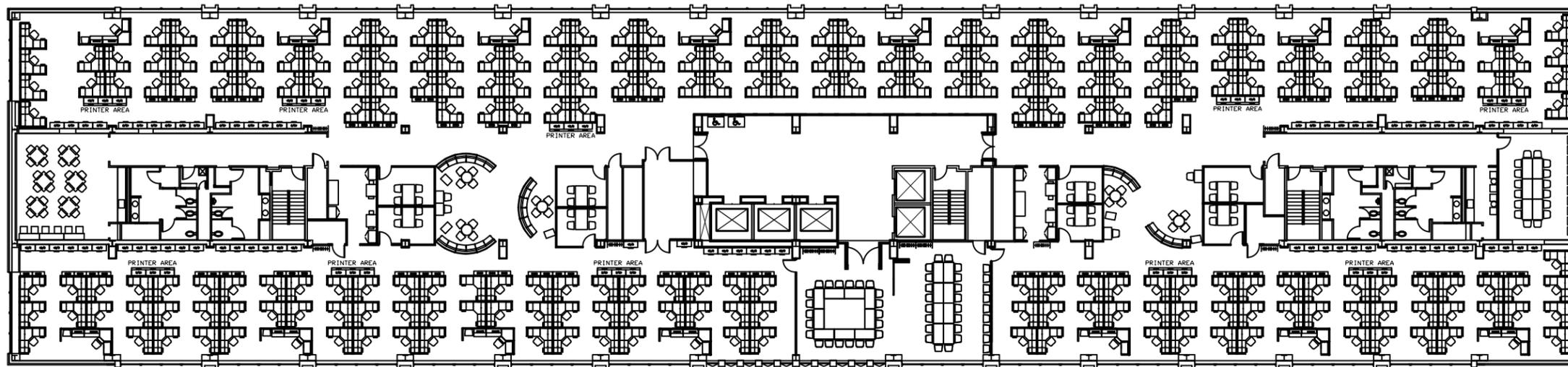
GOVERNOR  
ANDREW M. CUOMO  
COMMISSIONER  
ROANN M. DESTITO



6TH FLOOR



5TH FLOOR



4TH FLOOR

CLIENT:		OGS BSC	
CADD DRAWING NO. :		S005_G-6_136.dwg	
TITLE:		PROPOSED FURNITURE LAYOUT	
LOCATION:		HARRIMAN CAMPUS BUILDING 5 FLOORS G-6 ALBANY, NY	
SHEET TITLE: 4TH 5TH 6TH FLOORS			
DESIGNED BY:	REPD	SCALE:	NTS
DATE:	DECEMBER 2013	BUILDING NO.:	S005
PROJECT NUMBER:		DRAWING NUMBER:	

Additional clarifications, answers, and revised key events shall be forth coming in a second addendum.

If submitting a proposal, this Addendum No. 1 for RFQ # 1861 must contain an original signature, be dated, attached to, and made a part of your proposal.

---

Company Name

---

Address (include City, State, Zip)

---

Bidders Name (please print)

Title

---

Signature

Date



BEST AND FINAL REQUEST FOR QUOTE (RFQ) NUMBER 1861  
SOLICITED BY THE NEW YORK STATE OFFICE OF GENERAL SERVICES  
FOR THE  
PURCHASE OF MODULAR WORKSTATIONS FOR BUILDING 5 ON THE  
HARRIMAN STATE OFFICE CAMPUS  
UTILIZING OGS AWARD NUMBER 22398

QUOTE DUE DATE: MAY 6<sup>TH</sup>, 2014, 2PM

ISSUE DATE: MARCH 27<sup>TH</sup>, 2014

**Designated Contact:**

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## Table of Contents

<b>1. INTRODUCTION.....</b>	<b>4</b>
1.1 Overview .....	4
1.2 Designated Contact.....	4
1.3 Minimum Bidder Qualifications.....	5
1.4 Key Events .....	5
<b>2. QUOTE SUBMISSION.....</b>	<b>6</b>
2.1 RFQ Questions and Clarifications.....	6
2.2 Quote Format and Content .....	6
2.2.1 Technical Proposal.....	6
2.2.1.1 Cover Letter.....	6
2.2.1.2 Modular Workstations .....	6
2.2.1.3 Installation requirement.....	7
2.2.2 Cost Proposal.....	7
2.2.3 Administrative Proposal .....	7
2.3 Alternate Proposals.....	7
2.4 Bid Preparation.....	7
2.5 Packaging of RFQ Response.....	7
2.6 Instructions for Quote Submission .....	8
<b>3. ADMINISTRATIVE INFORMATION .....</b>	<b>9</b>
3.1 Issuing Office.....	9
3.2 Method of Award .....	9
3.3 Price .....	9
3.3.1 Modular Work Stations.....	9
3.4 Term of Contract .....	9
3.5 General Payment Terms .....	10
3.6 Glossary of Terms.....	10
<b>4. DETAILED SCOPE OF WORK/SERVICE REQUIREMENTS.....</b>	<b>11</b>
4.1 Scope of Contract.....	11
4.2 Obsolescence Guarantee Policy.....	11
4.3 Plan Review .....	11
4.4 Electrical Installation.....	11
4.5 Modular Workstation Sizes and Quantities .....	11
4.6 Specifications for all Modular Workstations .....	11
4.7 6' x 6' Modular Workstation Specifications .....	12
4.8 6' x 12' Modular Workstation Specifications .....	12
4.9 8' x 12' Modular Workstation Specifications .....	12
4.10 Delivery, Storage, and Handling .....	13
4.11 Additional Components .....	13
4.12 Scheduling.....	13
4.13 Security Procedures.....	13
4.14 Administrative and Reporting Requirements .....	14

RFQ Appendix B.....Required Forms

RFQ Appendix C.....Modular Workstation 3D Drawings

RFQ Appendix D.....Site Plan/Room Layout

Attachment 1.....Quote Proposal Form

# 1. Introduction

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## 1.1 Overview

On August 15<sup>th</sup>, 2013 Governor Andrew M. Cuomo announced that the Office of General Services (OGS) will renovate Building 5 on the Harriman Campus in Albany to accommodate state employees and save taxpayers \$17 million over the first ten years of occupancy. When completed, the upgraded space will house staff of the OGS Business Services Center (BCS), a statewide enterprise created by Governor Cuomo to streamline administrative functions for state agencies.

The Office of General Services (OGS) is currently renovating Building Five on the Harriman State Office Campus located in Albany, New York. Building Five has seven floors and is 220,500 square feet. As part of this renovation project 1,563 modular workstations will be purchased and installed to outfit the building. The New York State Office of General Services (OGS), through this solicitation, is seeking best and final offers for the purchase of these modular work stations. Installation will be procured separately as described further here in.

Section 162 of the State Finance Law requires that agencies afford first priority to the products of preferred source suppliers such as Correctional Industries (Corcraft) when such products meet the agency's form, function and utility. Corcraft is a supplier of modular furniture. This RFQ is being issued to ensure that NYS is receiving the best value for the product.

## 1.2 Designated Contact

In compliance with the Procurement Lobbying Law, Seth Stark, Contract Management Specialist I, NYS Office of General Services, Division of Financial Administration has been designated as the PRIMARY contact for this procurement and may be reached by email, voice or fax for all inquiries regarding this solicitation.

Seth Stark, Contract Management Specialist I  
NYS Office of General Services  
Financial Administration  
Corning Tower, 32nd Floor, ESP  
Albany, New York 12242  
Voice: 1-518-474-5981  
Fax: 1-518-486-3651  
Email: [seth.stark@ogs.ny.gov](mailto:seth.stark@ogs.ny.gov)

In the event the designated contact is not available, the alternate designated contacts are:

Beth Maus, Contract Management Specialist I  
NYS Office of General Services  
Financial Administration  
Corning Tower, 32nd Floor, ESP  
Albany, New York 12242  
Voice: 1-518-474-5981  
Fax: 1-518-486-3651  
Email: [beth.maus@ogs.ny.gov](mailto:beth.maus@ogs.ny.gov)

Diane Robinson, Contract Management Specialist II  
NYS Office of General Services  
Financial Administration  
Corning Tower, 32nd Floor, ESP  
Albany, New York 12242  
Voice: 1-518-474-5981  
Fax: 1-518-486-3651  
Email: [diane.robinson@ogs.ny.gov](mailto:diane.robinson@ogs.ny.gov)

Bill Macey, Contract Management Specialist III  
NYS Office of General Services  
Financial Administration  
Corning Tower, 32nd Floor, ESP  
Albany, New York 12242  
Voice: 1 518 474 5981  
Fax: 1 518 486-3651  
Email: [william.macey@ogs.ny.gov](mailto:william.macey@ogs.ny.gov)

For inquires related specifically to Minority Women-Owned Business Enterprises (MWBE) provisions of this procurement solicitation, the designated contact is:

Anuola Surgick, Compliance Specialist I  
 NYS Office of General Services  
 Minority and Women-Owned Business Enterprises  
 Corning Tower, 29<sup>th</sup> Floor, ESP  
 Albany, NY 12242  
 Voice: 1-518-486-9284  
 Fax: 1-518-486-2679  
 Email: [anuola.surgick@ogs.ny.gov](mailto:anuola.surgick@ogs.ny.gov)

### 1.3 Minimum Bidder Qualifications

This solicitation is limited to current contractors listed on OGS Award Number 22398, in category 10.

