

Questions and Answers  
RFP No. 081211122 Purchase and Delivery Services

**Administrative Announcement**

There is a typographical error on Attachment 13, Bid Sheet B, paragraph 1, Instructions. The corrected paragraph should read:

**Instructions:** The Cost Proposal **MUST** be completed. Bidders' proposed fee structures will be evaluated by applying them to 2008 purchase data below. The low bidder will be awarded all **25** points. Each remaining bid will be awarded points using the following formula: **Total Points = Lowest Bid / Current Bid \* 25**

**Questions Asked at Bidder's Conference**

Question: Are these questions different from the questions and answers in the RFP?

Answer: The questions and answers at the bidder's conference are not different from those allowed within the RFP. Questions and Answers will be continued and accepted electronically until the October 13 deadline.

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Question: Are the RFP attachments available in a fill-in format?

Answer: *Amended from Original Response* – The only RFP attachments that are PDF fill-in format are:  
Attachment 5 - ST220-TD  
Attachment 6 - ST-220-CA

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Question: There is a vendor responsibility form (in attachment 7) Roman numeral III, that is slightly different than another vendor responsibility form. One of these forms has a link to a PDF file and the other one does not. It seems that this link goes to building contracts and does not pertain to us.

Answer: *Amended from Original Response* – Attachment 7, Vendor Responsibility Questionnaire used for this RFP was replaced with a newer version. This replacement document no longer includes the link in Question III to list construction contracts. The latest hardcopy Vendor Responsibility Questionnaire is available at: <http://www.osc.state.ny.us/vendrep/documents/forprofit.pdf>

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Question: Is there a typographical error on the bid package checklist (page 26, Package 4 - Administrative Documents Package) items 4 and 5? Should the names of the documents be 5 and 6?

Answer: Yes. There was a typographical error on the checklist and the documents originally listed as Attachments 4 and 5 should have been labeled as Attachments 5 and 6. They are:  
Attachment 5 N.Y.S. Taxation and Finance Contractor Certification Form ST-220-TD  
Attachment 6 N.Y.S. Taxation and Finance Contractor Certification Form ST-220-CA

## Questions Asked via E-Mail

Question: On page 7 of the RFP and Attachment 13 appended to the RFP, there are three tables of figures representing WC purchases from April 1, 2007 to March 31, 2008.

By our calculations, in the table called "Order Types," anywhere from \$12,500,000 to \$13,000,000 of the \$15,101,604 in orders classified as "Regular Orders" or "Standing Orders" were either Third Party non-scientific orders (for things like computers, office supplies, subscriptions, temporary staffing, landscaping, catering, etc.) or Third Party scientific orders for products that are not on any of the NYS Contracts of the potential pool of bidders for the new contract. Is this correct (i.e. that Third Party orders are lumped in with Prime orders in this way)?

Answer: The tables contain a representative sample of our total purchases to provide a basis for comparing the administrative fee cost proposals of prospective bidders.

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Question: In the RFP, no mention is made of the over 200 contractor-owned products that are currently in the Wadsworth Center Stockroom. Mention is only made of the Wadsworth-owned supplies. Is it the Center's intent to do away with the Stockroom as currently configured and replace it with one that contains only the Wadsworth-owned material?

Answer: No. The Wadsworth Center is open to any stockroom arrangement that meets the operational needs of both the Center and the winning bidder.

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Question: Do you anticipate that the Budget Bulletin B-1184 purchasing mandates will remain the overarching purchasing concern through the length of the next Purchase and Delivery Services contract?

Answer: Budget Bulletin B-1184 is a directive issued by the New York State Division of Budget in February 2009 that requires approval from the Division as well as the Office of the Director of State Operations for all transactions valued at or above \$500 that do not involve Federal reimbursement of at least 75 percent or an immediate threat to public health and/or safety.

There are many factors that could impact the Center's budget and the discretion we are afforded in our procurement process over the life of this contract. It is reasonable to assume that the B-1184 approval process or fiscal conditions precipitating a procurement climate similar to that of the present will exist for the immediate future.