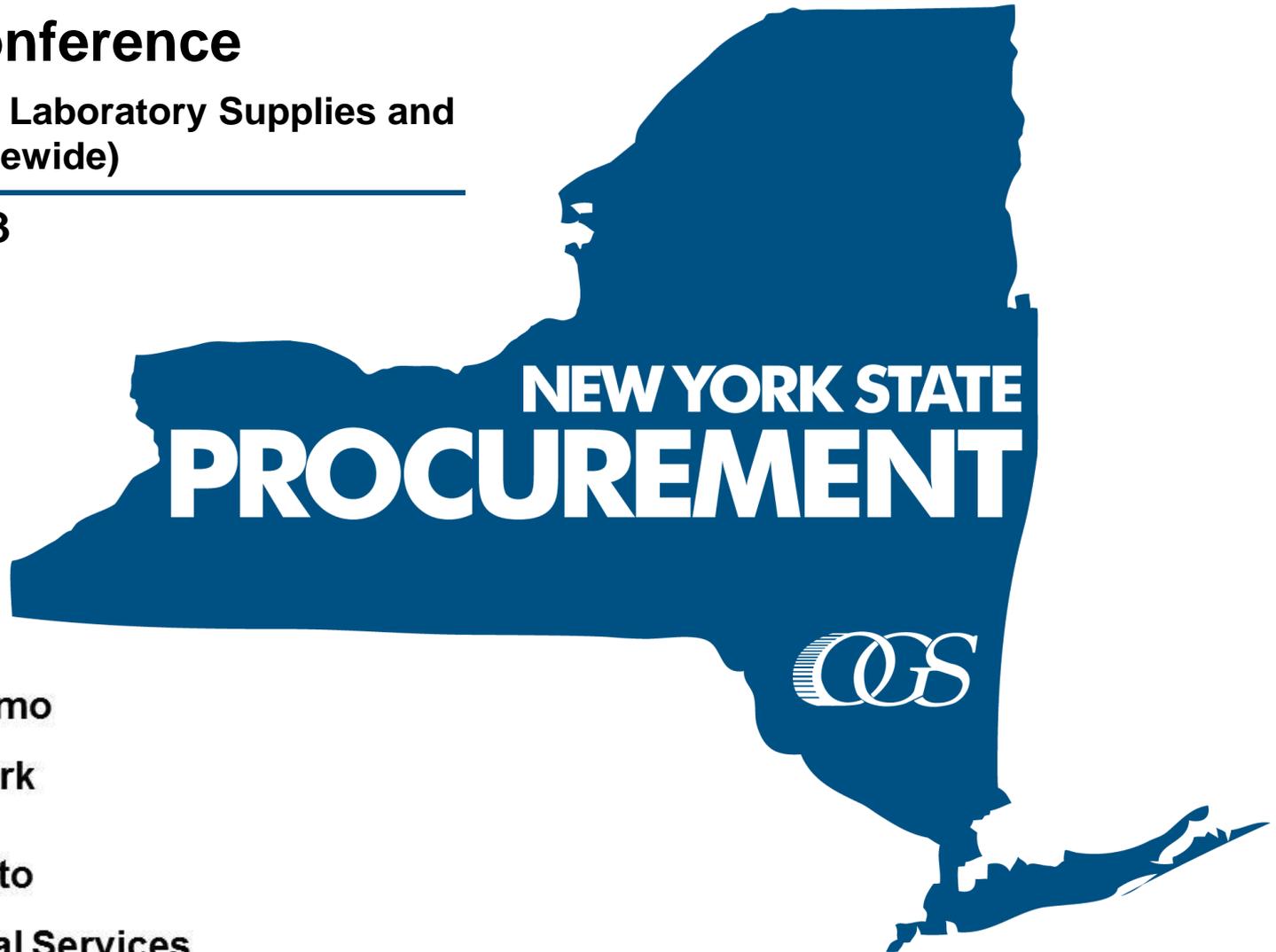


Pre-Bid Conference

IFB 22727 Basic Laboratory Supplies and
Equipment (Statewide)

August 1, 2013



Andrew M. Cuomo
Governor
State of New York

RoAnn M. Destito
Commissioner
Office of General Services

Agenda

Purpose

Why a Rebid?

Key Events and Highlights of this IFB

IFB Structure and Proposal Requirements

Attachment 1 – Price Pages

Attachment 2 – General Questions

Attachment 3 – NYS Required Certifications

Attachment 4 – Insurance Requirements

Attachment 5 – Report of Contract Usage

Attachment 6 – Inquiries Template

Attachment 7 – Market Basket Comparison Evaluation Statistics

Frequently Asked Questions

Purpose

Pre-Bid Conference

Purpose

The purpose of today's Pre-Bid Conference is to provide guidance on completing this IFB successfully.

- This Pre-Bid Conference is informational only
 - Bidders must rely on the IFB and its attachments for instructions and requirements for preparing and submitting a successful Bid
- Time Permitting, Inquiries may be made today
 - Submit inquiries in writing using the “Pre-Bid Inquiries Template”
 - Any responses given today to inquiries are not binding; only the responses in the official response to inquiries posted on the OGS website shall be binding
- The closing date for Inquiries is August 9, 2013, 11:00 AM ET
 - Inquiries must be submitted using Attachment 6 – Inquiries Template and sent to SST_MedLabSupplies@ogs.ny.gov



Microsoft Word
Document

Telephone Inquiries Will not be Accepted



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Why a Rebid?

Pre-Bid Conference

Why a Rebid?

Administrative and Financial Evaluation for Lot 1 of IFB 22563 resulted in no awards.

- Administrative Evaluation Disqualification
 - Most current price pages were not used
 - Did not bid on all Sub-Lots within a Lot
 - Did not submit Bids for the minimum number of items required for each Sub-Lot
- Specification Evaluation Disqualification
 - Did not maintain bids for all Sub-Lots
 - Did not maintain the minimum number of items required for all Sub-Lots

Lot		No. of Bids Received	DQ'd at Admin Evaluation	DQ'd at Spec Evaluation	No. Of Potential Awardees	Recommendation
1	Basic Laboratory Supplies and Equipment	9	4	5	0	Rebid



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Why a Rebid?

Specification Evaluation of Lot 1 resulted in no bidders meeting the minimum number of items in all Sub-Lots required for Financial Evaluation.