### 1.4 Key Events

The Table below outlines the tentative schedule for important action dates.

Action	Date
OGS issues Request for Quote (RFQ) #1861	March 27 <sup>th</sup> , 2014
OGS Question Deadline	April 17 <sup>th</sup> , 2014, 2:00 pm
OGS Issues a Response to Written Questions (estimated)	April 22 <sup>nd</sup> , 2014
<b>Quote Due Date to OGS</b>	May 6 <sup>th</sup> , 2014, 2pm
Top Bidders Selected (up to five)	May 13 <sup>th</sup> , 2014
Modular Workstation mock ups	May 23 <sup>rd</sup> , 2014
Contract Start Date	Upon issuance of purchase order

## 2. Quote Submission

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### 2.1 RFQ Questions and Clarifications

Questions and requests for clarification regarding this RFQ shall only be directed to:

Seth Stark, Contract Management Specialist I  
OGS Division of Financial Administration  
ESP, Corning Tower, 32nd Floor  
Albany, NY 12242  
Phone: 1-518-474-5981  
Fax: 1-518-486-3651  
e-mail: [seth.stark@ogs.ny.gov](mailto:seth.stark@ogs.ny.gov)

Questions and requests for clarification are only accepted via e-mail or in writing. Official answers to questions will be provided via addendum.

Deadline for submission of questions will be as stated in Section 1.4- Key Events.

### 2.2 Quote Format and Content

Bidders are encouraged to include all information that may be deemed pertinent to their Quote.

Note: OGS reserves the right to request any additional information deemed necessary to ensure that the Bidder is able to fulfill the requirements of the contract.

In order for the State to evaluate bids fairly and completely, Bidders must follow the format set forth herein and must provide all of the information requested. All items identified in the following list must be addressed as concisely as possible in order for a bid to be considered complete. Failure to conform to the stated requirements may necessitate rejection of the bid.

#### 2.2.1 Technical Proposal

##### 2.2.1.1 Cover Letter

The cover letter must confirm that the Bidder understands all the terms and conditions contained in this RFQ and will comply with all the provisions of contract award # 22398 and this RFQ. Further, should this purchase be awarded to your company, you would be prepared to fulfill the order per the schedule described in section 4.12 Scheduling. The cover letter must include the full contact information of the person(s) OGS shall contact regarding the quote.

##### 2.2.1.2 Modular Workstations

The Bidder shall provide documentation and product data supporting all items as outlined in sequence as presented in Sections 4.1 Scope of Work, Section 4.6 Specification for all Modular Workstations, Section 4.7 6'X6' Modular Workstations, Section 4.8 6'X12' Modular Workstations, and Section 4.9 8'X12' Modular Workstations. Documentation and product data shall include, but not be limited to:

- Provide a list of materials/components with specifications used to meet each bullet in Sections 4.7 6'X6' Modular Workstations, Section 4.8 6'X12' Modular Workstations, and Section 4.9 8'X12' Modular Workstations. Material specifications should include make, model, and capacity (if applicable).
- Provide scale drawings showing location of all major components associated with the Modular workstations.
- Provide Sample Operational and Maintenance Manual representative of the system to be installed.
- Provide a schematic of workstations that includes a parts list and part numbers.
- Provide certifications, proving that the system meets any all required codes/regulations.

### 2.2.1.3 Installation requirement

- The Bidder shall provide a statement as to whether or not installer of furniture must be an authorized installer in order to maintain integrity of warranty.
- If Authorized Installer is required, Bidders shall provide a list of all authorized installers.
- Installation estimate – as previously stated, installation will be procured under a separate solicitation. However, bidders are asked to include an estimate of what they believe would be a reasonable cost for installation for this project.

### 2.2.2 Cost Proposal

Bidder shall submit a completed Quote Proposal Form (Attachment 1). **Bidders shall attach, to the Quote proposal form, component lists of each Modular Workstation listing individual component prices.** The Quote Proposal Form must be complete with no lines omitted. Bidder shall **not** deviate from the Cost Proposal Form.

### 2.2.3 Administrative Proposal

All other required completed forms from Appendix B.

## 2.3 Alternate Proposals

OGS recognizes that Bidders may have more than one proposed solution for this project. Therefore, Bidders may submit a second Quote for this RFQ. The second proposal must be clearly labeled as an 'Alternate Proposal'. The alternate proposal must include complete and separate technical and cost proposals and be submitted in accordance with all submission instructions as outlined in this RFQ. Note however additional Administrative proposals will not be required.

Any alternate proposals received will be evaluated as separate proposals.

## 2.4 Bid Preparation

All bids must be completed in ink or machine produced. Bids submitted handwritten in pencil will be disqualified.

## 2.5 Packaging of RFQ Response

Please submit one (1) original and one (1) copy of Attachment 1 – Quote Proposal Form, Appendix B, and Technical Proposal. Each of which should be clearly marked.

The bid documents must be submitted by mail, hand delivery, overnight carrier or certified mail in a package showing the following information on the outside:

- Bidder 's complete name and address
- Solicitation Number – 1861
- Bid Due Date and Time: (as indicated in Section 1.4 - Key Events)
- Bid for Purchase of Modular Workstations for State Campus Office Building 5.

**Failure to complete all information on the bid envelope and / or packages may necessitate the premature opening of the bid and may compromise confidentiality.**

## 2.6 Instructions for Quote Submission

Note that these instructions supersede the generic instructions posted on the OGS website bid calendar.

Only those Bidders who furnish all required information and meet the mandatory requirements will be considered.

Submit all required bid documents including signed bid addenda if any, to the NYS Office of General Services - Division of Financial Administration at the following address:

**OGS Financial Administration, Contract Unit  
Empire State Plaza, Corning Tower, 32nd Floor  
Albany, NY 12242  
Attn: Seth Stark  
Bid # 1861**

### **E-MAIL OR FAX BID SUBMISSIONS ARE NOT ACCEPTABLE AND WILL NOT BE CONSIDERED.**

The State of New York will not be held liable for any cost incurred by the Bidder for work performed in the preparation and production of a bid or for any work performed prior to the formal execution and approval of a contract.

Bids must be received in the above office on or before 2:00 PM on the date indicated in Section 1.4- Key Events. Bidders assume all risks for timely, properly submitted deliveries.

The received time of bids will be determined by the clock at the above noted location.

**NO CONSIDERATION WILL BE GIVEN TO BIDS RECEIVED AFTER THE STATED DATE AND TIME.**

Bidders mailing their bid must allow sufficient mail delivery time to ensure receipt of their bid at the specified location no later than the specified date and time. Delays in United States mail deliveries or any other means of transmittal, including couriers or agents of the bidding entity shall not excuse late Bid submissions. Similar types of delays, including but not limited to, bad weather or security procedures for parking and building admittance shall not excuse late Bid submissions. Bidders are cautioned that receipt of bids in the OGS Mailroom is NOT sufficient, and that at least historically, one overnight carrier has been known to deliver its packages to the OGS Mailroom. OGS cannot be responsible for the actions of your chosen carrier.

Bids must remain open and valid for 120 days from the due date, unless the time for awarding the contract is extended by mutual consent of NYS OGS and the Bidder. A bid shall continue to remain an effective offer, firm and irrevocable, subsequent to such 120 day period until either tentative award of the contract(s) by issuing Office is made or withdrawal of the bid in writing by Bidder. Tentative award of the contract(s) shall consist of written notice to that effect by the issuing Office to the successful Bidder. This RFQ remains the property of the State at all times, and all responses to this RFQ, once delivered, become the property of the State.

### **Important Building Access Procedures for Delivered Bids:**

**Building Access procedures are in effect at the Corning Tower. Photo identification is required. All visitors must register for building access, for delivering bids. Vendors are encouraged to pre-register by contacting the OGS Finance Office at 518-474-5981 at least 24 hours prior to the bid opening. Pre-registered visitors are to report to the visitor desk located at the Concourse level of the Corning Tower. Upon presentation of appropriate photo identification, the visitor will be allowed access to the building.**

**Upon arrival at the visitor desk, visitors that have not pre-registered will be directed to a designated phone to call the OGS Finance Office. The Finance Office will then enter the visitor's information into the building access system. Access will not be allowed until the system has been updated. Visitors are encouraged to pre-register to ensure timely access to the building. Vendors who intend to deliver bids or conduct business with OGS should allow extra time to comply with these procedures. These procedures may change or be modified at any time.**

**Visitor parking information can be viewed at the following OGS web site:**

**<http://ogs.ny.gov/BU/BA/Parking/Visitor/>**

## 3. Administrative Information

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### 3.1 Issuing Office

This RFQ is being released by the New York State Office of General Services, Financial Administration.

### 3.2 Method of Award

One award shall be awarded under this solicitation to the responsive and responsible Bidder affording the best value to the State.

Upon receipt of Quotes, OGS will review all offers for quality, cost, and efficiency. OGS will select the top five (5) offers to provide mock-ups of the proposed Modular Workstations. The mock-ups will occur at time listed in section 1.4 Key Events. Following the mock-ups, OGS will make a selection.

