COMPETITIVE PROCUREMENT FOR:

IFB C000560-NETWORK CABLING SERVICES (REGIONS 4, 7, & 8)

PROCUREMENT WEBSITE: HTTPS://ITS.NY.GOV/COMPETITIVE-PROCUREMENT-OPPORTUNITIES

<table>
<thead>
<tr>
<th>DESIGNATED CONTACT FOR INQUIRIES AND SUBMISSIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alisa Fortune,</td>
</tr>
<tr>
<td>Contract Management Specialist</td>
</tr>
<tr>
<td>IFB related questions must be submitted via electronic mail using the Bidder Questions and Extraneous Terms Form</td>
</tr>
<tr>
<td>(Attachment 5) to the designated contact for this IFB at <a href="mailto:its.sm.bestvalue@its.ny.gov">its.sm.bestvalue@its.ny.gov</a></td>
</tr>
<tr>
<td>No other method of inquiries will be accepted. Administrative issues pertaining to sending/receiving email</td>
</tr>
<tr>
<td>through the designated mailbox may be reported at (518) 473-9341.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITS ADDRESS FOR BID DELIVERIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address to:</td>
</tr>
<tr>
<td>NYS OFFICE OF INFORMATION TECHNOLOGY SERVICES</td>
</tr>
<tr>
<td>PROCUREMENT AND CONTRACT SUPPORT UNIT</td>
</tr>
<tr>
<td>If US Post Office standard and US Post Office overnight mail, use:</td>
</tr>
<tr>
<td>ATTENTION: ALISA FORTUNE, PO BOX 2062, ALBANY, NY 12220</td>
</tr>
<tr>
<td>If UPS and FedEx express delivery overnight and ground service, use:</td>
</tr>
<tr>
<td>ATTENTION: ALISA FORTUNE, EMPIRE STATE PLAZA, SWAN STREET BUILDING, CORE 4, ALBANY, NY 12223</td>
</tr>
<tr>
<td>If Hand Delivery to front desk:</td>
</tr>
<tr>
<td>ATTENTION: ALISA FORTUNE, EMPIRE STATE PLAZA, SWAN STREET BUILDING, CORE 4, 1ST FLOOR LOBBY, ALBANY, NY 12223</td>
</tr>
<tr>
<td>Event</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>1. IFB Release Date</td>
</tr>
<tr>
<td>2. Deadline for submitting Mandatory Pre-Bid Conference registration form</td>
</tr>
<tr>
<td>3. Mandatory Pre-Bid Conference Solely for the Financial Portion of this Procurement (See Section 4.2.1)</td>
</tr>
<tr>
<td>4. Deadline for Submission of Bidder Questions and Extraneous Terms Form</td>
</tr>
<tr>
<td>5. Issuance of Response to Submitted Questions</td>
</tr>
<tr>
<td>6. <strong>BID DUE DATE</strong></td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS

APPENDICES (REQUIRE NO ACTION FROM BIDDERS) ........................................................................ IV
ATTACHMENTS (MUST BE COMPLETED BY BIDDER’S AND SUBMITTED WITH BIDS) ............. IV
EXHIBITS (PROJECT SPECIFIC INFORMATION) ............................................................................ V

SECTION 1 - OVERVIEW .................................................................................................................. 6
  1.1 PURPOSE OF INVITATION FOR BIDS .................................................................................. 6
  1.2 DEFINITIONS ....................................................................................................................... 6
  1.3 THE OFFICE OF INFORMATION TECHNOLOGY SERVICES .............................................. 6
    1.3.1 MISSION, VISION, AND VALUES STATEMENT .......................................................... 6
    1.3.2 FORMATION OF ITS ..................................................................................................... 6

SECTION 2 - PROJECT SUMMARY ................................................................................................. 7
  2.1 MINIMUM BIDDER QUALIFICATIONS .................................................................................. 7
  2.2 PROJECT BACKGROUND (CURRENT STATE) ................................................................. 7
  2.3 BUSINESS GOALS (FUTURE STATE) .................................................................................. 7

