



**Office of
General Services**

Pre-Bid Conference

Solicitation 23150– Intelligent Facility and Security Systems and Solutions (Statewide)

February 19, 2019

Conference Schedule

Activity	Time(s)
Introduction – General Information	10 Minutes
Procurement Lobbying Law	5 Minutes
Solicitation Overview	40 Minutes
MWBE and SDVOB	5 Minutes
Pricing Overview	60 Minutes

General Information & Housekeeping

Housekeeping

- If you have not done so already, please sign in at the registration desk located just outside the conference room door.
- Silence all cell phones and if you must make a phone call, please exit the room and do so quietly.

OGS Representatives

Name	Title
Michael DeCicco	Contract Management Specialist 1
Joseph Better	Team Leader
John Normile	Assistant Director

Today's Question & Answer Policy

- OGS is not accepting verbal questions at the conference today.
- Any questions must be submitted in accordance with Section 1.6 of the Solicitation, using **Attachment 8 – Bidder Questions Form**.
- OGS has provided blank copies of the **Attachment 8 – Bidder Questions Form** to submit any questions you have today. Please ensure that all questions asked on the form are in legible handwriting.

Key Event Calendar

Event	Date	Time
Closing Date for First Round of Inquiries	3/5/19	5:00 PM ET
Responses to First Round of Inquiries	4/2/19*	N/A
Closing Date for Second Round of Inquiries	4/23/19	5:00 PM ET
Responses to Second Round of Inquiries	5/4/19*	N/A
Submission of Solicitation and Bid Opening	5/14/19	11:00 AM ET

(*) Denotes tentative date. Changes may occur. Any updates to the calendar will be available on our website at:

nyspro.ogs.ny.gov/content/finding-bid-opportunities

New York State Contract Reporter

- You must register with the New York State Contract Reporter (NYSCR) at <https://www.nyscr.ny.gov> in order to receive notifications and updates about this Solicitation.

Open Ad: Intelligent Facility and Security Systems and Solutions

Title:	Description	Contact Info	Documents	Updates	Bid Results
Intelligent Facility and Security Systems and Solutions	All bid documents may be found at the following link: http://nyspro.ogs.ny.gov/content/finding-bid-opportunities In order for a vendor to receive email notifications regarding updates to the posted status of a particular solicitation, the vendor must choose the option "bookmark the ad" located in the upper right hand side of the ad, then return to their account, view their list of bookmarked ads, and then select the "send me notification updates" option listed to the right of the ad.				
Agency: General Services, NYS Office of					
Division: Procurement Services					
Contract Number: Group 77201, Solicitation 23150	This Solicitation is issued by the New York State ("NYS") Office of General Services ("OGS"), Procurement Services for Intelligent Facility & Security Systems and				

- Share this ad
- Bookmark this ad
- Print to PDF
- Send me notification updates on this
- View subcontracting opportunities

- Be advised that submission of responses to the solicitation that do not reflect and take into account updated information may result in your bid being deemed non-responsive to the solicitation (per §1.7 of the Solicitation).

Procurement Lobbying Law & What You Need to Know

Restricted Period

Remember: We are in a restricted period.

State Finance Law sections 139-j and k regulate communications between bidders and OGS during the procurement process. A bidder is restricted from making contacts from the earliest notice of intent to solicit bids through final award and approval of the procurement contract by OGS, 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).



Who are the designated contacts?

PRIMARY CONTACT

Michael DeCicco, Contract Management Specialist
Phone: (518) 474-3562 | Email: michael.decicco@ogs.ny.gov

SECONDARY CONTACT

Joseph Better, Team Leader
Phone: (518) 474-7101 | Email: joseph.better@ogs.ny.gov

TEMPORARY DESIGNATED CONTACTS

John Normile

For More Information Refer To

- OGS policies & practices:
 - http://www.ogs.ny.gov/aboutogs/regulations/defaultSF_L_139j-k.asp
- Guidance from the Advisory Council on Procurement Lobbying, including FAQs:
 - <http://www.ogs.ny.gov/ACPL/>

Solicitation Overview

Who Can Use Our Contracts?

Awarded contract may be used by all New York State agencies and other authorized users as authorized by §163(1)(k) of the State Finance Law, including but not limited to, local governments, public authorities, public school and fire districts, public and nonprofit libraries, and certain other nonpublic/nonprofit organizations.

