

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.ny.gov>

PURCHASING MEMORANDUM

BID SOLICITATION UPDATE

IFB NUMBER: 22407

DATE: July 27, 2012

GROUP: 02450 – FOOD (Commercial, Retail and Baked Goods) (Statewide)

PLEASE ADDRESS INQUIRIES TO DESIGNATED CONTACTS:

Tammy Rock
Purchasing Officer
ssf_food@ogs.ny.gov

BID OPENING: August 2, 2012

Jill McCabe
Team Leader
ssf_food@ogs.ny.gov

SUBJECT: Revised Bid Documents and Questions & Answers

TO PROSPECTIVE BIDDERS:

The New York State Strategic Sourcing Team has given careful consideration to the inquiries received with regard to the Food Invitation for Bids (#22407) during the second inquiry period that ended on July 23, 2012. Revised Invitation for Bids documents, along with the Questions & Answers, are now posted on the OGS Bid calendar at the following link:

<http://ogs.ny.gov/purchase/biddocument/22407BID.ASP>

Portions of the IFB have been amended as a result of bidder inquiries. Included here is a list of the amended documents and sections:

- Invitation for Bids – changes were made to the following IFB clauses:
 - 3.1.1 Cost; **SUPPLIER COST USED FOR BID (Lots 1 and 2)**
 - 3.2.1 Price Guides
 - 4.1.1.3 Financial Evaluation
- Attachment 1 – Price Pages
 - A column was added to each Lot titled, “Product Stock Number”
 - A definition for “Product Stock Number” was added to the *Definitions* tab
 - Modifications were made to descriptions and pack size for the following line items only in the COMMERCIAL Lot:

29	58	128
39	64	129
52	83	
53	85	

It is the responsibility of the Bidder to complete and submit the LATEST bid documents as they appear on the OGS Bid Calendar.

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PURCHASING MEMORANDUM

BID SOLICITATION UPDATE

IFB NUMBER: 22407

DATE: July 25, 2012

GROUP: 02450 – FOOD (Commercial, Retail and Baked Goods) (Statewide)

PLEASE ADDRESS INQUIRIES TO DESIGNATED CONTACTS:

Tammy Rock
Purchasing Officer
sst_food@ogs.ny.gov

BID OPENING: August 2, 2012

Jill McCabe
Team Leader
sst_food@ogs.ny.gov

SUBJECT: Timeline for Release of Revised IFB Documents

TO PROSPECTIVE BIDDERS:

OGS expects to release the 2nd Round of Q & A on July 27, 2012. All revised Invitation for Bids documents will be posted on the OGS Bid Calendar on that date.

Portions of the IFB will be amended as a result of bidder inquiries during the 2nd round of questions. Only the updated documents are posted to the website. Please ensure use of the updated documents. Included here is a list of the to be amended documents:

- Invitation for Bids
- Attachment 1 – Price Pages
- Attachment 2 – General Questions

Bidders are encouraged to review documents thoroughly. It is the responsibility of the Bidder to complete and submit the LATEST bid documents as they appear on the OGS Bid Calendar.

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PURCHASING MEMORANDUM

BID SOLICITATION UPDATE

IFB NUMBER: 22407

DATE: July 17, 2012

GROUP: 02450 – FOOD (Commercial, Retail and Baked Goods) (Statewide)

PLEASE ADDRESS INQUIRIES TO DESIGNATED CONTACTS:

Tammy Rock
Purchasing Officer
ssf_food@ogs.ny.gov

BID OPENING: August 2, 2012

Jill McCabe
Team Leader
ssf_food@ogs.ny.gov

SUBJECT: Revised Bid Documents, Questions and Answers, Bidder Inquiries Period, Bid Opening Date

TO PROSPECTIVE BIDDERS:

The New York State Strategic Sourcing Team has given careful consideration to the inquiries received with regard to the Food Invitation for Bids (#22407) during the inquiry period that ended on May 30, 2012. Revised Invitation for Bids documents, along with the Questions & Answers, are now posted on the OGS Bid calendar at the following link:

<http://ogs.ny.gov/purchase/biddocument/22407BID.ASP>

As noted in the Invitation for Bids, the New York State Strategic Sourcing Team will be opening a brief second inquiries period that closes **Monday, July 23, 2012** at 5:00 pm EST. Bidders are encouraged to review documents thoroughly. The method of inquiry will be the same as the initial inquiry period, using “Attachment 7 – Inquiries Template.”

