



Bid Solicitation Update

Subject: Responses to Additional Bidder Questions

DATE: December 7, 2018

IFB/RFP: 23123 **BID OPENING DATE | TIME:** December 13, 2018 | 11:00 AM

GROUP | TITLE: 30310 – Vehicle and Equipment Parts and Related Product

OGS DESIGNATED CONTACTS:

| | | | |
|---------------|-------|--------------|--|
| Ronald Brown | CMS 2 | 518-474-7648 | ronald.brown@ogs.ny.gov |
| Heidi Langley | CMS 3 | 518-486-6051 | heidi.langley@ogs.ny.gov |

The Office of General Services has given careful consideration to additional inquiries that were received after the initial inquiry period. Responses to all inquiries are included on the “Solicitation Updates” document which is posted with this memo at:

<http://www.ogs.ny.gov/purchase/biddocument/23123BID.asp>.

Reminder: All Bidders must submit the most recent revised Attachment 1 – Pricing which was posted at <http://www.ogs.ny.gov/purchase/biddocument/23123BID.asp> and states at the top of each tab “Revised December 7, 2018.” Pursuant to IFB Section 4.4 *Content*, “Failure to submit the final version of this attachment with the correct revision date as posted on the OGS website and announced via the NYS Contract Reporter, shall result in the Bid being deemed non-responsive and in the disqualification of the Bid.”

ADDITIONAL INQUIRIES:

OGS may consider additional vendor inquiries. Please submit additional questions as soon as possible on Attachment 7: *Bidder Questions Form*, so that they may be timely addressed prior to the bid opening date. Any answers provided to any additional questions of a substantive nature will be provided to all registered vendors in the form of a Bidder Inquiry Responses document which shall be posted on the OGS website and announced through the New York State Contract Reporter site.

Vendors are advised to submit inquiries at any time prior to the bid opening date if the specifications and/or terms and conditions included in the IFB may affect the ability of the Vendor to submit a responsive bid.

BIDDER ACKNOWLEDGMENT OF SOLICITATION UPDATES:

All Bidders must acknowledge receipt and agreement to all IFB amendments by answering “yes” to Question #16 on Attachment 6: *Bidder Submission Checklist*.

All other terms and conditions of the IFB remain the same.

| Q# | IFB Document | Section | Bidder Question | OGS Response |
|----|---------------------------|---|--|--|
| 1 | Attachment 1 - Pricing | Lot 1, Row 64, MagnaFlow 19272 | MagnaFlow confirmed this part is not yet in production and they also do not have a price for this item | Attachment 1 Pricing has been revised to change the Reference Part listed in Lot 1, Row 64 from "MagnaFlow 19272" to "MagnaFlow 19052". Reminder: All Bidders must submit the most recent revised Attachment 1 – <i>Pricing</i> which was posted at http://www.ogs.ny.gov/purchase/biddocument/23123BID.asp and states at the top of each tab "Revised December 7, 2018". |



Bid Solicitation Update

Subject: Responses to Additional Bidder Questions

DATE: December 6, 2018

IFB/RFP: 23123 **BID OPENING DATE | TIME:** December 13, 2018 | 11:00 AM

GROUP | TITLE: 30310 – Vehicle and Equipment Parts and Related Product

OGS DESIGNATED CONTACTS:

| | | | |
|---------------|-------|--------------|--|
| Ronald Brown | CMS 2 | 518-474-7648 | ronald.brown@ogs.ny.gov |
| Heidi Langley | CMS 3 | 518-486-6051 | heidi.langley@ogs.ny.gov |

The Office of General Services has given careful consideration to additional inquiries that were received after the initial inquiry period. Responses to all inquiries are included on the “Solicitation Updates” document which is posted with this memo at:

<http://www.ogs.ny.gov/purchase/biddocument/23123BID.asp>.

Reminder: All Bidders must submit the most recent revised Attachment 1 – Pricing which was posted at <http://www.ogs.ny.gov/purchase/biddocument/23123BID.asp> and states at the top of each tab “(Revised November 29, 2018).” Pursuant to IFB Section 4.4 *Content*, “Failure to submit the final version of this attachment with the correct revision date as posted on the OGS website and announced via the NYS Contract Reporter, shall result in the Bid being deemed non-responsive and in the disqualification of the Bid.”