SECTION 3 - SERVICE REQUIREMENTS ......................................................................................... 7
  3.1 DESCRIPTION OF MANDATORY SERVICES ................................................................... 7
  3.1.1 NETWORK CABLE INSTALLATION SERVICES ............................................................ 7
  3.1.2 MAINTENANCE AND REPAIR SERVICES ................................................................. 8
  3.1.3 REMOVAL SERVICES .................................................................................................... 8
  3.1.4 GENERAL SERVICE REQUIREMENTS (MANDATORY) .............................................. 8
  3.2 KEY PERSONNEL ............................................................................................................... 10
    3.2.1 DISPATCH COORDINATOR ........................................................................................ 10
    3.2.2 LAN CABLING TECHNICIAN ..................................................................................... 10
  3.3 SERVICE LEVEL REQUIREMENTS ..................................................................................... 10
    3.3.1 SITE TYPE .................................................................................................................. 10
    3.3.2 PRIORITY RESPONSE SERVICE .............................................................................. 10
    3.3.3 ASSIGNMENT NOTIFICATION PROCESS ................................................................. 10
    3.3.4 INSTALLATION AND REMOVAL SERVICE LEVELS ............................................. 11
    3.3.5 MAINTENANCE AND REPAIR SERVICES LEVELS ................................................... 11
    3.3.6 SERVICE LEVEL CREDITS ........................................................................................ 12
    3.3.7 WORK PRODUCT ACCEPTANCE .............................................................................. 12

SECTION 4 - PROCUREMENT PROCESS ...................................................................................... 13
  4.1 METHOD OF AWARD ......................................................................................................... 13
  4.2 ADMINISTRATIVE REQUIREMENTS AND INFORMATION ............................................. 13
    4.2.1 INQUIRIES FROM BIDDERS ..................................................................................... 13
    4.2.2 MANDATORY PRE-BID CONFERENCE .................................................................. 13
    4.2.3 EXTRANEOUS TERMS ............................................................................................... 13
    4.2.4 COMMUNICATIONS FROM NYS TO VENDORS ..................................................... 14
    4.2.5 PROCUREMENT RECORD ......................................................................................... 14
    4.2.6 BUILDING ACCESS PROCEDURES FOR VISITORS AND HAND DELIVERIES ........ 14
  4.3 LATE SUBMISSIONS .......................................................................................................... 14

SECTION 5 - BID REQUIREMENTS ................................................................................................ 14
5.1 PACKAGE LABEL ........................................................................................................... 14
5.2 MULTIPLE SUBMISSIONS........................................................................................................ 14
5.3 GENERAL REQUIREMENTS FOR BIDS .................................................................................. 15
5.4 EVALUATION METHODOLOGY .......................................................................................... 15
5.4.1 BID COMPLETENESS REVIEW ......................................................................................... 15
5.4.2 MINIMUM QUALIFICATIONS EVALUATION ..................................................................... 15
5.4.3 FINANCIAL BID EVALUATION ......................................................................................... 15

APPENDICES (REQUIRE NO ACTION FROM BIDDERS)

Appendix A – Standard Clauses for NYS Contracts
Appendix B – Reserved
Appendix C – ITS Standard Contract Clauses
Appendix C1 – Contractor’s Insurance Requirements
Appendix D – MWBE 102, Quarterly MWBE Compliance Report
Appendix E – EEO 101, Workforce Employment Utilization/Diversity Compliance Report
Appendix F – Glossary of Terms
Appendix G – Region List
Appendix H – Work Assignment Form
Appendix I - Work Product Acceptance Form
Appendix J - Primary Security and Privacy Mandates

ATTACHMENTS (MUST BE COMPLETED BY BIDDER’S AND SUBMITTED WITH BIDS)

Attachment 1 – Bid Checklist
Attachment 2 – Bidder Information Form
Attachment 3 – Mandatory Pre-Bid Conference Registration Form
Attachment 4 – Firm Offer Letter and Conflict of Interest Disclosure
Attachment 5 – Bidder Questions and Extraneous Terms Form
Attachment 6 – Consultant Confidentiality and Non-Disclosure Agreement
Attachment 7 – Workers Compensation and Disability Insurance Requirements
Attachment 8 – NYS Required Certifications
Attachment 9 – Lobbying Forms All-in-One
Attachment 10 – Equal Employment Opportunity Staffing Plan – EEO 100
Attachment 11 – Minority/Women Owned Business Utilization Plan – MWBE-100
Attachment 12 – MWBE and EEO Policy Statement (Form 4)
Attachment 13 – Encouraging Use of NYS Business in Contract Performance
Attachment 14 – Contractors Certification to Covered Agency, ST-220-CA
Attachment 15 – Vendor Responsibility Questionnaire
Attachment 16 – Minimum Bidder Qualifications
Attachment 17 - Requirements Verification and Traceability Matrix
Attachment 18 – Financial Bid Workbook

EXHIBITS (Project Specific Information)
Exhibit A – Cabling Industry Standard Guidelines
Exhibit B – Additional Standards for Work Performed
Exhibit C – Cable Manufacturer List
Exhibit D – Prevailing Wage Schedule

<  >
SECTION 1 - OVERVIEW

1.1 PURPOSE OF INVITATION FOR BIDS
The New York State (NYS) Office of Information Technology Services (ITS) is issuing this Invitation for Bids (IFB) to seek bids from responsive and responsible Contractors for:

➢ The installation of up to 20 PVC, and/or Plenum, Category 6, and/or 6A, structured voice and data network cables per job;
➢ The maintenance and repair of structured voice and data network cabling; and
➢ The removal of existing structured voice and data network cabling as needed.

