



Office of
General Services

Pre-Bid Webinar

Solicitation 23204

*****NEW SOLICITATION*****

Motor Oil, Hydraulic Oil, and Diesel Exhaust Fluid
(Statewide)

Housekeeping Items

1. If you have not done so already, please make sure that your phone is on **mute**
2. Please hold all questions until the end of the presentation
3. This PowerPoint presentation will be made available at the following address:

<https://www.ogs.ny.gov/purchase/biddocument/23204BID.asp>



General Information

OGS Representatives

Name	Title
Jennifer Prusinowski	Contract Management Specialist
Kelly Rothkopf	Team Leader
Todd Gardner	Contract Management Specialist 3



Key Event Calendar

Event	Date	Time
Closing Date for Bidder Inquiries	7/10/2020	5:00 PM EST
Responses to Bidder Inquiries (Estimated)	7/17/2020	NA
Bid Opening / Due Date for Bids	8/05/2020	11:00 AM EST

Changes may occur. The most recent version of the calendar will be available in the solicitation document on our website at:

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



Webinar Agenda

Activity	Time(s) Approx
General Information	12:30 - 12:35
Procurement Lobbying Law	12:35 - 12:40
Solicitation Overview	12:40 - 12:50
Minimum Qualifications	12:50 - 1:05
Pricing Attachment 1 - Overview	1:05 - 1:10
Method of Award	1:10 - 1:15
Administrative Bid Requirements	1:15 - 1:20
Bid Contents	1:20 - 1:25
Questions - Time Permitting	1:25

MWBE & SDVOB Interest in Partnering with Bidders

- If a New York State certified minority or women-owned business enterprise (MWBE) or service-disabled veteran-owned business (SDVOB) vendor would like to indicate its interest in being a subcontractor or supplier with participating bidders, please send an email entitled “Solicitation 23204 MWBE or SDVOB INTEREST_COMPANY NAME” to Jennifer.Prusinowski@ogs.ny.gov on or before July 10, 2020 at 5:00 pm
- Further detailed information can be found in the Information for Bid (IFB) **Section 1.13**



Today's Question and Answer Policy

- Any questions asked today must be submitted in accordance with **Section 1.12, Bidder Questions** of the solicitation using the **Attachment 7 – Bidder Questions Form**
- Only the written responses published after today's conference will be the official, binding responses of the state
- In the event of any inconsistency between this PowerPoint presentation and the solicitation, the solicitation and the attachments posted to the OGS Procurement Services website shall supersede information in this presentation
- Today's verbal answers are **not** binding



Procurement Lobbying Law & What You Need to Know



Summary of Policy and Prohibitions on Procurement Lobbying

Pursuant to State Finance Law § 139-j and § 139-k, this Solicitation includes and imposes certain restrictions on communications from Offerers about a procurement during a Restricted Period.

The restricted period for this solicitation runs from June 18 through when the final awards are made.

According to this law, no offerer is allowed to try and persuade the state in anyway during the restricted period. Any and all communication regarding this solicitation may only be made with the designated contacts found on page 1 of the solicitation.

Designated Contacts for General Inquiries

PRIMARY CONTACT

Jennifer Prusinowski, Contract Management Specialist

E-mail: Jennifer.Prusinowski@ogs.ny.gov

SECONDARY CONTACT

Kelly Rothkopf, Team Leader

E-mail: Kelly.Rothkopf@ogs.ny.gov

TERTIARY CONTACT

Todd Gardner, Contract Management Specialist 3

E-mail: Todd.Gardner@ogs.ny.gov



For More Information

- <https://ogs.ny.gov/acpl>
 - Sets forth guidance from the Advisory Council on Procurement Lobbying, including FAQs
- <http://www.ogs.ny.gov/ACPL/>
 - Guidance from the Advisory Council on Procurement Lobbying, including frequently asked questions (FAQs)