ADDITIONAL INQUIRIES:

OGS may consider additional vendor inquiries. Please submit additional questions as soon as possible on Attachment 7: *Bidder Questions Form*, so that they may be timely addressed prior to the bid opening date. Any answers provided to any additional questions of a substantive nature will be provided to all registered vendors in the form of a Bidder Inquiry Responses document which shall be posted on the OGS website and announced through the New York State Contract Reporter site.

Vendors are advised to submit inquiries at any time prior to the bid opening date if the specifications and/or terms and conditions included in the IFB may affect the ability of the Vendor to submit a responsive bid.

BIDDER ACKNOWLEDGMENT OF SOLICITATION UPDATES:

All Bidders must acknowledge receipt and agreement to all IFB amendments by answering “yes” to Question #16 on Attachment 6: *Bidder Submission Checklist*.

All other terms and conditions of the IFB remain the same.

| Q# | IFB Document | Section | Bidder Question | OGS Response |
|----|-------------------|---------|--|---|
| 1 | IFB Main Document | Lot 2 | Please verify that the bidder's quoted price shall include any and all delivery expenses to the authorized user anywhere within the 62 counties. | <p>Yes, the Bidder's quoted NYS Contract Price shall be inclusive of standard delivery and all other costs associated with providing the Product to an Authorized User anywhere within the 62 counties of NYS. Additional charges for an emergency or rush delivery may be made with prior approval from the Authorized User. See IFB Section 1.10 <i>Definitions</i> and Section 6.3 <i>Price</i> below for additional details.</p> <p>IFB Section 1.10 <i>Definitions</i> states:</p> <p style="padding-left: 40px;">“NYS Contract Price(s)” shall mean the dollar amount charged to the Authorized User for a Product provided under the Contract, and is inclusive of all Contractor costs associated with providing that Product to the Authorized User (e.g., delivery and all other incidentals normally included with providing the Product).</p> <p>IFB Section 6.3 <i>Price</i>, Paragraph F <i>Delivery</i> states:</p> <p style="padding-left: 40px;">Standard delivery shall be provided at no additional expense (see Section 6.10 <i>Product Delivery</i>). Additional charges for an emergency or rush delivery may be made with prior approval from the Authorized User. Such Emergency or rush shipping charges shall be at or below the rates charged in the Contractor's normal course of business, and shall be added to the invoice as a separate line item. In the event an emergency or rush delivery is required as the result of a Contractor's error, all shipping cost shall be paid by the Contractor.</p> |
| 2 | IFB Main Document | Lot 2 | Please verify that the bidder must quote all parts listed for Lot 2 and cannot choose the parts they want to bid on. | <p>Yes, the Bidder must enter pricing for every Reference Part listed in the Market Basket for each of the Lot(s) being bid on.</p> <p>IFB Section 4.5 <i>Bid Pricing Submittal</i> states:</p> <p style="padding-left: 40px;">Attachment 1 – <i>Pricing</i> contains a total of two (2) Lots. A Bidder is not required to Bid on both Lots, however, a Bidder is required to bid on every Product in the Market Basket for each Lot bid.</p> <p>In addition, Lot 2 Contractors must meet the minimum qualifications listed in IFB Section 2.2 <i>Lot 2 - Heavy Duty Vehicle and Heavy Equipment Parts</i>, which requires that the Bidder “have the ability to obtain Direct Order Parts on behalf of the Authorized User from multiple Heavy Duty Vehicle and Heavy Equipment OEMs (e.g. Caterpillar, Case, John Deere, Mack, Navistar, Henderson, etc).</p> |

