

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 #4

IFB NUMBER: 22438

DATE: November 6, 2012

GROUP: 23000 – MISCELLANEOUS OFFICE SUPPLIES
(Statewide)

**PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:**
Beverly L. Moore, Sharon Buck and
Michelle St. Jock
SST_Off_Supplies@ogs.ny.gov

BID OPENING: NOVEMBER 14, 2012

SUBJECT: Revised Bid Document - Attachment 1 – Price Pages

TO PROSPECTIVE BIDDERS:

Attachment 1 – Price Pages

The following corrections have been made on “Attachment 1 – Price Pages”, tab “Supplies Core List”.

Line Number	Core List Item Description	Unit Of Measure	Manufacturer Part #
196	Quality Park Gummed Kraft Clasp Envelopes, 28 lb., Brown, 6" X 9" 100/Bx	100/bx	QUA37855
197	Quality Park Gummed Kraft Clasp Envelopes, 28 lb., Brown, 12" X 15-1/2" 100/Bx	100/bx	QUA37910
198	Quality Park Self-Sealing Kraft Catalog Envelopes, 28 lb., Brown, 6" x 9", 500/Bx	500/bx	QUA40765

Correction to the NYS M/WBE Certification of Corporate Diversity Solutions listed in Purchasing Memorandum dated November 2, 2012, certification should read “WBE”.

It is the responsibility of the Bidder to complete and submit the LATEST bid documents as they appear on the OGS Bid Calendar. These may be obtained at: <http://ogs.ny.gov/purchase/biddocument/22438BID.ASP>

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PURCHASING MEMORANDUM

BID SOLICITATION UPDATE #3

IFB NUMBER: 22438

DATE: November 2, 2012

GROUP: 23000 – MISCELLANEOUS OFFICE SUPPLIES
(Statewide)

PLEASE ADDRESS INQUIRIES TO DESIGNATED CONTACTS:
Beverly L. Moore, Sharon Buck and
Michelle St. Jock
SST_Off_Supplies@ogs.ny.gov

BID OPENING: NOVEMBER 14, 2012

SUBJECT: Miscellaneous Office Supplies IFB Clarifications and Bid Opening Postponement

TO PROSPECTIVE BIDDERS:

1. In light of the recent events of “Superstorm Sandy”, to allow sufficient time for Bidders to submit a bid offer, the Bid Opening Date has been postponed to **NOVEMBER 14, 2012 – 11:00 AM ET.**
2. OGS has clarified the list of vendors who have submitted their “Intent to Bid” as outlined in Section I.5. As this was discretionary the list is not all inclusive. These vendors are listed in the table below.

Company Name	Contact Name	Contact Information	Product/Service Available
AEC Computer Division	A.O. Jasper	1225 Franklin Ave, Suite 325 Garden City, NY 11530	admin@aecpc.net
Aeon Nexus Corporation	Marc Cerro	174 Glen Street Glens Falls, NY 12801	marccerro@aeonnexus.com
American Solutions for Business	Peter Friedel	PO Box 35 West Shokan, NY 12494	pfriedel9395@gmail.com
Central Association for the Blind (CABVI)	Robert Adams	507 Kent St. Utica, NY 13501	boba@cabvi.org
Crystal Rock	Joe Crane	1050 Buckinham St. Watertown, CT 06795	jcrane@crystalrock.com
E T Computer Supplies & Service Inc	Lenwood Ross	659 Washington Ave Brooklyn, NY 11238	Wycoff@aol.com
Eaton Office Supply Co., Inc.	Bruce Eaton	180 John Glen Dr. Amherst, NY 14228	bceaton@eatonofficesupply.com
Hummel’s Office Plus	Harrison J Hummel IV	25 Canal St Mohawk, NY 13407	hjhummel4@hummelsop.com
Imperial Bag & Paper Co. LLC	Joseph Murray	59 Hook Rd. Bayonne, NJ 07002	mail@josephmurray.net
Independent Stationers	Scott Zintz	250 E 96 th St. Parkwod One, Suite 510 Indianapolis, IN 46240	zintz@independentstationers.com