Sub-Lot		Min. # Items	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5
1	Standardized Items	360	330	332	331	315	299
2	Apparel/Personal Protective Supplies	36	35	38	39	28	33
3	Basic Equipment, Appliances, Furniture	36	31	36	37	21	30
4	Equipment Peripherals and Supplies	36	35	36	31	30	34
5	General Consumables and Supplies	36	39	36	39	38	37
6	Glassware and Plasticware	36	40	36	39	35	38
7	Instruments	36	33	38	38	27	38
8	Sterilization, Cleaning and Housekeeping	36	26	39	37	32	30

- Items did not meet all minimum specifications
 - Wrong Size
 - Incorrect Specification (i.e., powdered vs. powder free)
- Specification documentation was not comprehensive enough to determine that all specifications were met



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Key Events and Highlights of this IFB

Pre-Bid Conference

Key Events and Highlights

- This is a rebid of IFB 22563 Lot 1 Basic Laboratory Supplies and Equipment
- Awards will be made based on lowest price
- Primary and Secondary Contracts will awarded

Event	Date	Time
IFB Release	July 19, 2013	N/A
Close of Registration for Pre-Bid Conference	July 29, 2013	2:00 PM ET
Pre-Bid Conference	August 1, 2013	10:00 AM to 2:00 PM ET
Closing Date for Inquiry Period	August 9, 2013	11:00 AM ET
Bids Due	September 10, 2013	11:00 AM ET

<http://www.ogs.ny.gov/purchase/biddocument/22727BID.ASP>



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IFB Structure and Proposal Requirements

State of New York Executive Department
Office of General Services - New York State Procurement
Corning Tower - 38th Floor
Empire State Plaza
Albany, NY 12242

INVITATION FOR BIDS

IMPORTANT: SEE "NOTICE TO BIDDERS" CLAUSES HEREIN
BIDS MAY BE SENT TO THE ABOVE ADDRESS ONLY
(E-Mail or Facsimile Bid Submissions Are NOT Acceptable)

BID OPENING DATE: 09/10/2013 TIME: 11:00 AM ET	TITLE: 12000 Basic Laboratory Supplies and Equipment (Statewide) Classification Codes: 10, 12, 41, 42, 53, 56 and 76
INVITATION FOR BIDS NUMBER: 22727	SPECIFICATION REFERENCE: As Incorporated in the Invitation For Bids
CONTRACT PERIOD: Three years with two optional one-year renewals	

PRIMARY CONTACT Sharon Featherstone	DESIGNATED CONTACTS SECONDARY CONTACT William Reilly E-mail address: SST_MedLabSupplies@ogs.ny.gov	TERTIARY CONTACT Tyler Feane
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The bid must be fully and properly executed by an authorized person. By signing you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this INVITATION FOR BIDS, Appendix A (Standard Clauses For New York State Contracts), Appendix B (OGS General Specifications), and State Finance Law §139-j and §139-k (Procurement Lobbying), and that all information provided is complete, true and accurate. By signing, bidder affirms that it understands and agrees to comply with the OGS procedures relative to permissible contacts as required by State Finance Law §139-j (3) and §139-j (6) (b). Information may be accessed at: Procurement Lobbying: <http://www.ogs.ny.gov/about/OGS/requirements/defaultAdvisorCouncil.html>

Bidder's Federal Tax Identification Number: (Do Not Use Social Security Number)	NYS Vendor Identification Number: (See "New York State Vendor File Registration" clause)			
Legal Business Name of Company Bidding:				
D/B/A - Doing Business As (if applicable):				
Street	City	State	County	Zip Code
If applicable, place an "x" in the appropriate box(es) (check all that apply):				
<input type="checkbox"/> NYS Small Business	<input type="checkbox"/> NYS Minority Owned Business	<input type="checkbox"/> NYS Women Owned Business		
If applicable, place an "x" in the appropriate box(es) (check all that apply):				
<input type="checkbox"/> Manufactured Within NYS	<input type="checkbox"/> Solely Manufactured Outside NYS	<input type="checkbox"/> Partially Manufactured Outside NYS	%	
If you are not bidding, place an "x" in the box and return this page only.				
<input type="checkbox"/> WE ARE UNABLE TO BID AT THIS TIME BECAUSE:				
Bidder's Signature:		Printed or Typed Name:		
Title:	Extension	Date:		
Phone:	Extension	Toll Free Phone:	Extension	
Fax:	Extension	Toll Free Fax:	Extension	
E-mail Address:	Company Website:			

FOR NEW YORK STATE PROCUREMENT USE ONLY

P.R.# 22727	LIT <input type="checkbox"/>	MEMO <input type="checkbox"/>	LET <input type="checkbox"/>	OTHER <input type="checkbox"/>	PAGES
-------------	------------------------------	-------------------------------	------------------------------	--------------------------------	-------

RETURN THIS PAGE AS PART OF BID OR NO-BID

GROUP 12000 - Basic Laboratory Supplies and Equipment (Statewide)

PAGE 2

INDIVIDUAL, CORPORATION, PARTNERSHIP, OR LLC ACKNOWLEDGMENT

STATE OF _____ }
: _____ SS.: _____ }
COUNTY OF _____ }
On the _____ day of _____ in the year 20____, before me personally appeared _____, known to me to be the person who executed the foregoing instrument, who, being duly sworn by me did depose and say that he resides at _____, Town of _____, County of _____, State of _____; and further that _____

[Check One]

- If an individual: he executed the foregoing instrument in his/her name and on his/her own behalf.
- If a corporation: he is the _____ of _____ the corporation described in said instrument, that, by authority of the Board of Directors of said corporation, he is authorized to execute the foregoing instrument on behalf of the corporation for purposes set forth therein; and that, pursuant to that authority, he executed the foregoing instrument in the name of and on behalf of said corporation as the act and deed of said corporation.
- If a partnership: he is the _____ of _____ the partnership described in said instrument, that, by the terms of said partnership, he is authorized to execute the foregoing instrument on behalf of the partnership for purposes set forth therein; and that, pursuant to that authority, he executed the foregoing instrument in the name of and on behalf of said partnership as the act and deed of said partnership.
- If a limited liability company: he is a duly authorized member of _____ LLC, the limited liability company described in said instrument, that, he is authorized to execute the foregoing instrument on behalf of the limited liability company for purposes set forth therein; and that, pursuant to that authority, he executed the foregoing instrument in the name of and on behalf of said limited liability company as the act and deed of said limited liability company.

Notary Public
Registration No. _____

RETURN THIS PAGE AS PART OF BID

Pre-Bid Conference

IFB Structure

Discounts

- **A Brand Name Discount must be bid for each Sub-Lot**
- **An optional Private Label Discount may be bid for each Sub-Lot**
- **The Brand Name Discount or Private Label Discount percentage will be applied to the Bidder's provided List Price to determine the Net Price for each individual item**
- **If a Private Label Discount is not bid, but a bidder identifies an item as Private Label, the Brand Name Discount percentage will be applied to that item's List Price**



Microsoft Word
Document

A Bidder is required to bid on every Sub-Lot.

A Bidder is required to bid the minimum number of items in each Sub-Lot.