| Q# | IFB Document | Section | Bidder Question | OGS Response |
|----|-------------------|---------|---|---|
| 3 | IFB Main Document | Lot 2 | Please verify that a bidder must be able to provide parts to any authorized user anywhere within the 62 counties and cannot bid separate areas or zones of the State. | <p>Yes. It is required that all Products be offered at the NYS Contract Price to all areas of New York State.</p> <p>IFB Section 2.1 <i>Lot 1 – Light Duty Vehicle Parts</i> states:</p> <p>(A bidder must) have the ability to provide Light Duty Vehicle Parts to Authorized Users statewide in all sixty-two (62) NYS counties, within twenty-four (24) hours of receipt of order (see Section 6.10 <i>Product Delivery</i> for additional information). A Bidder may fulfill this requirement through the use of Subcontractors (e.g., a Bidder may partner with third-party independently-owned locations in order to provide statewide coverage).</p> <p>IFB Section 2.2 <i>Lot 2 – Heavy Duty Vehicle and Heavy Equipment Parts</i> states:</p> <p>(A bidder must) have the ability to provide Direct Order Heavy Duty Vehicle and Heavy Equipment Parts to Authorized Users statewide in all sixty-two (62) NYS counties (see Section 6.10 <i>Product Delivery</i> for additional information). A Bidder may fulfill this requirement through the use of Subcontractors (e.g., a Bidder may partner with third-party independently-owned locations in order to provide statewide coverage).</p> |



Bid Solicitation Update

Subject: Responses to Bidder Questions and Bid Solicitation Update

DATE: November 29, 2018

IFB/RFP: 23123 BID OPENING DATE | TIME: December 13, 2018 | 11:00 AM

GROUP | TITLE: 30310 – Vehicle and Equipment Parts and Related Product

OGS DESIGNATED CONTACTS:

| | | | |
|---------------|-------|--------------|--|
| Ronald Brown | CMS 2 | 518-474-7648 | ronald.brown@ogs.ny.gov |
| Heidi Langley | CMS 3 | 518-486-6051 | heidi.langley@ogs.ny.gov |

The Office of General of General Services has given careful consideration to the inquiries and requests for clarifications that were received during the inquiry period. Responses to all inquiries are included on the “Bidder Inquiry Responses” document which is posted with this memo at:
<http://www.ogs.ny.gov/purchase/biddocument/23123BID.asp>.

The above referenced IFB, Attachment 1 *Pricing* has been amended to include the changes outlined in the “Bidder Inquiry Responses” document. Amendments are reflected in Attachment 1 – *Pricing*.

Note: All Bidders must submit the revised Attachment 1 – *Pricing* which was posted at <http://www.ogs.ny.gov/purchase/biddocument/23123BID.asp> and states at the top of each tab “(Revised November 29, 2018).” Pursuant to IFB Section 4.4 *Content*, “Failure to submit the final version of this attachment with the correct revision date as posted on the OGS website and announced via the NYS Contract Reporter, shall result in the Bid being deemed non-responsive and in the disqualification of the Bid.”

AMENDMENTS TO ATTACHMENT 1 - PRICING

Attachment 1 – *Pricing* has been revised to reflect changes made by OGS in response to issues raised by bidder questions. The changes are as follows:

1. Instructions worksheet: The following has been added to the instructions for List Price:

Some Reference Parts that are commonly required in multiple quantities have Reference Part Descriptions that indicate this with notations such as “2”, “(2)”, “(4)”, or “Pair”. The bidder must enter a List Price (if a Commonly Stocked Part) that reflects the quantity indicated.

2. Instructions worksheet: The following has been added to the instructions for OEM Quote Price:

Some Reference Parts that are commonly required in multiple quantities have Reference Part Descriptions that indicate this with notations such as “2”, “(2)”, “(4)”, or “Pair”. The bidder must enter an OEM Quote Price (if a Direct Order Part) that reflects the quantity indicated.

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3. Lot 1, Row 21: The Reference Part Number for the Carlson Brake Caliper Repair Kit listed has been changed from "N/A" to "15299".
 4. Lot 1, Row 28: The Reference Part has been revised from "Ameripro 493137" to "ACDelco 18A82000".
 5. Lot 1, Row 30: The Reference Part has been revised from "Autopart International 1427-613615" to "ACDelco 18A81014A".
 6. Lot 1, Row 39: The Reference Part has been revised to change the Reference Part Description from "Towing Mirrors, Power, Heated, Pair" to "Towing Mirrors, Replacement fit for 2002-08 Dodge Ram 1500, Heated, Pair".
 7. Lot 1, Row 185: The Reference Part has been changed from "STP SA12062" to "Fram CA11480".