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Information Systems Essential (d/b/a ISE Office Plus)	Kerri Damon	4422 Bronx Blvd. Bronx, NY 10470	kerri@iseop.com
Lucille Maud Corporation	Todd Ricker	513 N Olden Ave Trenton, NJ 08368	toddr@lucillemaud.com
New York Inkjet LLC	Corey Pettway William Leonardi	775 Brooklyn Ave Suites 110/111 Baldwin, NY 11510	corey@newyorkinkjet.com william@newyorkinkjet.com
Office Depot	Paul Swistak	160 Allens Creek Rd Suite 232 Rochester, NY 14618	paul.swistak@officedepot.com
Office Max	Brent Roberts	1999 Mt. Read Blvd Rochester, NY 14615	BrentRoberts@officemax.com
Premier Supplies USA Inc.	Christopher Politan	460 West 34 th St. New York, NY 10001	cpolitan@premiersupplies.com
Rasix Computer Center Inc d/b/a Academic Supplier	Ash Shah	3519 Main St., Suite 401 Chula Vista, CA 91911	ash.shah@rasixinc.com
RTA Inc. d/b/a American Printing & Office Supplies	Chris Franco	867 Flatbush Rd. Kingston, NY 12401	cfranco@amerprint.com
S&B Computer and Office Products Inc.	Seema Nepal Nick Sarang	1 Fairchild Square, Suite 3 Clifton Park, NY 12065	seema@sbcomputers-office.com nick@sbcomputers-office.com
Season's Specialty Gifts	Tom Sullivan Virgina Sullivan	27 West Orvis St. PO Box 420 Massena, NY 13662	tom@sosupply.com
Staples Advantage	Kelly Alter	50 Methodist Hill Drive Rochester, NY 14623	Kelly.Alter@staples.com
Tantaquidgeon Office Products	Bruce A Dee	4 Interstate Ave. Albany, NY 12205	bruce@tantaquidgeon.com
The Weeks Lerman Group, LLC	Cindy Ciaccio	58-38 Page Place Maspeth, NY 11378	cindy@weekslerman.com
Urban Office Products	Liza Crespo	251 West 39 th St., 18 th Fl. New York, NY 10018	liza@urbanop.com
W B Mason Co Inc	Philip Cafaro	29 Mill St Albany, NY 12204	philip.cafaro@wbmason.com
World Class Business Products	Chris Moran	48-49 35 th St. Long Island City, NY 11101	Cmoran@wcbus.com

3. OGS has clarified the NYS Certified M/WBE Vendor(s) who have indicated its interest in partnership with participating bidders as outlined in Section I.6 . These are listed in the table below.

Company Name	Contact Name	Contact Information	Product/Service Available	NYS Certification Type
Corporate Diversity Solutions	Ken Scarpa	615 Franklin Turnpike Ridgewood, NJ 07450 kscarpa@corporatediversitysolutions.com	Dealer of Office Supplies	MBE
E T Computer Supplies & Service Inc	Lenwood Ross	659 Washington Ave Brooklyn, NY 11238 Wycoff@aol.com	Reseller of OEM & Remanf. Toner Cartridges & printer parts	MBE
FM Office Express Inc.	Fabricio Morales	1 Woodbury Blvd Rochester, NY 14604 fmorales@fmop.com	Distributor of Office Supplies	MBE
Gholkar's Inc.	Mr. Shashi Gholkar	7321 State Rt. 251 PO Box 378 Victor, NY 14564 shashi@gholkars.com	Distributor of Office Supplies	MBE

