



Phased Solicitation Update #3

Subject:

**Responses to Bidder Inquiries
Revisions to Phased Solicitation 23273
Revisions to Attachment 1 - Office Supplies
Workbook
Revisions to Attachment 4 - Insurance
Requirements
Revisions to Attachment 6 - Bidder
Submission Checklist**

DATE: November 21, 2023

PHASED SOLICITATION: 23273 **BID OPENING DATE | TIME:** December 12, 2023 | 1:30 PM

GROUP & TITLE: 23000 | Miscellaneous Office Supplies (Statewide)

OGS DESIGNATED CONTACTS:

Stacie Craft	CMS 1	518-473-4271	stacie.craft@ogs.ny.gov
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The Office of General Services (OGS) has given careful consideration to the inquiries regarding Phased Solicitation 23273 for Miscellaneous Office Supplies (Statewide) during the inquiry period that ended on October 13, 2023.

Answers to inquiries may be obtained at Procurement Services Bid Calendar:
<https://ogs.ny.gov/procurement/bid-opportunities>

In addition to publishing responses to the inquiries, **OGS has revised Phased Solicitation 23273 (Revised 11/21/23), Attachment 1 – Office Supplies Workbook (Revised 11/21/23), Attachment 4 – Insurance Requirements (Revised 11/21/23), and Attachment 6 – Bidder Submission Checklist (Revised 11/21/23).**

The revised Phased Solicitation and Attachments are being released simultaneously with the responses to the inquiries. A list of revisions to the Phased Solicitation and Attachments are provided on Pages 3 through 10 of this document.

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All other terms and conditions of the Phased 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 Phased Solicitation documents.

If submitting a bid, this Phased 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: _____

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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 Phased Solicitation and Attachments.

REVISIONS TO PHASED SOLICITATION (REVISED 11/21/23)

- List of Attachments following the Table of Contents, has been revised to reflect revised Attachments.
- Section 1.1, *Overview*, has been revised to reflect the approximate number of Non-Core List Products listed in Attachment 1 - *Office Supplies Workbook (Revised 11/21/23)*.
- Section 1.4, *Key Events/Dates*, has been revised to reflect revised dates for the following events:
 - OGS Procurement Services' Responses to Bidder Questions
 - Phase 1 Bid Opening Date and Time
- Section 1.10, *Appendices and Attachments* has been revised to reflect revised Attachments.
- Section 1.11, *Conflict of Terms*, has been revised to reflect the revised Phased Solicitation and Attachments.
- Section 3.4, *Content of Phase 1 Bid Package*, has been revised to reflect revised Attachments.
- Section 3.5, *Bid Envelopes and Packages*, has been revised to reflect the new Bid Opening Date and Time.
- Section 5.1, *Method of Award*, has been revised to reflect the approximate number of Non-Core List Products listed in Attachment 1 - *Office Supplies Workbook (Revised 11/21/23)*.
- Supplementary to the information above, references to any revised attachments specified herein have been revised throughout the Phased Solicitation to reflect the most current versions of the attachments.

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REVISIONS TO ATTACHMENT 1 – OFFICE SUPPLIES WORKBOOK (REVISED 11/21/23)

INSTRUCTIONS

The following provision has been added to the end of the first paragraph of each section: “In the event of a discrepancy between the Manufacturer Part Number (MPN) or Universal Product Code (UPC Code) and the Item Description and/or Unit of Measure, the specified MPN or UPC shall prevail.”

CORE LIST

The following changes have been made to the Core List:

Item Number	Manufacturer or Brand Name	Manufacturer Part No. (MPN) or Universal Product Code (UPC)	Item Description	Unit of Measure (UOM)	Estimated Annual Purchases	Notes
8	NESTLE	068274194627	8 OZ PURIFIED WATER 24/CT	CT	64,825	Item Number 8 has been revised to reflect a new referenced Product.
15	PEPPERIDGE FARM	PPF13539	CHEDDAR GOLD FISH 1.5OZ 72/CT	CT	13,608	The Manufacturer Name (MPN) has been revised.
86	LOGITECH	LOG920009473	SLIM FOLIO IPAD COVER 7TH 8TH 9TH GEN GRAPHITE	EA	2,074	Item Number 86 has been revised to reflect a new referenced Product.
163	NESTLE	068274834578	0.5 L PURIFIED WATER 24/CT	CT	12,456	Item Number 163 has been revised to reflect a new referenced Product.

