



**NEW YORK STATE
OFFICE OF GENERAL SERVICES
NEW YORK STATE STRATEGIC SOURCING
REQUEST FOR COMMENT on
SPECIFIC TECHNICAL REQUIREMENTS**
This is not a solicitation.

The Office of General Services (OGS) is in the process of drafting a solicitation for the future procurement of Office Equipment. This opportunity may include equipment hardware (workgroup printers, multi-function printers, copiers, fax machines, scanners and plotters), as well as equipment maintenance and consumables. In order to gauge the potential responsiveness from the bidding community relative to whether certain performance specifications can be met for various categories of Workgroup and Multifunction Printers, OGS has issued this Request for Comment (RFC 22418) to solicit input from all potential bidders. Below are the various categories of Workgroup and Multifunction Printers that OGS would like input on from the bidding community.

Potential bidders are asked to complete the attached Microsoft Excel spreadsheet and return it to OGS electronically via email in accordance with the instructions below. Organized by the following types of Office Equipment, the Excel spreadsheet sets forth the minimum technical qualifications and potential mandatory options under consideration for each. Please closely review these specifications and determine whether your company can offer a compliant piece of Office Equipment. If there is some element that cannot be met, please identify that specific element in the section entitled "Additional Information."

The twelve different pieces of Office Equipment under consideration follow:

Workgroup Printers

1. Workgroup Printer Black & White - Low End
2. Workgroup Printer Black & White - Midrange
3. Workgroup Printer Black & White - High End
4. Workgroup Printer Color - Low End
5. Workgroup Printer Color - High End

Multifunction Printers

1. Multifunction Printer Black & White - Low End
2. Multifunction Printer Black & White - Midrange
3. Multifunction Printer Black & White - High End
4. Multifunction Printer Black & White - Production
5. Multifunction Printer Color - Low End
6. Multifunction Printer Color - High End
7. Multifunction Printer Color - Production

Note: The RFC is an information gathering tool and OGS is NOT collecting pricing at this time.

A vendor is requested to respond to all questions included in the attached Excel spreadsheet document under the Coverage Summary worksheet. A response does not bind or obligate the responder or OGS to any agreement of provision or procurement of products referenced. No contract can or will be awarded based on submissions. The State of New York thanks you for your assistance in this information collection process.

Since this RFC is designed as a tool to collect information and shall not result in a procurement contract for Office Equipment, it does not fall under the requirements of State Finance Law §§139-j and 139-k (the Procurement Lobbying Law) and there is no restricted period. However, we ask that you direct your questions and responses in writing to the email address listed below.

If any of the information in the vendor response is considered confidential, proprietary or a trade secret, it must be clearly indicated. Release of such materials is governed by the NYS Freedom of Information Law, which in pertinent part requires the requester to provide specific justification as to why disclosure of particular information in the response would cause substantial injury to the competitive position of the vendor.

Please submit your response no later than 12PM EST on Wednesday, November 2, 2011 to the Office Equipment New York State Strategic Sourcing Team: SST_off equip@ogs.ny.gov