Gonzalez Office Products	Pamela Gonzalez	2929 Longhorn Blvd, Suite 106 Austin, TX 78758 pam@gonzalezOP.com	Billing and Delivery	MBE
New York Inkjet LLC	Corey Pettway William Leonardi	775 Brooklyn Ave Suites 110-111 Baldwin, NY 11510 corey@newyorkinkjet.com William@newyorkinkjet.com	Distributor of Office Supplies	MBE
S & B Computer & Office Products Inc.	Seema Nepal Nick Sarang	1 Fairchild Square Suite 3 Clifton Park, NY 12065 seema@sbcomputers-office.com nick@sbcomputers-office.com	Provide Office Supplies	MWBE
Uzo 1 International Ltd	Frank Ihenko	701 Seneca Street, Suite 730 Buffalo, NY 14210 uzo1@uzo1.com	Provide various products, warehouse storage & local delivery	MBE
WATS International	Bill Archer	200 Manchester Rd Poughkeepsie, NY 12603 bill.archer@watsinternational.com	Supply distributor of office, janitorial & industrial/MRO	MBE

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<http://www.ogs.ny.gov>

PURCHASING MEMORANDUM

BID SOLICITATION UPDATE #2

IFB NUMBER: 22438

DATE: October 30, 2012

GROUP: 23000 – MISCELLANEOUS OFFICE SUPPLIES
(Statewide)

PLEASE ADDRESS INQUIRIES TO DESIGNATED CONTACTS:
Beverly L. Moore, Sharon Buck and
Michelle St. Jock
SST_Off_Supplies@ogs.ny.gov

BID OPENING: NOVEMBER 7, 2012

SUBJECT: Miscellaneous Office Supplies IFB Clarifications

TO PROSPECTIVE BIDDERS:

- The following material bid clarification is being provided. A bid offer must be based on any **one** of the following six prequalified current Supplier Catalogs (excluding products noted in Section I.2 of the IFB): Office Depot; Office Max Contract Inc.; SP Richards; Staples Business Advantage; United Stationers Supply; and WB Mason. A bid offer may NOT include a combination of these catalogs.
- OGS has clarified the list of vendors who have submitted their “Intent to Bid” as outlined in Section I.5. As this was discretionary the list is not all inclusive. These vendors are listed in the table below.

Company Name	Contact Name	Contact Information	Product/Service Available
AEC Computer Division	A.O. Jasper	1225 Franklin Ave, Suite 325 Garden City, NY 11530	admin@aecpc.net
Aeon Nexus Corporation	Marc Cerro	174 Glen Street Glens Falls, NY 12801	marccerro@aeonnexus.com
American Solutions for Business	Peter Friedel	PO Box 35 West Shokan, NY 12494	pfriedel9395@gmail.com
Central Association for the Blind (CABVI)	Robert Adams	507 Kent St. Utica, NY 13501	boba@cabvi.org
Crystal Rock	Joe Crane	1050 Buckinham St. Watertown, CT 06795	jcrane@crystalrock.com
E T Computer Supplies & Service Inc	Lenwood Ross	659 Washington Ave Brooklyn, NY 11238	Wycoff@aol.com
Eaton Office Supply Co., Inc.	Bruce Eaton	180 John Glen Dr. Amherst, NY 14228	bceaton@eatonofficesupply.com
Hummel’s Office Plus	Harrison J Hummel IV	25 Canal St Mohawk, NY 13407	hjhummel4@hummelsop.com
Imperial Bag & Paper Co. LLC	Joseph Murray	59 Hook Rd. Bayonne, NJ 07002	mail@josephmurray.net
Independent Stationers	Scott Zintz	250 E 96 th St. Parkwod One, Suite 510 Indianapolis, IN 46240	zintz@independentstationers.com