Solicitation Overview

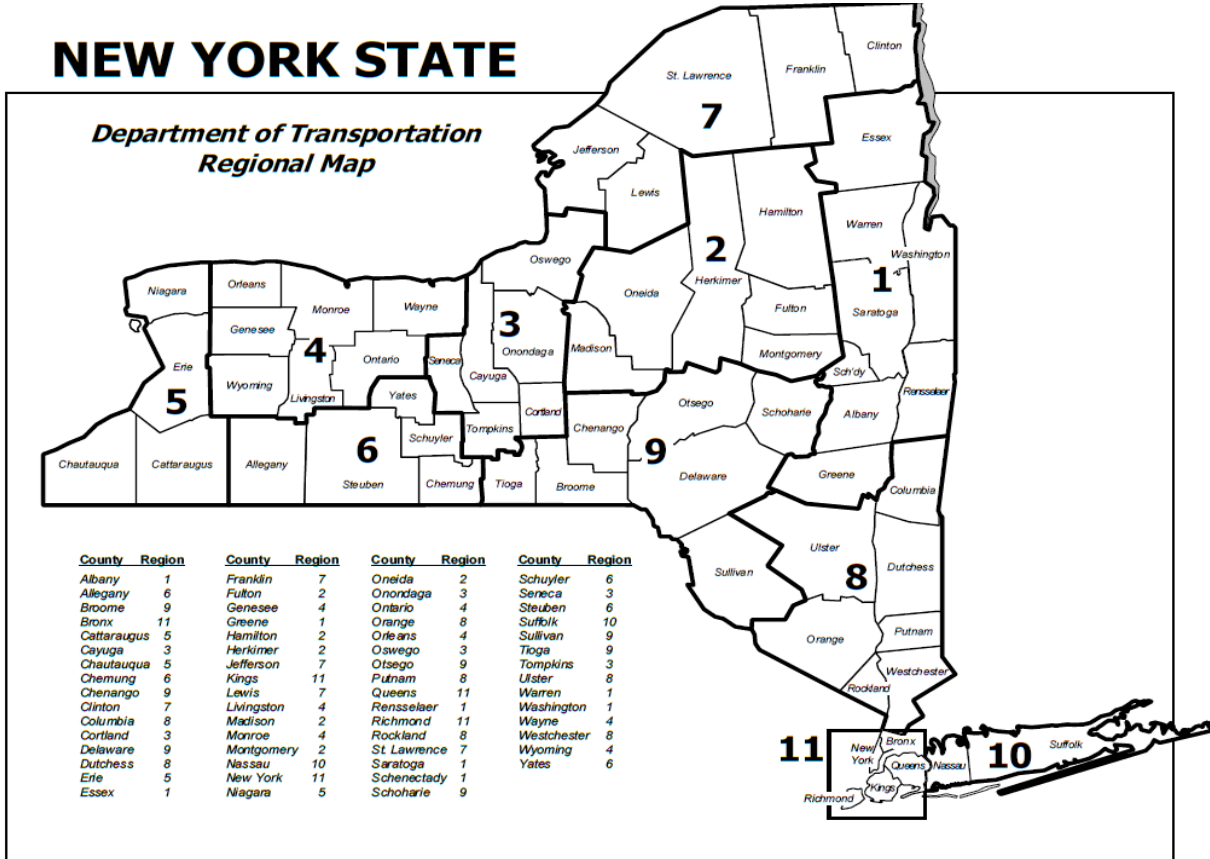
Overview

- This solicitation is issued by the OGS Procurement Services to offer authorized users with a means of acquiring:
 - Motor Oil (Lot 1)
 - Hydraulic Oil (Lot 2)
 - Diesel Exhaust Fluid (Lot 3)
- A bidder may bid on individual items by lot and by zone/region

Regions

NEW YORK STATE

Department of Transportation Regional Map



Lot 1: Motor Oil

- Bidder may offer motor oil by item and by zone for the viscosities shown in the table in **Section 1.3.4, Lot 1 Motor Oil**

Item 1A	5W-30, gasoline engine, quart containers
Item 1B	5W-30, gasoline engine, 55-gallon drum
Item 1C	5W-30, gasoline engine, bulk in gallons
Item 2A	5W-20, gasoline engine, quart containers
Item 2B	5W-20, gasoline engine, 55-gallon drum
Item 2C	5W-20, gasoline engine, bulk in gallons
Item 3A	10W-30, gasoline engine, quart containers
Item 3B	10W-30, gasoline engine, 55-gallon drum
Item 3C	10W-30, gasoline engine, bulk in gallons
Item 4A	15W-40, diesel engine, quart containers
Item 4B	15W-40, diesel engine, 55-gallon drums
Item 4C	15W-40, diesel engine, bulk in gallons

Lot 2: Hydraulic Oil

- Bidder may offer high-performance hydraulic oil by zone in 55-gallon returnable drums, as shown in the table in **Section 1.3.4, Lot 2 Hydraulic Oil**

Lot 3: Diesel Exhaust Fluid

- Bidder may offer diesel exhaust fluid by item and by zone for the viscosities shown in the table in **Section 1.3.4, *Lot 3 Diesel Exhaust Fluid***