A Purchase Order(s) will be issued to the selected contractor.

### 3.3 Price

Bidders must submit their cost proposal for required products and services necessary to provide the State with the required deliverables in the format contained in Attachment 1 marked "Quote Proposal Form." **Bidders shall attach, to the Quote proposal form, component lists of each Modular Workstation listing individual component item numbers and prices. All components must be available on OGS contract award number 22398.** Any deviations, qualifiers, ranges, etc. included with the cost proposal will result in rejection of the proposal.. All prices quoted shall be inclusive of all customs, duties and charges and shall be F.O.B Destination and acceptance including but not limited to travel, insurance, administrative, profit and ancillary costs. All prices must be the same or better than base contract pricing. The Contractor agrees that from the effective date of the contract until contract termination, the rates charged by the Contractor and paid for by OGS will be equal to or lower than any rates provided by the Contractor to other customers for like services. Each Cost Proposal must include:

#### 3.3.1 Modular Work Stations

**Item 1: 6' x 6' Modular Workstations, 6' x 12' Modular Workstations, and 8' x 12' Modular Workstations**

Shall be a lump sum cost for the provision of all Modular Workstations to fulfill the site plan / room layout provided in Appendix E - Example Site Plan/Room Layout.

### 3.4 Term of Contract

This contract will commence upon OSC approval and will be in effect for twelve months following final acceptance.

### 3.5 General Payment Terms

Invoices will be processed in accordance with established procedures of the Office of General Services and the Office of the State Comptroller (OSC) and payments will be subject to the prompt payment provisions of Article XI-A of the New York State Finance Law.

Each invoice must be itemized and include the following information: Contract ID number (i.e.: C00XXXX); Company FEIN; Vendor ID number (Statewide Financial System - SFS); Date(s) of Service; a unique invoice number, and a detailed description of products provided. Also see Reporting Requirements in Section 4.14.

Invoices without the above stated information will be returned to Contractor to be completed as required in the paragraph above. **Payment will not be issued and will not be due and owing until a corrected invoice is received and approved by OGS.**

All Invoices are to be submitted for payment to:

**The OGS Business Service Center**  
**Accounts Payable -or- [accountspayable@ogs.ny.gov](mailto:accountspayable@ogs.ny.gov)**  
**Empire State Plaza Station**  
**P. O. Box 2117**  
**Albany, New York 12220 -0117**

**Also, a copy of the Invoice must be simultaneously forwarded to the New York State - Office of General Services- Real Estate Planning and Development for review and approval at the following address:**

**New York State - Office of General Services- Real Estate Planning and Development**  
**Attn: Cheryl Contento**  
**26<sup>th</sup> Floor, Corning Tower**  
**Governor Nelson A. Rockefeller Empire State Plaza -or- [cheryl.contento@ogs.ny.gov](mailto:cheryl.contento@ogs.ny.gov)**  
**Albany, NY 12242**

### 3.6 Glossary of Terms

“Issuing Office” shall mean the Office of General Services Division of Financial Administration.

“Contractor” shall mean a successful company(s) awarded a contract pursuant to this RFQ.

“Request for Quote” or “RFQ” shall mean this document.

The “State” shall mean The People of the State of New York, which shall also mean the New York State Office of General Services.

“Commissioner” shall mean the Commissioner of General Services or duly authorized representative.

“Offeror,” “Bidder,” or “Bidder” shall mean any person, partnership, firm, corporation or other authorized entity submitting a bid to the State pursuant to this RFQ.

“OGS” shall mean Office of General Services

## **4. Detailed Scope of Work/Service Requirements**

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### **4.1 Scope of Contract**

The purpose of this Request for Quote is to provide NYS Office of General Services with 1,561 modular workstations at Building 5 on the Harriman State Office Campus located in Albany, New York. The workstations shall be pre-fabricated, modular in design, expandable, and capable of being moved to alternate locations. The vendor supplying the modular workstations will be responsible for coordinating delivery of the Modular Workstations with the installer. Delivery is planned to occur on or about February 15, 2015. However, delivery may be delayed based on unforeseen construction delays. In the event this occurs, the contractor may be required to store the Modular Workstations until such time that the building is ready for Modular Workstation installation.

The Contractor shall be solely responsible for manufacturing and delivering the Modular Workstations, as well as ensuring that all modular workstations are properly integrated, functioning, and working together as originally designed and, as otherwise required by the OGS.

All terms and conditions of OGS Award Number 22398 are applicable.

### **4.2 Obsolescence Guarantee Policy**

- The Bidder shall guarantee that the products proposed will be available for a period of five years from the date of acceptance.
- The Bidder shall guarantee that the exact specified fabrics will be available for a period of five years from the date of acceptance for minimum orders of 50 yards.
- The Bidder shall give notification a year in advance of its intention to discontinue fabrics.

### **4.3 Plan Review**

The Awarded Bidder shall attend two conferences with OGS for review of the building layout and schedule of work. These conferences will allow for the discussion of minor changes. Only minor changes to Modular Work Stations will be allowed for. Changes to overall design, number of Modular Workstations, or any other major deviations will not be allowed for.

### **4.4 Electrical Installation**

The State shall provide electrical connection to specific termination points. Final electrical connection from the building to the furniture will be by others.

### **4.5 Modular Workstation Sizes and Quantities**

- 1,462 6' x 6' Modular Workstations
- 91 6' x 12' Modular Workstations
- 8 8' x 12' Modular Workstations

### **4.6 Specifications for all Modular Workstations**

- The panel width must be less than 3 inches
- All hardware, connectors, electrical and other parts required for the installer to assemble the workstations shall be included
- All pricing should be for the base fabrics and finishes.

## 4.7 6' x 6' Modular Workstation Specifications

Please refer to Appendix D - Modular Workstation 3D Drawings for sample drawing

- 48 inch high tackable fabric panels on all panels (except for the wing) with 6 inch frameless translucent topper. The panels should have 3-4 inch high exposed leg supports rather than a kick plate.
- 36 inch wide, 48 inch high (no translucent topper) wing panel with mesh screen.
- 24 inch deep work surface with grommet for wire management as shown on drawing.
- 2 convenience and 1 computer duplex receptacle located above the work surface with a knockout for tele/data and wire way.
- Computer sling/hammock for CPU tower storage under workstation.
- Work surface mounted monitor bracket
- 36 inch wide 8 inch high tool rail
- End file storage that includes a side access two shelf book case, two box drawers and one file drawer (see 3D drawing for further details). All drawers shall be lockable with a minimum of two keys per workstation.
- White board mounted on bookcase above file drawer.

## 4.8 6' x 12' Modular Workstation Specifications

Please refer to Appendix D for sample drawing

- 48 inch high tackable fabric panels on all panels (except for the wing) with 6 inch frameless translucent topper. The panels should have 3-4 inch high exposed leg supports rather than a kick plate.
- 36 inch wide, 48 inch high (no translucent topper) wing panel with mesh screen.
- 24 inch deep work surface with grommet for wire management as shown on drawing.
- 2 convenience and 1 computer duplex receptacle located above the work surface with a knockout for tele/data and wire way.
- Computer sling/hammock for CPU tower storage under workstation.
- Work surface mounted monitor bracket
- 36 inch wide 8 inch high tool rail
- End file storage that includes a side access two shelf book case, two box drawers and one file drawer (see 3D drawing for further details). All drawers shall be lockable with a minimum of two keys per workstation.
- White board mounted on bookcase above file drawer.
- 36 inch 2 drawer lateral file cabinet

## 4.9 8' x 12' Modular Workstation Specifications

Please refer to Appendix D - Modular Workstation 3D Drawings for sample drawing

- 65 inch high tackable fabric panels on all panels (except for the wing) with 6 inch frameless translucent topper. The panels should have 3-4 inch high exposed leg supports rather than a kick plate.
- 36 inch wide, 48 inch high (no translucent topper) wing panel with mesh screen.
- 24 inch deep work surface with grommet for wire management as shown on drawing.
- 2 convenience and 1 computer duplex receptacle located above the work surface with a knockout for tele/data and wire way.
- Computer sling/hammock for CPU tower storage under workstation.
- Work surface mounted monitor bracket
- 36 inch wide 8 inch high tool rail

- End file storage that includes a side access two shelf book case, 8 inch wide wardrobe, two box drawers and one file drawer (see 3D drawing for further details). All drawers and wardrobe shall be lockable and keyed alike. Provide a minimum of 2 keys per workstation.
- White board mounted on bookcase above file drawer.
- 36 inch wide 2 drawer lockable lateral file cabinet. Provide 2 keys per lateral file cabinet.
- 8 in deep corner shelf
- Desk lamp (freestanding or panel mounted)

#### 4.10 Delivery, Storage, and Handling

- Should the anticipated delivery and installation start date of February 15, 2015 be postponed, the vendor is responsible for adjusting their delivery time and/or any necessary storage needs.
- Deliver components to the Site in unopened cartons, crates, or other protective containers bearing the manufacturer's labels.
- Components shall have manufacturer's identification marking corresponding to the marking shown on the erection drawings.
- Keep materials dry while in storage.
- Handle materials by a method which will prevent damage to components, including finishes.
- Inside delivery to areas designated by OGS, will be required.

