



Corrections and Community Supervision

Preventive Maintenance and Repair of Offset Printing Equipment in Correctional Facility Vocational Printing Shops

INVITATION FOR BIDS (IFB) # 2024-18

Issue Date: July 3, 2024

Mandatory Site Visit: July 15 – July 19

Bidder Questions Due: July 31, 2024

Bid Due Date & Time: August 21, 2024 by 3:00pm

Contract Period: September 1, 2024 – August 31, 2029
(with option to extend)

IMPORTANT: SEE NOTICE TO BIDDERS CLAUSES HEREIN

E-Mail or Facsimile Bid Submissions are NOT Acceptable

Designated Contact

Name: Nicolas Fusaro

Phone: 518-486-5340

Email: nicolas.fusaro@doccs.ny.gov

Alternate Designated Contact

Name: Ronald Brown

Phone: 518-486-5304

Email: ronald.brown@doccs.ny.gov

BID SIGNATURE PAGE

The bid must be fully and properly executed by an authorized person. By signing you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this INVITATION FOR BIDS, Appendix A (Standard Clauses For New York State Contracts), Appendix B (General Specifications), and State Finance Law §139-j and §139-k (Procurement Lobbying), and that all information provided is complete, true and accurate. By signing, bidder affirms that it understands and agrees to comply with DOCCS procedures relative to permissible contacts as required by State Finance Law §139-j(3) and §139-j(6)(b). Bidders are requested to retain Appendix A and Appendix B for future reference.

Procurement Lobbying information may be accessed at: <https://ogs.ny.gov/acpl/>

Legal Business Name of Company Bidding:		NYS Vendor Identification Number: (see NYS vendor file registration clause)	
D/B/A – Doing Business As (if applicable):		Federal Tax Identification Number: (Do Not Use Social Security Number)	
Street	City	State	Zip
		County	
If applicable, place an "x" in the appropriate box(es) (<i>check all that apply</i>)			
<input type="checkbox"/> NYS Small Business # Employees _____	<input type="checkbox"/> NYS Certified Minority-Owned Business Enterprise (MBE)	<input type="checkbox"/> NYS Certified Woman-Owned Business Enterprise (WBE)	<input type="checkbox"/> NYS Certified Service Disabled Veteran Owned Business (SDVOB)
Vendor Responsibility Questionnaire Filed Online: ____ Yes ____ No If Yes, has Bidder certified or recertified the Vendor Responsibility Questionnaire no more than six (6) months prior to the bid opening date? ____ Yes ____ No Do you understand and is your firm capable of meeting the insurance requirements to enter into a contract with New York State? ____ Yes ____ No Does your bid proposal meet all the requirements of this solicitation? ____ Yes ____ No			
If you are not bidding, place an "x" in the box and return this page only. <input type="checkbox"/> WE ARE NOT BIDDING AT THIS TIME BECAUSE: _____ _____			
Phone:		Toll Free Phone:	
Email Address:		Company Web Site:	
Bidder's Signature:		Printed or Typed Name:	
Date:		Title:	

RETURN THIS PAGE AS PART OF THE BID

CHECKLIST FOR IFB # 2023-18

All bidders should complete the checklist presented below and submit the following forms listed in the checklist as required for each bid submission.

SUBMISSION DOCUMENTS PACKAGE (SIGNATURES REQUIRED)

- This Checklist
- Completed Bid Signature Page (pages 2-3)
- Bidder's Federal Tax Identification Number
- NYS Vendor Identification Number
- Bidder's Signature
- Individual, Corporation, Partnership, or LLC Acknowledgement (*must be notarized*)
- MWBE / EEO / SDVOB Forms as applicable (see pages 8-12)
Forms available at: <https://doccs.ny.gov/procurement-opportunities>
- Vendor Responsibility Questionnaire – Check one of the following:
- Paper Submission
- OR***
- Electronic Filing - Certified Date: _____
(*Must be certified within the last 6 months*)
- Certificate of Insurance
- Proof of Compliance with Workers' Compensation Coverage Requirements
- Proof of Compliance with Disability Benefits Coverage Requirements
- (*Note: If the above 3 items are not submitted with bid, a tentative awardee shall provide this documentation upon notification from DOCCS*)
- Bid Price Page (page 26)
- Notes to Bidders and Questions (pages 27-30)
- Procurement Lobbying Certification (page 31)
- State Finance Law § 139-I (page 32)
- NYS Required Certifications: EO 177 (page 35)
- NYS Required Certifications: EO 16 (page 36)
- Vendor Assurance of No Conflict of Interest or Detrimental Effect (page 33)
- Contractor Certification Forms (*Must Be Notarized*) (page 34)
Form ST-220-CA (Form ST-220-TD is filed directly with the Tax Department)

Signature: _____

Date: _____

Print Name: _____

Name of Company: _____

RETURN THIS PAGE AS PART OF THE BID
GENERAL INFORMATION

IMPORTANT NOTICE TO POTENTIAL BIDDERS: Receipt of these bid documents does not indicate that the NYS Department of Corrections and Community Supervision (DOCCS) has pre-determined your company's qualifications to receive a contract award. Such determination will be made after the bid opening and will be based on our evaluation of your bid submission compared to the specific requirements and qualifications contained in these bid documents.

NOTICE TO BIDDERS:

The NYSDOCCS Contract Procurement Unit will receive bids pursuant to the provisions of Article XI of the State Finance Law or the provisions of the State Printing and Public Documents Law. The following procedures shall be used for bid submittals:

1. BID PREPARATION

Prepare your bid on this form using indelible ink. Print the name of your company on each page of the bid in the block provided. One copy of the bid is required, unless otherwise specified herein.

2. BID SUBMISSION

When submitting your bid, please submit complete original bid package, including all bidder questions and required certifications. You are not required to return Appendix A and Appendix B to this office. You may keep all those pages for your own reference.

3. BID DELIVERY

Bidders assume all risks for timely, properly submitted deliveries. Bidders are strongly encouraged to arrange for delivery of bids to NYSDOCCS Contract Procurement Unit **prior to** the date of the bid opening. **LATE BIDS may be rejected. E-mail bid submissions are not acceptable and will not be considered.**

- **Bid envelopes**

The envelope containing a bid should be clearly marked "**BID ENCLOSED**" and state the **Bid Number, Bid Opening Date, and Time**. Failure to complete all information on the bid envelope may necessitate the premature opening of the bid and may compromise confidentiality. See "Bid Submission" in Appendix B, General Specifications. Bids shall be delivered to:

State of New York
Department of Corrections and Community Supervision
Support Operations – Contract Procurement Unit
Attn: Nicolas Fusaro
550 Broadway
Menands, NY 12204

- **FAX transmittals**

Facsimile transmittals are NOT acceptable for this solicitation.

- **Hand deliveries**

Bidders must allow extra time to comply with the security procedures which may be in effect when hand delivering bids or using deliveries by independent courier services. **Bidders assume all risks for timely, properly submitted deliveries.**

4. IMPORTANT BUILDING ACCESS PROCEDURES

Bidders attending bid openings must pre-register for building access by contacting Susan Conte at (518) 486-5283 or by email Susan.Conte@doccs.ny.gov at least 24 hours prior to bid opening. To access the facility, all visitors must check in by presenting valid photo identification. Vendors who intend to deliver bids should allow extra time to comply with these procedures. Building Access procedures may change or be modified at any time.

NON-COLLUSIVE BIDDING CERTIFICATION:

(Reference: State Finance Law Section 139-d and Appendix A, Clause 7)

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not submit a bid for the purpose of restricting competition.

In the event that the bidder is unable to certify as stated above, the bidder shall provide a signed statement which sets forth in detail the reasons why the bidder is unable to furnish the certificate as required in accordance with State Finance Law Section 139-d(1)(b).

INQUIRIES / ISSUING OFFICE:

All inquiries concerning this specification will be addressed to the following **Designated Contact:**

PRIMARY CONTACT

Name: Nicolas Fusaro
 Phone No.: 518-486-5340
 E-Mail: Nicolas.fusaro@doccs.ny.gov

SECONDARY CONTACT

Name: Ronald Brown
 Phone No.: 518-486-5304
 E-Mail: Ronald.brown@doccs.ny.gov

Contacting someone else may result in rejection of bid – see “Procurement Lobbying Act”.

All questions should be submitted in writing no later than **July 31, 2024**, citing the particular bid section and paragraph number. The prospective bidder should notify the DESIGNATED CONTACT of any term, condition, etc., that precludes the vendor from submitting a compliant, responsive bid. Bidders are cautioned to read this document thoroughly to become familiar with all aspects of the bid. Prospective Bidders should note that all clarifications and exceptions including those relating to the terms and conditions of the contract are to be resolved prior to the submission of a bid. Bidders entering into a contract with the State are expected to comply with **all** the terms and conditions contained herein. Answers to all questions of a substantive nature will be given to all Prospective Bidders in the form of a formal addendum which will become part of the ensuing contract. Official answers to all written questions will be advertised as an addendum and posted in the NYS Contract Reporter (NYSCR) (<https://www.nyscr.ny.gov/>) and DOCCS website (<https://doccs.ny.gov/procurement-opportunities>) on or about the date listed in the Key Events/Dates. Only answers provided by addendum are considered official. Any amendments, addendums, clarifications, responses to questions, and updates to this IFB will be posted on the NYS Contract Reporter and DOCCS websites. It is each bidder’s responsibility to visit the above website to determine if any addenda are issued regarding this solicitation prior to submitting a bid.

KEY EVENTS/DATES:

Invitation for Bids (IFB) Issued	July 3, 2024
Mandatory Site Visit	July 15 – July 19
Written Bidders’ Questions Deadline	July 31, 2024
DOCCS Issues Answers to Questions (estimated)	August 7, 2024
Bids Due to DOCCS	August 21, 2024
Tentative Award Made (estimated)	August 23, 2024
Contract Start Date	September 1, 2024

SITE VISIT:

It is recommended that each bidder prior to the bid opening familiarize itself with correctional facilities included in this solicitation, in particular with the print shop machines in the specific facilities included in each bid lot that are of interest to the bidder. It is the full responsibility of the bidder to pre-arrange a site visit at a time that is mutually agreed upon by the correctional facility and the bidder. Bidders may make an appointment to visit the sites within the allowable period by contacting the designated facility contact person listed **on Attachment 4**. Any costs incurred to visit any correctional facility are the responsibility of the potential bidder.

PROCUREMENT LOBBYING ACT:

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 between NYSDOCCS and an Offerer/bidder during the procurement process. An Offerer/bidder is restricted from making contacts from the earliest notice of intent to solicit offers/bids through final award and approval of the Procurement Contract by NYSDOCCS, and if applicable, the Office of General Services, and/or the Office of the State Comptroller ("restricted period") 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). Designated staff, as of the date hereof, is identified on the first page of this solicitation. NYSDOCCS employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four-year period, the Offerer/bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found on the website: <https://ogs.ny.gov/acpl/>

PROCUREMENT LOBBYING TERMINATION:

NYSDOCCS reserves the right to terminate this contract in the event it is found that the certification filed by the Offerer/bidder in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, NYSDOCCS may exercise its termination right by providing written notification to the Offerer/bidder in accordance with the written notification terms of this contract.

DISPUTE RESOLUTION POLICY:

It is the policy of the NYSDOCCS and the Office of the State Comptroller to provide vendors with an opportunity to administratively resolve disputes, complaints or inquiries related to NYS bid solicitations or contract awards. NYSDOCCS and the Office of the State Comptroller encourages vendors to seek resolution of disputes through consultation with NYSDOCCS staff. All such matters will be accorded impartial and timely consideration. Interested parties may also file formal written disputes.

TAX LAW § 5-A:

TAX LAW § 5-A Amended April 26, 2006 (Appendix 2):

Tax Law § 5-a, as amended on April 26, 2006, requires certain contractors who are awarded state contracts for commodities and/or services valued at more than \$100,000 (over the full term of the contract, excluding renewals) to certify to the Department of Taxation and Finance (DTF) they are registered to collect New York State (NYS) and local sales and compensating use taxes. The law applies to contracts where the total amount of the contractor's sales delivered into NYS exceed \$300,000 for the four quarterly periods immediately preceding the quarterly period when the certification is made; and with respect to any affiliates and subcontractors whose sales delivered into NYS also exceed \$300,000 in the same manner as noted above for the contractor.

This law imposes upon certain contractors the obligation to certify whether or not the contractor, its affiliates, and its subcontractors are required to register to collect state sales and compensating use tax. The contractors must certify to DTF that each affiliate and subcontractor exceeding the sales threshold is registered with DTF to collect such State and local sales and compensating use taxes. The law prohibits the Comptroller, or other approving agency, from approving a contract to a vendor who is not registered in accordance with the law.