Item 1A	2.5 Gallon Package
Item 1B	55-Gallon Drum
Item 1C	225-Gallon Container
Item 1D	Bulk in Gallons

Authorized Users

- Awarded contracts may be utilized by all New York State agencies and other authorized users (AUs) as authorized by §163(1)(k) of the State Finance Law, including but not limited to:
 - Local governments
 - Public authorities
 - Public school & fire districts
 - Public & nonprofit libraries
 - Certain other nonpublic/nonprofit organizations
- Currently, there are >8,200 registered AUs and that number continues to grow



Conclusion

- A contract resulting from this solicitation shall be an estimated quantity contract
- No specific quantities are represented or guaranteed and the state provides no guarantee of individual authorized user participation
- The individual value of each resultant contract is indeterminate and will depend upon the number of contracts issued and the competitiveness of the pricing offered



Minimum Qualifications



Minimum Bidder Qualifications

- Minimum qualifications are listed in **Section 2.0, *Bidder Qualifications***
- The bidder must be an established refiner, authorized distributor or blender of motor oil from a major refiner's base stock and must satisfactorily prove to the OGS, upon request, that contractor has adequate facilities to perform all requirements in the event of award
- In the event a bid is submitted by other than the refiner, a certificate executed by the refiner may be required stating that the bidder is an authorized dealer of the refiner and that the material offered is completely in compliance with the conditions specified herein
- The bidder is also required to complete the second tab of **Attachment 5 – *Bidder Information Questionnaire***



Pricing Attachment 1 Overview

Attachment 1 - Pricing Page

- The bidder will indicate which regions, lots, and items they wish to bid on by completing **Attachment 1 – Price Page**
- The bidder must complete all information required per item being bid on, including:
 - Price per gallon
 - Recycled status
 - Manufacturer
 - Brand name
- The bidder shall provide specification sheets with their bid demonstrating that all products meet the specifications



Review of the Pricing Page Documentation

	A	B	C	D	E	F	G
9				Lot I - Conventional Motor Oil			
10	Zone	Item	Description	Price per Gallon	Recycled Product?	Manufacturer	Brand Name
11					Choose Yes or No		
12	1	1A	5W-30, gasoline engine, quart containers				
13	1	1B	5W-30, gasoline engine, 55-gallon drum				
14	1	1C	5W-30, gasoline engine, bulk				
15	1	2A	5W-20, gasoline engine, quart containers				
16	1	2B	5W-20, gasoline engine, 55-gallon drum				
17	1	2C	5W-20, gasoline engine, bulk				
18	1	3A	10W-30, gasoline engine, quart containers				
19	1	3B	10W-30, gasoline engine, 55-gallon drum				
20	1	3C	10W-30, gasoline engine, bulk				
21	1	4A	15W-40, diesel engine, quart containers				
22	1	4B	15W-40, diesel engine, 55-gallon drums				
23	1	4C	15W-40, diesel engine, bulk				
24	2	1A	5W-30, gasoline engine, quart containers				
25	2	1B	5W-30, gasoline engine, 55-gallon drum				
26	2	1C	5W-30, gasoline engine, bulk				
27	2	2A	5W-20, gasoline engine, quart containers				

General Information

Lot I - Conventional Motor Oil

Lot II - Hydraulic Oil

Lot III - DEF



Method of Award

Method of Award

Award shall be made by individual item within each Lot and Zone to the lowest responsive and responsible bidder



Recycled Content

- Bids offering recycled products meeting **Section 5.2, Preference for Recycled Products** and **Section 5.3, Recycled Certification** will be considered and will be given a pricing preference in accordance with **Section 5.2, Preference for Recycled Products**

Recycled Content

- Proposed product must also meet all other specifications contained in this solicitation
- If a proposed recycled product complies with the above and is priced not more than 10% above a low bid on products manufactured from virgin materials meeting specifications, the award will be made on the lowest-priced recycled product



Recycled Certification for Lots 1 - 3

- To qualify for recycled preference, an Attachment 10 – Manufacturer’s Affidavit of Recycled Content must be included with the bid
- All information requested on the affidavit must be furnished
- Failure to supply a completed affidavit as required will result in disqualification for recycled preference



Recycled Certification for Lots 1 - 3

- The contractor must obtain a statement from the manufacturer certifying the actual percentages of recycled material (the same or larger percentages than originally certified to) in the product furnished for the contract
- When requested, this information must be submitted to the OGS Procurement Services



Recycled Content

- In order for proposed material to qualify for recycled product consideration, the minimum percentage by weight of post-consumer material content is 55%

Group 05700 – Motor Oil, Hydraulic Oil, and Diesel Exhaust Fluid

Attachment 10

MANUFACTURER'S AFFIDAVIT OF RECYCLED CONTENT*

STATE OF _____)
 COUNTY OF _____) ss.