ADDITIONAL INQUIRIES:

OGS will consider additional vendor inquiries. Please submit additional questions as soon as possible on Attachment 7: *Bidder Questions Form*, so that they may be timely addressed prior to the bid opening date. Answers to all additional questions of a substantive nature shall be provided to all registered vendors in the form of a Bidder Inquiry Responses document which shall be posted on the OGS website and announced through the New York State Contract Reporter site.

Vendors are advised to submit inquiries at any time prior to the bid opening date if the specifications and/or terms and conditions included in the IFB may affect the ability of the Vendor to submit a responsive bid.

BIDDER ACKNOWLEDGMENT OF SOLICITATION UPDATES:

All Bidders must acknowledge receipt and agreement to all IFB amendments by answering "yes" to Question #16 on Attachment 6: *Bidder Submission Checklist*.

All other terms and conditions of the IFB remain the same.

| Q# | IFB Document | Section | Bidder Question | OGS Response |
|----|-------------------|--|--|--|
| 1 | IFB Main Document | Section 1.2 <i>Scope</i> | Will the Contracts be for the purchase of just the Parts referenced in Attachment 1, or for a wide variety of parts in each of the categories? | <p>No, the Contracts will not be limited to the parts listed in Attachment 1 <i>Pricing</i>. Per the two paragraphs below from Section 1.2 <i>Scope</i>, the Contracts awarded for Lot 1 will be for the Contractor's entire product line of Commonly Stocked Parts in each Part Group listed in IFB Section 1.2 <i>Scope</i> Paragraph A. The Contracts awarded for Lot 2 will be for any Direct Order Parts for Heavy Duty Vehicles and Heavy Equipment ordered by an Authorized User.</p> <p>Section 1.2 <i>Scope</i></p> <p>"Lot 1 – Light Duty Vehicle Parts: Lot 1 includes Parts for Light Duty Vehicles. Although only a small number of Parts will be evaluated in the Market Basket for this Lot, the Contractor shall provide its Product Line of Commonly Stocked Parts for each Part Group listed in the table below, for multiple Light Duty Vehicle OEMs (e.g., Ford, GM, FCA). The Part Groups listed below are not intended to limit the broad range of Parts available from Bidders. The resultant Contractor(s) may also offer Direct Order Parts, and are not excluded from offering Heavy Duty Vehicle and Heavy Equipment Parts."</p> <p>"Lot 2 – Heavy Duty Vehicle and Heavy Equipment Parts: Lot 2 includes Parts for Heavy Duty Vehicles and Heavy Equipment. Although only a small number of Parts will be evaluated in the Market Basket for this Lot, the Contractor shall provide Direct Order Parts for multiple Heavy Duty Vehicle and Heavy Equipment OEMs (e.g. Caterpillar, Case, John Deere, Mack, Navistar, Henderson, etc.), and may offer Commonly Stocked Parts if applicable. If a Contractor is awarded only Lot 2, that contractor is excluded from offering Parts that are specific to Light Duty Vehicles."</p> |
| 2 | IFB Main Document | Section 6.1 <i>Contract Term and Extensions</i> | I read that the contract will be in effect for a term up to 5 years. What will the initial term be? Will it be 3 years with (2) 1 year extensions? | As stated in Section 6.1 <i>Contract Terms and Extensions</i> , "The Contract will be in effect for a term of up to five (5) years." The initial term of the first Contract(s) executed will be five (5) years. All Contracts under this Award will have the same end date, therefore, in the event any Contracts are executed after the initial Contracts, those Contracts will have an initial term of less than five (5) years. See also Appendix B, Section 23 <i>Contract Term - Extension</i> , which allows for a one (1) year extension beyond the five (5) year term of the Contract. |
| 3 | IFB Main Document | Section 4.4 <i>Content</i> | Is (1) original copy of our submission sufficient? I did not see multiple copies listed and did not want to assume | The Bidder must submit all documents in accordance with Section 4.4 <i>Content</i> . Only one version of each document must be submitted unless otherwise stated. |