There are two (2) Contractor certification forms, with instructions, required for this bid. **Form ST-220-TD is to be submitted directly to DTF. Submission to DTF is a one-time occurrence. If you have already submitted this form to DTF for other bidding opportunities, you do not need to submit the form attached to this bid. If, however, any certification information changes, a new ST-220-TD must be filed with DTF. Form ST-220-CA must be completed and submitted with this bid. This form certifies to the procuring agency that the contractor has filed ST-220-TD with DTF in compliance with the law.**

Bidders should complete and submit the certification forms within two business days of request (if the forms are not submitted to DTF and/or and returned with bid). Bidders shall take the necessary steps to provide properly certified forms within a timely manner to ensure compliance with the law, as failure to do so may render a bidder non-responsive and non-responsible.

Vendors may call DTF at 1-800-698-2909 for any and all questions relating to Tax Law § 5-a and relating to a company's registration status with DTF. For additional information and frequently asked questions, please refer to the DTF web site: <http://www.tax.ny.gov>

TERMINATION FOR VIOLATION OF Revised Tax Law 5a:

NYS DOCCS reserves the right to terminate this contract in the event it is found that the certification filed by the Contractor in accordance with § 5-a of the Tax Law is not timely filed during the term of the contract or the certification furnished was intentionally false or intentionally incomplete. Upon such finding, (facility name) may exercise its termination right by providing written notification to the Contractor.

MERCURY-ADDED CONSUMER PRODUCTS:

Offerers are advised that effective January 1, 2005, Article 27, Title 21 of the Environmental Conservation Law bans the sale or distribution free of charge of fever thermometers containing mercury except by prescription written by a physician and bans the sale or distribution free of charge of elemental mercury other than for medical pre-encapsulated dental amalgam, research, or manufacturing purposes due to the hazardous waste concerns of mercury. The law further states that effective July 12, 2005, manufacturers are required to label mercury-added consumer products that are sold or offered for sale in New York State by a distributor or retailer. The label is intended to inform consumers of the presence of mercury in such products and of the proper disposal or recycling of mercury-added consumer products. Offerers are encouraged to contact the Department of Environmental Conservation, Bureau of Solid Waste, Reduction & Recycling at (518) 402-8705 or the Bureau of Hazardous Waste Regulation at 1-800-462-6553 for questions relating to the law. Offerers may also visit the Department's web site for additional information: <http://www.dec.ny.gov/chemical/8512.html>

DEBRIEFING:

Pursuant to Section 163(9)(c) of the State Finance Law, any unsuccessful Bidder may request a debriefing regarding the reasons that the Bid submitted by the Bidder was not selected for award. Requests for a debriefing must be made within 15 calendar days of notification by DOCCS that the Bid submitted by the Bidder was not selected for award. Requests should be submitted in writing to a designated contact identified in the Solicitation.

APPENDIX A:

Appendix A, Standard Clauses For New York State Contracts, dated October 2019, attached hereto, is hereby expressly made a part of this Bid Document as fully as if set forth at length herein. **Please retain this document for future reference.**

APPENDIX B:

Appendix B, General Specifications (Commodities and Non-Technology Services), dated August 2012, attached hereto, is hereby expressly made a part of this Bid Document as fully as if set forth at length herein and shall govern any situations not covered by this Bid Document or Appendix A. **Please retain this document for future reference.**

CONFLICT OF TERMS AND CONDITIONS:

Conflicts between documents shall be resolved in the following order of precedence:

- a) Appendix A
- b) Contract resulting from this Invitation for Bid
- c) This Invitation for Bid
- d) Appendix B
- e) Bidder's Bid

CONTRACTOR REQUIREMENTS AND PROCEDURES FOR PARTICIPATION BY NEW YORK STATE CERTIFIED MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES AND EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITY GROUP MEMBERS AND WOMEN

New York State Law: Pursuant to New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations DOCCS is required to promote opportunities for the maximum feasible participation of New York State-certified Minority and Women-owned Business Enterprises ("MWBEs") and the employment of minority group members and women in the performance of DOCCS contracts.

Business Participation Opportunities for MWBEs

For purposes of this solicitation, DOCCS hereby establishes an overall goal of 0 percent for MWBE participation, 0 percent for New York State-certified Minority-owned Business Enterprise ("MBE") participation and percent for New York State-certified Women-owned Business Enterprise ("WBE") participation (based on the current availability of MBEs and WBEs). A contractor ("Contractor") on any contract resulting from this procurement ("Contract") must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors and suppliers in the performance of the Contract. To that end, by submitting a response to this IFB, the bidder agrees that DOCCS may withhold payment pursuant to any Contract awarded as a result of this IFB pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. For guidance on how DOCCS will evaluate a Contractor's "good faith efforts," refer to 5 NYCRR § 142.8.

The bidder understands that only sums paid to MWBEs for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied towards the achievement of the applicable MWBE participation goal.

The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25 percent of the total value of the contract.

In accordance with 5 NYCRR § 142.13, the bidder further acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in a Contract resulting from this solicitation, such finding constitutes a breach of contract and DOCCS may withhold payment as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the Contract.

By submitting a bid or proposal, a bidder agrees to demonstrate its good faith efforts to achieve the applicable MWBE participation goals by submitting evidence thereof through the New York State Contract System ("NYSCS"), which can be viewed at <https://ny.newnycontracts.com>, provided, however, that a bidder may arrange to provide such evidence via a non-electronic method by contacting the designated contact(s) for this procurement. Additionally, a bidder will be required to submit the following documents and information as evidence of compliance with the foregoing:

1. An MWBE Utilization Plan with their bid or proposal. Any modifications or changes to an accepted MWBE Utilization Plan after the Contract award and during the term of the Contract must be reported on a revised MWBE Utilization Plan and submitted to DOCCS for review and approval.

DOCCS will review the submitted MWBE Utilization Plan and advise the bidder of DOCCS acceptance or issue a notice of deficiency within 30 days of receipt.

2. If a notice of deficiency is issued, the bidder will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to DOCCS, a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by DOCCS to be inadequate, DOCCS shall notify the bidder and direct the bidder to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

DOCCS may disqualify a bidder as being non-responsive under the following circumstances:

- a) If a bidder fails to submit an MWBE Utilization Plan;
- b) If a bidder fails to submit a written remedy to a notice of deficiency;
- c) If a bidder fails to submit a request for waiver; or
- d) If DOCCS determines that the bidder has failed to document good faith efforts.

The successful bidder will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made subsequent to Contract Award may be made at any time during the term of the Contract to DOCCS, but must be made no later than prior to the submission of a request for final payment on the Contract.

The successful bidder will be required to submit a **quarterly** M/WBE Contractor Compliance & Subcontractor Payment Report to DOCCS, by the 10th day following each end of **quarter** as applicable over the term of the Contract documenting the progress made toward achievement of the MWBE goals of the Contract.

Equal Employment Opportunity Requirements

By submission of a bid or proposal in response to this solicitation, the bidder agrees with all of the terms and conditions of Appendix A – Standard Clauses for All New York State Contracts including Clause 12 - Equal Employment Opportunities for Minorities and Women. The bidder is required to ensure that it and any subcontractors awarded a subcontract for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the bidder, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The bidder will be required to submit a Minority and Women-owned Business Enterprise and Equal Employment Opportunity Policy Statement to DOCCS with its bid or proposal.

If awarded a Contract, bidder shall submit a Workforce Utilization Report and shall require each of its Subcontractors to submit a Workforce Utilization Report, in such format as shall be required by DOCCS on a **quarterly** basis as required during the term of the Contract.

Pursuant to Executive Order #162, contractors and subcontractors will also be required to report the gross wages paid to each of their employees for the work performed by such employees on the contract utilizing the Workforce Utilization Report on a quarterly basis.

Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.

PARTICIPATION OPPORTUNITIES FOR NEW YORK STATE CERTIFIED SERVICE-DISABLED VETERAN OWNED BUSINESSES

Article 3 of the Veterans' Services Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses ("SDVOB"), thereby further integrating such businesses into New York State's economy. Department of Corrections and Community Supervision (DOCCS) recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of DOCCS contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, Bidders are expected to consider SDVOBs in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.

DOCCS established this procurement as a set aside contract pursuant to 9 NYCRR § 252.2(j). Nevertheless, Bidder/Contractor is encouraged to make good faith efforts to promote and assist in the participation of other SDVOBs on the Contract for the provision of services and materials. The directory of New York State Certified SDVOBs can be viewed at: <https://ogs.ny.gov/veterans/>

Bidder/Contractor is encouraged to contact the Office of General Services' Division of Service-Disabled Veteran's Business Development at 518-474-2015 or VeteransDevelopment@ogs.ny.gov to discuss methods of maximizing participation by SDVOBs on the Contract.

EXECUTIVE ORDER NUMBER 177

Bidders must review Executive Order 177 prior to submitting bids. You may access the executive order on the Governor's website: <https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/EO177.pdf>

Bidders shall complete the EO177 Certification form located within this IFB as evidence of compliance with the foregoing and submit with bid.

EXECUTIVE ORDER NUMBER 16

Bidders must review Executive Order 16 prior to submitting bids. You may access the executive order on the Governor's website: <https://www.governor.ny.gov/executive-order/no-16-prohibiting-state-agencies-and-authorities-contracting-businesses-conducting>

Bidders shall complete the EO16 Certification form located in Attachment 2 as evidence of compliance with the foregoing and submit with bid.

SEXUAL HARASSMENT PREVENTION

Pursuant to New York State Finance Law § 139-l, every bid made on or after January 1, 2019 to the State or any public department or agency thereof, where competitive bidding is required by statute, rule or regulation, for work or services performed or to be performed or goods sold or to be sold, and where otherwise required by such public department or agency, shall contain a certification that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of New York State Labor Law § 201-g: <https://www.nysenate.gov/legislation/laws/LAB/201-G>

New York State Labor Law § 201-g provides requirements for such policy and training and directs the Department of Labor, in consultation with the Division of Human Rights, to create and publish a model sexual harassment prevention guidance document, sexual harassment prevention policy and sexual harassment prevention training program that employers may utilize to meet the requirements of New York State Labor Law § 201-g. The model sexual harassment prevention policy, model sexual harassment training materials, and further guidance for employers, can be found online at the following URL: <https://www.ny.gov/combating-sexual-harassment-workplace/employers>

Pursuant to New York State Finance Law § 139-l, any bid by a corporate bidder containing the certification required above shall be deemed to have been authorized by the board of directors of such bidder, and such authorization shall be deemed to include the signing and submission of such bid and the inclusion therein of such statement as the act and deed of the bidder.

If the Bidder cannot make the required certification, such Bidder shall so state and shall furnish with the bid a signed statement that sets forth in detail the reasons that the Bidder cannot make the certification. After review and consideration of such statement, DOCCS may reject the bid or may decide that there are sufficient reasons to accept the bid without such certification.

FREEDOM OF INFORMATION LAW / TRADE SECRETS

During the evaluation process, the content of each bid will be held in confidence and details of any bid will not be revealed (except as may be required under the Freedom of Information Law or other State law). The Freedom of Information Law provides for an exemption from disclosure for trade secrets or information the disclosure of which would cause injury to the competitive position of commercial enterprises. This exemption would be effective both during and after the evaluation process.

Should you feel your firm's bid contains any such trade secrets or other confidential or proprietary information, you must submit a request to exempt such information from disclosure. Such request must be in writing, must state the reasons why the information should be exempt from disclosure and must be provided at the time of submission of the subject information. Upon notification from DOCCS, Bidders/Contractors must provide a redacted version of the records they wish to be exempted from release.

Requests for exemption of the entire contents of a bid from disclosure have generally not been found to be meritorious and are discouraged. Kindly limit any requests for exemption of information from disclosure to bona fide trade secrets or specific information, the disclosure of which would cause a substantial injury to the competitive position of your firm.

NEW YORK STATE VENDOR FILE REGISTRATION

Prior to being awarded a contract pursuant to this Solicitation, the Bidder(s) and any designated authorized resellers who accept payment directly from the State, must be registered in the New York State Vendor File (Vendor File) administered by the Office of the State Comptroller (OSC). This is a central registry for all vendors who do business with New York State Agencies and the registration must be initiated by a State Agency. Following the initial registration, unique New York State ten-digit vendor identification numbers will be assigned to your company and to each of your authorized resellers (if any) for usage on all future transactions with New York State. Additionally, the Vendor File enables vendors to use the Vendor Self-Service application to manage all vendor information in one central location for all transactions related to the State of New York. If Bidder is already registered in the New York State Vendor File, list the ten-digit vendor ID number on the Bid Signature Page. Authorized resellers already registered should list the ten-digit vendor ID number along with the authorized reseller information.