Overview

- Contract Term – 5 years (Coterminous w/ expiration date of first contract award) – See §6.1 of the Solicitation
 - **Renewal options for up to 10 years**
- Lots – See §1.2 of the Solicitation
 - **Bidders only permitted to bid one Lot**
 - Lot 1 – Equipment Only
 - Lot 2 – Systems & Solutions (Equipment, Installation, Integration & Maintenance)
- Regions: 9 Regions – See §1.2 of the Solicitation
- ID/IQ – Indefinite Delivery/Indefinite Quantity. See §1.3 of the Solicitation



Scope

The Scope of Award 23150 is limited to the following categories:

Alarm and Signal Systems	Fire Pump Systems
Building Automation Systems (BAS)	Fire Station Alerting Systems
Command Center Systems	Inmate Radio Systems
CCTV/Surveillance Camera Systems	Microprocessor-Controlled HVAC Equipment Sys.
Computer Aided Dispatch Systems	Permanent Facility Perimeter Fencing Systems
Electronic Article Surveillance Systems	Fire Sprinkler and Fire Suppression Systems
Electronic Identification Systems	Lighting Control/Occupancy Detecting Systems
Emergency Mass Notification Systems	Livescan Store and Forwarding System
Emergency Management Systems	Nurse Call Systems
Emergency Phone/PBX Systems	Personal Alarm Systems
Energy Management Systems	Public Address Systems
Electrical Distribution and Control Systems	Public Safety Digital Display Systems
Parking Access Control Systems	Time Management Systems
Physical Access Control Systems	Traffic and Transportation CCTV/Surveillance and Monitoring Systems



Bidder Minimum Qualifications

- Bidder must have been in continuous operation for a minimum of **three (3)** years immediately preceding the date of bid opening.
- Bidder must demonstrate the following sales capacity via Attachment 9 – Proof of Sales:
 - If bidding 1 or 2 Regions = \$200,000 in sales during preceding 3 years
 - If bidding 3+ Regions = \$600,000 in sales during preceding 3 years
- » Sales must be to either Government Entities and/or Authorized Users, and must be for IFSSS listed in the Scope, §1.2 of the Solicitation.



Lot 1 Specific Qualifications

Bidders bidding Lot 1 must either:

- Be the Manufacturer of the Product Line(s) they are offering, OR
- Be a Distributor or Dealer authorized by the Manufacturer to sell the Product Line(s) they are offering by providing EITHER a completed
Attachment 11 – *Lot 1 Manufacturer's Certificate*, OR
Attachment 12 – *Lot 1 Distributor's Certificate*,
covering each Product Line bid by the Bidder.

Lot 2 Specific Qualifications

Bidders bidding Lot 2 must either:

- Be the Manufacturer of the Product Line(s) they are offering,
OR
- Be an Integrator authorized by the Manufacturer to sell and perform Installation, Integration, and Maintenance of the Product Line(s) they are offering by providing EITHER a completed
 - Attachment 13 – *Lot 2 Manufacturer's Guarantee, OR*
 - Attachment 14 – *Lot 2 Distributor's Guarantee,*
covering each Product Line bid by the Bidder.

Administrative Requirements

Bidders must have provided complete and accurate versions of all documents as specified in the Solicitation §3 and Attachment 7 – Bidder Submission Checklist

- **NYS Net Pricing Pages** (§3.12) – Attachment 1
 - Manufacturer's/Distributor's Price List with List Price/MSRP
- **NYS Required Certifications** (§3.1) – Attachment 2
- **Encouraging Use of NYS Businesses** (§3.2) – Attachment 3
- **Contract Insurance Requirements** (§3.3) – Attachment 4
 - **Project-Specific Insurance Attestation** (§3.3.1) – Attachment 5 (Lot 2 Only)
- **Bidder Information Questionnaire** (§3.5) – Attachment 6
- **Bidder Submission Checklist** (§3.6) – Attachment 7



Administrative Requirements (cont.)