#### 4.11 Additional Components

Contractor must provide all components necessary to accomplish furnishings as per Appendices C and D. If OGS determines additional components are necessary or desired, an additional purchase order or a purchase order change notice will be issued.

The process would be as follows:

The Contractor shall prepare a quote for the OGS representative. The quote must detail component pricing (discounted at or below that of contract award # 22398), and any other information or options that the state should consider.

- Component prices for changes in work are not subject to further profit, overhead, or commission beyond what is quoted on Cost Proposal form.

#### 4.12 Scheduling

Plan review shall be completed within 60 days after issuance of purchase order. Delivery should take place on February 15, 2015. Contractor shall give 90 days' notice of intended delivery

**Note: All time frames are subject to change.**

#### 4.13 Security Procedures

The awarded Contractor's staff must carry appropriate ID credentials to make them identifiable as a Contractor employee. This procedure is required for all staff.

All staff, working in a State facility, will be required to have a valid driver's license or picture I.D.. The State may also require staff to submit to additional background checks. In the event that the State deems an employee not acceptable, that employee may be denied access. In such circumstance, the Contractor is required to provide an acceptable substitute employee.

- All contractors shall provide an OGS designated representative with a list of employees who will be working on-site for review and approval.
- Contractor employees will use only OGS designated site access point(s).
- All Contractors' employees will be required to exhibit approved photo identification to an OGS designated representative stationed at the site access point(s).
- Contractor employees shall exit their work site location upon completion of their designated work shift and immediately leave the site.

## 4.14 Administrative and Reporting Requirements

### 1. Contract Meetings

- a. The Contractor will be responsible for the completion of a variety of administrative and reporting requirements, and the cost of it shall be included in the base bid price.
- b. Upon award of the contract and prior to the start of any work, the Contractor shall be available for an initial job meeting with the OGS.
- c. Unless otherwise directed, there shall be periodic job meetings for the following purposes:
  - i. Review job progress, quality of work, and approval
  - ii. Identify and resolve problems, which impede planned progress.
  - iii. Coordinate the efforts of all concerned so that the contract progresses on schedule to on-time completion.
  - iv. Maintain a sound working relationship between the Contractor, the installation contractor, and the Agency Representative, and a mutual understanding of the project.
  - v. Maintain sound working procedures.

### 2. Reporting Requirements

- a. The Contractor will file periodic progress reports as requested by the OGS detailing the work accomplished to date on the contract deliverables. At a minimum, progress reports will be due in conjunction with any request for reimbursement. The Contractor must produce a final summary of all work completed on the deliverables, including the prescribed analysis and written report no later than 30 days after completion of all work related to the Contract.
- b. The Contractor will provide written reports to the OGS Project Manager on the progress of the project at the end of each month and verbal reports, as necessary to ensure timely completion of the contract.

# **RFQ Appendix B** **Required Procurement Forms**

## Required Forms

The following required forms are to be submitted with the proposer's proposal. The forms include:

- Contractor Information Page
- Corporate Acknowledgement (must be notarized);
- Offerer's Affirmation of Understanding of and Agreement pursuant to New York State Finance Law;
- Offerer Disclosure of Prior Non-Responsibility Determinations;
- Offerer's Certification of Compliance with State Finance Law §139-k(5)
- MacBride Principles;
- Non/Collusive Bidding Certification;
- ST-220 -TD Taxation & finance Contractor Certification (**Submitted directly to Taxation & Finance**)
- ST-220 -CA Taxation and Finance Covered Agency Certification;
- NYS Vendor Responsibility Questionnaire

Contractor Information

SOLICITATION NUMBER 1861

Offerer affirms that it understands and agrees to comply with the procedures of the Government Entity relative to permissible contacts as required by New York State Finance Law §139-j (3) and §139-j (6) (b).

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Federal I.D. Number)

\_\_\_\_\_  
(NYS Vendor I.D. Number)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(County)

\_\_\_\_\_  
(Telephone Number) Ext. \_\_\_\_\_

\_\_\_\_\_  
(Toll Free Phone) Ext. \_\_\_\_\_

\_\_\_\_\_  
(Fax Number)

\_\_\_\_\_  
(Toll Free Fax Number)

\_\_\_\_\_  
(E-mail)

**Questions:**

- 1. New York State Small Business Circle One: Yes No
- 2. New York State Certified Minority Owned Business Circle One: Yes No
- 3. New York State Certified Woman Owned Business Circle One: Yes No
- 4. Do you understand and is your firm capable of meeting the insurance requirements to enter into a contract with New York State? Circle One: Yes No
- 5. Will New York State Businesses be used in the performance of this contract? Circle One: Yes No
- 6. If yes, identify New York State Business(es) that will be used; (Attach identifying information).
- 7. Does your proposal meet all the requirements of this solicitation? Circle One: Yes No

**BIDDER/OFFERER DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATIONS**

Pursuant to Procurement Lobbying Law (SFL §139-j)

A. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? \_\_\_\_\_YES \_\_\_\_\_NO  
 If yes, please answer the following question:

B. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j? \_\_\_\_\_YES \_\_\_\_\_NO

C. If yes, was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a governmental entity? \_\_\_\_\_YES \_\_\_\_\_NO  
 If yes, please provide details regarding the finding of non-responsibility:

Governmental Entity: \_\_\_\_\_

Date of Finding of Non-responsibility: \_\_\_\_\_

Basis of Finding of Non-Responsibility:  
(add additional pages if necessary) \_\_\_\_\_

D. Has any governmental agency terminated or withheld a procurement contract with the above-named individual or entity due to the intentional provision of false or incomplete information?

\_\_\_\_\_YES \_\_\_\_\_NO

If yes, please provide details:

Governmental Entity:

\_\_\_\_\_

Date of Termination or Withholding of Contract:

\_\_\_\_\_

Basis of Termination or Withholding:  
(add additional pages if necessary)

\_\_\_\_\_

\_\_\_\_\_

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

STATE OF \_\_\_\_\_ }

: ss.:

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 resides 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.

\_\_\_\_\_  
Notary Public  
**Registration No.**

**Offerer's Affirmation of Understanding of and Agreement pursuant to New York State Finance Law §139-j (3) and §139-j (6) (b)**

New York State Finance Law §139-j(6)(b) provides that:

Every Governmental Entity shall seek written affirmations from all Offerers as to the Offerer's understanding of and agreement to comply with the Governmental Entity's procedures relating to permissible contacts during a Governmental Procurement pursuant to subdivision three of this section.

Offerer affirms that it understands and agrees to comply with the procedures of the Government Entity relative to permissible contacts as required by New York State Finance Law §139-j (3) and §139-j (6) (b).

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Offerer Disclosure of Prior Non-Responsibility Determinations**

### **Background:**

New York State Finance Law §139-k(2) obligates a Governmental Entity to obtain specific information regarding prior non-responsibility determinations with respect to State Finance Law §139-j. This information must be collected in addition to the information that is separately obtained pursuant to State Finance Law §163(9). In accordance with State Finance Law §139-k, an Offerer must be asked to disclose whether there has been a finding of non-responsibility made within the previous four (4) years by any Governmental Entity due to: (a) a violation of State Finance Law §139-j or (b) the intentional provision of false or incomplete information to a Governmental Entity. The terms “Offerer” and “Governmental Entity” are defined in State Finance Law § 139-k(1). State Finance Law §139-j sets forth detailed requirements about the restrictions on Contacts during the procurement process. A violation of State Finance Law §139-j includes, but is not limited to, an impermissible Contact during the restricted period (for example, contacting a person or entity other than the designated contact person, when such contact does not fall within one of the exemptions).

As part of its responsibility determination, State Finance Law §139-k(3) mandates consideration of whether an Offerer fails to timely disclose accurate or complete information regarding the above non-responsibility determination. In accordance with law, no Procurement Contract shall be awarded to any Offerer that fails to timely disclose accurate or complete information under this section, unless a finding is made that the award of the Procurement Contract to the Offerer is necessary to protect public property or public health safety, and that the Offerer is the only source capable of supplying the required Article of Procurement within the necessary timeframe. See State Finance Law §§139-j (10)(b) and 139-k(3).

### **Instructions:**

A Governmental Entity must include a disclosure request regarding prior non-responsibility determinations in accordance with State Finance Law §139-k in its solicitation of proposals or bid documents or specifications or contract documents, as applicable, for procurement contracts. The attached form is to be completed and submitted by the individual or entity seeking to enter into a Procurement Contract. It shall be submitted to the Governmental Entity conducting the Governmental Procurement.

## Offerer Disclosure of Prior Non-Responsibility Determinations

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name and Title of Person Submitting this Form: \_\_\_\_\_

\_\_\_\_\_

Contract Procurement Number: \_\_\_\_\_

Date: \_\_\_\_\_

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):

No \_\_\_ Yes \_\_\_

If yes, please answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j (Please circle):

No \_\_\_ Yes \_\_\_

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):

No \_\_\_ Yes \_\_\_

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.