If the Bidder is not currently registered in the Vendor File and is recommended for award, DOCCS shall request completion of OSC Substitute W-9 Form. A fillable form with instructions can be found at the link below. In addition, if authorized resellers are to be used, an OSC Substitute W-9 form should be completed by each of the designated authorized resellers and submitted to the Office of General Services Business Services Center. The Office of General Services Business Services Center will initiate the vendor registration process for all Bidders recommended for Contract Award and their authorized resellers. Once the process is initiated, registrants will receive an email from OSC that includes the unique ten-digit vendor identification number assigned to the company and instructions on how to enroll in the online Vendor Self-Service application. For more information on the vendor file please visit the following website: <https://www.osc.state.ny.us/state-vendors/portal/enroll-vendor-self-service-portal> Form to be completed: https://www.osc.state.ny.us/vendors/forms/ac3237s_fe.pdf

NYS VENDOR RESPONSIBILITY QUESTIONNAIRE

DOCCS conducts a review of prospective contractors ("Bidders") to provide reasonable assurances that the Bidder is responsive and responsible. A Questionnaire is used for non-construction contracts and is designed to provide information to assess a Bidder's responsibility to conduct business in New York based upon financial and organizational capacity, legal authority, business integrity, and past performance history. By submitting a bid, Bidder agrees to fully and accurately complete the "Questionnaire." The Bidder acknowledges that the State's execution of the Contract will be contingent upon the State's determination that the Bidder is responsible, and that the State will be relying upon the Bidder's responses to the Questionnaire when making its responsibility determination.

DOCCS 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 Welcome Package for Vendors available at the Office of the State Comptroller's (OSC) website, http://www.osc.state.ny.us/vendrep/documents/system/welcome_package.pdf or to enroll, go directly to the VendRep System online at <https://www.osc.state.ny.us/state-vendors/vendrep/vendrep-system>. OSC provides direct support for the VendRep System through user assistance, documents, online help, and a help desk. The OSC Help Desk contact information is located at: <http://www.osc.state.ny.us/portal/contactbuss.htm>.

Bidders opting to complete the paper questionnaire can access this form and associated definitions via the OSC website at: http://www.osc.state.ny.us/vendrep/forms_vendor.htm

The Contractor must remain a responsible vendor throughout the duration of the contract and, if at any time the Contractor is found to be not responsible or there is a question as to the vendor's responsibility, any activities pursuant to the contract may be suspended. Finally, the contract may be terminated following a finding of non-responsibility.

To assist the State in determining the responsibility of the Bidder, the Bidder should complete and certify (or recertify) the Questionnaire no more than six (6) months prior to the bid due date.

A Bidder's Questionnaire cannot be viewed by DOCCS until the Bidder has certified the Questionnaire. It is recommended that all Bidders become familiar with all of the requirements of the Questionnaire in advance of the bid opening to provide sufficient time to complete the Questionnaire.

The Bidder agrees that if it is found by the State that the Bidder's responses to the Questionnaire were intentionally false or intentionally incomplete, on such finding, DOCCS may terminate the Contract. In no case shall such termination of the Contract by the State be deemed a breach thereof, nor shall the State be liable for any damages for lost profits or otherwise, which may be sustained by the Contractor as a result of such termination.

The Contractor shall at all times during the Contract term remain responsible. The Contractor agrees, if requested by the Commissioner of DOCCS or his designee, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.

The DOCCS Commissioner or his designee, in his or her sole discretion, reserves the right to suspend any or all activities under this Contract, at any time, when he or she discovers information that calls into question the responsibility of the Contractor. In the event of such suspension, the Contractor will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as the DOCCS Commissioner or his designee issues a written notice authorizing a resumption of performance under the Contract.

CONFLICT OF INTEREST:

Bidder must disclose any existing or contemplated relationship with any other person or entity, including relationships with any member, shareholders of 5% or more, parent, subsidiary, or affiliated firm, which would constitute an actual or potential conflict of interest or appearance of impropriety, relating to other clients/customers of the Respondent or former officers and employees of the Agencies and their Affiliates, in connection with your rendering services enumerated in this IFB. If a conflict does or might exist, please describe how your Staffing Firm would eliminate or prevent it. Indicate what procedures will be followed to detect, notify the Agencies of, and resolve any such conflicts.

Bidder must disclose whether it, or any of its members, shareholders of 5% or more, parents, affiliates, or subsidiaries, have been the subject of any investigation or disciplinary action by the New York State Commission on Public Integrity or its predecessor State entities (collectively, "Commission"), and if so, a brief description must be included indicating how any matter before the Commission was resolved or whether it remains unresolved.

Additionally, a bidder will be required to submit the **Vendor Assurance of No Conflict of Interest or Detrimental Effect** form located within this IFB as evidence of compliance with the foregoing.

PUBLIC OFFICERS LAW:

Contractors, consultants, vendors, and subcontractors may hire former State Agency or Authority employees. However, as a general rule and in accordance with New York Public Officers Law, former employees of the State Agency or Authority may neither appear nor practice before the State Agency or Authority, nor receive compensation for services rendered on a matter before the State Agency or Authority, for a period of two years following their separation from State Agency or Authority service. In addition, former State Agency or Authority employees are subject to a "lifetime bar" from appearing before the State Agency or Authority or receiving compensation for services regarding any transaction in which they personally participated or which was under their active consideration during their tenure with the State Agency or Authority.

ETHICS REQUIREMENTS:

The Contractor and its Subcontractors shall not engage any person who is, or has been at any time, in the employ of the State to perform services in violation of the provisions of the New York Public Officers Law, other laws applicable to the service of State employees, and the rules, regulations, opinions, guidelines or policies promulgated or issued by the New York State Joint Commission on Public Ethics, or its predecessors (collectively, the "Ethics Requirements"). The Contractor certifies that all of its employees and those of its Subcontractors who are former employees of the State and who are assigned to perform services under this Contract shall be assigned in accordance with all Ethics Requirements. During the Term, no person who is employed by the Contractor or its Subcontractors and who is disqualified from providing services under this Contract pursuant to any Ethics Requirements may share in any net revenues of the Contractor or its Subcontractors derived from this Contract. The Contractor shall identify and provide the State with notice of those employees of the Contractor and its Subcontractors who are former employees of the State that will be assigned to perform services under this Contract, and make sure that such employees comply with all applicable laws and prohibitions. The State may request that the Contractor provide it with whatever information the State deems appropriate about each such person's engagement, work cooperatively with the State to solicit advice from the New York State Joint Commission on Public Ethics, and, if deemed appropriate by the State, instruct any such person to seek the opinion of the New York State Joint Commission on Public Ethics. The State shall have the right to withdraw or withhold approval of any Subcontractor if utilizing such Subcontractor for any work performed hereunder would be in conflict with any of the Ethics Requirements. The State shall have the right to terminate this Contract at any time if any work performed hereunder is in conflict with any of the Ethics Requirements.

STATE FINANCE LAW CONSULTANT DISCLOSURE PROVISIONS

In accordance with New York State Finance Law Section 163(4)(g), State agencies must require all contractors, including subcontractors, that provide consulting services for State purposes pursuant to a contract to submit an annual employment report for each such contract.

The successful bidder for procurements involving consultant services must complete a "State Consultant Services Form A, Contractor's Planned Employment from Contract Start Date through End of Contract Term" in order to be eligible for a contract.

The successful bidder must also agree to complete a "State Consultant Services Form B, Contractor's Annual Employment Report" for each state fiscal year included in the resulting contract. This report must be submitted annually to the Department of Health, the Office of the State Comptroller, and Department of Civil Service.

State Consultant Services Form A Contractor's Planned Employment and Form B Contractor's Annual Employment Report may be accessed electronically at: <http://www.osc.state.ny.us/agencies/forms/ac3271s.doc> and <http://www.osc.state.ny.us/agencies/forms/ac3272s.doc>

SUBCONTRACTING:

The Contractor agrees not to subcontract any of its services, unless as indicated in its bid, without the prior written approval of the DOCCS. Approval shall not be unreasonably withheld upon receipt of written request to subcontract.

The Contractor may arrange for a portion/s of its responsibilities to be subcontracted to qualified, responsible subcontractors, subject to approval of the DOCCS. If the Contractor determines to subcontract a portion of the services, the subcontractors must be clearly identified and the nature and extent of its involvement in and/or proposed performance must be fully explained by the Contractor to the DOCCS. As part of this explanation, the subcontractor must submit to the DOCCS a completed *Vendor Assurance of No Conflict of Interest or Detrimental Effect* form, as required by the Contractor prior to execution of a contract.

The Contractor retains ultimate responsibility for all services performed under a contract.

All subcontracts shall be in writing and shall contain provisions, which are functionally identical to, and consistent with, the provisions of this IFB. Unless waived in writing by DOCCS, all subcontracts between the Contractor and subcontractors shall expressly name DOCCS as the sole intended third party beneficiary of such subcontract. DOCCS reserves the right to review and approve or reject any subcontract, as well as any amendment to said subcontract(s), and this right shall not make DOCCS a party to any subcontract or create any right, claim, or interest in the subcontractor or proposed subcontractor against DOCCS.

DOCCS reserves the right, at any time during the contract term to verify that the written subcontract between the Contractor and subcontractors is in compliance with all of the provisions of this Section and any subcontract provisions contained in this IFB.

The Contractor shall give DOCCS immediate notice in writing of the initiation of any legal action or suit which relates in any way to a subcontract with a subcontractor or which may affect the performance of the Contractor's duties under a contract. Any subcontract shall not relieve the Contractor in any way of any responsibility, duty and/or obligation of a contract.

If at any time during performance under the contract the total compensation to a subcontractor exceeds or is expected to exceed \$100,000, that subcontractor shall be required to submit and certify a Vendor Responsibility Questionnaire.

PRICE:

Bid price shall be inclusive of all costs; including but not necessarily limited to: labor, materials, parts, supplies, transportation, travel, permits, licenses, insurance, administrative, all overhead costs and profit, ancillary costs, and miscellaneous charges such as any applicable taxes or fees and services not explicitly stated in these specifications, but necessarily attendant thereto..

METHOD OF AWARD:

Award shall be made by lot to the lowest responsive and responsible bidder.

EQUAL LOW BIDS (TIE BIDS):

(a) DOCCS shall resolve a tie bid in the following order of priority when two or more low bids are equal in all respects:

- 1) Certified New York State Minority or Woman Owned Business Enterprise (MWBE)
- 2) Certified New York State Service Disabled Veteran Owned Business (SDVOB)
- 3) Certified New York State Disadvantaged Business Enterprise (DBE)
- 4) Small New York State Business
- 5) New York State Vendor
- 6) Small Business (other than located in New York State)
- 7) Previous Vendor

(b) If two or more bidders still remain equally eligible after application of paragraph (a) of this section, award shall be made through a drawing limited to those bidders. The drawing shall be witnessed by at least three persons, and the contract file shall contain the names and addresses of the witnesses and the person supervising the drawing.

PRODUCT OFFERINGS MADE BY BIDDER (Alternate Bids):

Bidder shall make no more than one offering (i.e., a single stock number) per item per bid. Bids which have more than one product offering per item may not be considered.

If a bidder wants to make more than one product offering, such offering(s) are to be made on separate sheets and are to be listed as "alternate" bids. "Alternate" bids are to show complete information (pricing, brand, model, stock number, etc.), and will be evaluated as separate bids.

MINOR DEVIATIONS (s)/MINOR TECHNICALITY:

DOCCS reserves the right to have the flexibility to consider bids with minor deviations or technicalities and to waive minor deviations or technicalities that may be consistent with the intent and scope of the solicitation. The flexibility may permit a reasonable outcome in cases where the results of a fair, competitive process are clear but the award of a contract is threatened due to a minor technicality or a minor deviation.

“OR EQUAL”:

The State reserves the right to determine if a product/service is 'equal' to bid specifications. Bids with minor deviations or technicalities may be waived if consistent with the intent and scope of the solicitation. The flexibility may permit a reasonable outcome in cases where the results of a fair, competitive process are clear but the award of a contract is threatened due to a minor technicality or a minor deviation.

DELIVERY:

Delivery shall be expressed in number of calendar days required to make delivery after receipt of a purchase order.

Product is required as soon as possible and guaranteed delivery may be considered in making award. Delivery shall be made in accordance with instructions on Purchase Order from each agency. If there is a discrepancy between the purchase order and what is listed on the contract, it is the contractor's obligation to seek clarification from the ordering agency.

CONTRACT PAYMENTS:

Contractor shall provide complete and accurate billing invoices in order to receive payment. Billing invoices submitted must contain all information and supporting documentation required by the Contract, the Agency and the State Comptroller. Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electric payments. Information is available at the following website: <http://www.sfs.ny.gov/index.php/vendors>, by e-mail at Helpdesk@sfs.ny.gov, or by phone at 518-457-7717. Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above. Please note that in conjunction with New York State's implementation of a Statewide Financial System (SFS), the Office of the State Comptroller requires all

vendors doing business with New York State agencies to complete a substitute W-9 form. Vendors registering for electronic payment can complete the W-9 form when they register. Vendors already registered for electronic payment are requested to go to the above website and complete the Substitute W-9 form and submit following the instructions provided.

BILLING:

Payment will be based on an invoice used in the supplier's normal course of business. Each company invoice must be itemized and include the following information:

1. A unique invoice number
2. NYS Contract Number
3. Contractor's New York State Supplier (Vendor) ID
4. Purchase Order Number
5. PO Line Number and Description

Invoices without the above stated information will be returned to Contractor to be completed as required in the paragraph above. Payment will not be issued and will not be due and owing until a corrected invoice is received and approved by DOCCS.

All Invoices are to be submitted for payment to:
Business Service Center Accounts Payable -or- accountspayable@ogs.ny.gov
1220 Washington Ave., Building 5, 5th Floor
Albany, NY 12226

INTEREST:

Interest on late payment is governed by State Finance Law, Section 179-M.

