



Bid Solicitation Update #2

Responses to Bidder Inquiries Subject: Revisions to Solicitation Documents Pre-Bid Webinar

DATE: February 15, 2019

BID: 23147 BID OPENING DATE | TIME: February 26, 2019 | 11:00 AM

GROUP | TITLE: 79039 – Laundry and Linen Services (Statewide)

OGS DESIGNATED CONTACTS:

Lori L. Bahan	CMS 1	518-486-7313	lori.bahan@ogs.ny.gov
Tyler L. Ahlborn	CMS 3	518-486-6820	tyler.ahlborn@ogs.ny.gov
Terri Allen	Assistant Director	518-474-7795	terri.allen@ogs.ny.gov

TO PROSPECTIVE BIDDERS:

The Office of General Services (OGS) has given careful consideration to the inquiries received regarding the Laundry and Linen Services (Statewide) Solicitation # 23147 during the Inquiry Period that ended on February 1, 2019.

Answers to the inquiries can be obtained at the Procurement Services Bid Calendar <https://nyspro.ogs.ny.gov/content/finding-bid-opportunities>. All inquiries are verbatim as received by OGS with the exception of bidder names, which have been redacted.

In addition to publishing responses to the inquiries, OGS has made revisions to the Solicitation documents, which are being released along with the responses to the inquiries. A summary of the revisions is set forth below. The summary of revisions is provided as a convenience. The changes within the Solicitation (**Revised February 15, 2019**) are redlined. Bids submitted will be evaluated based on the revised Solicitation documents.

Please be advised the Pre-Bid Webinar presentation from January 29, 2019, can also be obtained at the Procurement Services Bid Calendar at the link stated above.

REVISIONS TO SOLICITATION (**Revised February 15, 2019**)

1. The Solicitation document has been revised to reflect the most current version where referenced.
2. The Solicitation document has been revised to reflect the most current version of Attachment 1 – *Pricing*, Attachment 6 – *Bidder Submission Checklist*, Attachment 8 – *Report of Contract Usage*, and Attachment 9 – *Minimum Qualifications*.
3. Section 1.2 (A), *Scope*, has been revised to add Products (Entrance Mats, Fender Covers, Work Pants, Work Shirts, and Outerwear) and to include shop towels and huck or surgical towels as examples of Towels under “Contractor-owned Goods.”
4. Section 1.2 (C), *Scope*, was added.
5. Section 2 (1), *Bidder Qualifications*, has been revised regarding the “continuous operation” requirement.
6. Section 4.3, *Procurement Instructions for Authorized Users*, has been revised.
7. Section 5.3, *Price*, has been revised regarding “reasonableness of price”.
8. Section 5.4, *Price Updates*, has been revised to add a provision to allow Contractors to add a Region.

9. Section 5.19, Liquidated Damages, has been revised regarding the notice to a Contractor for a claim of liquidated damages and to clarify in #13 and #14, that calendar days are to be used to determine liquidated damages.
10. Section 5.20, Ordering, has been revised to require Authorized Users to inquire of all awarded Contractors within a Region whether such Contractors are able to provide the needed services.
11. Section 5.40, *Formal Disputes During an Engagement*, has been added.

ATTACHMENT 1 – PRICING (Revised February 15, 2019)

1. A Regional Map was added.
2. The drop-down box for the “Product Type” field in Regions 1 – 9 has been updated with the additional Products that were added in Section 1.2 (A), *Scope*, under “Contractor-owned Goods” of the Solicitation (Revised February 15, 2019).
3. For Regions 1 – 9, additional rows have been added for Contractor-owned Goods. If more rows are needed than what has been provided, Bidders are to complete and submit an additional Attachment 1 – Pricing. The “Instructions” tab also includes this instruction.

ATTACHMENT 6 – BIDDER SUBMISSION CHECKLIST (Revised February 15, 2019)

Questions 1, 2, 3, 9, 10, 15, and 19 were revised to include the February 15, 2019 version of the Solicitation and Attachment 1 – *Pricing*, Attachment 6 – *Bidder Submission Checklist*, and Attachment 9 – *Minimum Qualifications*.

ATTACHMENT 8 – REPORT OF CONTRACT USAGE (Revised February 15, 2019)

The drop-down box for the “Product Type” field in the “ContractUsage” worksheet has been updated with the additional Products that were added in Section 1.2 (A), *Scope*, under “Contractor-owned Goods” of the Solicitation (Revised February 15, 2019).

ATTACHMENT 9 – MINIMUM QUALIFICATIONS (Revised February 15, 2019)

1. The “Instructions” tab was revised to match the revisions to Section 2 (1), *Bidder Qualifications*, of the Solicitation (Revised February 15, 2019).
2. The instruction for the “Continuous Operation” tab was revised as a result of revisions to Section 2 (1), *Bidder Qualifications*, of the Solicitation (Revised February 15, 2019).
3. Additional fields have been added to the “Continuous Operation” tab.

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 #1

Subject: KEY EVENTS/DATES UPDATE

DATE: January 25, 2019

BID: 23147 BID OPENING DATE | TIME: February 26, 2019 | 11:00 AM

GROUP | TITLE: 79039 – Laundry and Linen Services (Statewide)

OGS DESIGNATED CONTACTS:

Lori L. Bahan	CMS 1	518-486-7313	lori.bahan@ogs.ny.gov
Tyler L. Ahlborn	CMS 3	518-486-6820	Tyler.ahlborn@ogs.ny.gov
Terri Allen	Assistant Director	518-474-7795	Terri.allen@ogs.ny.gov

TO PROSPECTIVE BIDDERS:

Please be advised the Key/Events/Dates has been revised to include a time for the Pre-Bid Webinar, as shown below.

EVENT	DATE	TIME
Solicitation Release	Thursday, January 17, 2019	N/A
Registration Deadline for Pre-Bid Webinar	Monday, January 28, 2019	5:00 PM ET
Pre-Bid Webinar	Tuesday, January 29, 2019	11:00 AM ET
Closing Date for Round of Bidder Questions	Friday, February 1, 2019	5:00 PM ET
OGS Procurement Services' Responses to Bidder Questions	Friday, February 15, 2019 (tentative)	N/A
Deadline for Submission of Intent to Bid	Friday, February 22, 2019	5:00 PM ET
Bid Opening / Due date for Bids	Tuesday, February 26, 2019	11:00 AM ET
Contract Approval Date / Award Publish Date (tentative)	June 1, 2019	N/A

All bid documents can be found at the following link:
<https://www.ogs.ny.gov/purchase/biddocument/23147BID.asp>

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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