1.2 DEFINITIONS
Definitions for certain terms in this document, its appendices and attachments, can be found in Appendix F – Glossary of Terms.

1.3 THE OFFICE OF INFORMATION TECHNOLOGY SERVICES

1.3.1 MISSION, VISION, AND VALUES STATEMENT

<table>
<thead>
<tr>
<th>MISSION</th>
<th>To create and deliver innovative solutions that foster a technology-enabled government to best serve New Yorkers</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISION</td>
<td>To lead the nation in serving citizens, businesses, and visitors through world-class technology</td>
</tr>
<tr>
<td>VALUES</td>
<td>Accountability, Citizens, Innovation, Integrity, People, Transformation</td>
</tr>
</tbody>
</table>

1.3.2 FORMATION OF ITS
In 2012, New York consolidated information technology (IT) functions and service delivery from over 52 State agencies into a single agency in the largest IT consolidation in State government history. The ITS workforce of approximately 4,000 professionals serves over 120,000 end users. Historically, IT systems and applications were primarily decentralized within individual State agencies supported by internal agency teams working with disparate IT tools, methods, and varied technical platforms. Now, ITS is transforming IT across the State to offer world-class service that provides a consistent and high-quality experience for end users and citizens using an IT environment that:

- Maximizes existing resources
- Meets agency business needs with world-class customer service
- Creates a talented, innovative IT workforce
- Increases accountability
- Provides cost savings
SECTION 2 - PROJECT SUMMARY

2.1 MINIMUM BIDDER QUALIFICATIONS

Bidders must meet the minimum qualifications set forth below, and certify that the requirements have been met in Attachment 16-Minimum Bidder Qualifications. Failure to meet, and certify, that the requirements have been met in Attachment 16 may result in the Bid being deemed disqualified, non-responsive, and eliminated from consideration.

1) Bidder must have a combined 5 years’ experience in installation, maintenance, and repair of copper structured voice and data network cabling; and

2) Bidder must be certified by one manufacturer and provide proof showing that they are a certified installer of that manufacturer’s structured voice and data cabling systems.

2.2 PROJECT BACKGROUND (CURRENT STATE)

Currently, ITS is responsible for coordinating structured voice and data network cabling work requests for 50+ New York State Executive Agencies with locations statewide. Work requests vary from installing one (1) cable to installing 300+ cables in a NYS Facility. ITS also receives maintenance and repair work requests that range from damaged fiber optic and/or copper cable to a phone or computer not working. ITS cabling work requests occur in a number of settings with most being done in an occupied office setting while other jobs are in a construction setting.

2.3 BUSINESS GOALS (FUTURE STATE)

ITS has a continual need for installing, maintaining, and repairing structured voice and data network cabling and these demands continue to grow. The majority of the cabling and incident requests range from one (1) Category 6, and/or 6A, cable to twenty (20) such cables. The purpose of this IFB is to obtain a contract with one (1) vendor per region for Regions 4, 7, and 8 as outlined in Appendix G – Region List, who can provide installation, maintenance, repair, and removal services for jobs that are within the 1-20 Category 6, and/or 6A, cable job range based on the needs of NYS ITS.

SECTION 3 - SERVICE REQUIREMENTS

3.1 DESCRIPTION OF MANDATORY SERVICES

Contractors must meet all requirements and services outlined in this section. Failure to provide all these services throughout the term of the Contract may be grounds for termination and/or a finding of non-responsibility.

3.1.1 NETWORK CABLE INSTALLATION SERVICES

The Contractor must provide Cable Installation Services, including, but not limited to:

1) Identifying both endpoints of cables to be installed.

2) Planning pathways for cable runs, if not mapped out by ITS.

3) Installation of up to 300 feet of wire per cable including associated faceplates, jacks, and other ancillary equipment as needed.

4) Drop cable down walls as needed.
5) Terminate cable on both jack and patch panel.

6) Test and certify newly installed cables are performing up to standards.