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Information Systems Essential (d/b/a ISE Office Plus)	Kerri Damon	4422 Bronx Blvd. Bronx, NY 10470	kerri@iseop.com
Lucille Maud Corporation	Todd Ricker	513 N Olden Ave Trenton, NJ 08368	toddr@lucillemaud.com
New York Inkjet LLC	Corey Pettway William Leonardi	775 Brooklyn Ave Suites 110/111 Baldwin, NY 11510	corey@newyorkinkjet.com william@newyorkinkjet.com
Office Depot	Paul Swistak	160 Allens Creek Rd Suite 232 Rochester, NY 14618	paul.swistak@officedepot.com
Office Max	Brent Roberts	1999 Mt. Read Blvd Rochester, NY 14615	BrentRoberts@officemax.com
Premier Supplies USA Inc.	Christopher Politan	460 West 34 th St. New York, NY 10001	cpolitan@premiersupplies.com
Rasix Computer Center Inc d/b/a Academic Supplier	Ash Shah	3519 Main St., Suite 401 Chula Vista, CA 91911	ash.shah@rasixinc.com
RTA Inc. d/b/a American Printing & Office Supplies	Chris Franco	867 Flatbush Rd. Kingston, NY 12401	cfranco@amerprint.com
S&B Computer and Office Products Inc.	Seema Nepal Nick Sarang	1 Fairchild Square, Suite 3 Clifton Park, NY 12065	seema@sbcomputers-office.com nick@sbcomputers-office.com
Season's Specialty Gifts	Tom Sullivan Virgina Sullivan	27 West Orvis St. PO Box 420 Massena, NY 13662	tom@sosupply.com
Staples Advantage	Kelly Alter	50 Methodist Hill Drive Rochester, NY 14623	Kelly.Alter@staples.com
Tantaquidgeon Office Products	Bruce A Dee	4 Interstate Ave. Albany, NY 12205	bruce@tantaquidgeon.com
The Weeks Lerman Group, LLC	Cindy Ciaccio	58-38 Page Place Maspeth, NY 11378	cindy@weekslerman.com
Urban Office Products	Liza Crespo	251 West 39 th St., 18 th Fl. New York, NY 10018	liza@urbanop.com
W B Mason Co Inc	Philip Cafaro	29 Mill St Albany, NY 12204	philip.cafaro@wbmason.com
World Class Business Products	Chris Moran	48-49 35 th St. Long Island City, NY 11101	Cmoran@wcbus.com

3. OGS has clarified the NYS Certified M/WBE Vendor(s) who have indicated its interest in partnership with participating bidders as outlined in Section I.6 . These are listed in the table below.

Company Name	Contact Name	Contact Information	Product/Service Available	NYS Certification Type
Corporate Diversity Solutions	Ken Scarpa	615 Franklin Turnpike Ridgewood, NJ 07450	kscarpa@corporatediversitysolutions.com	MBE
FM Office Express Inc.	Fabricio Morales	1 Woodbury Blvd Rochester, NY 14604 fmorales@fmop.com	Distributor of Office Supplies	MBE
Gholkar's Inc.	Mr. Shashi Gholkar	7321 State Rt. 251 PO Box 378 Victor, NY 14564 shashi@gholkars.com	Distributor of Office Supplies	MBE
Gonzalez Office Products	Pamela Gonzalez	2929 Longhorn Blvd, Suite 106 Austin, TX 78758 pam@gonzalezOP.com	Billing and Delivery	MBE
New York Inkjet LLC	Corey Pettway William Leonardi	775 Brooklyn Ave Suites 110-111 Baldwin, NY 11510 corey@newyorkinkjet.com William@newyorkinkjet.com	Distributor of Office Supplies	MBE

S & B Computer & Office Products Inc.	Seema Nepal Nick Sarang	1 Fairchild Square Suite 3 Clifton Park, NY 12065 seema@sbcomputers-office.com nick@sbcomputers-office.com	Provide Office Supplies	MWBE
Uzo 1 International Ltd	Frank Ihenko	701 Seneca Street, Suite 730 Buffalo, NY 14210 uzo1@uzo1.com	Provide various products, warehouse storage & local delivery	MBE
WATS International	Bill Archer	200 Manchester Rd Poughkeepsie, NY 12603 bill.archer@watsinternational.com	Supply distributor of office, janitorial & industrial/MRO	MBE