ESTIMATED/SPECIFIC QUANTITIES:

The quantities or dollar values listed are estimated only. See "Estimated/Specific Quantity Contracts" in Appendix B, General Specifications.

CONTRACT PERIOD AND RENEWALS:

It is the intention of the State to enter into a contract for a period of years as stated on the Invitation for Bids except that the commencement and termination dates appearing on the Invitation for Bids may be adjusted forward unilaterally by the State for any resulting contract for up to two calendar months, by indicating such change on the Contract Award Notification.

The contract dates may be adjusted forward beyond two months only with the approval of the successful bidder. If, however, the bidder is not willing to accept an adjustment of the contract dates beyond the two-month period, the State reserves the right to proceed with an award to another bidder.

If mutually agreed between the Department of Corrections and Community Supervision and the contractor, the contract may be renewed under the same terms and conditions for additional period(s) not to exceed a total contract term of five (5) years.

REJECTION:

The State reserves the right to reject an obviously unbalanced bid or to make "NO AWARD" on individual listings or sub-items if individual bid prices are deemed to be unbalanced or excessive or if an error in the solicitation becomes evident. In such case, ranking and evaluation of bids may be made on remaining items. Award would be made on the remaining items. The determination of an unbalanced bid shall be at the sole discretion of the State. Options contained in this paragraph shall also be at the State's sole discretion.

PRICE ADJUSTMENT FOR PRICE INCREASE BASED ON CPI – SERVICE

Price shall remain firm for the first year. Thirty days prior to each anniversary date of the award, the Contractor may request a rate change (increase or decrease) based upon fluctuations in the latest published copy of the Consumer Price Index for all urban consumers as published by the U S. Department of Labor, Bureau of Labor

Statistics, Washington, D.C. 20212. (**Specifically—Northeast Urban, Not Seasonally Adjusted, Services, Series ID: CUUR0100SAS**). The index is also available through the Internet at the US Bureau of Labor Statistics web site at www.bls.gov.

If during the time the Price Adjustment is requested, and the above series ID is discontinued or not available, the State reserves the right to implement another applicable index.

Price adjustments using the CPI involve changing the base payment by the percent change in the level of the CPI between the reference period and a subsequent time period. This is calculated by first determining the index point change between the two periods and then the percent change. The price adjustment shall be calculated as follows. Take the CPI for the 3rd month prior to the month of the start date of the awarded contract and subtract this figure from the CPI value for the 3rd month prior to the anniversary date of the awarded contract. (e.g.: If contract begins in June, use the March CPI) That sum is then divided by the CPI value for the original 3rd month prior to start date and this result is then multiplied by 100 to equal the percent change which is the price adjustment value. This percentage of increase or decrease shall be applied to the next contract year, effective on the anniversary date of the contract. The following example illustrates the computation of percent change:

Example (fictitious):

CPI for current period	136.0
Less CPI for previous period	129.9
Equals index point change	6.1
Divided by previous period CPI	129.9
Equals	0.047
Result multiplied by 100	0.047 x 100
Equals percent change	4.7

The Contractor has the sole responsibility to submit invoices at the adjusted rate on the applicable anniversary date and shall provide a copy of the index and other supporting documentation necessary to support the increase or decrease to the Authorized User, as appropriate. Should the Contractor fail to submit adjusted invoices and/or supporting documentation within three (3) months after the applicable anniversary date, the Contractor shall be deemed to have waived its right to any increase in price for that year, but the State shall not be barred from making the appropriate adjustment in the case of a decrease determined in accordance with the above methodology.

TERMINATION:

Mutual Consent: All or any part of this Agreement may be terminated by mutual written agreement of the contracting parties.

Cause: All or any part of this Agreement may be terminated immediately by the State, upon written notice of termination to the Contractor, if the Contractor fails to comply with any of the terms and conditions of the Agreement and/or with any laws, rules, regulations, policies, or procedures that are applicable to the Agreement.

Convenience: This Agreement may be terminated if the State deems that termination would be in the best interest of the State provided that the State shall give written notice to the Contractor not less than thirty (30) days prior to the date upon which termination shall become effective.

Lack of Funds: If for any reason the State or the Federal government terminates or reduces its appropriation or fails to pay the full amount of the allocation for the operation of one or more programs funded under this Agreement, the Agreements may be terminated or reduced at DOCCS discretion, provided that no such reduction or termination shall apply to allowable costs already incurred by the Contractor where funds are available to the State for payment of such costs. Upon termination or reduction of the Agreement, all remaining funds paid to the Contractor that are not subject to allowable costs already incurred by the Contractor shall be returned to the State. In any event, no liability shall be incurred by the State beyond monies available for the purposes of the Agreement. The Contractor acknowledges that any funds due to the State because of disallowed expenditures after audit shall be the Contractor's responsibility.

State Finance Law § 139-k: DOCCS reserves the right to terminate this Agreement in the event it is found that the certification filed by the Contractor in accordance with New York State Finance Law § 139-k was intentionally false or intentionally incomplete. Upon such finding, DOCCS may exercise its termination right by providing written notification to the Contractor in accordance with the written notification terms of this contract.

Bankruptcy: This Agreement may be deemed terminated immediately at the option of the State upon the filing of a petition in bankruptcy or insolvency, by or against the Contractor. Such termination shall be immediate and complete, without termination costs or further obligations by the State to the Contractor.

In the event of termination, the Contractor shall be entitled to compensation for Services performed through the date of termination which are acceptable to DOCCS, in DOCCS sole discretion. In the event that a part of this agreement is terminated, the Contractor shall be entitled to compensation for non-terminated Services which are acceptable to DOCCS, in its sole discretion.

WARRANTIES:

See "Warranties" in Appendix B, Specifications.

At time of bid opening, product offered must meet all requirements of this solicitation including full commercial/retail availability. Product literature and specification must also be available.

QUALIFICATION OF BIDDER:

Bidder must maintain a business establishment with adequate inventory of the product offered, and must be capable of processing and shipping order.

DOCCS may require a certificate from the bidder showing the number of years the bidder has been active in selling the product offered and the size and location of the inventory regularly maintained.

Bids will be accepted only from established manufacturers or their authorized dealers. Any dealer submitting a bid hereby guarantees that it is an authorized dealer of the manufacturer, that the manufacturer has agreed to supply the dealer with product required by the dealer in fulfillment of its obligation under resultant contract with the State, and that it will provide a certificate from the manufacturer acknowledging this level of support, if requested.

DOCCS reserves the right to investigate or make any inquiry into the capabilities of any bidder to properly perform under any resultant contract. See "Performance Qualifications," "Disqualification for Past Performance" and "Employees/Subcontractors/Agents" in Appendix B, Specifications.

CERTIFICATE OF INSURANCE:

Bidders must have the necessary insurance to comply with New York State requirements. **A copy of that insurance certificate shall be submitted from the successful bidder.**

Prior to providing any service to the State of New York, the bidder must provide another copy of the insurance certificate naming the State of New York and New York State Department of Corrections and Community Supervision as "additional named insured" in its liability policy.

WORKERS' COMPENSATION INSURANCE AND DISABILITY BENEFITS REQUIREMENTS:

Workers' Compensation Law (WCL) §57 & §220 requires the heads of all municipal and state entities to ensure that businesses applying for permits, licenses or contracts document it has appropriate workers' compensation and disability benefits insurance coverage. These requirements apply to both original contracts and renewals, whether the governmental agency is having the work done or is simply issuing the permit, license or contract. Failure to provide proof of such coverage or a legal exemption will result in a rejection of your bid or renewal.

1. Proof of Compliance with Workers' Compensation Coverage Requirements:

An ACORD form is NOT acceptable proof of workers' compensation coverage. In order to provide proof of compliance with the requirements of the Workers' Compensation Law pertaining to workers' compensation coverage, a contractor shall:

- A) Be legally exempt from obtaining Workers' Compensation insurance coverage; or
- B) Obtain such coverage from an insurance carrier; or

- C) Be a Workers' Compensation Board-approved self-insured employer or participate in an authorized self-insurance plan.

A Contractor seeking to enter into a contract with the State of New York shall provide one of the following forms to DOCCS at the time of bid submission or shortly after the opening of bids:

- A) Form CE-200, Certificate of Attestation for New York Entities With No Employees and Certain Out of State Entities, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage is Not Required, which is available on the Workers' Compensation Board's website (www.wcb.ny.gov); (Reference applicable IFB# on the form.)
- B) Certificate of Workers' Compensation Insurance:
 - 1) Form C-105.2 (9/07) if coverage is provided by the contractor's insurance carrier, contractor must request its carrier to send this form to the New York State Office of General Services, or
 - 2) Form U-26.3 if coverage is provided by the State Insurance Fund, contractor must request that the State Insurance Fund send this form to DOCCS.
- C) Form SI-12, Certificate of Workers' Compensation Self-Insurance available from the New York State Workers' Compensation Board's Self-Insurance Office.
- D) Form GSI-105.2, Certificate of Participation in Workers' Compensation Group Self-Insurance available from the contractor's Group Self-Insurance Administrator.

2. Proof of Compliance with Disability Benefits Coverage Requirements:

In order to provide proof of compliance with the requirements of the Workers' Compensation Law pertaining to disability benefits, a contractor shall:

- A) Be legally exempt from obtaining disability benefits coverage; or
- B) Obtain such coverage from an insurance carrier; or
- C) Be a Board-approved self-insured employer.

A Contractor seeking to enter into a contract with the State of New York shall provide one of the following forms to DOCCS at the time of bid submission or shortly after the opening of bids:

- A) Form CE-200, Certificate of Attestation for New York Entities With No Employees and Certain Out of State Entities, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage is Not Required, which is available on the Workers' Compensation Board's website (www.wcb.ny.gov); (Reference applicable IFB # on the form.)
- B) Form DB-120.1, Certificate of Disability Benefits Insurance. Contractor must request its business insurance carrier to send this form to the New York State Office of General Services; or
- C) Form DB-155, Certificate of Disability Benefits Self-Insurance. The Contractor must call the Board's Self-Insurance Office at 518-402-0247 to obtain this form.

ALL OF THE ABOVE REFERENCED FORMS, EXCEPT CE-200, SI-12 & DB-155 MUST NAME:
DOCCS as the Entity Requesting Proof of Coverage (Entity being listed as the Certificate Holder)

Workers' Compensation - <http://www.wcb.ny.gov/content/onlineforms/obtainC105.jsp>

Disability Benefits - <http://www.wcb.ny.gov/content/onlineforms/obtainDB120-1.jsp>

Exemption - http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp

REFERENCES:

As per the "Vendor Responsibility Disclosure" clause, bidders may be required to provide references of the bidder's largest customers. References shall be commercial or governmental accounts, and should demonstrate the ability of the vendor to perform jobs similar in scope to the size, nature and complexity of the outlined bid. The references shall include the:

- Name, address, contact person, telephone number, fax number, and number of years bidder has serviced the referenced account;
- Volume of business performed within the past three years for each referenced account.

FINANCIAL STABILITY:

As per the "Vendor Responsibility Disclosure" clause, bidder may be required to document its ability to service a contract with dollar sales volume similar to scope of this bid through submission of financial statements documenting past sales history. The bidder must be financially stable and able to substantiate the financial statements of its company. In addition to sales history, current financial statements may be requested and must be provided within five business days. The state reserves the right to request additional documentation from the bidder and to request reports on financial stability from independent financial rating services. The state reserves the right to reject any bidder who does not demonstrate financial stability sufficient for the scope of this bid.

USE OF RECYCLED OR REMANUFACTURED MATERIALS:

New York State, as a member of the Council of Great Lakes Governors, supports and encourages vendors to use recycled, remanufactured or recovered materials in the manufacture of products and packaging to the maximum extent practicable without jeopardizing the performance or intended end use of the product or packaging unless such use is precluded due to health or safety requirements or product specifications contained herein. Refurbished or remanufactured components or products are required to be restored to original performance and regulatory standards and functions and are required to meet all other requirements of this bid solicitation. Warranties on refurbished or remanufactured components or products must be identical to the manufacturer's new equipment warranty or industry's normal warranty when re-manufacturer does not offer new equipment. See "Recycled or Recovered Materials" in Appendix B, General Specifications.

INFORMATION TO BE FURNISHED WITH BID:

The bidder shall submit with its bid detailed specifications, circulars and all necessary data on the product to be furnished. If the product offered differs from the provisions listed, such differences must be explained in detail. Failure to submit any of the above data may result in rejection of the bid. The State, however, reserves the right to request any additional information deemed necessary for the proper evaluation of bids.

EPA ENERGY STAR PROGRAM:

The Federal EPA, in cooperation with manufacturers, continues a program to foster the manufacture of energy efficient equipment. New York State fully supports this effort and requires all products offered to comply with EPA Energy Star guidelines for energy efficiency. The State may discontinue use of and/or delete from contract selected products as mandated by any NYS energy legislation that is enacted during the term of this contract. The contractor shall have no recourse with the State for such discontinuance/deletion.