I _____ of _____ being duly sworn, depose and say that the product(s) listed below will be are manufactured to contain not less than the stated percentages of recycled content.

<u>PRODUCT</u>	<u>BRAND NAME</u>	<u>TOTAL RECYCLED CONTENT</u>	<u>POST CONSUMER CONTENT</u>	<u>SECONDARY MATERIAL FROM NYS WASTE STREAM</u>
_____	_____	_____%	_____%	_____%
_____	_____	_____%	_____%	_____%
_____	_____	_____%	_____%	_____%
_____	_____	_____%	_____%	_____%
_____	_____	_____%	_____%	_____%

Indicate in the respective column the percentage of secondary materials generated from the waste stream in NYS that will be utilized in the manufacture of any of the above products furnished to NYS.

It is agreed that representatives of the New York State Office of General Services, Procurement Services Group shall have access to purchase and production records at any time during working hours for the purpose of verifying the actual percentage and use of recycled materials in the above product(s) furnished to New York State.

Name of Manufacturer: _____
 Address: _____

Manufacturer's Representative: _____
 Telephone Number: _____

_____ day of _____, 20____

SECONDARY MATERIAL FROM NYS WASTE STREAM

<u>PRODUCT</u>	<u>BRAND NAME</u>	<u>TOTAL RECYCLED CONTENT</u>	<u>POST CONSUMER CONTENT</u>	<u>SECONDARY MATERIAL FROM NYS WASTE STREAM</u>
_____	_____	_____%	_____%	_____%
_____	_____	_____%	_____%	_____%
_____	_____	_____%	_____%	_____%
_____	_____	_____%	_____%	_____%
_____	_____	_____%	_____%	_____%

_____ REMAIN IN EFFECT FOR THE TERM OF THE CONTRACT.

_____ PERTAINS TO THE REQUIRED MINIMUM RECYCLED CONTENT FOR THE _____ AS LISTED IN THE INVITATION FOR BIDS. (REV. 10/07)

Responsiveness

- To be considered responsive, a bidder must submit a complete bid that satisfies and addresses **all** requirements stated in this solicitation

Content

4.4 Content

A complete Bid consists of the following:

1. One (1) USB flash drives containing:
 - a. Pages 1 and 2 of the Solicitation (signed and scanned) (PDF);
 - b. Completed Attachment 01 – Pricing (must be submitted as an Excel file);
 - c. Completed Attachment 02 – NYS Required Certifications with original ink signatures (PDF);
 - d. Completed Attachment 03 – Encouraging Use of NYS Businesses (PDF);
 - e. Proof of compliance with Attachment 04 – Insurance Requirements (PDF);
 - f. Completed Attachment 05 – Bidder Information Questionnaire (Excel);
 - g. Completed Attachment 06 – Bidder Submission Checklist (Excel);
 - h. Completed Attachment 07 – Bidder Questions Form (Excel);
 - i. Completed Attachment 09 – Contractor Reseller Distributor Info Sheet (Word);
 - j. Completed Attachment 10 – Manufacturer’s Affidavit of Recycled Content (Word);
 - k. Completed Attachment 11 – MWBE 100 Utilization Plan (Word);
 - l. Completed Attachment 12 – MWBE EEO 100 Staffing Plan (Word);
 - m. Completed ST-220CA, Contractor Certification, notarized with original ink signatures (PDF);
 - n. Standard Vendor Responsibility Questionnaire (completed and scanned to PDF) or Certification that Questionnaire has been completed online (PDF).
 - o. Product Specification Sheets for all items bid on.