Governmental Entity: \_\_\_\_\_

Date of Finding of Non-responsibility: \_\_\_\_\_

Basis of Finding of Non-Responsibility: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Add additional pages as necessary)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

No \_\_\_ Yes \_\_\_

6. If yes, please provide details below.

Governmental Entity: \_\_\_\_\_

Date of Termination or Withholding of Contract: \_\_\_\_\_

Basis of Termination or Withholding: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Add additional pages as necessary)

Offerer certifies that all information provided to the Governmental Entity with respect to State Finance Law §139-k is complete, true and accurate.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

### Offerer's Certification of Compliance with State Finance Law §139-k(5)

New York State Finance Law §139-k(5) requires that every Procurement Contract award subject to the provisions of State Finance Law §§139-k or 139-j shall contain a certification by the Offerer that all information provided to the Office of General Services with respect to State Finance Law §139-k is complete, true and accurate.

Offerer Certification:

*I certify that all information provided to the Office of General Services with respect to State Finance Law §139-k is complete, true and accurate.*

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Procurement Lobbying Termination

**The Office of General Services reserves the right to terminate this contract in the event it is found that the certification filed by the Offerer in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, the Office of General Services may exercise its termination right by providing written notification to the Offerer in accordance with the written notification terms of this contract.**

**Bidder is required to sign both sections on this page**

**MACBRIDE FAIR EMPLOYMENT PRINCIPLES**

**NONDISCRIMINATION IN EMPLOYMENT IN NORTHERN IRELAND:  
MACBRIDE FAIR EMPLOYMENT PRINCIPLES**

In accordance with Chapter 807 of the Laws of 1992 the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the bidder, either: (answer yes or no to one or both of the following, as applicable):

1. Have business operations in Northern Ireland,

Yes  No

If yes:

2. Shall take lawful steps in good faith to conduct any business operations they have in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of their compliance with such Principles.

Yes  No

\_\_\_\_\_  
(Contractor's Signature)

\_\_\_\_\_  
(Name of Business)

**NON-COLLUSIVE BIDDING CERTIFICATION**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; an) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

\_\_\_\_\_  
(Contractor's Signature)

\_\_\_\_\_  
(Name of Business)

# ST-220-TD

(6/06)



New York State Department of Taxation and Finance

## Contractor Certification

(Pursuant to Section 5-a of the Tax Law, as amended, effective April 26, 2006)

For information, consult Publication 223, *Question and Answers Concerning Tax Law Section 5-a* (see *Need help? below*).

Contractor name			
Contractor's principal place of business	City	State	ZIP code
Contractor's mailing address (if different than above)			
Contractor's federal employer identification number (EIN)		Contractor's sales tax ID number (if different from contractor's EIN)	Contractor's telephone number ( )
Covered agency name	Contract number or description		Estimated contract value over the full term of the contract (but not including renewals) \$
Covered agency address		Covered agency telephone number	

### General information

Section 5-a of the Tax Law, as amended, effective April 26, 2006, requires certain contractors awarded certain state contracts valued at more than \$100,000 to certify to the Tax Department that they are registered to collect New York State and local sales and compensating use taxes, if they made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000, measured over a specified period. In addition, contractors must certify to the Tax Department that each affiliate and subcontractor exceeding such sales threshold during a specified period is registered to collect New York State and local sales and compensating use taxes. Contractors must also file a Form ST-220-CA, certifying to the procuring state entity that they filed Form ST-220-TD with the Tax Department and that the information contained on Form ST-220-TD is correct and complete as of the date they file Form ST-220-CA.

For more detailed information regarding this form and section 5-a of the Tax Law, see Publication 223, *Questions and Answers Concerning Tax Law Section 5-a*, (as amended, effective April 26, 2006), available at [www.nystax.gov](http://www.nystax.gov). Information is also available by calling the Tax Department's Contractor Information Center at 1 800 698-2931.

**Note:** Form ST-220-TD must be signed by a person authorized to make the certification on behalf of the contractor, and the acknowledgement on page 4 of this form must be completed before a notary public.

Mail completed form to:

**NYS TAX DEPARTMENT  
DATA ENTRY SECTION  
W A HARRIMAN CAMPUS  
ALBANY NY 12227**

### Privacy notification

The Commissioner of Taxation and Finance may collect and maintain personal information pursuant to the New York State Tax Law, including but not limited to, sections 5-a, 171, 171-a, 287, 308, 429, 475, 505, 697, 1096, 1142, and 1415 of that Law; and may require disclosure of social security numbers pursuant to 42 USC 405(c)(2)(C)(i).

This information will be used to determine and administer tax liabilities and, when authorized by law, for certain tax offset and exchange of tax information programs as well as for any other lawful purpose.

Information concerning quarterly wages paid to employees is provided to certain state agencies for purposes of fraud prevention, support enforcement, evaluation of the effectiveness of certain employment and training programs and other purposes authorized by law.

Failure to provide the required information may subject you to civil or criminal penalties, or both, under the Tax Law.

This information is maintained by the Director of Records Management and Data Entry, NYS Tax Department, W A Harriman Campus, Albany NY 12227; telephone 1 800 225-5829. From areas outside the United States and outside Canada, call (518) 485-6800.

### Need Help?



**Internet access:** [www.nystax.gov](http://www.nystax.gov)  
(for information, forms, and publications)



**Fax-on-demand forms:** 1 800 748-3676



**Telephone assistance** is available from  
8:00 A.M. to 5:00 P.M. (eastern time),  
Monday through Friday. 1 800 698-2931

To order forms and publications: 1 800 462-8100

**Sales Tax Information Center:** 1 800 462-8100

From areas outside the U.S. and outside Canada: (518) 485-6800

**Hearing and speech impaired** (telecommunications device for the deaf (TDD) callers only): 1 800 634-2110



**Persons with disabilities:** In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms, and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for persons with disabilities, please call 1 800 972-1233.

Page 2 of 4 **ST-220-TD** (6/06)

I, \_\_\_\_\_, hereby affirm, under penalty of perjury, that I am \_\_\_\_\_  
(name) (title)  
of the above-named contractor, and that I am authorized to make this certification on behalf of such contractor.

Make only one entry in each section below.

**Section 1 - Contractor registration status**

- The contractor has made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000 during the four sales tax quarters which immediately precede the sales tax quarter in which this certification is made. The contractor is registered to collect New York State and local sales and compensating use taxes with the Commissioner of Taxation and Finance pursuant to sections 1134 and 1253 of the Tax Law, and is listed on Schedule A of this certification.
- The contractor has not made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000 during the four sales tax quarters which immediately precede the sales tax quarter in which this certification is made.

**Section 2 - Affiliate registration status**

- The contractor does not have any affiliates.
- To the best of the contractor's knowledge, the contractor has one or more affiliates having made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000 during the four sales tax quarters which immediately precede the sales tax quarter in which this certification is made, and each affiliate exceeding the \$300,000 cumulative sales threshold during such quarters is registered to collect New York State and local sales and compensating use taxes with the Commissioner of Taxation and Finance pursuant to sections 1134 and 1253 of the Tax Law. The contractor has listed each affiliate exceeding the \$300,000 cumulative sales threshold during such quarters on Schedule A of this certification.
- To the best of the contractor's knowledge, the contractor has one or more affiliates, and each affiliate has not made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000 during the four sales tax quarters which immediately precede the sales tax quarter in which this certification is made.

**Section 3 - Subcontractor registration status**

- The contractor does not have any subcontractors.
- To the best of the contractor's knowledge, the contractor has one or more subcontractors having made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000 during the four sales tax quarters which immediately precede the sales tax quarter in which this certification is made, and each subcontractor exceeding the \$300,000 cumulative sales threshold during such quarters is registered to collect New York State and local sales and compensating use taxes with the Commissioner of Taxation and Finance pursuant to sections 1134 and 1253 of the Tax Law. The contractor has listed each subcontractor exceeding the \$300,000 cumulative sales threshold during such quarters on Schedule A of this certification.
- To the best of the contractor's knowledge, the contractor has one or more subcontractors, and each subcontractor has not made sales delivered by any means to locations within New York State of tangible personal property or taxable services having a cumulative value in excess of \$300,000 during the four sales tax quarters which immediately precede the sales tax quarter in which this certification is made.

Sworn to this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(sign before a notary public)

\_\_\_\_\_  
(title)



**Individual, Corporation, Partnership, or LLC Acknowledgment**

STATE OF \_\_\_\_\_ }  
: SS.:  
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 resides at \_\_\_\_\_ ,  
Town of \_\_\_\_\_ ,  
County of \_\_\_\_\_ ,  
State of \_\_\_\_\_ ; and further that:

[Mark an **X** in the appropriate box and complete the accompanying statement.]

- (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 a \_\_\_\_\_ 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.

\_\_\_\_\_  
Notary Public  
Registration No. \_\_\_\_\_

# ST-220-CA

(6/06)



New York State Department of Taxation and Finance

## Contractor Certification to Covered Agency

(Pursuant to Section 5-a of the Tax Law, as amended, effective April 26, 2006)

For information, consult Publication 223, *Question and Answers Concerning Tax Law Section 5-a* (see *Need Help?* on back).