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Pre-Bid Conference

IFB Structure

Standardized List (Sub-Lot 1)

- Commonly used products that have undergone product standardization
- Items that are frequently purchased across the state
- Contains items that cross Sub-Lots
- Bidders are required to provide a List Price and Net Price for a specified unit of measure for each item
- **The Calculated Discount must be equal to or greater than the item's Corresponding Sub-Lot Discount**
- **The total number of items has been reduced from 360 to 217**
- **The minimum number of items required to pass specification evaluation is 184 (85%)**

Bidders are encouraged to bid more than the minimum number of items required to ensure that the number of items required to pass specification evaluation is achieved.



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Pre-Bid Conference

IFB Structure

Market Basket Items (Sub-Lots 2-8)

- A list of items that are historically purchased by Authorized Users
- Items that have been selected to sample a Bidder's pricing for evaluation
- Used to test pricing for a representative sample of items
- Each Sub-Lot consists of 40 items
- **The minimum number of items required to pass specification evaluation for each Sub-Lot is 34 (85%)**
- **A Bidder will indicate if an item bid is a Brand Name or Private Label item**
- **Substituted bids are normalized to the Reference Units Per Specified UOM**

Reference Item	
Reference UOM	Units per Specified UOM
Case/1000	1000

Substitution Item					
List Price	Unit of Measure (UOM)	Units Per Specified UOM	Discount (from Discounts Tab)	Net Price (Calculated)	Normalized Price (Calculated)
\$ 10.00	Box/100	100	10%	\$ 9.00	\$ 90.00

$$(\$9.00 \div 100) \times 1,000 = \$90.00$$



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Proposal Requirements

A complete proposal consists of the following (IFB Section 3.13):

- One (1) Magnetic Media (CD, DVD, or memory stick) containing:
 - Pages 1 and 2 of the IFB (signed and scanned, PDF)
 - Completed Attachment 1 – Price Pages
 - Completed Attachment 2 – General Questions
 - Completed Attachment 3 – New York State Required Certifications (signed and scanned, PDF)
 - Published Price List
 - Specification documents
 - GSA or VA price schedule, if response was Yes to Attachment 2 (General Information), Tab 2 (Bidder Information)
- One (1) hardcopy original of each of the following:
 - Pages 1 and 2 of the IFB
 - Completed Attachment 3 – New York State Required Certifications

In the case of discrepancies between paper copies and electronic media submissions, the electronic copy shall take precedence over the paper copy.



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Proposal Requirements

Upon Notification of Tentative Award, the following items will be required.

- Conditions Applicable to Insurance
 - Insurance Requirements
 - General Liability
 - Automobile Liability
 - Waiver of Subrogation
 - Workers' Compensation
 - Disability Benefits
- ST-220-CA Contractor Certification to Covered Agency
- ST-220-TD Contractor Certification (Submitted Directly to the Tax Department)
- EEO100 Equal Employment Opportunity Staffing Plan (Appendix C)

OGS reserves the right to request additional documentation, as required.



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Pre-Bid Conference

Proposal Requirements

Minimum Number of Bid Items (IFB Section 3.9)

- A Bidder is required to bid on a minimum number of items in a Sub-Lot
- The specific number of items required to be bid for each Sub-Lot is identified in Attachment 1 – Price Pages
- Failure to bid on the minimum number of items required for a Sub-Lot may result in disqualification
- Items bid that are determined by the State to not meet required Reference Specifications may be disqualified for purposes of establishing the minimum number of items required
- A Bidder is encouraged to bid on more than the minimum number of items required to ensure that the number of items necessary to pass specification evaluation is achieved

A Bidder is required to bid on every Sub-Lot.

A Bidder is required to bid the minimum number of items in each Sub-Lot.



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Pre-Bid Conference

Proposal Requirements

No-Bid Items and Replacement Bid Penalties (IFB Section 3.10)

- No-Bid Item is when
 - a Bidder does not submit the required information for an item
 - a Bidder submits invalid information into a pricing field for an item
 - item does not meet the stated minimum specifications listed
- Replacement Bid Penalty is
 - a price that OGS uses to replace a No-Bid Item included in a Bidder's pricing proposal
 - consists of the highest Normalized Price (Calculated) among all responsive Bidders plus 10%

If enough items are No-Bid Items to reduce the number of items to less than the minimum number of required items, then the bid may be considered non-responsive and may be disqualified.



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Pre-Bid Conference

Proposal Requirements

No-Bid Items and Replacement Bid Penalties (IFB Section 3.10)

- For Bids that include No-Bid Items yet maintains the minimum number of required items, the No-Bid Item shall be priced with a Replacement Bid Penalty
- Replacement Bid Penalties are included for the purpose of evaluating comparable bids
- Standardized List items that are No-Bid Items will not be included in the designated Standardized List in the resulting Contract

If enough items are No-Bid Items to reduce the number of items to less than the minimum number of required items, then the bid may be considered non-responsive and may be disqualified.



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Pre-Bid Conference

Proposal Requirements

Specifications and Substitutions (IFB Section 3.11)

- Substitute items bid must meet or exceed all Reference Specifications
 - Bidders must provide evidence that the item meets all of the specifications listed
 - Evidence shall be in electronic format submitted with the bid
 - Documentation should include sufficient data to demonstrate the item bid meets or exceeds all of the Referenced Specifications listed
- Each substitute item shall be evaluated by comparing documentation submitted with all of the Reference Specifications listed
 - If the item cannot be determined to meet all of the Reference Specifications, then the item shall be considered a No-Bid Item
 - OGS shall have the final determination as to whether the item bid meets the specification requirements
 - The State reserves the right to request additional information to make the determination of whether an item meets the Reference Specifications



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Attachment 1 - Price Pages

Attachment 1 - Price Pages - Bidder 1
PB 22727 GROUP 1200 - Basic Laboratory Supplies and Equipment (Statelink)

Sub Lot #	Sub Lot Name	Brand Name % Discount	Private Label % Discount	Sub-Lot Status
1	Standardized List	N/A - Bid Unit Prices per Item on Sub-Lot 1 tab.	% Discounts below must be populated before completing Sub-Lot 1 tab.	Incomplete
2	Apparel/Personal Protective Supplies			Incomplete
3	Basic Equipment, Appliances, Furniture			Incomplete
4	Equipment Peripherals and Supplies			Incomplete
5	General Consumables and Supplies			Incomplete
6	Glassware and Plasticsware			Incomplete
7	Instruments			Incomplete
8	Sterilization, Cleaning and Housekeeping			Incomplete

PRICE PAGES - General Instructions
July 19, 2013

- A Bidder is responsible for submitting all required information as noted below. Bidders will complete only the yellow cells; the gray cells perform automatic calculations of the data entered and are locked.
- Bidders may refer to the PB document to review and the State seal deemed to be a responsive financial. Failure to complete all requested information may result in bid disqualification.
- There are eight Sub-Lots in this Bidder's bid page. Sub-Lot 1, each Sub-Lot has its own Worksheet that lists the specific items to which Bids are solicited.
- Bidders must submit themselves with all terms and conditions of the PB prior to filling out the Sub-Lot Worksheets.
- In order to submit a bid, a Bidder must enter information for the minimum number of items for each Sub-Lot. The minimum number of items can be found at the top of each Sub-Lot Worksheet.

