



# Bid Solicitation Update #2

## Responses to Bidder Inquiries Subject: Revisions to the Bid Solicitation Information Revisions to the Contract Template

**DATE:** August 28, 2019

**IFB/RFP:** 23166                      **BID OPENING DATE | TIME:** September 3, 2019 | 11:00 AM

**GROUP | TITLE:** 40440 – Vehicle, Class 1-8 (Statewide)

**OGS DESIGNATED CONTACTS:**

Carol Neelis	CMS 1	518-474-3695	<a href="mailto:SST_Auto@ogs.ny.gov">SST_Auto@ogs.ny.gov</a>
Ronald Brown	CMS 2	518-474-7648	<a href="mailto:SST_Auto@ogs.ny.gov">SST_Auto@ogs.ny.gov</a>

The Office of General Services (OGS) has reviewed the inquiries received for Vehicles, Class 1-8 (Statewide) Solicitation #23166.

**Responses to the inquiries can be obtained at the Procurement Services Bid Calendar:**  
<https://ogs.ny.gov/procurement/bid-opportunities>

In addition to publishing responses to the inquiries, OGS has revised the Bid Solicitation Information #23166 (REVISED August 28, 2019) and revised the Contract Template (REVISED August 28, 2019), and both revised documents will be released simultaneously with the responses to the inquiries.

**A summary of the revisions to the Bid Solicitation Information and the Contract Template are provided on Page 2 of this document. OGS has also added a NEW document “How to Participate in the NYS Vehicle Marketplace” to the revised Bid Solicitation Information document, Section 1.1. Bid Overview, subparagraph (A) 5.**

All other terms and conditions of the Solicitation remain unchanged. All Bids shall be considered on the basis of these amendments. It is the Bidder’s responsibility to submit its Bid based upon the most current versions of all Solicitation documents.

The summary is provided as a convenience. Bidders are directed to refer to the actual document and the responses to the inquiries for the specific language changes and clarifications. Bids submitted will be evaluated based on the revised Document(s).

**REVISIONS to the Bid Solicitation Information (REVISED August 28, 2019)**

- Section 1.1 – ***Bid Overview***, subparagraph (A) has been revised to add a new document entitled “How to Participate in the NYS Vehicle Marketplace” as follows:
  - 5. How to Participate in the NYS Vehicle Marketplace. (This is a document intended to guide the prospective Bidder through the process of how to submit a Bid under OGS Solicitation 23166, Vehicles, Class 1-8 on the Negometrix eProcurement Platform. OGS reserves the right to unilaterally make revisions, changes and/or updates to the How to Participate in the NYS Vehicle Marketplace document without processing a formal amendment and/or modification.)
- Section 2 – ***Bidder Qualifications***, 2.A has been revised to read:
  - “Offer at least one complete or partial Vehicle OEM Product Line, and be a Dealer of that Vehicle OEM Product Line. A “Dealer” is a distribution source for an OEM, authorized and designated by said OEM, subject to approval by New York State, which may include the OEM or an entity other than the OEM. Upon request by OGS, the Bidder shall provide proof of Dealer status in a format that is acceptable to OGS. A Bidder must offer new Vehicles for purchase. A Vendor that only offers vehicles for lease is not eligible to bid under this Solicitation;”
- Section 4.4 – ***Format of Bid Submission***, subparagraphs (A) and (C) have been revised to read:
  - A. All Bids must be submitted by utilizing the eProcurement Platform for this Solicitation, which can be found by visiting <https://platform-us.negometrix.com/PublishedTenders.aspx>. All Bidders must first register their company with Negometrix, the company that powers the eProcurement Platform for this Solicitation. Once registered, select the Solicitation number 1379 (OGS Solicitation 23166: Vehicles, Class 1-8) from the Published Solicitations list under the “Current Solicitations” tab, scroll to the bottom of the overview, and select “Participate”. See also Section 1.1 *Bid Overview* (A) 5. How to Participate in the NYS Vehicle Marketplace.
  - C. Forms that are required with the Bid submission (see Section 4.5 Content), are available for download either directly from, or via a link within, the eProcurement Platform. The downloaded forms must be completed, scanned, and then uploaded to the eProcurement Platform, with the exception of the Form ST-220-TD, which must be completed and mailed directly to the NYS Department of Taxation and Finance if applicable. Bidder is responsible for retaining the original of the completed forms, with ink signatures if applicable, and shall submit the form(s) to OGS during the Bid and Contract award period, only if requested by OGS. Upon Contract award, the original forms must be retained by the Contractor for the Bid submission period, and for the life of the resultant Contract (a longer retention period than the six (6) year period referenced in Appendix A, Section 10 Records), and must be provided to OGS upon request.
- Section 4.5 – ***Content***, B. *Mandatory Forms* 1.B.11, has been revised to add language (If Bidder is not adding a Lease Provider at time of Bid, the Lease Provider Information Form does not need to be uploaded to the Negometrix eProcurement Platform.)

**REVISIONS to the Contract Template (REVISED August 28, 2019)**

- Section 2.12 ***Ordering*** – has been revised to add language: “See also Section 2.20 *Delivery Time*”.
- Section 2.20 ***Delivery Time*** – has been revised to add language: “See also Section 2.12 *Ordering*.”



## Office of General Services Procurement Services

Corning Tower, Empire State Plaza, Albany, NY 12242 | <https://ogs.ny.gov/procurement> | [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov) | 518-474-6717

# Bid Solicitation Update #1

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## **Subject: OGS Response to Bidder Questions**

**DATE:** August 20, 2019

**IFB/RFP:** 23166                      **BID OPENING DATE | TIME:** September 3, 2019 | 11:00 AM

**GROUP | TITLE:** 40440 – Vehicles, Class 1-8 (Statewide)

### **OGS DESIGNATED CONTACTS:**

Carol Neelis	CMS 1	518-474-3695	Carol.neelis@ogs.ny.gov
Ronald Brown	CMS 2	518-474-7648	Ronald.brown@ogs.ny.gov

### **RESPONSES TO INQUIRIES:**

In accordance with the Bid Solicitation 23166 Vehicles, Class 1-8 (Statewide) answers to questions and requests for clarifications were due to be released on or about August 20, 2019.

Answers to questions are now anticipated to be released on or about Friday, August 23, 2019 to all registered vendors via the New State Contract Reporter, and will be posted on the OGS Bid calendar at the following link:

<https://ogs.ny.gov/procurement/bid-opportunities>

All other terms and conditions of the Solicitation remain unchanged.