Contractor name		For covered agency use only Contract number or description	
Contractor's principal place of business	City	State	ZIP code
Contractor's mailing address (if different than above)		Estimated contract value over the full term of contract (but not including renewals)	
Contractor's federal employer identification number (EIN)	Contractor's sales tax ID number (if different from contractor's EIN)		
Contractor's telephone number		\$	
( )		Covered agency name	
Covered agency address		Covered agency telephone number	

I, \_\_\_\_\_, hereby affirm, under penalty of perjury, that I am \_\_\_\_\_  
(name) (title)

of the above-named contractor, that I am authorized to make this certification on behalf of such contractor, and I further certify that:  
(Mark an X in only one box)

- The contractor has filed Form ST-220-TD with the Department of Taxation and Finance in connection with this contract and, to the best of contractor's knowledge, the information provided on the Form ST-220-TD, is correct and complete.
- The contractor has previously filed Form ST-220-TD with the Tax Department in connection with \_\_\_\_\_  
(insert contract number or description)  
and, to the best of the contractor's knowledge, the information provided on that previously filed Form T-220-TD, is correct and complete as of the current date, and thus the contractor is not required to file a new Form ST-220-TD at this time.

Sworn to this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(sign before a notary public)

\_\_\_\_\_  
(title)

### Instructions

#### General Information

Tax Law section 5-a was amended, effective April 26, 2006. On or after that date, in all cases where a contract is subject to Tax Law section 5-a, a contractor must file (1) Form ST-220-CA, *Contractor Certification to Covered Agency*, with a covered agency, and (2) Form ST-220-TD with the Tax Department before a contract may take effect. The circumstances when a contract is subject to section 5-a are listed in Publication 223, Q&A 3. This publication is available on our Web site, by fax, or by mail. (See *Need help?* for more information on how to obtain this publication.) In addition, a contractor must file a new Form ST-220-CA with a covered agency before an existing contract with such agency may be renewed.

If you have questions, please call our information center at 1 800 698-2931.

**Note:** Form ST-220-CA must be signed by a person authorized to make the certification on behalf of the contractor, and the acknowledgement on page 2 of this form must be completed before a notary public.

#### When to complete this form

As set forth in Publication 223, a contract is subject to section 5-a, and you must make the required certification(s), if:

- i. The procuring entity is a *covered agency* within the meaning of the statute (see Publication 223, Q&A 5);
- ii. The contractor is a *contractor* within the meaning of the statute (see Publication 223, Q&A 6); and
- iii. The contract is a *contract* within the meaning of the statute. This is the case when it (a) has a value in excess of \$100,000 and (b) is a contract for *commodities* or *services*, as such terms are defined for purposes of the statute (see Publication 223, Q&A 8 and 9).

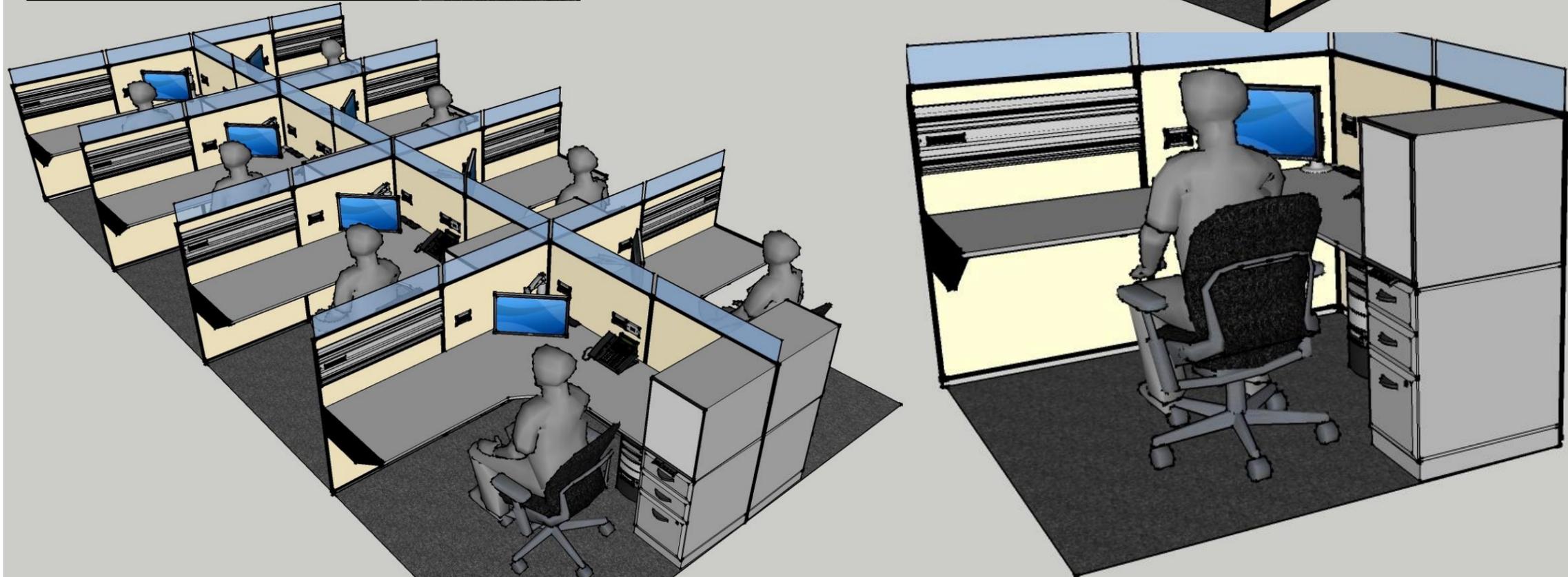
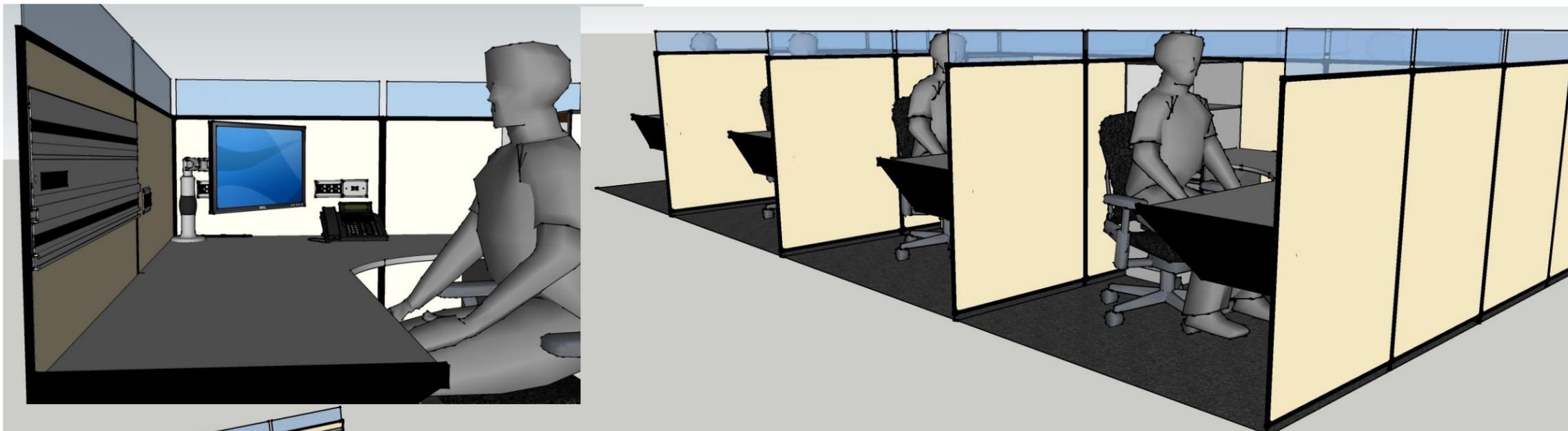
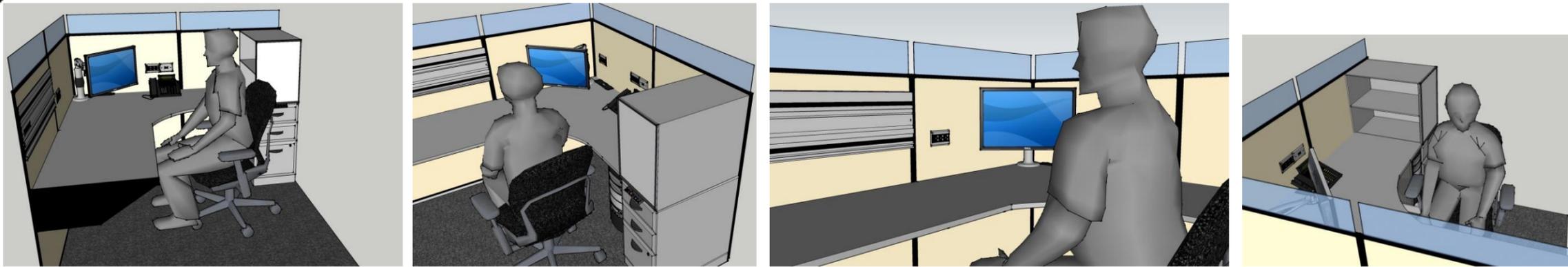
Furthermore, the procuring entity must have begun the solicitation to purchase on or after January 1, 2005, and the resulting contract must have been awarded, amended, extended, renewed, or assigned on or after April 26, 2006 (the effective date of the section 5-a amendments).