PREFERRED SOURCE NOTE:

All bidders should note that certain legally established preferred source suppliers, such as Correctional Industries (Corcraft), New York State Preferred Source Program For People Who Are Blind, and NYS Industries for the Disabled have expressed an interest in supplying products/services covered by this solicitation. Therefore, one or more of these suppliers may be designated as a "Preferred Source" and as a result, we may issue no award for the products/services affected.

GENERAL REQUIREMENTS

The Bidder agrees:

1. to adhere to all State and Federal laws and regulations in connection with the contract; and,
2. to notify DOCCS of any changes in the legal status or principal ownership of the firm, forty-five (45) days in advance of said change.
3. that in any contract resulting from this IFB, it shall be completely responsible for its work, including any damages or breakdowns caused by its failure to take appropriate action; and,
4. that any contract resulting from this IFB may not be assigned, transferred, conveyed or the work subcontracted without the prior written consent of the Commissioner of DOCCS.
5. that for reasons of safety and public policy, in any contract resulting from this IFB, the use of illegal drugs and/or alcoholic beverages by the Contractor or its personnel shall not be permitted while performing any phase of the work herein specified.
6. that the Commissioner's interpretation of specifications shall be final and binding upon the Contractor.
7. that the Commissioner of DOCCS will make no allowance or concession to the Bidder for any alleged misunderstanding because of quantity, quality, character, location or other conditions.
8. that should it appear that there is a real or apparent discrepancy between different sections of specifications concerning the nature, quality or extent of work to be furnished, it shall be assumed that the Bidder has based its bid on the more expensive option. Final decision will rest with the Commissioner of DOCCS.
9. **Inspection** – For purposes of any contract resulting from this IFB, the quality of service is subject to inspection and may be made at any reasonable time by the State of New York. Should it be found that quality of services being performed is not satisfactory and that the requirements of the specifications are not being met, the Commissioner DOCCS may terminate the contract and employ another contractor to fulfill the requirements of the contract. The existing Contractor shall be liable to the State of New York for costs incurred on account thereof.
10. **Stop Work Order** - The Commissioner of DOCCS reserves the right to stop the work covered by this IFB and any contract(s) resulting therefrom at any time that it is deemed the successful Bidder is unable or incapable of performing the work to the state's satisfaction. In the event of such stopping, DOCCS shall have the right to arrange for the completion of the work in such manner as it may deem advisable and if the cost thereof exceeds the amount of the bid, the successful Bidder shall be liable to the State of New York for any such costs on account thereof. In the event that DOCCS issues a stop work order for the work as provided herein, the Contractor shall have ten (10) working days to respond thereto before any such stop work order shall become effective.
11. that it is the Contractor's responsibility to maintain the equipment and materials provided for the work consistent with applicable safety and health codes.

DOCCS' RESERVED RIGHTS

The State of New York DOCCS reserves the rights for the following:

1. Reject any and all bids received in response to this Solicitation;
2. Withdraw the IFB at any time, at the agency's sole discretion;
3. Make an award under the IFB in whole or in part;

4. Disqualify a Bidder from receiving the award if the Bidder, or anyone in the Bidder's employ, has previously failed to perform satisfactorily in connection with public bidding or contracts;
5. Seek clarifications and revisions of proposals;
6. Use proposal information obtained through site visits, management interviews and the state's investigation of a bidder's qualifications experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under IFB;
7. Prior to the bid opening, amend the IFB specifications to correct errors or oversights, or to supply additional information, as it becomes available;
8. Prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent IFB amendments;
9. Change any of the scheduled dates:
10. Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective bidders;
11. Waive any requirements that are not material;
12. Negotiate with the successful bidder within the scope of the IFB in the best interest of the state;
13. Conduct contract negotiations with the next responsible bidder, should the Department be unsuccessful in negotiating with the selected bidder;
14. Utilize any and all ideas submitted in the proposals received;
15. Every offer shall be firm and not revocable for a period of ninety days from the bid opening, to the extent not inconsistent with section 2-205 of the uniform commercial code. Subsequent to such ninety days, any offer is subject to withdrawal communicated in a writing signed by the offerer and;
16. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offerer's proposal and/or to determine an offerer's compliance with the requirements of the solicitation. .

Please Note: The State is not liable for any costs incurred by Bidders in the preparation and production of bids or for any work performed prior to the issuance of a contract.

Vocational Print Shop Equipment - Preventive Maintenance and Repair Service Specifications and Scope of Work

BID SPECIFICATIONS

Service Requirements

The contractor shall provide preventive maintenance and, if needed, repair service and parts replacement on vocational print shop equipment according to the terms and specifications described in this Invitation for Bids (IFB). The contractor must certify that they have the capability to perform these services, consistent with the "Qualifications of Bidders" on page 5. The contractor must certify that they have the resources to cover the region(s) for which they are bidding

Service Region and Specific Bidding Requirements

A facility map is included as Attachment 2. Print shops are located in 11 correctional facilities in various areas of the state divided geographically into regions called "hubs" (see Attachment 3). The Department of Corrections and Community Supervision (DOCCS) anticipates awarding one contract per hub.

Included within this IFB are eight separate bid lot packets, representing the hubs where facilities with print shops are located. Bidders may submit bids for one or more lots but each bid must be complete and separate from another. Contractors will be required to provide service in each facility print shop within a hub. Partial bids, therefore, will be rejected without further consideration.

Basis of Award

Contracts will be awarded by lot based on the lowest price bid from a responsive and responsible bidder.

Contract Term

The term shall be five (5) years, beginning September 1, 2024 or upon approval, whichever date is later. If the contract approval is later than October 1, the contract expires five years after the contract start date. Note: If, during the term of the agreement, a facility eliminates equipment that is no longer functional or needed, DOCCS reserves the right to delete that equipment or an entire facility (or facilities) from this contract.

Pre-bid Site Visit

Potential bidders are encouraged to conduct a site visit to the print shops in the correctional facilities for which they may submit a bid. Site visits must be pre-arranged by contacting the individual designated for each facility on Attachment 4, and must be conducted between July 15-july 19. Certain restrictions on communications apply (see Procurement Lobbying on Page 7 of this IFB).

Bidder Qualifications

Bidders must be able to demonstrate that they have the resources to provide services in the region(s)/hubs for which they are submitting bids. Bidders shall submit resumes, or lists of the qualifications of their technicians, verifying that they have the necessary training and skills to repair print shop equipment. (Also see "Qualifications of Bidders" on page 5). By submitting a bid, bidders are agreeing they have the capability to work on all machinery listed for the facilities for which they are submitting bids.

SCOPE OF WORK

Preventive Maintenance:

Preventive maintenance is required in order to maintain the equipment in optimal condition and to minimize the need for interim repairs. Preventive maintenance shall include inspection, cleaning, adjustment, and lubrication according to the manufacturer's specifications for each piece of equipment in order to maintain the equipment in good working order. Repairs and/or parts replacement, if necessary, will take place during the preventive maintenance service visit whenever possible.

The preventive maintenance services to be performed by the contractor include four (4) service visits per year, evenly spaced during the year to the extent possible, but no sooner than 70 days after the previous preventive maintenance

visit, unless an exception has been granted by the DOCCS Central Office Vocational Education Representative. The preferred schedule for preventive maintenance service is: March, June, September and December. The contractor must schedule preventive maintenance visits at least five (5) business days in advance. The Vocational Print Shop instructor will be present during all maintenance or service calls.

Repair Service:

When repair service is needed, the repairs shall be administered during a preventive maintenance visit whenever practicable. More specifically, when a repair is needed and the timeframe is within one month of the next preventive maintenance visit, no repair service will be initiated. In this situation, it is expected that the repair will be addressed during the ensuing quarterly preventive maintenance visit.

On the occasion when repair service is needed outside the preventive maintenance schedule, a statement of the proposed repairs, estimate of the cost and make, model, manufacturer and product literature must first be presented to the Vocational Print Shop instructor. It is then subject to review and approval by both the Education Supervisor and Central Office Vocational Education Representative. After approval is granted, the repair service shall then be scheduled through the Education Supervisor.

The bid shall provide an hourly labor rate to be charged for repairs; this rate shall include all associated costs (i.e., travel, meals, etc.). Billable hourly rates will be based on actual time spent at the facility.

Service Reports

Upon completion of any service call (preventive maintenance or repair service), the contractor shall provide the Vocational Print Shop instructor with a copy of the report which documents the service performed and, if necessary, any recommendation for additional service (i.e., parts replacement). It will also be necessary for the service technician to indicate the number of hours that were required to perform the preventive maintenance or repair service. The report shall include the service technician's time of arrival at, and departure from, the correctional facility, signed by the Vocational Print Shop instructor or Education Supervisor.

Parts

Parts will be obtained by the vendor and invoiced to DOCCS at an agreed upon percentage discount off the published price list. DOCCS prefers the contractor to use original manufacturer's warrantee replacement parts when available. If such parts are not available the contractor shall use an equivalent. The contractor shall inform the designated facility representative of the make, model, manufacturer and product literature of any after-market parts. Specific conditions apply (see Use of Recycled or Remanufactured Materials; page 24).

Replacement parts, in all cases, must first be pre-approved by the Education Supervisor and the Central Office Vocational Education Representative.

The contractor will not be responsible for:

- repairs if parts are no longer available for a piece of equipment,
- parts damaged or labor required as the result of fire, water damage, misuse, or negligence, or
- parts or labor associated with a major overhaul due to equipment age, user neglect, and/or manufacturer defects.

Facility Responsibility

The Vocational Print Shop instructor is responsible for basic routine equipment cleanup, adjustments, and proper use.

Working Hours

The work to be provided under this agreement shall be performed during normal business hours of 8 a.m.- 3 p.m., Monday through Friday, excluding holidays, as scheduled in advance through the Education Supervisor at the facility.

Payment Terms

The contractor shall invoice DOCCS after each pre-scheduled preventive maintenance visit or repair service call is completed. Invoices shall be itemized to show costs for the service provided, consistent with the terms of the agreement. The invoice shall also include information showing the service technician's time of arrival at, and departure from the correctional facility, signed by the Vocational Print Shop instructor.

Parts must be invoiced separately to DOCCS, with itemized detail, including the machine to be repaired, and showing the agreed-upon discount off published prices.

Potential Changes During the Term of the Agreement

Equipment

The terms of the agreement will be for the equipment as listed in each hub bid packet. Pricing will be adjusted as needed for any additions or deletions to the equipment at a given facility during the term of the agreement.

Facilities

DOCCS reserves the right to eliminate any print shop, at any time, in the event that this is deemed necessary by the Department. If a print shop is discontinued, the portion of the contract covering that facility will be terminated with appropriate notice to the vendor.

**Vocational Print Shop Equipment Maintenance
 LOT 1 - Green Haven Hub
 Bid Form**

Bidder

Lot 1 - Green Haven Hub

Correctional Facilities: Green Haven and Shawangunk

I. PREVENTIVE MAINTENANCE - Four (4) per year at each facility:

Complete and return the attached preventive maintenance cost work sheet(s)

Bid price (Green Haven C.F.) Total annual price calculated on work sheet: \$ _____/year
 Bid price (Shawangunk C.F.) Total annual price calculated on work sheet: \$ _____/year

II. REPAIRS - Repair Service calls

Cost per hour (Green Haven) \$ _____/hr. x 24 hours (est. annual total): \$ _____/year
 Cost per hour (Shawangunk) \$ _____/hr. x 24 hours (est. annual total): \$ _____/year

Note:

Estimated figures are not a guarantee of work. The vendor shall provide an hourly labor rate to be charged for repairs; this rate shall include all associated costs (i.e., travel, meals, etc.). Payment to the contractor will be for actual hours worked, from time of arrival at the correctional facility to time of departure.

III. PARTS

Parts purchased under the agreement, if needed, are to be billed at a percentage discount from the published price list. This discount percentage rate will be factored in to arrive at the total bid cost. A copy of the current supplier or manufacturer published prices must be submitted with the bid.

Directions:

Insert the percentage discount rate offered by the bidder for the term of the contract in the space below. Calculate the estimated annual cost of parts less the discount and enter the discounted cost result.