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NON-CORE LIST

The following changes have been made to the Non-Core List:

Item Number	Sub-Category	Manufacturer or Brand Name	Manufacturer Part No. (MPN) or Universal Product Code (UPC)	Item Description	Unit of Measure (UOM)	Estimated Annual Purchases	Notes
NC9	BREAKROOM	FORT JAMES CORP DIXIE	DXESX20PATHPK	DIXIE ULTRA 20OZ HEAVY BOWLS 125/PK	PK	727	The Item Description and Unit of Measure (UOM) have been revised to reflect a Pack Size of 125.
NC24	BREAKROOM	FORT JAMES CORP DIXIE	CH0180DX7	DIXIE CUTLERY KEEPER 180/PK	PK	1,339	This item is a duplicate of Core List Item Number 161 and has been removed; succeeding Item Numbers have been revised to account for the removal of this item.
NC31	BREAKROOM	DART CORPORATION	DCCY7PK	CLEAR PLASTIC CUP 7 OZ 100/PK	PK	4,561	The Manufacturer Part Number (MPN) and Item Description have been revised. The new Item Number is NC30.
NC47	BREAKROOM	GEORGIA PACIFIC PRODUCTS	DXECH0180DX7	ASSORTED CUTLERY 180/PK	PK	1,060	This item is a duplicate of Core List Item Number 161 and has been removed; succeeding Item Numbers have been revised to account for the removal of this item.

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Item Number	Sub-Category	Manufacturer or Brand Name	Manufacturer Part No. (MPN) or Universal Product Code (UPC)	Item Description	Unit of Measure (UOM)	Estimated Annual Purchases	Notes
NC61	INK/TONER BROTHER	BROTHER INTERNATION CORP	BRTTZE2312PK	BROTHER TZE-231 12MM BKWHT 2/PK	PK	5,006	This item was relocated from the Ink & Toner Subcategory to the Technology - Elec. & Accessories Subcategory; succeeding Item Numbers have been revised to account for the move of this item to the new subcategory. The new Item Number under the Technology - Elec. & Accessories Subcategory is NC579.
NC82	INK/TONER HEWLETT PACKARD	HEWLETT PACKARD	TOA39AN#140	HP 902 XL/902 BLACK AND CMY 4/PK	PK	829	The Manufacturer Part Number (MPN) and Item Description have been updated. The new Item Number is NC79.
NC115	INK/TONER HEWLETT PACKARD	HEWLETT PACKARD	HEWCE505XD	HP 05X HY BLACK TONER 2/PK	PK	314	The Manufacturer Part Number (MPN), Item Description, and Unit of Measure (UOM) have been updated. The new Item Number is NC112.
NC206	JANITORIAL & SANITATION	KIMBERLY CLARK CORP	KCC21271	KLEENEX PRF. TISSUES CUBE 95/BX, 6 PK	PK	14,827	The Manufacturer Part Number (MPN) and Unit of Measure (UOM) have been revised. The new Item Number is NC203.

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Item Number	Sub-Category	Manufacturer or Brand Name	Manufacturer Part No. (MPN) or Universal Product Code (UPC)	Item Description	Unit of Measure (UOM)	Estimated Annual Purchases	Notes
NC239	JANITORIAL & SANITATION	BROTHER INTERNATIONAL CORP.	BRTTZE241	P-TCH TAPE 3/4IN BLK/WHT	EA	1,425	This item was relocated from the Janitorial & Sanitation Subcategory to the Technology - Elec. & Accessories Subcategory; succeeding Item Numbers have been revised to account for the move of this item to the correct subcategory. The new Item Number under the Technology - Elec. & Accessories Subcategory is NC580.
NC261	OFFICE SUPPLIES	3M CORPORATION	MMM559VAD6PK	EASEL PAD POST-IT 25X30 6/PK	PK	653	This item is a duplicate of Item Core List Number 36 and has been removed; succeeding Item Numbers have been revised to account for the removal of this item.
NC368	OFFICE SUPPLIES	SANFORD CORP	SAN22480PP	FLIP CHART MARKER COLOR 8/PK	PK	6,254	This item is a duplicate of Core List Item Number 213 and has been removed; succeeding Item Numbers have been revised to account for the removal of this item.
NC376	OFFICE SUPPLIES	AVERY PRODUCTS CORPORATION	RED43461	QUAD RULE COMPBK 5X5 80SHT	EA	17,321	This item is a duplicate of Core List Item Number 154 and has been removed; succeeding Item Numbers have been revised to account for the removal of this item.