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Albany, New York 12242
<http://www.ogs.ny.gov>

PURCHASING MEMORANDUM

BID SOLICITATION UPDATE #1

IFB NUMBER: 22438

DATE: October 17, 2012

GROUP: 23000 – MISCELLANEOUS OFFICE SUPPLIES
(Statewide)

**PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:**
Beverly L. Moore, Sharon Buck and
Michelle St. Jock
SST_Off_Supplies@ogs.ny.gov

BID OPENING: NOVEMBER 7, 2012

SUBJECT: Miscellaneous Office Supplies IFB Amendments and Responses to Inquiries

TO PROSPECTIVE BIDDERS:

The above referenced IFB has been amended to include the changes outlined below. Amendments are reflected in the main IFB document. The amended IFB can be found at the following link:

<http://ogs.ny.gov/purchase/biddocument/22438BID.ASP>

Additionally, the New York State Strategic Sourcing Team has given careful consideration to the inquiries received in regards to the Miscellaneous Office Supplies Invitation for Bids (22438) during the inquiry period that ended on October 15, 2012 at 5:00 PM EST.

<http://ogs.ny.gov/purchase/biddocument/22438BID.ASP>

The following summary of amendments is provided as a convenience. A bidder is required to read the modified documents:

1. Section VIII.1.3 Appendix B Section 62, Contract Billings and Payments to read as follows:

62. CONTRACT BILLINGS AND PAYMENTS:

- a) Billings. Contractor and the dealers/distributors/resellers designated by the Contractor, if any, shall provide complete and accurate billing invoices to each Authorized User in order to receive payment. Billing invoices submitted to an Authorized User must contain all information required by the Contract and the State Comptroller or other appropriate fiscal officer. Submission of an invoice and payment thereof shall not preclude the Commissioner from requesting reimbursement or demanding a price adjustment in any case where the Product delivered is found to deviate from the terms and conditions of the Contract or where the billing was inaccurate.

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Contractor shall provide, upon request of the Commissioner, any and all information necessary to verify the accuracy of the billings. Such information shall be provided in the format requested by the Commissioner and in a media commercially available from the Contractor. The Commissioner may direct the Contractor to provide the information to the State Comptroller or to any Authorized User of the Contract.

- b) Payment of Contract purchases made by an Authorized User when the State Comptroller is responsible for issuing such payment. The Authorized User and Contractor agree that payments for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner’s sole discretion, due to extenuating circumstances. Such electronic payments shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller’s procedures to authorize electronic payments. Authorization forms are available at the State Comptroller website at <http://www.osc.state.ny.us/epay/index.htm> or by e-mail at epayments@osc.state.ny.us. Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract that are payable by the State Comptroller if it does not comply with the State Comptroller’s electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above. Inquiries relating to OSC’s Electronic Payments program should be directed to:

NYS Office of the State Comptroller
 Vendor Management Unit
 110 State Street Mail Drop 10-4
 Albany, NY 12236
 Telephone: (855) 233-8363
 E-Mail: helpdesk@sfs.ny.gov

- c) Payment of Contract purchases made by an Authorized User when the State Comptroller is not responsible for issuing such payment. The Authorized User and Contractor agree that payments for such Contract purchases shall be billed directly by Contractor on invoices/vouchers, together with complete and accurate supporting documentation as required by the Authorized User. Such payments shall be as mandated by the appropriate governing law from the receipt of a proper invoice. Such Authorized User and Contractor are strongly encouraged to establish electronic payments.

2. OGS has finalized the list of vendors who have submitted their “Intent to Bid” as outlined in Section I.5. As this was discretionary the list is not all inclusive. These vendors are listed in the table below.

