

**Office of General Services NYS Procurement  
Group 75525 - Solicitation 22936  
IFB for Ricoh Manufactured IBM INFOPRINT 4000 and 4100 Toner and Developer  
Attachment 4 – Bid Submittal Checklist**

**Bidder shall submit one (1) of each of the following documents in electronic media format on CD (see Section “I” below for additional information regarding CD submission). Each Product should be provided as a separate file. *Note: In the event that the requested Products require more space than one (1) CD, it is acceptable to submit two or more CDs. It is recommended that the Bidder secure the CD in an envelope:***

1. Attachment 1 - *Price Page*, in Excel format, version 2003 or newer (*Note: Do not submit a PDF version of this document. Failure to submit this Attachment as specified herein shall result in rejection of the Bid*);
  2. Products published price list for each Product Bid;
  3. OEM Product Specifications for each Product Bid;
- Attachment 4 - *Bid Submittal Checklist*,

**Bidder shall submit one (1) of each of the following documents in hard copy (non-electronic) unless otherwise noted.**

*Note: All requested forms must be completed by the Bidder, and should be submitted bound in a binder or by some other method (e.g., through the use of a three-hole report cover) The full, legal business name of the Bidder should appear on the outside front cover of each bound proposal.*

1. Page #1 of the IFB (cover page), **three (3)** completed and with original ink signature;
2. Page #2 of the IFB (acknowledgement page), **three (3)** completed and with original ink signature, and notarized;
3. Appendix C - *Equal Employment Opportunity Staffing Plan*, with original ink signature;
4. Attachment 3 - *Insurance Requirements*
5. Attachment 6 - *New York State Required Certifications*, with original ink signature;
6. Attachment 7 - *Encouraging Use of New York State Businesses*
7. Standard Vendor Responsibility Questionnaire (SVRQ), as described in Section 3.4, *New York State Vendor Responsibility Questionnaire for Profit Business Entity* (certified online or submitted in hard copy with original signature and notary); and
8. NY State Taxation and Finance Forms as described in Section 3.5, *Tax Law §5-A*, completed and with original ink signature, and notarized