Estimated annual cost of parts (Green Haven) \$4,000.00 less _____% = \$ _____/year
 Estimated annual cost of parts (Shawangunk) \$4,000.00 less _____% = \$ _____/year

GRAND TOTAL OF LOT: (preventive maintenance + repairs + parts) = \$ _____/year

ADDITIONAL REQUIREMENTS

Submit the following with the bid:

1. Completed preventive maintenance cost worksheet(s),
2. Resumes of the repair technicians, or a description of training and/or experience adequate to demonstrate that the technicians who will perform the services are appropriately qualified,
3. Copy of the current supplier/manufacturer published price list for parts,
4. Copy of the bidder's insurance certificate, and
5. Copy of the Certificate of NYS Worker's Compensation Insurance Coverage (Form C-105.2)

RETURN THIS PAGE AS PART OF THE BID

**LOT 1 - GREEN HAVEN
HUB**

**GREEN HAVEN Correctional Facility
Preventive Maintenance Cost
Worksheet**

EQUIPMENT				COSTS			
MAKE	MODEL	CATEGORY	APPROX. AGE	PREVENTIVE MAINTENANCE Per Visit	X	No. of Visits per Year	TOTAL
Ryobi	3200	Offset Press	16	\$	X	4 =	\$
Ryobi	3200	Offset Press	16	\$	X	4 =	\$
Ryobi	2800	Offset Press	16	\$	X	4 =	\$
Kimoto	Kimosetter 340	Platemaker	16	\$	X	4 =	\$
Challenge	305	Paper Cutter	16	\$	X	4 =	\$
BAUM	FLEXIFOLD	Tabletop Folder	15	\$	X	4 =	\$
Standard	QC-300	Table Top Collator W/Stand	10	\$	X	4 =	\$
MBM	20 Bin	Collator	16	\$	X	4 =	\$
STANDARD	F-40	BOOKLET MAKER	12	\$	X	4 =	\$
Interlake	NA	Staple Machine	6	\$	X	4 =	\$

TOTAL \$ _____

*Transfer this TOTAL to **Part I Preventive Maintenance** on the Bid Form

LOT 1 – GREEN HAVEN HUB

SHAWANGUNK Correctional Facility
Preventive Maintenance Cost Worksheet

EQUIPMENT				COSTS			
MAKE	MODEL	CATEGORY	APPROX. AGE	PREVENTIVE MAINTENANCE Per Visit	X	No. of Visits per Year	TOTAL
Ryobi	3200 MCD	Offset Press	22	\$	X	4 =	\$
Ryobi	3200 CD	Offset Press	14	\$	X	4 =	\$
Ryobi	3200 CD	Offset Press	14	\$	X	4 =	\$
Akilies	ABMCS218110142	Folding machine	5	\$	X	4 =	\$
Horizon	Vac 100A	Collator	16	\$	X	4 =	\$
Horizon	APC-6111	Paper Cutter	16	\$	X	4 =	\$
Baum	714 XLTD 2-P-1	Folder	16	\$	X	4 =	\$
ACME Stitcher	S3A 3/4	Wire Stapler	20	\$	X	4 =	\$
Epson SC-P900	K371A	Printer	1	\$	X	4 =	\$
SKY	335R6	Lamminator	20	\$	X	4 =	\$
Dell CPU	Inspiron 3891	Computer	1	\$	X	4 =	\$

*Transfer this TOTAL to **Part I Preventive Maintenance** on the Bid Form

**Vocational Print Shop Equipment Maintenance
 LOT 2 – Great Meadow Hub
 Bid Form**

Bidder

Lot 2 – Great Meadow Hub

**Correctional Facilities: Great Meadow
 Greene**

I. PREVENTIVE MAINTENANCE - Four (4) per year at each facility:

Complete and return the attached preventive maintenance cost work sheet(s)

Bid price(Great Meadow C.F.) Total annual price calculated on work sheet: \$ _____/year
 Bid price(Greene C.F.) Total annual price calculated on work sheet: \$ _____/year

II. REPAIRS - Repair Service calls

Cost per hour (Great Meadow) \$ _____/hr. x 24 hours (est. annual total): \$ _____/year
 Cost per hour (Greene) \$ _____/hr. x 24 hours (est. annual total): \$ _____/year

Note:

Estimated figures are not a guarantee of work. The vendor shall provide an hourly labor rate to be charged for repairs; this rate shall include all associated costs (i.e., travel, meals, etc.). Payment to the contractor will be for actual hours worked, from time of arrival at the correctional facility to time of departure.

III. PARTS

Parts purchased under the agreement, if needed, are to be billed at a percentage discount from the published price list. This discount percentage rate will be factored in to arrive at the total bid cost. A copy of the current supplier or manufacturer published prices must be submitted with the bid.

Directions:

Insert the percentage discount rate offered by the bidder for the term of the contract in the space below. Calculate the estimated annual cost of parts less the discount and enter the discounted cost result.

Estimated annual cost of parts (Great Meadow) \$4,000.00 less _____% = \$ _____/year
 Estimated annual cost of parts (Greene) \$4,000.00 less _____% = \$ _____/year

<p>GRAND TOTAL OF LOT: (preventive maintenance + repairs + parts) = \$ _____/year</p>
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ADDITIONAL REQUIREMENTS

Submit the following with the bid:

1. Completed preventive maintenance cost worksheet(s),
2. Resumes of the repair technicians, or a description of training and/or experience adequate to demonstrate that the technicians who will perform the services are appropriately qualified,
3. Copy of the current supplier/manufacturer published price list for parts,
4. Copy of the bidder's insurance certificate, and
5. Copy of the Certificate of NYS Worker's Compensation Insurance Coverage (Form C-105.2)

RETURN THIS PAGE AS PART OF THE BID

LOT 2 - GREAT MEADOW HUB

GREAT MEADOW Correctional Facility
Preventive Maintenance Cost Worksheet

EQUIPMENT				COSTS			
MAKE	MODEL	CATEGORY	APPROX. AGE	PREVENTIVE MAINTENANCE Per Visit	X	No. of Visits per Year	TOTAL
Ryobi	3200	Offset Press	13	\$ _____	X	4 =	\$ _____
Ryobi	3200	Offset Press	14	\$ _____	X	4 =	\$ _____
Ryobi	3302	Offset Press	15	\$ _____	X	4 =	\$ _____
Horizon	Vac 100	Collator	13	\$ _____	X	4 =	\$ _____
Horizon	SPF-20	Booklet Maker	13	\$ _____	X	4 =	\$ _____
Challenge	305 XD	Paper Cutter	14	\$ _____	X	4 =	\$ _____
Epson	Stylus Pro 7900	Platemaker	9	\$ _____	X	4 =	\$ _____

***TOTAL** \$ _____

*Transfer this TOTAL to **Part I Preventive Maintenance** on the Bid Form

LOT 2 - GREAT MEADOW HUB

GREENE Correctional Facility
Preventive Maintenance Cost Worksheet

EQUIPMENT				COSTS				
MAKE	MODEL	CATEGORY	APPROX.AGE	PREVENTIVE MAINTENANCE Per Visit	X	No. of Visits per Year	=	TOTAL
AB DICK	9980	Offset Press	11	\$	X	4	=	\$
Amergraph	V28-1200	Plateburner	18	\$	X	4	=	\$
Baum	714XLT	Folder	7	\$	X	4	=	\$
Baum	714Xlt	Folder	7	\$	X	4	=	\$
Baum	26.4	Paper Cutter	7	\$	X	4	=	\$
Challenge	1440101s2103	Paper Drill	14	\$	X	4	=	\$
Challenge	NA	Paper Jogger	2	\$	X	4	=	\$
Deluxe	M19	Stitcher	4	\$	X	4	=	\$
Horizon	QCS300	Table Top Collator	4	\$	X	4	=	\$
Ryobi	2800CD	Offset Press	9	\$	X	4	=	\$
Ryobi	2800CD	Offset Press	9	\$	X	4	=	\$
Ryobi	2800CD	Offset Press	9	\$	X	4	=	\$
Ryobi	3200CD	Offset Press	9	\$	X	4	=	\$
STITCHMASTER	SM-A25	Deluxe Stitcher	4	\$	X	4	=	\$

Vocational Print Shop Equipment Maintenance
LOT 3 - Oneida Hub
Bid Form

Bidder

Lot 3 – Oneida Hub

Correctional Facilities: Mid-State

I. PREVENTIVE MAINTENANCE - Four (4) per year at each facility:

Complete and return the attached preventive maintenance cost work sheet(s)

Bid price (Mid-State C.F.) Total annual price calculated on work sheet: \$ _____/year

II. REPAIRS - Repair Service calls

Cost per hour (Mid-State) \$ _____/hr. x 24 hours (est. annual total): \$ _____/year

Note:

Estimated figures are not a guarantee of work. The vendor shall provide an hourly labor rate to be charged for repairs; this rate shall include all associated costs (i.e., travel, meals, etc.). Payment to the contractor will be for actual hours worked, from time of arrival at the correctional facility to time of departure.

III. PARTS

Parts purchased under the agreement, if needed, are to be billed at a percentage discount from the published price list. This discount percentage rate will be factored in to arrive at the total bid cost. A copy of the current supplier or manufacturer published prices must be submitted with the bid.

Directions:

Insert the percentage discount rate offered by the bidder for the term of the contract in the space below. Calculate the estimated annual cost of parts less the discount and enter the discounted cost result.

Estimated annual cost of parts (Mid-State) \$4,000.00 less _____% = \$ _____/year

GRAND TOTAL OF LOT: (preventive maintenance + repairs + parts) = \$ _____/year

ADDITIONAL REQUIREMENTS

Submit the following with the bid:

1. Completed preventive maintenance cost worksheet(s),
2. Resumes of the repair technicians, or a description of training and/or experience adequate to demonstrate that the technicians who will perform the services are appropriately qualified,
3. Copy of the current supplier/manufacturer published price list for parts,
4. Copy of the bidder's insurance certificate, and
5. Copy of the Certificate of NYS Worker's Compensation Insurance Coverage (Form C-105.2)

RETURN THIS PAGE AS PART OF THE BID

LOT 3 - ONEIDA HUB

MID-STATE Correctional Facility
Preventive Maintenance Cost Worksheet

EQUIPMENT				COSTS			
MAKE	MODEL	CATEGORY	APPROX. AGE	PREVENTIVE MAINTENANCE Per Visit	X	No. of Visits per Year	TOTAL
AB DICK	9980	Offset Press	16	\$ _____	X	4 =	\$ _____
AB DICK	9980	Offset Press	16	\$ _____	X	4 =	\$ _____
AB DICK	9980	Offset Press	16	\$ _____	X	4 =	\$ _____
Baum	26.4	Paper Cutter	24	\$ _____	X	4 =	\$ _____
Baum	714 XLT	Folder	18	\$ _____	X	4 =	\$ _____
GBC	316 EP	Binder	21	\$ _____	X	4 =	\$ _____
GBC	4000	Binder	21	\$ _____	X	4 =	\$ _____
Bostitch	TAW	Stitcher	21	\$ _____	X	4 =	\$ _____
Challenge	JF	Paper Drill	21	\$ _____	X	4 =	\$ _____
Challenge	NA	Paddy Wagon	7	\$ _____	X	4 =	\$ _____
Horizon	Vac 100A	Collator	18	\$ _____	X	4 =	\$ _____

***TOTAL** \$ _____

*Transfer this TOTAL to **Part I Preventive Maintenance** on the Bid Form

Vocational Print Shop Equipment Maintenance
LOT 4 - Clinton Hub
Bid Form

Bidder

Lot 4- Clinton Hub

Correctional Facilities: Clinton

I. PREVENTIVE MAINTENANCE - Four (4) per year at each facility:

Complete and return the attached preventive maintenance cost work sheet(s)

Bid price (Clinton C.F.) Total annual price calculated on work sheet: \$ _____/year

II. REPAIRS - Repair Service calls

Cost per hour (Clinton) \$ _____/hr. x 24 hours (est. annual total): \$ _____/year

Note:

Estimated figures are not a guarantee of work. The vendor shall provide an hourly labor rate to be charged for repairs; this rate shall include all associated costs (i.e., travel, meals, etc.). Payment to the contractor will be for actual hours worked, from time of arrival at the correctional facility to time of departure.

III. PARTS

Parts purchased under the agreement, if needed, are to be billed at a percentage discount from the published price list. This discount percentage rate will be factored in to arrive at the total bid cost. A copy of the current supplier or manufacturer published prices must be submitted with the bid.

Directions:

Insert the percentage discount rate offered by the bidder for the term of the contract in the space below. Calculate the estimated annual cost of parts less the discount and enter the discounted cost result.

Estimated annual cost of parts (Clinton) \$4,000.00 less _____% = \$ _____/year

GRAND TOTAL OF LOT: (preventive maintenance + repairs + parts) = \$ _____/year

ADDITIONAL REQUIREMENTS

Submit the following with the bid:

1. Completed preventive maintenance cost worksheet(s),
2. Resumes of the repair technicians, or a description of training and/or experience adequate to demonstrate that the technicians who will perform the services are appropriately qualified,
3. Copy of the current supplier/manufacturer published price list for parts,
4. Copy of the bidder's insurance certificate, and
5. Copy of the Certificate of NYS Worker's Compensation Insurance Coverage (Form C-105.2)

RETURN THIS PAGE AS PART OF THE BID

LOT 4 CLINTON HUB

CLINTON Correctional Facility
Preventive Maintenance Cost Worksheet

EQUIPMENT				COSTS				
MAKE	MODEL	CATEGORY	APPROX. AGE	PREVENTIVE MAINTENANCE Per Visit	X	No. of Visits per Year	=	TOTAL
HAMADA	600CD	Offset Press	17	\$ _____	X	4	=	\$ _____
HAMADA	600CD	Offset Press	12	\$ _____	X	4	=	\$ _____
HAMADA	600DW	Offset Press	11	\$ _____	X	4	=	\$ _____
Challenge	305	Paper Cutter	10	\$ _____	X	4	=	\$ _____
Horizon	Vac 100A	Collator	10	\$ _____	X	4	=	\$ _____
Horizon	ST-20	In Line Stacker	10	\$ _____	X	4	=	\$ _____
Standard	SRN-9X	Numbering Machine	10	\$ _____	X	4	=	\$ _____
Bostitch	7-AW	Stitcher	30	\$ _____	X	4	=	\$ _____
Bostitch	7-AW	Stitcher	30	\$ _____	X	4	=	\$ _____

*Transfer this TOTAL to **Part I Preventive Maintenance** on the Bid Form

Vocational Print Shop Equipment Maintenance
LOT 5- Watertown Hub
Bid Form

Bidder

Lot 5 - Watertown Hub

Correctional Facilities: Riverview

I. PREVENTIVE MAINTENANCE - Four (4) per year at each facility:

Complete and return the attached preventive maintenance cost work sheet(s)

Bid price (Riverview C.F.) Total annual price calculated on work sheet: \$ _____/year

II. REPAIRS - Repair Service calls

Cost per hour (Riverview) \$ _____/hr. x 24 hours (est. annual total): \$ _____/year

Note:

Estimated figures are not a guarantee of work. The vendor shall provide an hourly labor rate to be charged for repairs; this rate shall include all associated costs (i.e., travel, meals, etc.). Payment to the contractor will be for actual hours worked, from time of arrival at the correctional facility to time of departure.

