



# Bid Solicitation Update #3

## Subject: Responses to Bidder Inquiries Solicitation Revisions

DATE: September 29, 2015

IFB: 22844                      **BID OPENING DATE | TIME:** October 7, 2015                      | 11:00                      AM

GROUP | TITLE: Group 38806, Audio Visual Equipment and Accessories

### OGS DESIGNATED CONTACTS:

Colleen Glynn	CMS 1	518-486-3626	<a href="mailto:colleen.glynn@ogs.ny.gov">colleen.glynn@ogs.ny.gov</a>
Terri Allen	CMS 3	518-474-7795	<a href="mailto:terri.allen@ogs.ny.gov">terri.allen@ogs.ny.gov</a>
Jamie Nusbaum	Procurement Manager 1	518-474-5340	<a href="mailto:edward.nusbaum@ogs.ny.gov">edward.nusbaum@ogs.ny.gov</a>
Bruce Hallenbeck	Procurement Manager 2	518-474-3695	<a href="mailto:bruce.hallenbeck@ogs.ny.gov">bruce.hallenbeck@ogs.ny.gov</a>

### TO PROSPECTIVE BIDDERS:

The Office of General Services (OGS), Procurement Services (PS) has given careful consideration to the inquiries received regarding Invitation for Bids (IFB) #22844 for Audio Visual Equipment and Accessories during the inquiry period that ended on August 20, 2015 at 5:00 PM ET.

Answers to all inquiries can be obtained by visiting the Procurement Services Bid Calendar:

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

All inquiries are verbatim as received by OGS with the exception of any vendor names, which have been redacted.

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

### REVISIONS TO SOLICITATION (REVISED SEPTEMBER 29, 2015)

1. The top of Page 1 has been revised to reflect the Solicitation revision date and to refer Bidders to the Bid Submittal Section of the Solicitation for important bid submittal information.
2. Section 1.2, IFB Documents has been revised to reflect the most current versions of all Solicitation documents.
3. Section 1.3, Key Events/Dates has been revised to reflect the release of OGS responses to inquiries and the new bid due date and opening date.
4. Section 1.4, New York State Contract Reporter has been revised to provide more comprehensive instructions regarding registering for a free account and opting for updates in order to receive e-mail notifications regarding the Solicitation.
5. Section 2.1, Scope has been revised in order to remove products where there is potential for overlap in other OGS contracting areas, such as Information Technology and Telecommunications.
6. Section 3.1, Bid Submittal Instructions has been revised to reflect the most current versions of all Solicitation documents.

- 7. Section 3.2, Bid Delivery has been revised to reference Section 5.56.1 for the handling of Late Bids and the new bid opening date.
- 8. Section 3.4, Proposal Liability has been revised to reference Section 5.56.1 for the handling of Late Bids.
- 9. Section 5.10, Installation and Networking has been revised to add additional clarity confirming that Installation and Networking offerings must be directly related to the operational functioning of the Audio Visual Equipment procured under the Contract and that the Contract is not intended to be a mechanism to procure standalone Networking Services unrelated to Audio Visual Equipment procured under the Contract.
- 10. Section 5.11, Maintenance and Support Services has been revised as follows:
  - a. Additional clarifying language added confirming that any services procured under the Contract must be directly related to the Audio Visual Equipment purchased under the Contract.
  - b. Subsection 5, Assembly/Configuration/Installation/Networking Services has been revised removing Hardware and Software management (e.g. asset tracking and tagging).
- 11. Section 5.13, Software has been revised to add additional clarity confirming that any Software offered must be directly related to the operational functioning or remote administration of the Audio Visual Equipment.
- 12. Section 5.14, Related Third Party Products has been revised to add additional clarity confirming that any Third Party Products offered must be directly related to the operational functioning of the Audio Visual Equipment.
- 13. Section 5.25, Product Returns Due to Authorized User Error has been revised to except "made-to-order" or customized products and to include a provision requiring the Contractor to notify the Authorized User in writing that such returns will be unavailable, and requiring the Contractor to obtain Authorized User's agreement and written approval of the unavailability of such returns, prior to fulfilling the order.

**ATTACHMENT 1 – PRICELIST (REVISED SEPTEMBER 29, 2015)**

Please be advised that OGS is aware that the formulas for calculating Net Price under Column E of the Pricelist Worksheet are not automatically calculating because it is set to manual and that Column E is unlocked; therefore, OGS is submitting a revised Attachment 1 to address these issues. Bidders are reminded that pursuant to the Instructions Worksheet, any attempt to alter or modify the Pricelist Worksheet beyond what is allowed may result in bid being deemed non-responsive and rejected.

**ATTACHMENT 9 – CONTRACT USAGE REPORT (REVISED SEPTEMBER 29, 2015)**

Attachment 9 referenced an incorrect attachment name and number within the document; therefore, OGS is issuing a revised Attachment 9.

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

If submitting a bid, this letter should be signed, attached to, and made a part of your bid.