NOTE: Please carefully review instructions and specifications for each item. The items in each Sub-Lot are a representative sampling of many types of historic annual purchases by NYS Executive Agencies of basic laboratory supplies and equipment. New York State is not bound to any volume reported based on the Sub-Lot Worksheets; the information is an estimate, is only to be used as a reference, and NYS does not guarantee all volume or spend commitment.

Lot 1 Discounts Instructions:

- Enter Bidder Name.
- Enter a Required Brand Name Discount percentage for each Sub-Lot.
- Enter an Optional Private Label Discount percentage for any/all Sub-Lots.

For Sub-Lots 2-8, a Bidder must enter a Brand Name Discount which will apply to all brand name items. If a Bidder's product offering includes Private Label items, a Bidder may also enter a Private Label Discount which will apply to all Private Label items. For each Sub-Lot item, a Bidder will indicate if an item bid is a Brand Name or Private Label item. The applicable Brand Name Discount or Private Label Discount percentage will be applied by the Bidder's bid price to determine the bid price for each individual item. If a Bidder does not bid a Private Label Discount, but identifies an item as Private Label, the Brand Name Discount percent will be applied to that item's List Price.

Sub-Lot 1 Instructions:

- Bidders must complete all entry cells for each item on a bid.
- Bidders must submit bids for the minimum number of required items, as noted at the top of each Sub-Lot Worksheet.
- For each item a Bidder must supply the following information:
 - Include the part number for a Private Label item.
 - Bidder's part number for the item.
 - Manufacturer's part number for the item.
 - Name of manufacturer of the item.
 - Description of the item.
 - Unit of Measure for which the item is offered (e.g., Pack, Case, Box, Each, etc.).
 - Units to be offered per Unit of Measure (e.g., 10 items per pack, 500 items per case, etc.).
 - List Price for the item (as defined in the PB).
 - Net Price for the item (as defined in the PB).
 - File name and location where the Bidder's specification documents can be found within the electronic document submitted on magnet media with the bid.
 - Page number within the specification document where specifications for the item can be found (may not apply if specification documents are not in a format that contains page).

The Calculated Discount must be equal to or greater than the item's corresponding Sub-Lot Discount. This applies to Sub-Lot 1 only.

Sub-Lot 2-8 Instructions:

- Bidders must complete all entry cells for each item on a bid.
- Bidders must submit bids for the minimum number of required items, as noted at the top of each Sub-Lot Worksheet.
- For each item that a Bidder is NOT submitting a substitute, the following information must be supplied:
 - Include whether the Bidder is submitting a substitute to the reference part.
 - Include the part number for a Private Label item.
 - List Price for the item (as defined in the PB).
- For each item that a Bidder is submitting a substitute, the following information must be supplied:
 - Include whether the Bidder is submitting a substitute to the reference part.
 - Include the part number for a Private Label item.
 - Bidder's part number for the item.
 - Manufacturer's part number for the item.
 - Name of manufacturer of the item.
 - Description of the item.
 - Unit of Measure for the item.
 - Units to be offered per Unit of Measure (e.g., Pack, Case, Box, Each, etc.).
 - Units to be offered per Unit of Measure (e.g., 10 items per pack, 500 items per case, etc.).
 - File name and location where the Bidder's specification documents can be found within the electronic document submitted on magnet media with the bid.
 - Page number within the specification document where specifications for the item can be found (may not apply if specification documents are not in a format that contains page).

NOTE: Any indicators or messages that have been built into the Worksheets are informational only and not binding upon the State. The bidder's reliance on any indicator or message in no way guarantees the accuracy or completeness of the price page submitted. A Bidder is ultimately responsible for reviewing the completed price page prior to bid submission and ensuring that all necessary items have been provided correctly.

Attachment 1 - Price Pages - Instructions
PB 22727 GROUP 1200 - Basic Laboratory Supplies and Equipment (Statelink)

Sub Lot #	Sub Lot Name	Brand Name % Discount	Private Label % Discount	Sub-Lot Status
1	Standardized List	N/A - Bid Unit Prices per Item on Sub-Lot 1 tab.	% Discounts below must be populated before completing Sub-Lot 1 tab.	Incomplete
2	Apparel/Personal Protective Supplies			Incomplete
3	Basic Equipment, Appliances, Furniture			Incomplete
4	Equipment Peripherals and Supplies			Incomplete
5	General Consumables and Supplies			Incomplete
6	Glassware and Plasticsware			Incomplete
7	Instruments			Incomplete
8	Sterilization, Cleaning and Housekeeping			Incomplete

Attachment 1 - Price Pages - Discounts
PB 22727 GROUP 1200 - Basic Laboratory Supplies and Equipment (Statelink)
July 19, 2013

Bidder Name
Please enter your company name in the yellow cell below.

Bid % Discount of List Price
For Sub-Lots 2 through 8, fill in one (1) Brand Name Discount percentage in each yellow cell. You may bid an optional Private Label Discount for any/all Sub-Lots.

BID INCOMPLETE

Sub Lot #	Sub Lot Name	Brand Name % Discount	Private Label % Discount	Sub-Lot Status
1	Standardized List	N/A - Bid Unit Prices per Item on Sub-Lot 1 tab.	% Discounts below must be populated before completing Sub-Lot 1 tab.	Incomplete
2	Apparel/Personal Protective Supplies			Incomplete
3	Basic Equipment, Appliances, Furniture			Incomplete
4	Equipment Peripherals and Supplies			Incomplete
5	General Consumables and Supplies			Incomplete
6	Glassware and Plasticsware			Incomplete
7	Instruments			Incomplete
8	Sterilization, Cleaning and Housekeeping			Incomplete

Price Pages for Sub-Lots 1 - 8 will not open until a Brand Name discount is populated above.