- **Proof of Sales** (§3.10) – Attachment 9
- **Lot 1 Dealer Proposal Form** – Attachment 10 (Lot 1 Only who are proposing dealers). See Glossary of Terms - Attachment 15 for Dealer definition, and Solicitation §6.33
- **NYS Fire Alarm Security Systems Installer License** (Lot 2 Only who require the license)-See Solicitation §6.48 & §3.4
 - Section 69-M of the General Business Law and Title 19 NYCRR Reg. 195.2 provide that any person (as defined in the same) engaging in the business of Installing, Servicing or Maintaining security or fire alarm Systems must be licensed to do so.
 - Additional information regarding these requirements May be obtained from the New York State Department of State at:
[HTTPS://WWW.DOS.NY.GOV/LICENSING/PDFS/SECURITY.PDF](https://www.dos.ny.gov/licensing/pdfs/security.pdf)

Method of Award

- It is Procurement Services' intention to award contracts only to responsive and responsible Bidders who meet all Bidder Qualifications as outlined in §2 *Bidder Qualifications* of the Solicitation and whose pricing is determined by the State to be reasonable.
 - Multiple Award Contract
- Evaluation will be performed first on those Proposals which are either complete or where the Bidder responds to Procurement Services' request for clarification accurately and timely.
- See §5 of the Solicitation for further information.



Solicitation Format

- The materials required for each proposal are detailed in §4.5 *Content*, Attachment 7 – *Bidder Submission Checklist* and §6.4 *Price*.
- Should any amendments be issued, please make sure that the latest documents are submitted with your proposal along with the Purchasing Memo issued for the amendment.
 - Be advised that submission of responses to the Solicitation that do not reflect and take into account updated information may result in your Bid being deemed non-responsive to the Solicitation.

Solicitation Submission-§4.6

All bids must have a label on the outside of the box or package itemizing the following information:

1. SOLICITATION ENCLOSED (preferably bold, large print, all capital letters)
2. Group Number 77201
3. SOLICITATION #23150
4. Bid Opening date and time (May 14, 2019 11:00 AM)
5. The number of boxes or packages (i.e., 1 of 2, 2 of 2)

Solicitation Submission Date & Time-§4.7

All bids must be delivered to the following address **on or before 11:00 AM ET** on or before the bid opening date:

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

MWBE and SDVOB

MWBE and SDVOB

- MBE Goal = 15%, WBE Goal = 15%; (Total Goal = 30%)
 - The Directory to locate MBE and WBE entities can be found at: <https://ny.newnycontracts.com/>
 - Forms are available at: www.ogs.ny.gov/MWBE/Forms.asp
- SDVOB Participation Goal = 6%
 - Directory of certified businesses is available at: http://ogs.ny.gov/Core/docs/CertifiedNYS_SDVOB.pdf.
 - Forms can be found at: <https://ogs.ny.gov/Veterans/>



Pricing Overview

Pricing Overview

- See Solicitation §6.11
- Not-to-Exceed Pricing
- Unallowable terms in pricing (Examples):
 - Travel Items
 - Lot 1 – Cloud
- Equipment Pricing:
 - Contractually-Approved Percent (%) Discount From List Price/MSRP cannot be lowered over the term of the contract
- Custom-Built Pricing
- Comparable Contract/Customer Discounts

Pricing Overview

- Labor Pricing:
 - Contractually-Approved Percent (%) Markup Over the Prevailing Wage Rate and Supplemental Benefits cannot be increased for the Term of the Contract
 - Total Hourly Rates inclusive of ALL costs
 - Bidders are not permitted to propose any other Job Titles, Descriptions of Duties, or Total Hourly Rates as part of their Bid Proposals
 - Comparable Contract/Customer Rates

Pricing Updates

- Appendix C – Contract Modification Form and Procedures – See Solicitation §6.8
- Contractors will be responsible to update:
 - Equipment Pricing
 - Custom-Built Pricing (if applicable)
 - Non-Prevailing Wage Rates (if applicable)
- OGS will be making the updates to the following:
 - Prevailing Wage Rates (if applicable)

Purchasing Instructions

- How to Use – Attachment 16
- Not-to-Exceed Pricing
 - Users can and should be requesting lower than contract pricing
- Second Tier Solicitation



Reminders

- We are in a restricted period.
- Here's how to contact us:
 - Michael DeCicco: michael.decicco@ogs.ny.gov;
 - Joseph Better: joseph.better@ogs.ny.gov;
- Submission of Questions:
 - In accordance with §1.6 *Bidder Questions* of the Solicitation, all questions regarding this Solicitation should be submitted using Attachment 8 – *Bidder Questions Form*, citing the applicable Solicitation document name and document section and emailed to michael.decicco@ogs.ny.gov by the date and time indicated in §1.4 *Key Events/Dates*. Questions submitted after the deadline indicated may not be answered.

Reminders (cont.)

- Where to find the Solicitation documents:
 - <https://ogs.ny.gov/purchase/biddocument/23150BID.A>
SP
- When the Solicitation is due:
 - May 14, 2019 11:00 AM