7) Compliance with all applicable service requirements as outlined in Section 3.1.4 - General Service Requirements.

3.1.2 MAINTENANCE AND REPAIR SERVICES

The Contractor must provide Maintenance and Repair Services, including, but not limited to:

1) Troubleshooting cable, including any needed testing, or identification, to diagnose the problem.

2) Supplying documentation supporting diagnosis with invoice for services.

3) If the problem identified is open (if new cable is not needed), short (if new cable is not needed), or cross-pair, Bidder must repair at no additional cost to ITS (e.g., jack replacement is included in bid for maintenance and repair services).

4) If the Bidder identifies that a new cable, port, or patch panel is needed, then Cable Installation Services and a la carte rates will apply for such services, and the Maintenance and Repair Services charge will be waived.

5) Compliance with all applicable service requirements as outlined in Section 3.1.4 - General Service Requirements.

3.1.3 REMOVAL SERVICES

The Contractor must provide Removal Services, including, but not limited to:

1) Mining (removal) of existing structured voice and data network cabling and ancillary structured voice and data network cabling equipment as directed by ITS.

2) Disposal of all mined cabling, unless directed by ITS.

3) Removal and relocation of structured voice and data network cabling infrastructure equipment as directed by ITS (e.g., remove switches, data racks, ladder racking, etc.).

4) In addition to Removal, Bidders may be required to transport structured voice and data network cabling infrastructure equipment at the quoted hourly rate to an ITS designated location.

5) Compliance with all applicable service requirements as outlined in Section 3.1.4 - General Service Requirements.

3.1.4 GENERAL SERVICE REQUIREMENTS (MANDATORY)

The Contractor must comply with all Mandatory General Service Requirements for Cable Installation, Maintenance and Repair, and Removal Services including, but not limited to:


2) Adherence to all Building Industry Consulting Service International (BICSI), Electronic Industries Alliance (EIA) and Telecommunications Industry Association (TIA)
recommended installation practices when installing structured voice and data network cabling.

3) Adherence with all standards as set forth in Exhibit A - Cabling Industry Standard Guidelines and Exhibit B – Additional Standards for Work Performed.

4) Adherence with all NYS Department of Labor guidelines regarding prevailing wages. Please note PRC# 2017012846 has been assigned for the purposes of this solicitation and any resultant contract (See Exhibit D – Prevailing Wage Schedule).

5) Acceptance, updating, and modifying Auto-CAD, PDF, WORD, EXCEL files.

6) Passing security clearances as required for access to NYS Facilities (See Appendix C).

7) Obtaining all permits required to install structured voice and data network cabling on a per-site basis.

8) Providing as-built drawings for all installations, maintenance, and repairs.

9) Clearly labeling, and documenting all structured voice and data network cabling consistent with the location of installation.

10) Moving, adding or changing any existing structured voice and data network cabling that will meet the existing structured voice and data network cabling system. For example, if two (2) cables are requested within a space that has a CommScope certified structured voice and data network cabling system, the Bidder must install a CommScope certified structured voice and data network cabling system to maintain consistency. Should the situation exist where the components (e.g., cables, jacks, etc.) of the existing structured voice and data network cabling system are no longer commercially available, Contractor will notify ITS and, with the approval of ITS, install equivalent, or better, components. See Exhibit C – Cable Manufacturer List for a non-exhaustive listing of known manufacturer structured voice and data network cabling systems.

11) All work, including but not limited to: cabling, pathways, support structures, wiring, equipment, installation and workmanship shall comply with the latest editions of the requirements of the Authority Having Jurisdiction (AHJ), National Electrical Code, National Electrical Safety Code, all applicable local rules and regulations, equipment manufacturer’s instructions, and the National Electrical Contractors Association (NECA) Standard of Installation.

12) The Contractor will be held fully liable for any damages that result from Contractor performing services under the Contract resulting from this IFB.

13) Contractor must have a Registered Communications Distribution Designer (RCDD) on staff during the term of the Contract. A resumé for the RCDD must be submitted by Bidder upon notification of tentative award.
3.2 KEY PERSONNEL

Resumes for the following Key Personnel must be submitted by Bidder upon notification of tentative award. Any changes in Key Personnel during the term of the Contract resulting from this IFB will be with the prior approval of ITS.

3.2.1 DISPATCH COORDINATOR

The Dispatch Coordinator (DC) must fulfill all DC duties including, but not limited to, the following:

a. Serve as the single point of contact (SPOC) for the Contractor.
b. Be available at all times by phone or email.
c. Provide updates on all projects (moves, adds, changes (MACS), incidents (INC), etc.) as requested.