The Bid Opening date has been amended to provide the additional time needed for the second inquiry period and for Bidders to complete their bid documents. The new Bid Opening date is August 2, 2012 at 11:00 am EST.

Portions of the IFB have been amended as a result of bidder inquiries. Only the updated documents are posted to the website. Please ensure use of the updated documents. Included here is a list of the amended documents:

- Invitation for Bids
- Attachment 1 – Price Page
- Attachment 2 – General Questions
- Attachment 5 – Insurance Requirements
- Attachment 7 – Inquiries Template

It is the responsibility of the Bidder to complete and submit the LATEST bid documents as they appear on the OGS Bid Calendar.

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PURCHASING MEMORANDUM

BID SOLICITATION UPDATE

IFB NUMBER: 22407

DATE: July 3, 2012

GROUP: 02450 – FOOD (Commercial, Retail and
Baked Goods) (Statewide)

**PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:**

Tammy Rock
Purchasing Officer
ssf_food@ogs.ny.gov

BID OPENING: August 2, 2012

Jill McCabe
Team Leader
ssf_food@ogs.ny.gov

SUBJECT: Revised Food Timeline

TO PROSPECTIVE BIDDERS:

The bid opening date for the above referenced IFB is now scheduled for August 2, 2012. OGS estimates that the release date for all revised documents - IFB, Attachments and questions and answers (Q & A) - will be July 13. Potential Bidders are encouraged to check the OGS Bid Calendar on or after July 13 to view documents for IFB 22407: <http://ogs.ny.gov/Purchase/BidCalendarLV.asp>

As mentioned in a prior Purchasing Memo, there will be a second Q & A period. Bidders are encouraged to review documents thoroughly and in a timely manner as the Q & A period will be brief.

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PURCHASING MEMORANDUM

BID SOLICITATION UPDATE

IFB NUMBER: 22407

DATE: June 19, 2012

GROUP: 02450 – FOOD (Commercial, Retail and Baked Goods) (Statewide)

PLEASE ADDRESS INQUIRIES TO DESIGNATED CONTACTS:

Tammy Rock
Purchasing Officer
[sst_food@ogs.ny.gov](mailto:ssst_food@ogs.ny.gov)

BID OPENING: June 26, 2012

Jill McCabe
Team Leader
[sst_food@ogs.ny.gov](mailto:ssst_food@ogs.ny.gov)

SUBJECT: Bid Opening Postponed from June 26, 2012

TO PROSPECTIVE BIDDERS:

The bid opening date for the above referenced IFB has been postponed. OGS will release the questions and answers (Q & A) to the Inquiries document compiled by our office shortly. These announcements will be published on OGS's website as well as in the Contract Reporter.

In addition, once the questions and answers have been published, there will be an additional Q & A period. Bidders are encouraged to review documents thoroughly and in a timely manner as the Q & A period will be brief.

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PURCHASING MEMORANDUM

BID SOLICITATION UPDATE

IFB NUMBER: 22407

DATE: June 7, 2012

GROUP: 02450 – FOOD (Commercial, Retail and Baked Goods) (Statewide)

PLEASE ADDRESS INQUIRIES TO DESIGNATED CONTACTS:

Tammy Rock
Purchasing Officer
ssf_food@ogs.ny.gov

BID OPENING: June 26, 2012

Jill McCabe
Team Leader
ssf_food@ogs.ny.gov

SUBJECT: Second Announcement of Solicitation Opportunity

TO PROSPECTIVE BIDDERS:

The Office of General Services is reminding vendors that the Invitation for Bids (IFB) for Food (Commercial, Retail and Baked Goods) has been released. The contracts awarded as a result of this IFB will be centralized contracts primarily for, but not limited to, New York State Agencies.

Implementation of these contracts will replace three separate centralized contracts that OGS currently administers:

- 1) Group 02450 – Food, Household Items, Sundries
- 2) Group 02400 – Groceries
- 3) Group 02200 – Fresh Bread and Rolls

Vendors who are interested in bidding on this IFB may click on the link below to visit OGS's bid calendar. This IFB currently has a bid opening date of **June 26, 2012**. The IFB outlines the terms and conditions, and all applicable information required for submitting a bid.

Additionally, in accordance with the IFB Section 1.3 KEY EVENTS/DATES, the Intent to Bid (Discretionary) has been extended through **June 15, 2012**. Section 1.4 INTENT TO BID instructs Bidders on how to submit a discretionary Intent to Bid.

<http://ogs.ny.gov/purchase/biddocument/22407BID.ASP>

Any questions about this IFB should be directed to the ssf_food@ogs.ny.gov mailbox.