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Item Number	Sub-Category	Manufacturer or Brand Name	Manufacturer Part No. (MPN) or Universal Product Code (UPC)	Item Description	Unit of Measure (UOM)	Estimated Annual Purchases	Notes
NC377	OFFICE SUPPLIES	DIXON-TICONDEROGA	DIX 14412	PENCIL DIXON NO.2 YW 144/BX	BX	3,037	This item is a duplicate of Core List Item Number 179 and has been removed; succeeding Item Numbers have been revised to account for the removal of this item.
NC457	OFFICE SUPPLIES	3M CORPORATION	MMM38506	SUPER STRENGTH 48MMX50M 6/PK	PK	1,704	This item is a duplicate of Core List Item Number 71 and has been removed; succeeding Item Numbers have been revised to account for the removal of this item.
NC469	OFFICE SUPPLIES	GENERAL BINDING CORP ACCO	TOP7533	PAD LGL RL PERF LTR WE 12/PK	PK	795	This item is a duplicate of Core List Item Number 139 and has been removed; succeeding Item Numbers have been revised to account for the removal of this item.
NC473	OFFICE SUPPLIES	QUALITY PARK	QUA69022	ENVELOPE PULL & SEAL SEC #10 - 500/BX	BX	3,031	The Item Description has been revised. The new Item Number is NC463.
NC479	OFFICE SUPPLIES	ELMERS PRODUCTS INC	EPI1675X	TEACHER PRO SHARPENER BLACK	EA	247	This item a duplicate of Non-Core List Item Number NC422 (New Item Number NC414) and has been removed; succeeding Item Numbers have been revised to account for the removal of this item.
NC486	PAPER	XEROX	XER3R02641	8.5X11 COPY PAPER CS IP 5000ST - 10RM/CT	CT	784	This item is a duplicate of Core List Item Number 122 and has been removed; succeeding Item Numbers have been revised to account for the removal of this item.

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Item Number	Sub-Category	Manufacturer or Brand Name	Manufacturer Part No. (MPN) or Universal Product Code (UPC)	Item Description	Unit of Measure (UOM)	Estimated Annual Purchases	Notes
NC487	PAPER	HEWLETT PACKARD	HEW112000	8.5X11 PRINT PPR 20# 500/REAM	RM	1,323	This item is a duplicate of Core List Item Number 51 and has been removed; succeeding Item Numbers have been revised to account for the removal of this item.
NC489	PAPER	HAMMERMILL	HAM105007	8.5X11 COPY PAPER, 500 SHEETS/REAM 10 REAMS/CARTON	CT	555	This item is a duplicate of Core List Item Number 1 and has been removed; succeeding Item Numbers have been revised to account for the removal of this item.
NC517	TECHNOLOGY – ELECTRONICS & ACCESSORIES	DURACELL DISTRIBUTING INC.	DURMN1500B24	BATTERY AA ALKALINE 24/PK	PK	2,381	This item is a duplicate of Core List Item Number 20 and has been removed; succeeding Item Numbers have been revised to account for the removal of this item.
NC524	TECHNOLOGY – ELECTRONICS & ACCESSORIES	DURACELL DISTRIBUTING INC.	MN2400B240002	BATTERY AAA ALKALINE 24/PK	PK	1,397	This item is a duplicate of Core List Item Number 14 and has been removed; succeeding Item Numbers have been revised to account for the removal of this item.

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REVISIONS TO ATTACHMENT 4 – INSURANCE REQUIREMENTS (REVISED 11/21/23)

- The following language has been removed from the end of the first paragraph of Section B.1.:
[explosion, collapse & underground coverage].

REVISIONS TO ATTACHMENT 6 – BIDDER SUBMISSION CHECKLIST (REVISED 11/21/23)

- Revised to reflect revised Attachment versions.
- An additional question has been added for Bidder submission of all Bid Solicitation Updates with original ink signature.