**A Bidder is required to bid on every Sub-Lot.
A Bidder is required to bid the minimum number of items in each Sub-Lot.**

7/23/2013

Sub Lot #	Sub Lot Name	Brand Name % Discount	Private Label % Discount	Sub-Lot Status
1	Standardized List	N/A - Bid Unit Prices per Item on Sub-Lot 1 tab.	% Discounts below must be populated before completing Sub-Lot 1 tab.	Incomplete
2	Apparel/Personal Protective Supplies			Incomplete
3	Basic Equipment, Appliances, Furniture			Incomplete
4	Equipment Peripherals and Supplies			Incomplete
5	General Consumables and Supplies			Incomplete
6	Glassware and Plasticsware			Incomplete
7	Instruments			Incomplete
8	Sterilization, Cleaning and Housekeeping			Incomplete

Page 1 of 1

Pre-Bid Conference

Attachment 1 – Price Pages

- **Required at Time of Bid**
- Price Pages are in Microsoft Excel Format and contain 10 tabs
 - Instructions
 - Discounts
 - Sub-Lot 1 Standardized List
 - Sub-Lot 2 Apparel/Personal Protective Supplies
 - Sub-Lot 3 Basic Equipment, Appliances, Furniture
 - Sub-Lot 4 Equipment Peripherals and Supplies
 - Sub-Lot 5 General Consumables and Supplies
 - Sub-Lot 6 Glassware and Plasticware
 - Sub-Lot 7 Instruments
 - Sub-Lot 8 Sterilization, Cleaning and Housekeeping



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Pre-Bid Conference

Attachment 1 – Price Pages

Discounts

- Enter Bidder Name
 - Bidder Name will automatically populate all worksheets
- Enter Brand Name Discount
 - Enter a single % Discount for each Sub-Lot
 - Each Sub-Lot may have a different % Discount
- Enter **optional** Private Label Discount
- Worksheets for Sub-Lots 1 through 8 cannot be completed until all Discounts have been populated

Bidder Name

Please enter your company name in the yellow cell below.

ABC Company

Bid % Discount off List Price

For Sub-Lots 2 through 8, fill in one (1) Brand Name Discount percentage in each yellow cell. You may bid an optional Private Label Discount for any or all Sub-Lots.

Any examples or data provided are intended for the purpose only of demonstrating the indicators or messages that have been built into the Worksheets and are not binding upon the State.

Sub Lot #	Sub Lot Name	Brand Name % Discount	Private Label % Discount	Sub-Lot Status
1	Standardized List	N/A - Bid Net Unit Prices per item on Sub-Lot 1 tab. % Discounts below must be populated before completing Sub-Lot 1 tab.		Incomplete
2	Apparel/Personal Protective Supplies	10%	15%	Incomplete
3	Basic Equipment, Appliances, Furniture	15%	20%	Incomplete
4	Equipment Peripherals and Supplies	20%	25%	Incomplete
5	General Consumables and Supplies	25%	30%	Incomplete
6	Glassware and Plasticware	30%	35%	Incomplete
7	Instruments	35%	40%	Incomplete
8	Sterilization, Cleaning and Housekeeping	40%	45%	Incomplete

Price Pages for Sub Lots 1 - 8 will not open until a Brand Name discount is populated above.

If a Bidder does not bid a Private Label Discount, but identifies an item as Private Label, the Brand Name Discount percent will be applied to that item's List Price.



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Pre-Bid Conference

Attachment 1 – Price Pages

Sub-Lot 1 Standardized List

- Items bid must meet or exceed Reference Specifications
- A Bidder must provide evidence that the item meets the reference specifications
- Bidders will complete only the yellow cells
- Grey cells perform automatic calculations
- Page Number may not apply if specification documents are not in a format that contains pages
- Bidders must submit bids for the minimum number of items
- **Total Number of Standardized Items is 217**
- **Minimum of 184 items (84%) Required to Bid**
- **Private Label Item indicator**
- **Bidders are encouraged to bid more than the minimum number of items required to ensure that the number of items necessary to pass specification evaluation (184) is achieved**
- **Calculated Discount must be equal to or greater than the item's Corresponding Sub-Lot Discount**



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Pre-Bid Conference

Attachment 1 – Price Pages

Sub-Lot 1 Standardized List Error Messages

- Sub-Lot Bid is Incomplete
- Discount Error

Any examples or data provided are intended for the purpose only of demonstrating the indicators or messages that have been built into the Worksheets and are not binding upon the State.

July 19, 2013	Sub-Lot 1: Standardized Items	Total Number of Standardized Items	217
Bidder Name: ABC Company		Minimum 85% Required to Bid	184
<p>Yellow fields for 0 items have been populated; the minimum number of items is 184.</p>		<p>Sub-Lot Bid is Incomplete</p>	
<p>Bidders are encouraged to bid more than the minimum number of items required (184) to ensure that the number of items necessary to pass specification evaluation (184) is achieved.</p>			

Bidder Part Number	Private Label Item? (Yes/No)	Manufacturer Part Number	Manufacturer Name	Description	Unit of Measure (UOM)	Units per Specified UOM	List Price	Net Price	Minimum Discount	Calculated Discount	Discount Error	Specification Document Reference	Page Number	Net Price per UOM (Calculated)

Item #	Reference Item Name	Corresponding Sub-Lot (For Determining Minimum Discount)	Reference Specifications	Historical Annual Spend	List Price	Net Price	Minimum Discount	Calculated Discount	Discount Error
30	Centrifuge Tube	Equipment Peripherals and Supplies	Polypropylene Conical Bottom With Flat Cap 1.7mL Capacity	12,003.35	\$ 10.00	\$ 7.50	30.00%	25.00%	Yes
31	Centrifuge Tube	Equipment Peripherals and Supplies	Polypropylene Conical Bottom With Flat Cap 15mL Capacity	13,328.14	\$ 10.00	\$ 7.50	30.00%	25.00%	Yes

A Bidder is required to bid the minimum number of items in each Sub-Lot.



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Pre-Bid Conference

Attachment 1 – Price Pages

Sub-Lots 2–8 (Market Baskets)

- A Bidder may bid on Market Basket items in one of two ways
 - A Bidder may elect to bid the Reference Part Number
 - A Bidder may elect to bid a Substitute Part Number that meets or exceeds the Reference Specifications
- For Substitutions, a Bidder must provide evidence that the item meets the reference specifications
- Bidders will complete only the yellow cells
- Grey cells perform automatic calculations
- Page Number may not apply if specification documents are not in a format that contains pages
- Each Market Basket contains 40 items
- **Minimum of 34 items (85%) Required to Bid**
- **Private Label Item indicator**
- **Bidders are encouraged to bid more than the minimum number of items required to ensure that the number of items necessary to pass specification evaluation (184) is achieved**



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Pre-Bid Conference

Attachment 1 – Price Pages

Sub-Lots 2–8 (Market Baskets) Error Messages

- Sub-Lot Bid is Incomplete

Any examples or data provided are intended for the purpose only of demonstrating the indicators or messages that have been built into the Worksheets and are not binding upon the State.