Company Name	Contact Name	Contact Information	Product/Service Available
AEC Computer Division	A.O. Jasper	1225 Franklin Ave, Suite 325 Garden City, NY 11530	admin@aecpc.net
Aeon Nexus Corporation	Marc Cerro	174 Glen Street Glens Falls, NY 12801	marccerro@aeonnexus.com
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Central Association for the Blind (CABVI)	Robert Adams	507 Kent St. Utica, NY 13501	boba@cabvi.org
Corporate Diversity Solutions	Ken Scarpa	615 Franklin Turnpike Ridgewood, NJ 07450	kscarpa@corporatediversitysolutions.com
Crystal Rock	Joe Crane	1050 Buckinham St. Watertown, CT 06795	jcrane@crystalrock.com
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Lucille Maud Corporation	Todd Ricker	513 N Olden Ave Trenton, NJ 08368	toddr@lucillemaud.com
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Office Max	Brent Roberts	1999 Mt. Read Blvd Rochester, NY 14615	BrentRoberts@officemax.com
Premier Supplies USA Inc.	Christopher Politan	460 West 34 th St. New York, NY 10001	cpolitan@premiersupplies.com
Rasix Computer Center Inc d/b/a Academic Supplier	Ash Shah	3519 Main St., Suite 401 Chula Vista, CA 91911	ash.shah@rasixinc.com
RTA Inc. d/b/a American Printing & Office Supplies	Chris Franco	867 Flatbush Rd. Kingston, NY 12401	cfranco@amerprint.com
S&B Computer and Office Products Inc.	Seema Nepal Nick Sarang	1 Fairchild Square, Suite 3 Clifton Park, NY 12065	seema@sbcomputers-office.com nick@sbcomputers-office.com
Season's Specialty Gifts	Tom Sullivan Virgina Sullivan	27 West Orvis St. PO Box 420 Massena, NY 13662	tom@sosupply.com
Staples Advantage	Kelly Alter	50 Methodist Hill Drive Rochester, NY 14623	kelly.alter@staples.com
Tantaquidgeon Office Products	Bruce A Dee	4 Interstate Ave. Albany, NY 12205	bruce@tantaquidgeon.com
The Weeks Lerman Group, LLC	Cindy Ciaccio	58-38 Page Place Maspeth, NY 11378	cindy@weekslerman.com
Urban Office Products	Liza Crespo	251 West 39 th St., 18 th Fl. New York, NY 10018	liza@urbanop.com
W B Mason Co Inc	Philip Cafaro	29 Mill St Albany, NY 12204	Philip.cafaro@wbmason.com
World Class Business Products	Chris Moran	48-49 35 th St. Long Island City, NY 11101	Cmoran@wcbus.com

3. OGS has finalized the NYS Certified M/WBE Vendor(s) who have indicated its interest in partnership with participating bidders as outlined in Section I.6 . These are listed in the table below.

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Gholkar's Inc.	Mr. Shashi Gholkar	7321 State Rt. 251 PO Box 378 Victor, NY 14564 shashi@gholkars.com	Distributor of Office Supplies	MBE
Gonzalez Office Products	Pamela Gonzalez	2929 Longhorn Blvd, Suite 106 Austin, TX 78758 pam@gonzalezOP.com	Billing and Delivery	MBE
New York Inkjet LLC	Corey Pettway William Leonardi	775 Brooklyn Ave Suites 110-111 Baldwin, NY 11510	Distributor of Office Supplies	MBE
S & B Computer & Office Products Inc.	Seema Nepal Nick Sarang	1 Fairchild Square Suite 3 Clifton Park, NY 12065 seema@sbcomputers-office.com nick@sbcomputers-office.com	Provide Office Supplies	MWBE

Uzo 1 International Ltd	Frank Ihenko	701 Seneca Street, Suite 730 Buffalo, NY 14210 uzo1@uzo1.com	Provide various products, warehouse storage & local delivery	MBE
WATS International	Bill Archer	200 Manchester Rd Poughkeepsie, NY 12603 bill.archer@watsinternational.com	Supply distributor of office, janitorial & industrial/MRO	MBE

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