



Bid Solicitation Update #3

- Responses to Bidder Inquiries
Revisions to Solicitation 23260
Revisions to Attachment 1 – Pricing
Revisions to Attachment 4 – Insurance Requirements
Revisions to Attachment 5 – Bidder Information
Subject: Questionnaire
Revisions to Attachment 6 – Bidder Submission Checklist
Revisions to Attachment 8 – Report of Contract Usage
Addition of Attachment 9 – Executive Order No. 16 Certification

DATE: May 13, 2022
SOLICITATION: 23260 BID OPENING DATE | TIME: May 31, 2022 | 11:00am
GROUP | TITLE: 20070 | Books, Serials, Databases, and Library Resource Management Products
OGS DESIGNATED CONTACTS:

Table with 4 columns: Name, Role, Phone Number, Email Address. Rows include Katie Jezik, Jennifer Stafford, Jamie Nusbaum, Danielle Hayes, Mark Helling, and Christa Lee.

The Office of General Services (OGS) has reviewed the inquiries received for Solicitation 23260 - Books, Serials, Databases, and Library Resource Management Products during the inquiry period that ended on April 14, 2022.

Answers to the inquiries may 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 Solicitation 23260 (Revised 05/13/2022), Attachment 1 – Pricing (Revised 05/13/2022), Attachment 4 – Insurance Requirements (Revised 05/13/2022), Attachment 5 – Bidder Information Questionnaire (Revised 05/13/2022), Attachment 6 – Bidder Submission Checklist (Revised 05/13/2022), and Attachment 8 – Report of Contract Usage (Revised 05/13/2022). OGS has added Attachment 9 – Executive Order No. 16 Certification.

**GROUP 20070 – Solicitation 23260 – Books, Serials, Databases, and Library Resource Management Products**

The revised Attachments are being released simultaneously with the responses to the inquiries. A list of revisions to the Attachments are provided on Page 3 of this document.

Bids that have already been submitted will be retained by OGS. If submitted before May 13, 2022, **Bidders need to submit a revised bid that supersedes the previously submitted bid; please include a cover letter with your new bid submission indicating that circumstance.**

All other terms and conditions of the Solicitation remain unchanged. All Bids shall be considered on the basis of this amendment. It is the Bidders' responsibility to submit the most current versions of all Solicitation documents.

If submitting a bid, this Bid Solicitation Update 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: \_\_\_\_\_

## **GROUP 20070 – Solicitation 23260 – Books, Serials, Databases, and Library Resource Management Products**

The list below is provided as a convenience. **Bidders are directed to refer to the actual document and the answers to the inquiries for the specific language changes and clarifications.** Bids submitted will be evaluated based on the revised Solicitation and Attachments.

### **REVISIONS TO SOLICITATION (REVISED MAY 13, 2022)**

#### **REVISIONS to Solicitation 23260**

- Solicitation 23260, Table of Contents, has been revised.
- Solicitation 23260, Attachments, has been revised.
- Solicitation 23260, Section 1.4, *Key Events/Dates*, has been revised.
- Solicitation 23260, Section 1.9, *Definitions*, has been revised.
- Solicitation 23260, Section 1.10, *Appendices and Attachments*, has been revised.
- Solicitation 23260, Section 3.1.1.1, *Substitutions*, has been revised.
- Solicitation 23260, Section 3.1.1.3, *Status Report*, has been revised.
- Solicitation 23260, Section 3.1.2.1(1), *Orders, Renewals, and Cancellations*, has been revised.
- Solicitation 23260, Section 3.1.2.1(13), *Orders, Renewals, and Cancellations*, has been added.
- Solicitation 23260, Section 3.1.3, *Contractor Licensing Terms and Conditions*, has been added.
- Solicitation 23260, Section 3.2.1(3e), *Authorized User Access to Electronic Publications*, has been added.
- Solicitation 23260, Section 3.2.4.1(1), *Orders, Renewals, and Cancellations*, has been revised.
- Solicitation 23260, Section 3.2.4.1(13), *Orders, Renewals, and Cancellations*, has been added.
- Solicitation 23260, Section 3.3.3(3), *Contractor's Performance Obligations*, has been added.
- Solicitation 23260, Section 3.4.1, *General Performance*, has been revised.
- Solicitation 23260, Section 4.4, *Content*, has been revised.
- Solicitation 23260, Section 5.1.1, *Lot 1 - Printed Publications and Non-Print Library Materials Award Methodology*, has been revised.
- Solicitation 23260, Section 5.1.2 *Lot 2 - Electronic Publications Award Methodology*, has been revised.
- Solicitation 23260, Section 5.1.3 *Lot 3 - Databases Award Methodology*, has been revised.
- Solicitation 23260, Section 6.11, *Invoicing and Payment*, has been revised.
- Solicitation 23260, Section 6.13, *Backordering*, has been revised.
- Solicitation 23260, Section 6.16, *Product Returns and Exchanges*, has been revised.

### **REVISIONS TO ATTACHMENTS (REVISED MAY 13, 2022)**

#### **REVISIONS to Attachment 1 – Pricing**

- Instructions – Lot 1 has been revised.
- Instructions – Lot 2 has been revised.
- Instructions – Lot 3 has been revised.
- Lot 3 – Databases has been revised.
- Instructions – Lot 4 has been revised.
- Lot 4 – Library Resource Mgmt has been revised.

#### **REVISIONS to Attachment 4 – Insurance Requirements**

- Attachment 4 – *Insurance Requirements*, has corrected section numbering on pages 5-6.
- Attachment 4 – *Insurance Requirements*, Business Automobile Liability Insurance Attestation, has revised instructions.

#### **REVISIONS to Attachment 5 – Bidder Information Questionnaire**

- Attachment 5 – *Bidder Information Questionnaire*, has been revised to include new question 20 and all succeeding questions have been renumbered.
- Attachment 5 – *Bidder Information Questionnaire*, question 28, has been revised.

#### **REVISIONS to Attachment 6 – Bidder Submission Checklist**

- Attachment 6 – *Bidder Submission Checklist*, has been revised to reflect revised Attachment versions.
- Attachment 6 – *Bidder Submission Checklist*, has been revised to include new question 10 and all succeeding questions have been renumbered.

**REVISIONS to Attachment 8 – Report of Contract Usage**

- Instructions has been revised.
- ContractUsage - Lot 1 has been revised.
- ContractUsage - Lot 2 has been revised.
- ContractUsage - Lot 3 has been revised.
- ContractUsage - Lot 4 has been revised.

**ADDITION of Attachment 9 – Executive Order No. 16 Certification**

- Attachment 9 – *Executive Order No. 16 Certification*, has been added.