July 19, 2013		Sub-Lot 2: Apparel / Personal Protective Supplies		Total Number of Market Basket Items	40
Historical Spend:	.5M Annually	Yellow fields for 2 items have been populated; the minimum number of items is 34. Sub-Lot Bid is Incomplete		Minimum 85% Required to Bid	34
Bidder Name:	ABC Company			Bidders are encouraged to bid more than the minimum number of items required (34) to ensure that the number of items necessary to pass specification evaluation (34) is achieved.	

Bidding Substitute?	Private Label Item?	Bidder Part Number	Manufacturer Part Number	Manufacturer Name	Description	List Price	Unit of Measure (UOM)	Units per Specified UOM	Discount (from Discounts Tab)	Net Price (Calculated)	Specification Document Reference	Page Number	Normalized Price (Calculated)
Yes	Yes	XYZ-987	987	Smith Company	Pencils	\$5.00	Box	1000	15.00%	\$4.25	XYZ-987 Doc		\$4.25
No	No					\$10.00			10.00%	\$9.00			\$9.00



Microsoft Excel Worksheet

http://www.ogs.ny.gov/purchase/biddocument/22727i_Attachment01.xlsx



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Pre-Bid Conference

Attachment 2 – General Questions

- **Required at Time of Bid**
- General Questions are in Microsoft Excel Format and contain 5 tabs:
 - Bidder Submittal Checklist
 - Bidder Information
 - Qualifying Criteria
 - Contractor and Reseller Information
 - Extraneous Terms



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Pre-Bid Conference

Attachment 2 – General Questions

Bidder Submittal Checklist

- Enter Bidder Name
 - Bidder Name will automatically populate all worksheets
- Complete all Questions
- Error Messages
 - Is the Bidder Information Tab Complete?
 - Is the Qualifying Criteria Tab Complete
 - Is the Contractor and Reseller Information Tab Complete

Any examples or data provided are intended for the purpose only of demonstrating the indicators or messages that have been built into the Worksheets and are not binding upon the State.



Microsoft Excel Worksheet

Bidder Submittal Checklist		July 19, 2013
Bidder Name		
The following checklist must be completed and submitted with your company's IFB submission. It is intended to acquaint the Bidder with all items of information that must be submitted with the bid. Failure to respond or submit any item may render the bid non-responsive. Note: the message in the cell below will change from red to green once all action items have been completed in the cells to the right of the questions.		
Bid is not complete and CANNOT be submitted yet		
Is the Bidder Information tab complete?		No
Is the Qualifying Criteria tab complete?		No
Is the Contractor and Reseller Info tab complete?		No
#	Question	
Did you provide one (1) magnetic media (CD, DVD, or memory stick) proposal containing each of the following?		
1	Scanned copy of completed pages 1 and 2 of the IFB with signature	
2	Attachment 1 – Price Pages in Microsoft Excel	
3	Attachment 2 – General Questions (all tabs of this file)	
4	Attachment 3 – New York State Required Certifications	
5	A Published Price List in Microsoft Excel	
6	Specification Documents	
7	GSA or VA schedule (if applicable)	
Did you provide one (1) hardcopy proposal containing original copies of each of the following?		
8	Completed pages 1 and 2 of the IFB with original ink signatures	
9	Attachment 3 – New York State Required Certifications with original ink signatures	
10	Specification Documents	
11	Was the REQUIRED New York State Vendor Responsibility Questionnaire completed online or in paper copy?	
12	If you completed the Questionnaire online, have you certified or recertified the Vendor Responsibility Questionnaire no more than six (6) months prior to the bid opening date?	
13	Vendor Responsibility Questionnaire in paper copy	
Do you agree to provide each of the following prior to Contract award?		
14	Complete ST-220-TD and submit directly to the Department of Taxation and Finance (DTF)	
15	Completed, notarized, and signed form ST-220-CA Contractor Certification with original ink signatures	
16	All necessary proof of insurance, per Attachment 4 - Contractor Insurance Requirements	
17	Completed form Equal Employment Opportunity Staffing Plan EEO100 (Appendix C)	

http://www.ogs.ny.gov/purchase/biddocument/22727i_Attachment02.xlsx



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Attachment 3 – NYS Required Certifications

NEW YORK STATE REQUIRED CERTIFICATIONS

NONDISCRIMINATION IN EMPLOYMENT IN NORTHERN IRELAND MACBRIDE FAIR EMPLOYMENT PRINCIPLES

In accordance with New York State Finance Law § 165, the Contractor certifies that it or any individual or legal entity in which the Contractor holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the Contractor, either (answer yes or no to one or both of the following, as applicable),

- (1) have business operations in Northern Ireland. No Yes , and if yes:
- (2) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of compliance with such principles. No Yes

NON-COLLUSIVE BIDDING CERTIFICATION

In accordance with New York State Finance Law § 139-d, by submitting its bid each bidder and each person signing on behalf of any other bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

- (A) The prices of this bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor, (B) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor, and (C) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

In the event that the bidder is unable to certify as stated above, the bidder shall provide a signed statement which sets forth in detail the reasons why the bidder is unable to furnish the certificate as required in accordance with State Finance Law Section 139-d(1)(b).

DIESEL EMISSION REDUCTION ACT

Pursuant to § 19-0323 of the N.Y. Environmental Conservation Law ("the Law") it is a requirement that heavy duty diesel vehicles in excess of 8,500 pounds use the best available retrofit technology ("BART") and ultra low sulfur diesel fuel ("ULSD"). The requirement of the Law applies to all vehicles owned, operated by or on behalf of, or leased by State agencies and State or regional public authorities. It also requires that such vehicles owned, operated by or on behalf of, or leased by State agencies and State or regional public authorities with more than half of its governing body appointed by the Governor utilize BART.

The Law may be applicable to vehicles used by contract vendors "on behalf of" State agencies and public authorities and require certain reports from contract vendors. All heavy duty diesel vehicles must have BART by December 31, 2012. The Law also provides a list of exempted vehicles. Regulations set forth in 6 NYCRR Parts 248 and 249 provide further guidance. The Bidder hereby certifies and warrants that all heavy duty vehicles, as defined in NYECL § 19-0323, to be used under this contract, will comply with the specifications and provisions of NYECL § 19-0323, and 6 NYCRR Parts 248 and 249.