Content

4.4 Content

2. Original paper versions of the above-mentioned documents (to be placed in a loose-leaf binder and tabbed)

Bidder Responsibility

- OGS conducts a review of prospective contractors (“bidders”) to provide reasonable assurances that the bidder is responsive and responsible
- A For-Profit Business Entity Questionnaire is used for non-construction contracts and is designed to provide information to assess a bidder’s responsibility to conduct business in NYS based upon financial and organizational capacity, legal authority, business integrity, and past performance history



Bidder Responsibility

- OGS recommends each bidder file the required questionnaire online via the New York State VendRep System
- To enroll in and use the VendRep System, please refer to the VendRep System Instructions and User Support for Vendors available at the Office of the State Comptroller's (OSC) website at: http://osc.state.ny.us/vendrep/info_vrsystem.htm or to enroll, go directly to the VendRep System online at <https://portal.osc.state.ny.us>
- **Bidder must complete and certify (or recertify) the questionnaire no more than six (6) months prior to the bid due date**



Administrative Bid



MWBE Participation Goals

- OGS has established a goal of **30%** for women-owned business enterprises (WBE) participation for a total contract MWBE goal of **30%**
- See **Section 6.19** for details

MWBE Utilization and Staffing Plans

- Bidders are required to submit a completed **Attachment 11 - MWBE 100 Utilization Plan** with their bid
- Bidders are required to submit a completed **Attachment 12 – MWBE EEO 100 Staffing Plan** equal employment opportunity staffing plan with their bid
- Forms are available at <http://www.ogs.ny.gov/MWBE/Forms.asp>



Insurance Requirements

- **Attachment 4 – Contractor’s Insurance Requirements** lists the complete insurance requirements for this solicitation
- The bidder shall be required to procure, at its sole cost and expense, all insurance required by Attachment 4, including:
 - Commercial general liability insurance
 - Business automobile liability Insurance
 - Workers’ compensation
 - Disability benefits

New York State Contract Reporter

- To ensure bidders receive all updates and responses to the latest version of this solicitation:
 - Register with the New York State Contract Reporter (NYSCR) at <https://www.nyscr.ny.gov> in order to receive notifications about this solicitation
 - Navigate to the “I want to find contracts to bid on” page to register for a free account



New York State Contract Reporter

- Any updates to the solicitation documents will also be available through the NYSCR
- The questions and answers document will be available through the NYSCR as well
- If you do not opt-in to receive notification updates regarding a particular ad, you will not receive email notifications regarding updates



Format of Bid Submission

- The requirements for the bid are detailed in **Section 4.3, *Format of Bid Submission*** and **Section 4.4, *Content***
- Should any amendments be issued, please make sure that the latest documents are submitted with your bid
- *To be notified of amendments and other changes, you must register with the NYS Contract Reporter and choose the option to receive notifications*



Format of Bid Submission

- A complete bid package must be received by OGS Procurement Services by the date and time of the bid opening
- Due to current restrictions, all bids must be mailed in
- Please make sure to adjust your time table to allow for this as no in-person deliveries will be accepted
- Late bids shall be handled in accordance with **Appendix B - *Late Bids***
- Any bid pricing or portions thereof submitted on a flash drive that are incomplete or that cannot be opened/ accessed may be rejected



Format of Bid Submission

- All bids must have a label on the outside of the box or package itemizing the following information:
 1. BID ENCLOSED (preferably bold, large print, all capital letters)
 2. SOLICITATION **#23204**
 3. Bid opening due date and time (**8/05/2020 at 11:00 AM**)
 4. The number of boxes or packages (i.e., 1 of 2, 2 of 2)



Bid Submission

- All bids shall be delivered, by mail only, to the following address on or before 11:00 AM EST on or before the bid opening date of August 5, 2020:

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



Bid Content

Bid Content

- Bidders are responsible for the accuracy of their bids
- All bidders are directed to take extreme care in developing their bids
- Bidders are cautioned to carefully review their bids prior to submission
- A bid that fails to conform to the requirements of the solicitation may be considered non-responsive and may be rejected
- The list of requirements for a complete bid may be found in

Section 4.4, Content

Reminders

- 1) Here's how to contact us:
 - Reach out to the designated contacts listed on page 1 in the Solicitation
- 2) Where to find the solicitation information:
 - <https://nyspro.ogs.ny.gov/content/finding-bid-opportunities>
- 3) Bidder questions are due:
 - 7/10/2020 at 5:00 PM EST
- 4) When the bids are due:
 - 8/05/2020 at 11:00 AM EST



Designated Contacts for General Inquiries

PRIMARY CONTACT

Jennifer Prusinowski, Contract Management Specialist
E-mail: Jennifer.Prusinowski@ogs.ny.gov

SECONDARY CONTACT

Kelly Rothkopf, Team Leader
E-mail: Kelly.Rothkopf@ogs.ny.gov

TERTIARY CONTACT

Todd Gardner, Contract Management Specialist 3
E-mail: Todd.Gardner@ogs.ny.gov



Questions?