| Q# | IFB Document | Section | Bidder Question | OGS Response |
|----|--|---|---|---|
| 4 | Appendix C - Contract Modification Procedure | Paragraph 3 – <i>Price Level Justification - Format</i> | With what frequency can Price level adjustments be submitted to the State? | <p>For Commonly Stocked Parts, price increases, decreases, and addition and deletion of Products will be made by the Contractor updating its Reference Price List as shown on its dedicated NYS Contract website or by updating their hosted eMarketplace catalog. Submittal of Appendix C <i>Contract Modification Procedure</i> will not be required for Reference Price List updates, except for the addition of Related Product that are services (see Section 3 <i>Specifications Paragraph C Related Product</i>). The Contract does not specify a limit to the frequency of a Contractor updating its Reference Price List.</p> <p>Increases to the NYS Discount Percentage or decreases to the NYS Cost-Plus Percentage should be submitted in accordance Section 6.34 <i>Centralized Contract Modifications</i>, which requires submittal of Appendix C <i>Contract Modification Procedure</i>. The NYS Discount Percentage may not be decreased, and the NYS Cost-Plus Percentage may not be increased, for the entire term of the Contract. The Contract does not specify a limit to the frequency of Appendix C requests.</p> <p>In accordance with Appendix B, Section 13 <i>Pricing Paragraph F (iv)</i>, the Contractor may offer Authorized Users competitive pricing which is lower than the Contract pricing at any time.</p> |
| 5 | Attachment 1 - Pricing | Lot 1, Row 21, Carlson Brakes | May we have clarification for the Reference Part Number? | Attachment 1 <i>Pricing</i> has been revised to change the Reference Part Number for the Carlson Brake Caliper Repair Kit listed in Lot 1, Row 21 from “N/A” to “15299”. |
| 6 | Attachment 1 - Pricing | Lot 1, Row 28, Ameripro 493137 | This part number seems to be invalid. May we have the application associated with this part number? | Attachment 1 <i>Pricing</i> has been revised to change the Reference Part listed in Lot 1, Row 28 from “Ameripro 493137” to “ACDelco 18A82000”. |
| 7 | Attachment 1 - Pricing | Lot 1, Row 30, Autopart International 1427-613615 | This part number seems to be invalid. May we have the application associated with this part number? | Attachment 1 <i>Pricing</i> has been revised to change the Reference Part listed in Lot 1, Row 30 from “Autopart International 1427-613615” to “ACDelco 18A81014A Advantage Disc Brake Rotor, Front (2)”. |
| 8 | Attachment 1 - Pricing | Lot 1, Row 39, ECCPP | May we have clarification for the Reference Part Number? | Attachment 1 <i>Pricing</i> has been revised to change the Reference Part Description listed in Lot 1, Row 39 from “Towing Mirrors, Power, Heated, Pair” to “Towing Mirrors, Replacement fit for 2002-08 Dodge Ram 1500, Heated, Pair”. |

| Q# | IFB Document | Section | Bidder Question | OGS Response |
|----|---------------------------|--|--|---|
| 9 | Attachment 1 - Pricing | Lot 1, Row 185, STP SA12062 | This part number seems to be invalid. May we have the application associated with this part number? | Attachment 1 <i>Pricing</i> has been revised to change the Reference Part listed in Lot 1, Row 185 from “STP SA12062 Air Filter” to “Fram CA11480 Air Filter”. |
| 10 | Attachment 1 - Pricing | Lot 1, Rows 63, 64, & 66 | Magna Flow Exhaust Kits – Can these be quoted per the individual pieces per application? | OGS declines to amend this Reference Part to allow for individual pieces to be quoted in lieu of the complete kit. |
| 11 | Attachment 1 - Pricing | Lot 1 and Lot 2 Reference Part Descriptions | Some Reference Part Descriptions indicate a multiple quantity. How should I show our prices for these? | <p>The Instructions worksheet of Attachment 1 <i>Pricing</i> for the List Price field has been revised as follows:</p> <p>The following has been added to the instructions for the List Price field:</p> <p>“Some Reference Parts that are commonly required in multiple quantities have Reference Part Descriptions that indicate this with notations such as “2”, “(2)”, “(4)”, or “Pair”. The bidder must enter a List Price (if a Commonly Stocked Part) that reflects the quantity indicated.”</p> <p>The following has been added to the instructions for the OEM Quote Price field:</p> <p>“Some Reference Parts that are commonly required in multiple quantities have Reference Part Descriptions that indicate this with notations such as “2”, “(2)”, “(4)”, or “Pair”. The bidder must enter an OEM Quote Price (if a Direct Order Part) that reflects the quantity indicated.”</p> |