IRAN DIVESTMENT ACT

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant To The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should OGS receive information that a person (as defined in New York State Finance Law § 165-a) is in violation of the above-referenced certifications, OGS will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then OGS shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default. OGS reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

BIDDER	JOINT BIDDER
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Company: _____	Company: _____
Principal Place of Business Address: _____ _____ _____	Principal Place of Business Address: _____ _____ _____
Federal Tax Identification #: _____	Federal Tax Identification #: _____
Date: _____	Date: _____

Pre-Bid Conference

Attachment 3 – NYS Required Certifications

- **Required at Time of Bid**
- NYS Required Certifications are in Microsoft Word format
- Contains the Following Requirements
 - Non-Discrimination in Employment in Northern Ireland and MacBride Fair Employment Principles
 - Non-Collusive Bidding Certification
 - Diesel Emission Reduction Act
 - Iran Divestment Act



Microsoft Word
Document

http://www.ogs.ny.gov/purchase/biddocument/22727i_Attachment03.docx



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Pre-Bid Conference

Attachment 4 – Insurance Requirements

- Is **NOT** Required at Time of Bid
- Required upon Notification of Tentative Award
- Contains the Following
 - Conditions Applicable to Insurance
 - Insurance Requirements
 - General Liability
 - Automobile Liability
 - Waiver of Subrogation
 - Workers' Compensation
 - Disability Benefits



Microsoft Word
Document

http://www.ogs.ny.gov/purchase/biddocument/22727i_Attachment04.pdf

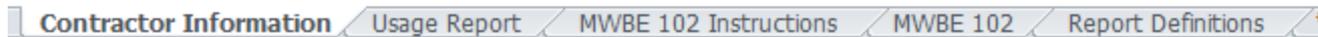


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Pre-Bid Conference

Attachment 5 – Report of Contract Usage

- Is **NOT** Required at Time of Bid
- Bidders must agree to provide Reports as part of Contract Compliance
- Report of Contract Usage is in Microsoft Excel Format and contains 5 tabs
 - Contractor Information
 - Usage Report
 - MWBE 102 Instructions
 - MWBE 102
 - Report Definitions



Microsoft Excel
Worksheet

http://www.ogs.ny.gov/purchase/biddocument/22727i_Attachment05.xlsx



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Pre-Bid Conference

Attachment 6 – Inquiries Template

- **All Inquiries must be submitted in writing using the Inquiries Template, citing**
 - Company Name
 - IFB Document Name
 - Document Section (Name and Number)
 - Question
- Closing Date for Inquiries is August 9, 2013 at 11:00 AM ET
- E-mail Template to SST_MedLabSupplies@ogs.ny.gov
- Will be posted on the OGS web site (<http://www.ogs.ny.gov/purchase/biddocument/22727BID.ASP>) as soon as possible after the closing date
- Notification will be posted using OGS Bidder Notification System (BNS)



Microsoft Excel
Worksheet

http://www.ogs.ny.gov/purchase/biddocument/22727i_Attachment06.xlsx



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Pre-Bid Conference

Attachment 6 – Inquiries Template

Summary of Policy and Prohibitions on Procurement Lobbying

Pursuant to State Finance Law §§139-j and 139-k, this IFB includes and imposes certain restrictions on communications between OGS and a Bidder during the procurement process. A Bidder is restricted from making contacts from the earliest notice of intent to solicit offers/bids through final award and approval of the Procurement Contract by OGS and, if applicable, the Office of the State Comptroller (“restricted period”) to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j (3) (a). Designated staff, as of the date hereof, is identified on the first page of this IFB. OGS employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Bidder pursuant to these two (2) statutes. Certain findings of non-responsibility can result in rejection for Contract award and in the event of two (2) findings within a four (4) year period; the Bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found on the OGS website: <http://www.ogs.ny.gov/aboutOgs/regulations/defaultAdvisoryCouncil.html>.

Designated Contacts

Primary	Secondary	Tertiary
Sharon Featherstone	William Reilly	Tyler Feane
SST_MedLabSupplies@ogs.ny.gov		



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Attachment 7 – Market Basket Comparison Evaluation Statistics

Attachment 7 – Market Basket Comparison Evaluation Statistics
IFB 22727 GROUP 12000 – Basic Laboratory Supplies and Equipment (Statewide)

Market Basket Comparison Evaluation Statistics

NOTE: The purpose of this section is to provide a reader with an understanding of the inputs NYS used for the statistical test. This document is not intended to inform the reader of the general principles of statistical analyses.

NYS is using a *One-Sample Test for Proportion*¹ to determine the competitiveness of one bidder's Published Price List over another in a sub-lot. Specifically, NYS is using the *Z Statistic*² which has the following criteria:

1. Population distribution approximates the *Normal Distribution*³ (required). In a proportion test, each trial has only two possible outcomes – Bidder wins or loses. Hence, the distribution follows that of a *Binomial Distribution*⁴. Based on the *Central Limit Theorem*⁵, the *Normal Distribution* can approximate the *Binomial Distribution* with reasonably large sample sizes. Therefore, criteria one for using the *Z Statistic* is met.
2. Sample size needs to be larger than 30 (preferred)⁶. NYS has elected to use a sample size of 40 items. Therefore, criteria two for using the *Z Statistic* is met.

With any statistical test, confidence level needs to be pre-set based on the level of error the tester is willing to allow. NYS has chosen an industry standard of 99% confidence⁷ for its confidence level. This means that the State is willing to allow for a 1% chance that the conclusion is inaccurate.

In a *One-Sample Test for Proportion*, a sample of the larger population is taken and a *Sample Proportion* is calculated. In this case, the *Sample Proportion* equates to the number of items one bidder wins on price (x) divided by the total sample size (n) or *Sample Proportion* = x/n .

Based on a 99% confidence level and a sample size of 40, *Z Statistics* were run to determine the *Sample Proportion* required to conclude that a given bidder will have a lower price more than 50% of the time. The result of the *Z Statistics* showed that the minimum *Sample Proportion* for this test is 28/40. This means that the bidder must have lower pricing on at least 28 of the 40 items in the sample.

The following elaborates on the process used with *Z Statistics* to determine the minimum *Sample Proportion* stated earlier:

1. Calculated *True Proportion Intervals*⁸ for various *Sample Proportions*.
2. Identified the minimum *Sample Proportion* that would result in a *True Proportion Interval* that had a lower limit greater than .5 (if the lower limit is more than .5, this means that this *Sample Proportion* will yield a winner more than 50% of the time).

For example, a 25/40 sample proportion at a 95% confidence level results in a *True Proportion Interval* of 0.475 < *True Proportion* < 0.775. This means that for a 100,000 item Published Price List, there is a 95% chance that the tested bidder has anywhere from 47,500 – 77,500 items with lower pricing. Since this range contains 50,000 (break-even point), we cannot conclude that the tested bidder will have lower pricing more often on any given item.

By increasing the sample proportion to 28/40 and the confidence level to 99%, the *True Proportion Interval* increases to .513 < *True Proportion* < .887. Since the lower end of this interval does is greater than .5, which equates to above the 50,000 item break-even point in the 100,000 item Published Price List example, we can conclude that the tested bidder will have lower pricing more often on any given item.