III. PARTS

Parts purchased under the agreement, if needed, are to be billed at a percentage discount from the published price list. This discount percentage rate will be factored in to arrive at the total bid cost. A copy of the current supplier or manufacturer published prices must be submitted with the bid.

Directions:

Insert the percentage discount rate offered by the bidder for the term of the contract in the space below. Calculate the estimated annual cost of parts less the discount and enter the discounted cost result.

Estimated annual cost of parts (Riverview) \$4,000.00 less _____% = \$ _____/year

GRAND TOTAL OF LOT: (preventive maintenance + repairs + parts) = \$ _____/year

ADDITIONAL REQUIREMENTS

Submit the following with the bid:

1. Completed preventive maintenance cost worksheet(s),
2. Resumes of the repair technicians, or a description of training and/or experience adequate to demonstrate that the technicians who will perform the services are appropriately qualified,
3. Copy of the current supplier/manufacturer published price list for parts,
4. Copy of the bidder's insurance certificate, and
5. Copy of the Certificate of NYS Worker's Compensation Insurance Coverage (Form C-105.2)

RETURN THIS PAGE AS PART OF THE BID

LOT 5 - WATERTOWN HUB
 RIVERVIEW Correctional Facility
 Preventive Maintenance Cost Worksheet

EQUIPMENT				COSTS			
MAKE	MODEL	CATEGORY	APPROX. AGE	PREVENTIVE MAINTENANCE Per Visit	X	Visits per Year	TOTAL
Ryobi	2800 CD	Offset Press	15	\$	X	4 =	\$
Ryobi	3200 CD	Offset Press	10	\$	X	4 =	\$
Ryobi	3200 CD	Offset Press	10	\$	X	4 =	\$
Horizon	Vac 100A	Collator	8	\$	X	4 =	\$
Baum	714XLT	Folder	8	\$	X	4 =	\$
Challenge	JF	Paper Drill	22	\$	X	4 =	\$
Challenge	MDJ	Paper Jogger	8	\$	X	4 =	\$
Horizon	APE 61 II	Paper Cutter	7	\$	X	4 =	\$
Kimoto	Kimosetter 410	Tabletop Plate	7	\$	X	4 =	\$
Standard	SRN-9X	Rotary Numberer	7	\$	X	4 =	\$
Bostitch	M19 G20-AST	Stitcher	7	\$	X	4 =	\$
JetPlate System	JP-24	Platemaker	7	\$	X	4 =	\$
Challenge	305XD	Paper cutter	15+	\$	X	4 =	\$
Interlake	53A	Stitcher	38	\$	X	4 =	\$
Trueline		Heat Shrink	2	\$	X	4 =	\$

Rollem	Auto 4	Numbering Machine	23	\$	X	4	=	\$
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*TOTAL \$

*Transfer this TOTAL to **Part I Preventive Maintenance** on the Bid Form

Vocational Print Shop Equipment Maintenance
LOT 6 - Elmira Hub
Bid Form

Bidder

Lot 7 - Elmira Hub

Correctional Facilities: Elmira

I. PREVENTIVE MAINTENANCE - Four (4) per year at each facility:

Complete and return the attached preventive maintenance cost work sheet(s)

Bid price (Elmira C.F.) Total annual price calculated on work sheet: \$ _____/year

II. REPAIRS - Repair Service calls

Cost per hour (Elmira) \$ _____/hr. x 24 hours (est. annual total): \$ _____/year

Note:

Estimated figures are not a guarantee of work. The vendor shall provide an hourly labor rate to be charged for repairs; this rate shall include all associated costs (i.e., travel, meals, etc.). Payment to the contractor will be for actual hours worked, from time of arrival at the correctional facility to time of departure.

III. PARTS

Parts purchased under the agreement, if needed, are to be billed at a percentage discount from the published price list. This discount percentage rate will be factored in to arrive at the total bid cost. A copy of the current supplier or manufacturer published prices must be submitted with the bid.

Directions:

Insert the percentage discount rate offered by the bidder for the term of the contract in the space below. Calculate the estimated annual cost of parts less the discount and enter the discounted cost result.

Estimated annual cost of parts (Elmira) \$4,000.00 less _____% = \$ _____/year

GRAND TOTAL OF LOT: (preventive maintenance + repairs + parts) = \$ _____/year

ADDITIONAL REQUIREMENTS

Submit the following with the bid:

1. Completed preventive maintenance cost worksheet(s),
2. Resumes of the repair technicians, or a description of training and/or experience adequate to demonstrate that the technicians who will perform the services are appropriately qualified,
3. Copy of the current supplier/manufacturer published price list for parts,
4. Copy of the bidder's insurance certificate, and
5. Copy of the Certificate of NYS Worker's Compensation Insurance Coverage (Form C-105.2)

LOT 6 - Elmira HUB

Elmira Correctional Facility
Preventive Maintenance Cost Worksheet

EQUIPMENT				COSTS			
MAKE	MODEL	CATEGORY	APPROX. AGE	PREVENTIVE MAINTENANCE Per Visit	X	No. of Visits per Year	TOTAL
Baum	714XLT	Folder	16	\$	X	4 =	\$
Bindfast	II	Binder	21	\$	X	4 =	\$
Bourg	AE16	Collator	17	\$	X	4 =	\$
Bourg	AGR	Collator	16	\$	X	4 =	\$
Challenger	305XD	Paper Cutter	16	\$	X	4 =	\$
Challenger	HBE	Paper Cutter	16	\$	X	4 =	\$
Challenger	JF	Paper Drill	NA	\$	X	4 =	\$
Challenger	R838S46	Folder	14	\$	X	4 =	\$
Damark	SMC1620	Heat Sealer	11	\$	X	4 =	\$
Deluxe	M19G20	Stitcher	8	\$	X	4 =	\$
Foldnak	F40	Folder	14	\$	X	4 =	\$
Graphic Whizard	GW6000	Binder	14	\$	X	4 =	\$
Interlake	A	Stitcher	26	\$	X	4 =	\$
Interlake	A	Stitcher	26	\$	X	4 =	\$
MBM R	FC-10	Collator	8	\$	X	4 =	\$

Vocational Print Shop Equipment Maintenance

LOT 8 - Wende Hub

Bid Form

Bidder

Lot 8 - Wende Hub

Correctional Facilities: Attica and Groveland

I. PREVENTIVE MAINTENANCE - Four (4) per year at each facility:

Complete and return the attached preventive maintenance cost work sheet(s)

Bid price (Attica C.F.) Total annual price calculated on work sheet: \$ /year

Bid price (Groveland C.F.) Total annual price calculated on work sheet: \$ /year

II. REPAIRS - Repair Service calls

Cost per hour (Attica) \$ /hr. x 24 hours (est. annual total): \$ /year

Cost per hour (Groveland) \$ /hr. x 24 hours (est. annual total): \$ /year

Note:

Estimated figures are not a guarantee of work. The vendor shall provide an hourly labor rate to be charged for repairs; this rate shall include all associated costs (i.e., travel, meals, etc.). Payment to the contractor will be for actual hours worked, from time of arrival at the correctional facility to time of departure.

III. PARTS

Parts purchased under the agreement, if needed, are to be billed at a percentage discount from the published price list. This discount percentage rate will be factored in to arrive at the total bid cost. A copy of the current supplier or manufacturer published prices must be submitted with the bid.

Directions:

Insert the percentage discount rate offered by the bidder for the term of the contract in the space below. Calculate the estimated annual cost of parts less the discount and enter the discounted cost result.

Estimated annual cost of parts (Attica) \$4,000.00 less % = \$ /year

Estimated annual cost of parts (Groveland) \$4,000.00 less % = \$ /year

GRAND TOTAL OF LOT: (preventive maintenance + repairs + parts) = \$ /year

ADDITIONAL REQUIREMENTS

Submit the following with the bid:

- 1. Completed preventive maintenance cost worksheet(s),
2. Resumes of the repair technicians, or a description of training and/or experience adequate to demonstrate that the technicians who will perform the services are appropriately qualified,
3. Copy of the current supplier/manufacturer published price list for parts,
4. Copy of the bidder's insurance certificate, and
5. Copy of the Certificate of NYS Worker's Compensation Insurance Coverage (Form C-105.2)

RETURN THIS PAGE AS PART OF THE BID

LOT 7 - WENDE HUB

ATTICA Correctional Facility
Preventive Maintenance Cost Worksheet

EQUIPMENT				COSTS			
MAKE	MODEL	CATEGORY	APPRX.AGE	PREVENTIVE MAINTENANCE Per Visit	X	No. of Visits per Year	TOTAL
WIN	3447XL	Offset Press	8	\$	X	4	= \$
AB DICK	9910/T-51 COLOR HEAD	Offset Press	18	\$	X	4	= \$
AB DICK	9910/T-51 COLOR HEAD	Offset Press	18	\$	X	4	= \$
AB DICK	QP 25/T-51 COLOR HEAD	Offset Press	7	\$	X	4	= \$
Challenge	305	Paper Cutter	11	\$	X	4	= \$
MBM	1000	Booklet Maker	24	\$	X	4	= \$
MBM	20 BIN	Collator	11	\$	X	4	= \$
Ryobi	3200 Offset Press	Offset Press	10	\$	X	4	= \$
Standard	SD700 Duplicator	Duplicator	7	\$	X	4	= \$
Kimosetter	340 Kimosetter	Platemaker	10	\$	X	4	= \$
Stanley	Stitch Master	Auto Stapler	7	\$	X	4	= \$

***TOTAL** \$ _____

*Transfer this TOTAL to **Part I Preventive Maintenance** on the Bid Form

LOT 7 - WENDE HUB
 GROVELAND Correctional Facility
 Preventive Maintenance Cost Worksheet

EQUIPMENT				COSTS			
MAKE	MODEL	CATEGORY	APPROX. AGE	PREVENTIVE MAINTENANCE Per Visit	X	No. of Visits per Year	TOTAL
Bostitch	7AW	Stitcher	26	\$ _____	X	4 =	\$ _____
Challenge	RKH	Paper Drill	26	\$ _____	X	4 =	\$ _____
Challenge	JF	Paper Drill	28	\$ _____	X	4 =	\$ _____
GBC	425LM-1	Laminator	15	\$ _____	X	4 =	\$ _____
Horizon	APC-61	Paper Cutter	7	\$ _____	X	4 =	\$ _____
Profold	S35k	Folder	23	\$ _____	X	4 =	\$ _____
Standard	SD-700	Digital Duplicator	6	\$ _____	X	4 =	\$ _____
Stevenson	NY46-32025	Shrink Wrapper	22	\$ _____	X	4 =	\$ _____
Challenge	20	Paper cutter 1	20	\$ _____	X	4 =	\$ _____
Ryobi	2800CD	Offset Press	31	\$ _____	X	4 =	\$ _____
Ryobi	3200CD	Offset Press	32	\$ _____	X	4 =	\$ _____

***TOTAL** \$ _____

*Transfer this TOTAL to **Part I Preventive Maintenance** on the Bid Form

PLEASE USE BLACK INK OR TYPEWRITER WHEN PREPARING YOUR BID. BE SURE YOU HAVE INSERTED YOUR COMPANY'S NAME IN THE BOX

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Bidder

BID PRICE PAGE

Grand Total Bid*: _____

Bid price shall be inclusive of all costs; including but not limited to labor, installation, materials, parts, supplies, transportation, travel, licenses, insurance, administrative, profit, ancillary costs, and miscellaneous charges such as any applicable taxes or fees.

***Bidder must submit a budget narrative with bid.**

Signature: _____

Printed name: _____

Title: _____

RETURN THIS PAGE AS PART OF THE BID

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Bidder

NOTES TO BIDDERS: FAILURE TO ANSWER THE QUESTIONS WILL DELAY THE EVALUATION OF YOUR BID AND MAY RESULT IN REJECTION OF YOUR BID.