BID OF (COMPANY): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

PRINTED COPY OF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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# Bid Solicitation Update #2

## Update on Bidder Inquiries

### Subject: Second Postponement of Bid Opening Date Additional Designated Contact

DATE: September 21, 2015

IFB: 22844      BID OPENING DATE | TIME: October 7, 2015      | 11:00 AM

GROUP | TITLE: Group 38806 - Audio Visual Equipment and Accessories

#### OGS DESIGNATED CONTACTS:

Colleen Glynn	CMS 1	518-486-3626	colleen.glynn@ogs.ny.gov
Terri Allen	CMS 3	518-474-7795	terri.allen@ogs.ny.gov
Jamie Nusbaum	Procurement Manager 1	518-474-5340	edward.nusbaum@ogs.ny.gov
Bruce Hallenbeck	Procurement Manager 2	518-474-3695	bruce.hallenbeck@ogs.ny.gov

#### TO PROSPECTIVE BIDDERS:

In the week of September 28, 2015, the Office of General Services (OGS) will be issuing responses to the inquiries received in regards to Invitation for Bids (IFB) #22844 for Audio Visual Equipment and Accessories during the inquiry period that ended close of business, August 20, 2015.

In addition to publishing responses to the inquiries, OGS is making revisions to some of the Bid Documents, which will be released simultaneously with the responses to the inquiries. Therefore, prospective Bidders are advised not to submit bids until receipt of the responses to the inquiries and revised Bid Documents. Bids submitted will be evaluated based on the revised Bid Documents. The bid opening date has been postponed a second time accordingly from September 29, 2015 – 11:00 AM ET to October 7, 2015 – 11:00 AM ET to allow sufficient time for Bidders to consider the responses to the inquiries and the Bid Document revisions. **The new bid opening date is October 7, 2015 – 11:00 AM ET.**

Please be advised that Terri Allen is hereby added as a designated contacted pursuant to State Finance Law §139-j (2) (a) for the purpose of communications relative to IFB 22844.

You must register with the New York State Contract Reporter (NYSCR) at <https://www.nyscr.ny.gov> in order to receive notifications about this IFB. Navigate to the "I want to find contracts to bid on" page to register for your free account and please chose the Office Equipment category when registering. In addition, in order to receive e-mail notifications regarding updates to the content or status of a particular ad, you must choose the option "send me notification updates on this," located in the lower right hand corner of the particular ad. Any updates to IFB documents will also be posted and released through the NYSCR. If you do not opt-in to receive notification updates regarding a particular ad, you will not receive e-mail notifications regarding updates, including e-mail notifications regarding the posting of the responses to inquiries document and updates to IFB documents. Submission of responses to the IFB that do not account for updated information may result in your bid/offer being deemed non-responsive.

If submitting a bid, this letter shall be signed and made a part of your bid.

BID OF (COMPANY): \_\_\_\_\_

D/B/A: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

PRINTED COPY OF SIGNATURE: DATE: \_\_\_\_\_



# Bid Solicitation Update #1

**Subject: Update on Bidder Inquiries and Postponement of Bid Opening Date**

**DATE:** September 10, 2015

**IFB:** 22844      **BID OPENING DATE | TIME:** September 29, 2015 | 11:00 AM

**GROUP | TITLE:** Group 38806 - Audio Visual Equipment and Accessories

**OGS DESIGNATED CONTACTS:**

Colleen Glynn	CMS 1	518-486-3626	colleen.glynn@ogs.ny.gov
Jamie Nusbaum	Procurement Manager 1	518-474-5340	edward.nusbaum@ogs.ny.gov
Bruce Hallenbeck	Procurement Manager 2	518-474-3695	bruce.hallenbeck@ogs.ny.gov

**TO PROSPECTIVE BIDDERS:**

The Office of General Services (OGS) is giving careful consideration to the inquiries received in regards to the Audio Visual Equipment and Accessories Invitation For Bids (IFB) #22844 during the inquiry period that ended on August 20, 2015 at 5:00 PM ET. OGS expects to release responses to the inquiries in the near future.

In addition to publishing responses to the inquiries, OGS anticipates making some revisions to the IFB document and some of the accompanying attachments, which will be released simultaneously with the responses to the inquiries. Therefore, prospective Bidders are advised not to submit bids until receipt of the responses to the inquiries and revised bid documents. Bids will be evaluated based on the revised bid documents. The Bid Opening Date has been postponed accordingly to allow sufficient time for Bidders to consider the responses to the inquiries and the bid document revisions. **The new Bid Opening Date is September 29, 2015 – 11:00 AM ET.**

You must register with the New York State Contract Reporter (NYSCR) at <https://www.nyscr.ny.gov> in order to receive notifications about this IFB. Navigate to the "I want to find contracts to bid on" page to register for your free account. In order to receive e-mail notifications regarding updates to the content or status of a particular ad, you must choose the option "send me notification updates on this," located in the lower right hand corner of the particular ad. Any updates to IFB documents will also be posted and released through the NYSCR. If you do not opt-in to receive notification updates regarding a particular ad, you will not receive e-mail notifications regarding updates, including e-mail notifications regarding the posting of the responses to inquiries document and updates to IFB documents. Submission of responses to the IFB that do not account for updated information may result in your bid/offer being deemed non-responsive.

If submitting a bid, this letter shall be signed and made a part of your bid.

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BID OF (COMPANY): \_\_\_\_\_

D/B/A: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

PRINTED COPY OF SIGNATURE: DATE: \_\_\_\_\_