## **NYS Vendor Responsibility Questionnaire**

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, [http://www.osc.state.ny.us./vendrep/vendor\\_index.htm](http://www.osc.state.ny.us./vendrep/vendor_index.htm) or to enroll, go directly to the VendRep System online at <https://portal.osc.state.ny.us>.

**RFQ Appendix C**  
**Modular Workstation 3D Drawings**



New York State Office of General Services

Serving New York

GOVERNOR  
ANDREW M. CUOMO  
COMMISSIONER  
ROANN M. DESTITO

CLIENT: OGS BSC

CADD DRAWING NO. :

TITLE: PROPOSED WORKSTATIONS

LOCATION: HARRIMAN CAMPUS  
BUILDING 5  
ALBANY, NY

SHEET TITLE: FLOORS G-6

DESIGNED BY: C-McCRAY	SCALE: NTS
--------------------------	---------------

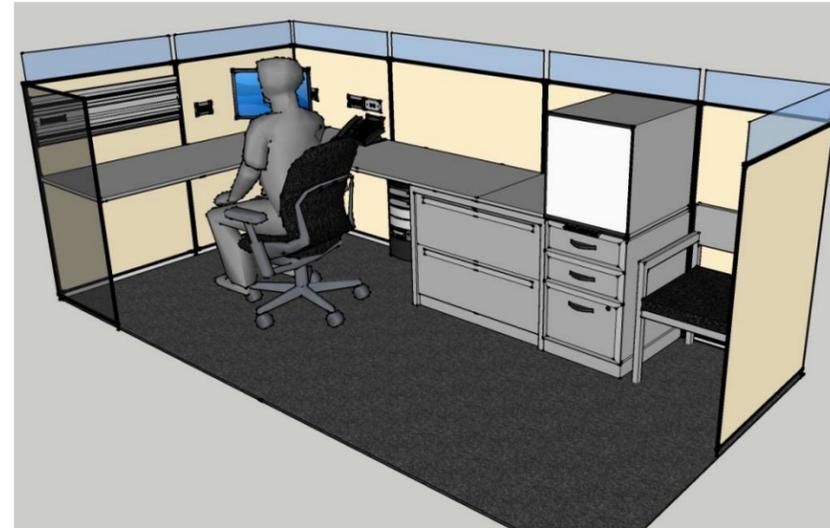
DATE: NOVEMBER 20, 2013	BUILDING NO: S005
----------------------------	----------------------

PROJECT NUMBER:	DRAWING NUMBER:
-----------------	-----------------

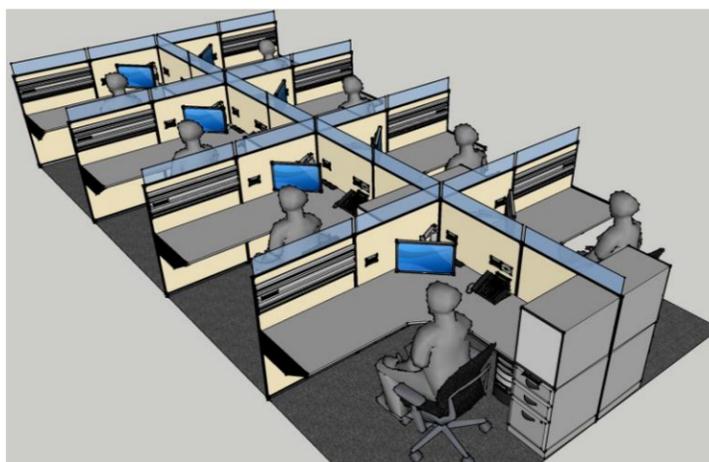
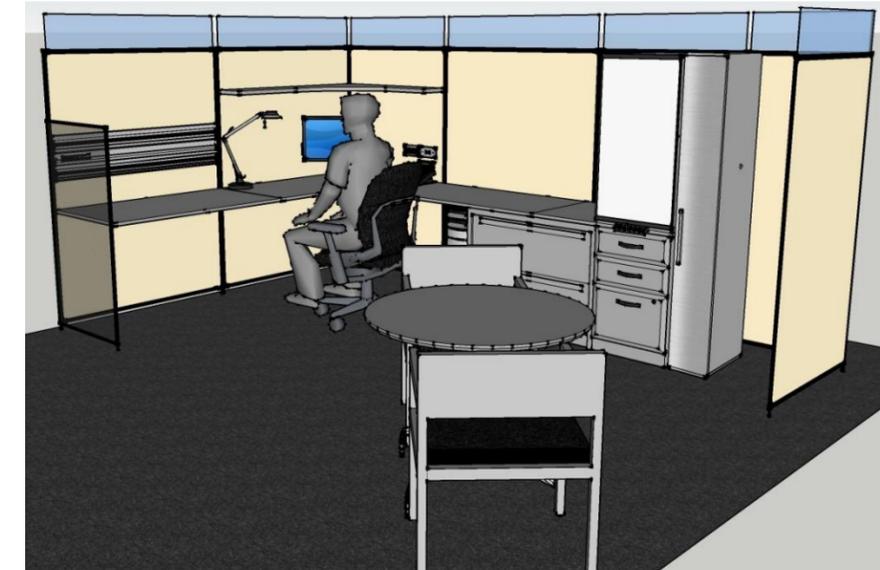
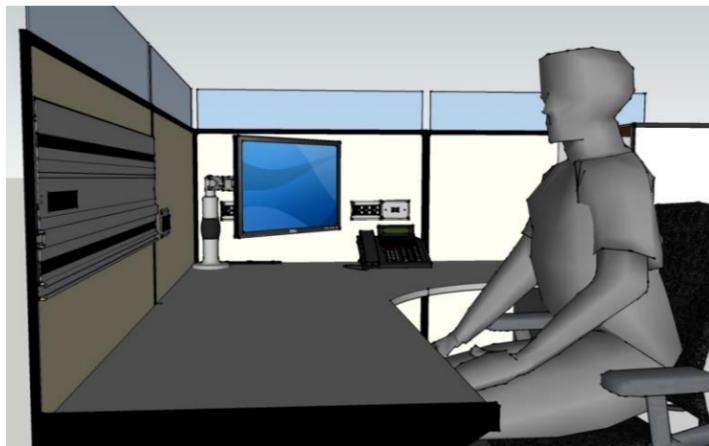
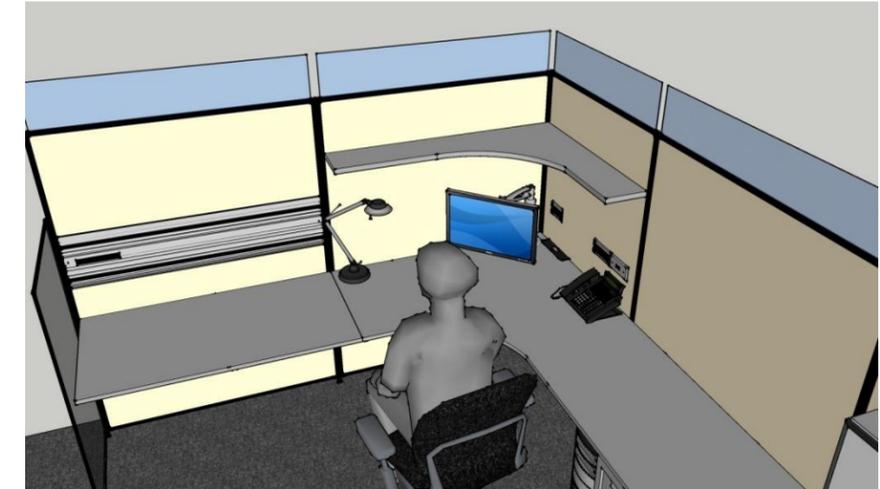
6 X 6 Workstation