Any sample proportion greater than 28/40 will continue to increase both ends of the *True Proportion Interval*. This translates to an even greater chance that the tested bidder will have lower pricing on any given item.

Page 1 of 2

Attachment 7 – Market Basket Comparison Evaluation Statistics
IFB 22727 GROUP 12000 – Basic Laboratory Supplies and Equipment (Statewide)

It is important to note that this statistical evaluation method only tests for the frequency by which one bidder beats another but does not consider by how much. The approach assumes that regardless of how frequent one bidder wins over the other, the probability that a given win is a \$1 or \$100 price difference is equal for all bidders being compared.

¹ *One-Sample Test for Proportion* is a statistical test that can determine the likelihood of a certain proportion occurring in a greater population.

² *Z Statistic* is a statistical construct used to perform statistical testing, such as the *One-Sample Test for Proportion*. Confidence Intervals, such as the *True Proportion Interval*, are common outputs of statistical testing with the *Z Statistic*.

³ *Normal Distribution* is commonly referred to as the "bell curve". The center contains the greatest number of occurrences of a possible outcome.

⁴ *Binomial Distribution* characterizes a probability curve that results from multiple trials of an experiment that has only 2 possible outcomes (win or loss, heads or tails).

⁵ *Central Limit Theorem* allows the *Normal Distribution* to approximate the *Binomial Distribution*. Typically for normal approximated *Binomial Distributions*, the following conditions also need to be met: $n \cdot p > 5$ and $n(1-p) > 5$, where n is the sample size and p is the *Sample Proportion*. This is because the *Normal Approximation* becomes less accurate towards the proportion extremes of 1 and 0. Since NYS is only concerned with which bidder wins more than 50% of the time, these additional conditions do not apply. Exact binomial *True Proportion Intervals* for *Sample Proportions* close to 1 are still greater than .5.

⁶ *Statistics in Research and Development* Second Edition by R. Calcutt cites "...one-sample [proportion] test must only be used with a large sample (i.e. greater than 30)..."

⁷ Hardwick Market Research Services cites 95% confidence level as industry standard for most research studies. 99% confidence level increases the accuracy and reduces the margin of error.

⁸ *True Proportion Interval* is a statistical output of the *Z Statistic* and provides a range of values where the true proportion of the population lies. The true proportion is the actual proportion of items one bidder has lower price than another if every item on each bidder's Published Price List were compared/sampled.

Page 2 of 2

Pre-Bid Conference

Attachment 7 – Market Basket Comparison Evaluation Statistics

- **Informational Only**

- Provides the reader with an understanding of the inputs NYS used for the statistical test
- Not intended to inform the reader of the general principles of statistical analyses



Microsoft Word
Document

http://www.ogs.ny.gov/purchase/biddocument/22727i_Attachment07.pdf



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Frequently Asked Questions



NEW YORK STATE OFFICE OF GENERAL SERVICES
NEW YORK STATE STRATEGIC SOURCING
Invitation for Bid 22727 Basic Laboratory Supplies and Equipment (Statewide)
Pre-Bid Conference – August 1, 2013

Frequently Asked Questions

The purpose of this document is to provide readers with anticipated Questions and Answers related to IFB 22727. If a Question and Answer does not fully address your inquiry, please list your questions about the Basic Laboratory Supplies and Equipment (Statewide) IFB using Inquiry Template available at: http://www.ogs.ny.gov/purchase/biddocument/22727_Attachment06.xlsx.

All questions must be submitted to SST_MedLabSupplies@ogs.ny.gov by **August 9, 2013 at 11:00 AM ET**.

1. Question

If a Bidder is unable to bid on all Sub-Lots, then the Bidder cannot bid at all?

Answer

Yes. A Bidder is required to bid on all Sub-Lots. Failure to bid on the minimum number of items required for any Sub-Lot shall result in disqualification. See §3.9 Minimum Number of Bid Items for Details.

2. Question

How will the discounts bid on Attachment 1 – Price Pages, Sub-Lot 1 Standardized Items be used with the Contract resulting from this IFB?

Answer

The Attachment 1 – Price Pages, Sub-Lot 1 Standardized Item Discounts will be used to calculate a net price for each standardized list item. The net price calculated for each item shall be the price at which the item is offered to NYS Authorized Users during the Contract resulting from this IFB.

3. Question

If an item has been discontinued by the manufacturer, should bidders bid a substitute based on specifications or will OGS replace the reference part number?

Answer

In the event that an item in the Market Basket is no longer available, a Bidder may bid a substitute for that item provided that the substitute item meets all of the Reference Specifications.

4. Question

What if a Bidder does not see any of their items equipment listed despite having a NYS contract?

Answer

IFB §1.1.2 Market Basket Items and §3.8.2 Market Baskets describe the selection of items included in the IFB Price Pages. Market baskets have been created through random sampling of 40 items from NYS historical data and are used to collect pricing for evaluation purposes.

5. Question

Does this IFB facilitate the opportunity to bid large floor model instruments and systems such as Ultracentrifuges, High Speed Centrifuges, Automated liquid handling Systems, Particle Characterization and Flow Cytometers?

Answer

Yes. IFB 22563 is for Basic Laboratory and Medical Supplies and Equipment. IFB §1.3 Detailed Scope describes the scope of products solicited under each Sub Lot for this IFB. These descriptions are not all encompassing, but rather examples. IFB §3.8 Pricing Information also states, Bidders are required to bid on all Sub-Lots. IFB §3.9 Minimum Number of Bid Items also states a Bidder is required to bid on the minimum number of items in a Sub-Lot.

6. Question

What are the payment terms?

Answer

Payment Terms are addressed in Appendix A, §15 and Appendix B §64. Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

NEW YORK STATE OFFICE OF GENERAL SERVICES
NEW YORK STATE STRATEGIC SOURCING

Supplies and Equipment (Statewide)
– August 1, 2013

Frequently Asked Questions

What business with similar items already being purchased?

With State Finance Law, centralized Contracts shall be for products that meet an Authorized User's Form, Function and Form this IFB will take priority over any State agency-specific contracts.

Secondary Contractor listing?

Section and Utility §162 of the State Finance Law requires Preferred Source suppliers such as Correctional Industries for the Disabled, when such products/services meet the requirements of the contract.

Net pricing for the term of the Contract resulting from this IFB?

Optional one (1) year renewals. In accordance with the contract in the instance of Contract renewal.

Price updates during the term of the Contract?

A prompt manner.

Amount?

However, a Contractor may lower or waive the minimum order. See General Questions.

Are the prices the same? A "Published Price List" is required for non-Discounted and non-NYS specific prices. A "Contract Price List" must be maintained by the Contractor and approved by OGS.



Microsoft Word
Document