Please Circle/Enter Answers Below

- Are prices quoted the same as or lower than those quoted other corporations, institutions and government agencies (including GSA/VA contracts) on similar products, quantities, terms and conditions? See "Best Pricing Offer" in Appendix B, General Specifications.
If "NO", please explain on a separate sheet.

YES NO

- Do you have a contract with the General Services Administration (GSA) or Veterans Affairs (VA) for products offered? (Check all that apply.)

GSA VA NO

If yes, will you offer New York State pricing equal to or better than your GSA or VA pricing?

GSA VA NO

If yes, a copy of the GSA or VA schedule is required. Have you included a copy?

GSA VA NO

- Is this product available only on a "direct from the manufacturer basis" or can pricing be obtained from dealers or distributors? Check one:
If you are a manufacturer and have checked "Other", please attach listing of authorized dealers and distributors.

Manufacturer Other

YES NO

- Do you have your catalog available on the Internet?

YES NO

If yes, do you have the ability to make NYS pricing available along with your catalog on line?

YES NO

- Does bidder offer Electronic Access Ordering (EDI)?

YES NO

- Are any products offered manufactured from recycled materials?

YES NO

- If awarded a contract, will bidder accept the New York State Procurement Card for orders not to exceed \$10,000

YES NO

- If bidder limits the maximum acceptable card amount to less than \$10,000, please indicate the maximum amount:

YES NO

- Additional discount for purchases made with the NYS Procurement Card:

_____ %

RETURN THIS PAGE AS PART OF THE BID

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NOTES TO BIDDERS: (Continued)

Are any products offered remanufactured (restored to its original performance standards and function)?

Are any products offered Energy Star Compliant? (If YES to any of the above, please attach specifics.)

- If awarded a contract, will bidder honor orders for less than the minimum order?

If YES, will shipping costs be added in accordance with the "Minimum Order" clause?

OR

If YES, will bidder ship at no additional cost?

- Person or persons to contact for expediting New York State contract orders:

Name:

Title:

Telephone Number:

Toll Free Telephone Number:

Fax Number:

Toll Free Fax Number:

E-Mail Address:

Bidder

Please Circle/Enter Answers Below

YES NO

YES NO

YES NO

YES NO

YES NO

() _____

() _____

() _____

() _____

- Person or persons to contact in the event of an emergency occurring after business hours or on weekend/holidays:

State Normal Business Hours (Specify M-F, Sat, Sun):

Name:

Title:

Telephone Number:

Fax Number:

Pager Number:

Cellular Telephone Number:

E-Mail Address:

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RETURN THIS PAGE AS PART OF THE BID

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Bidder

BIDDERS PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Are you a New York State resident business?

YES NO

2. Total number of people employed by your business:

3. Total number of people employed by your business in New York State:

4. Is your business independently owned and operated?

YES NO

5. **PLACE OF MANUFACTURE OF PRODUCT(S) BID:**
(Indicate Yes or No for either A, B or C)

A. All NYS Manufacture

YES NO

B. All Manufactured outside NYS

YES NO

C. Manufactured in NYS and Outside NYS
If yes to C above, Location (State) where more than half the value is added to the product(s) bid:

YES NO

State of _____

6. **BIDDER'S PRINCIPAL PLACE OF BUSINESS*:**

State of _____

*"Principal Place of Business" is the location of the primary control, direction and management of the enterprise.

RETURN THIS PAGE AS PART OF THE BID

Bidder

PLEASE USE BLACK INK OR TYPEWRITER WHEN PREPARING YOUR BID. BE SURE YOU HAVE INSERTED YOUR COMPANY'S NAME IN THE BOX

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7. ENCOURAGING USE OF NEW YORK STATE BUSINESSES IN CONTRACT PERFORMANCE

New York State businesses have a substantial presence in State Contracts and strongly contribute to the economies of the state and the nation. In recognition of their economic activity and leadership in doing business in New York State, Bidders/Proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the Contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles.

Bidders/Proposers need to be aware that all authorized users of this Contract will be strongly encouraged, to the maximum extent practical and consistent with legal requirements, to use responsible and responsive New York State businesses in purchasing commodities that are of equal quality and functionality and in utilizing services and technology. Furthermore, Bidders/Proposers are reminded that they must continue to utilize small, minority and women-owned businesses, consistent with current State law.

Utilizing New York State businesses in State Contracts will help create more private sector jobs, rebuild New York's infrastructure, and maximize economic activity to the mutual benefit of the Contractor and its New York State business partners. New York State businesses will promote the Contractor's optimal performance under the Contract, thereby fully benefiting the public-sector programs that are supported by associated procurements.

Public procurements can drive and improve the State's economic engine through promotion of the use of New York businesses by its Contractors. The State therefore expects Bidders/Proposers to provide maximum assistance to New York businesses in their use of the Contract. The potential participation by all kinds of New York businesses will deliver great value to the State and its taxpayers.

Bidders/Proposers can demonstrate their commitment to the use of New York State businesses by responding to the question below:

Will New York State Businesses be used in the performance of this Contract?

_____ YES _____ NO

If yes, identify New York State Business(es) that will be used: (Attach identifying information)

Four horizontal lines for identifying New York State businesses.

PROCUREMENT LOBBYING CERTIFICATION

By signing, the offerer/bidder affirms that it understands and agrees to comply with the NYS Office of General Services (OGS) procedures relative to permissible contacts, as required by State Finance Law §139-j and §139-k.

Procurement Lobbying information can be accessed at: <https://ogs.ny.gov/acpl/>

Offerer affirms that it understands and agrees to comply with the procedures of the Government Entity relative to permissible Contacts as required by State Finance Law §139-j (3) and §139-j (6) (b).

By: _____ Date: _____

Name: _____ Title: _____

Contractor Name: _____

Contractor Address: _____

Prior Non-Responsibility Determinations – State Finance Law §139-k

1. Has any Government Entity made a finding of non-responsibility against this organization/company? **No Yes**
2. If yes, was the basis for the finding of non-responsibility due to a violation of SFL§139-j or due to the intentional provision of false or incomplete information to a Government Entity? **No Yes**
3. Has any Government Entity terminated or withheld a procurement contract with this organization/company due to the intentional provision of false or incomplete information? **No Yes**

If yes to any of the above questions, provide complete details on a separate page and attach.

Offerer Certification:

I certify that all information provided to the Governmental Entity with respect to State Finance Law §139-k is complete, true and accurate.

By: _____ Date: _____

Name: _____ Title: _____

Procurement Lobbying Termination

DOCCS reserves the right to terminate this contract in the event it is found that the certification filed by the Offeror/bidder in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, DOCCS may exercise its termination right by providing written notice to the Offeror/bidder in accordance with the written notification terms of the contract.

State Finance Law § 139-1 Certification

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.

If the bidder cannot make the foregoing certification, such bidder shall so state and shall furnish with the bid a signed statement that sets forth in detail the reasons that the bidder cannot make the certification.

By signing you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this Certification document and that all information provided is complete, true and accurate.

Authorized Signature		Date	
Print Name		Title	
Company Name			
D/B/A – Doing Business As (if applicable)			
Address			
City	State	Zip	

RETURN THIS PAGE AS PART OF THE BID

Vendor Assurance of No Conflict of Interest or Detrimental Effect

The Firm offering to provide commodities/services pursuant to this IFB, as a contractor, joint venture contractor, subcontractor, or consultant, attests that its performance of the services outlined in this solicitation does not and will not create a conflict of interest with nor position the Firm to breach any other contract currently in force with the State of New York.

Furthermore, the Firm attests that it will not act in any manner that is detrimental to any State project on which the Firm is rendering services. Specifically, the Firm attests that:

1. The fulfillment of obligations by the Firm, as proposed in the response, does not violate any existing contracts or agreements between the Firm and the State;
2. The fulfillment of obligations by the Firm, as proposed in the response, does not and will not create any conflict of interest, or perception thereof, with any current role or responsibility that the Firm has with regard to any existing contracts or agreements between the Firm and the State;
3. The fulfillment of the obligations by the Firm, as proposed in the response, does not and will not compromise the Firm's ability to carry out its obligations under any existing contracts between the Firm and the State;
4. The fulfillment of any other contractual obligations that the Firm has with the State will not affect or influence its ability to perform under any contract with the State resulting from this IFB;
5. During the negotiation and execution of any contract resulting from this IFB, the Firm will not knowingly take any action or make any decision which creates a potential for conflict of interest or might cause a detrimental impact to the State as a whole including, but not limited to, any action or decision to divert resources from one State project to another;
6. In fulfilling obligations under each of its State contracts, including any contract which results from this IFB, the Firm will act in accordance with the terms of each of its State contracts and will not knowingly take any action or make any decision which might cause a detrimental impact to the State as a whole including, but not limited to, any action or decision to divert resources from one State project to another;
7. No former officer or employee of the State who is now employed by the Firm, nor any former officer or employee of the Firm who is now employed by the State, has played a role with regard to the administration of this contract procurement in a manner that may violate section 73(8)(a) of the State Ethics Law; and
8. The Firm has not and shall not offer to any employee, member or director of the State any gift, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence said employee, member or director, or could reasonably be expected to influence said employee, member or director, in the performance of the official duty of said employee, member or director or was intended as a reward for any official action on the part of said employee, member or director.

Firms responding to this IFB should note that the State recognizes that conflicts may occur in the future because a Firm may have existing or new relationships. The State will review the nature of any such new relationships and reserves the right to terminate the contract for cause if, in its judgment, a real or potential conflict of interest cannot be cured.

Name, Title: _____

Signature: _____ Date: _____

This form must be signed by an authorized executive or legal representative.

RETURN THIS PAGE AS PART OF THE BID

***CONTRACTOR CERTIFICATION FORMS
(Pursuant to Section 5-A of the Tax Law)***

Form ST-220-TD (4 pages)

If filing with the Department of Taxation & Finance for the first time, or previously submitted information needs to be updated, these 4 pages must be removed from this bid, completed, signed and submitted directly to the Department of Taxation and Finance.

Form available at:

http://www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf

Form ST-220-CA (2 pages)

Regardless of whether ST-220-TD is being filed/updated for this bid or not, these 2 pages must be completed, signed and returned with this bid.

Form available at:

http://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf

EO 177 Certification

The New York State Human Rights Law, Article 15 of the Executive Law, prohibits discrimination and harassment based on age, race, creed, color, national origin, sex, pregnancy or pregnancy-related conditions, sexual orientation, gender identity, disability, marital status, familial status, domestic violence victim status, prior arrest or conviction record, military status or predisposing genetic characteristics.

The Human Rights Law may also require reasonable accommodation for persons with disabilities and pregnancy-related conditions. A reasonable accommodation is an adjustment to a job or work environment that enables a person with a disability to perform the essential functions of a job in a reasonable manner. The Human Rights Law may also require reasonable accommodation in employment on the basis of Sabbath observance or religious practices.

Generally, the Human Rights Law applies to:

- all employers of four or more people, employment agencies, labor organizations and apprenticeship training programs in all instances of discrimination or harassment;
- employers with fewer than four employees in all cases involving sexual harassment; and,
- any employer of domestic workers in cases involving sexual harassment or harassment based on gender, race, religion or national origin.

In accordance with Executive Order No. 177, the Bidder hereby certifies that it does not have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected status under the Human Rights Law.

Executive Order No. 177 and this certification do not affect institutional policies or practices that are protected by existing law, including but not limited to the First Amendment of the United States Constitution, Article 1, Section 3 of the New York State Constitution, and Section 296(11) of the New York State Human Rights Law.

Contractor:

By: _____

Name: _____

Title: _____

Date: _____, 20__

- The Certification is to be submitted prior to contract award by all successful bidders on all Covered contracts and contract renewals.

Certification Under Executive Order No. 16 Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia

Executive Order No. 16 provides that “all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia.” The complete text of Executive Order No. 16 can be found [here](#).

The Executive Order remains in effect while sanctions imposed by the federal government are in effect. Accordingly, vendors who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case the sanctions are lifted during a solicitation or even after award in the case of some solicitations.

As defined in Executive Order No. 16, an “entity conducting business operations in Russia” means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership.

Is Vendor an entity conducting business operations in Russia, as defined above? Please answer by checking one of the following boxes:

- 1.** No, Vendor does not conduct business operations in Russia within the meaning of Executive Order No. 16.
- 2.a.** Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but has taken steps to wind down business operations in Russia or is in the process of winding down business operations in Russia. (Please provide a detailed description of the wind down process and a schedule for completion.)
- 2.b.** Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but only to the extent necessary to provide vital health and safety services within Russia or to comply with federal law, regulations, executive orders, or directives. (Please provide a detailed description of the services being provided or the relevant laws, regulations, etc.)
- 3.** Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16.

The undersigned certifies under penalties of perjury that they are knowledgeable about the Vendor’s business and operations and that the answer provided herein is true to the best of their knowledge and belief.

Vendor Name: _____
(legal entity)

By: _____
(signature)

Name: _____

Title: _____

Date: _____