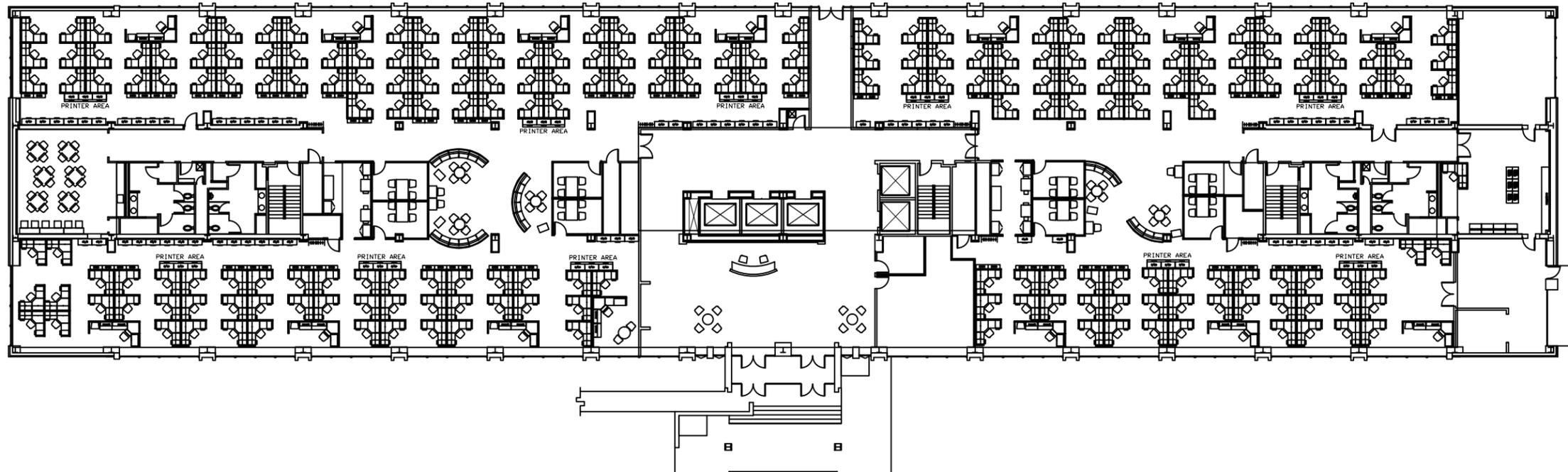
6 X 12 Workstation



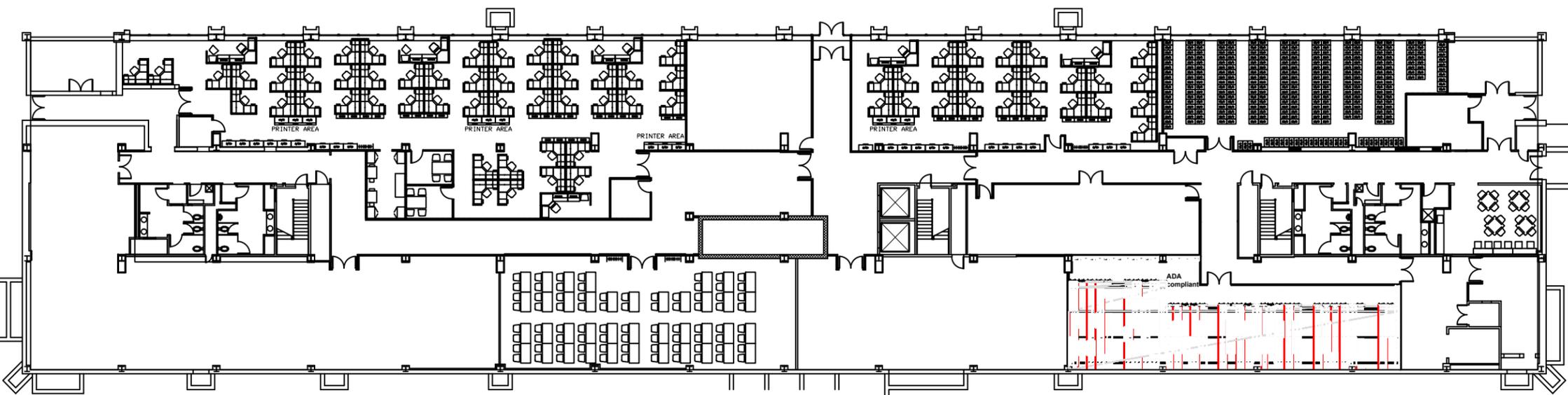
8 X 12 Workstation



**RFQ Appendix D**  
**Site Plan / Room Layout**



1ST FLOOR



GROUND FLOOR

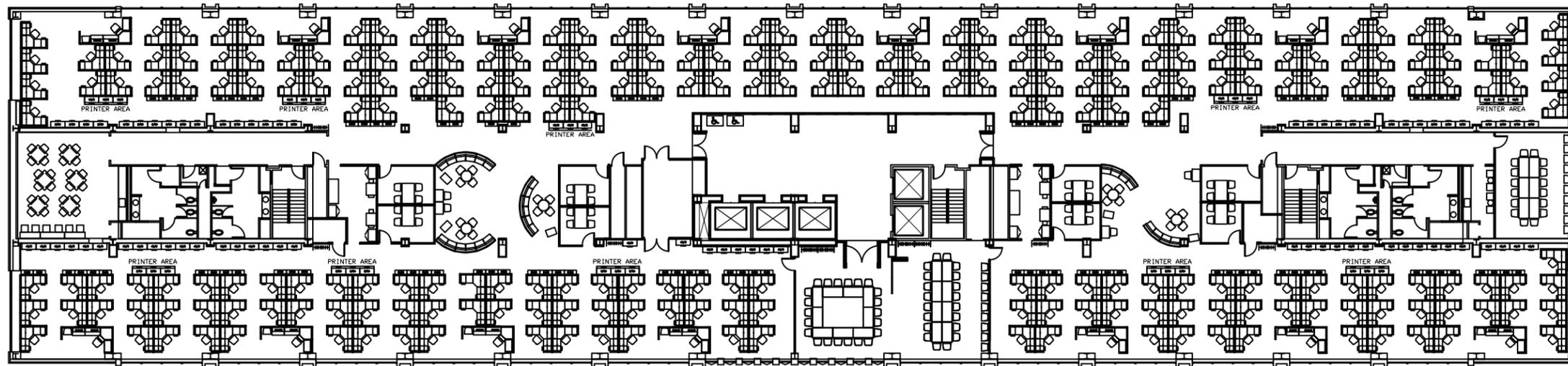


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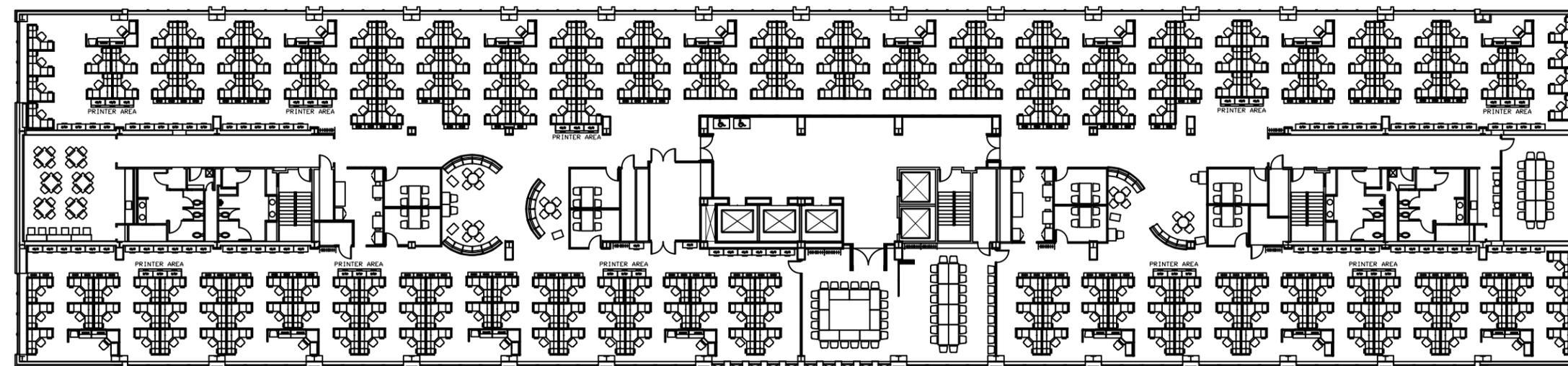
Serving New York

GOVERNOR  
ANDREW M. CUOMO  
COMMISSIONER  
ROANN M. DESTITO

CLIENT:		OGS BSC	
CADD DRAWING NO. :		S005_G-6_136.dwg	
TITLE:		PROPOSED FURNITURE LAYOUT	
LOCATION:		HARRIMAN CAMPUS BUILDING 5 FLOORS G-6 ALBANY, NY	
SHEET TITLE:		G & 1ST FLOOR	
DESIGNED BY:	REPD	SCALE:	NTS
DATE:	DECEMBER 2013	BUILDING NO.:	S005
PROJECT NUMBER:		DRAWING NUMBER:	



3RD FLOOR



2ND FLOOR



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OGS BSC

CADD DRAWING NO. :

S005\_G-6\_136.dwg

TITLE:

PROPOSED FURNITURE LAYOUT

LOCATION:

HARRIMAN CAMPUS  
BUILDING 5 FLOORS G-6  
ALBANY, NY

SHEET TITLE:

2ND & 3RD FLOOR

DESIGNED BY:

REPD

SCALE:

NTS

DATE:

DECEMBER 2013

BUILDING NO:

S005

PROJECT NUMBER:

DRAWING NUMBER:

**RFQ Attachment 1**  
**Quote Proposal Form**

*ATTACHMENT 1 QUOTE PROPOSAL FORM*

**Bidders shall attach, to the cost proposal form, component lists of each Modular Workstation listing individual component item numbers and prices. All components must be available on OGS contract award number 22398.**

The Undersigned proposes to provide the Modular Workstations for this project in accordance with the Contract Documents for the following amount:

**ITEM 1**

**Item 1: 1,462 - 6' x 6' Modular Workstations, 91 - 6' x 12' Modular Workstations, and 8 - 8' x 12' Modular Workstations to fulfill the site plan / room layout provided in Appendix D =**  
**Item 1 Amount** \$ \_\_\_\_\_

SIGN BID HERE \_\_\_\_\_  
Authorized Signature

PRINT NAME \_\_\_\_\_

TITLE \_\_\_\_\_

OFFICIAL  
COMPANY NAME \_\_\_\_\_

Award Number 22398 Contract Number \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip Code

Telephone # \_\_\_\_\_ Fax No. \_\_\_\_\_  
Area Code Area Code