3.2.2 LAN CABLING TECHNICIAN

The LAN Cabling Technician must fulfill all LAN Cabling Technician duties including, but not limited to, the following:

a. Technicians must have at least two (2) years of experience in installation, maintenance, troubleshooting, and repair of structured voice and data network cabling.

3.3 SERVICE LEVEL REQUIREMENTS

Contractor must complete work requests between the hours of 8 am and 5 pm, Monday - Friday, unless otherwise specified.

3.3.1 SITE TYPE

ITS will assign work at one of two different site types, as follows:

1) **Standard Site** – all sites that are not designated as a secure site.
2) **Secure Site** - At ITS’s sole discretion, ITS may identify a site as a secure site. The purpose of this designation is to recognize the additional work efforts and materials that ITS anticipates may be needed at these secure sites, such as DOCCS prisons and OMH patient facilities, due to the additional security necessary to access these sites, and the additional physical requirements contractors will need to address in order to successfully fulfill work assignments at these sites.

3.3.2 PRIORITY RESPONSE SERVICE

ITS has a need to request an expedited response for various types of services purchased under this IFB, consistent with the Service Level Requirements discussed in IFB Sections 3.3.4 and 3.3.5. Priority response services may require contractors to work outside of normal business hours.

3.3.3 ASSIGNMENT NOTIFICATION PROCESS

1) **Work Assignments**

As work is assigned, ITS will provide a written assignment notification in the form of Appendix H – Work Assignment Form to the Contractor for that region.

2) **Acknowledgement of Work Assignments**
Except as specified in Section 3.3.3.3(a) and 3.3.3.3(b), contractors must acknowledge work assignments by acknowledging Appendix H – Work Assignment Form and returning it to ITS within 48 hours indicating the date work is scheduled to begin. In the event contractor does not respond to the work assignment within 48 hours, ITS, at its sole discretion, may offer the work assignment to contractor(s) in the adjoining region(s). In the event a contractor in an adjoining region cannot respond to the work assignment, then ITS, at its sole discretion, may offer the work assignment to all contractors awarded a Contract pursuant to this IFB. All work performed must be at or below the rates set for that region.

3)  a) **Acknowledgement of Priority Installation and Removal Assignments**

Contractors must acknowledge priority installation and removal assignments by responding within 2 hours by submitting Appendix H – Work Assignment Form to ITS indicating the time and date work is scheduled to begin. In the event contractor does not respond to the work assignment within 2 hours, ITS, at its sole discretion, may offer the work assignment to contractor(s) in the adjoining region(s). In the event a contractor in an adjoining region cannot respond to the work assignment, then ITS, at its sole discretion, may offer the work assignment to all contractors awarded a Contract pursuant to this IFB. All work performed must be at or below the rates set for that region.

b) **Acknowledgement of Priority Maintenance and Repair Assignments**

Contractors must acknowledge priority maintenance and repair assignments by responding within 2 hours by submitting Appendix H – Work Assignment Form to ITS indicating the time and date work is scheduled to begin. In the event contractor does not respond to the work assignment within 2 hours, ITS, at its sole discretion, may offer the work assignment to contractor(s) in the adjoining region(s). In the event a contractor in an adjoining region cannot respond to the work assignment, then ITS, at its sole discretion, may offer the work assignment to all contractors awarded a Contract pursuant to this IFB. Once the assignment is acknowledged by the contractor, the contractor will have four (4) hours in which to be on site and performing maintenance and/or repair services. All work performed must be at or below the rates set for that region.

### 3.3.4 INSTALLATION AND REMOVAL SERVICE LEVELS

Contractors must meet, or exceed, Installation and Removal Services Levels as follows:

<table>
<thead>
<tr>
<th>Support Levels</th>
<th>Minimum Service Level Met</th>
<th>Maximum Resolution Time</th>
<th>Chargeback/Service Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Service</td>
<td>85%</td>
<td>10 business days</td>
<td>2%</td>
</tr>
<tr>
<td>Secure Service</td>
<td>90%</td>
<td>10 business days</td>
<td>2%</td>
</tr>
<tr>
<td>Priority Response Service</td>
<td>95%</td>
<td>5 business days</td>
<td>3%</td>
</tr>
</tbody>
</table>

### 3.3.5 MAINTENANCE AND REPAIR SERVICES LEVELS

Contractors must meet, or exceed, Maintenance and Repair Services Levels as follows:
### Support Levels

<table>
<thead>
<tr>
<th>Service Level</th>
<th>Minimum Service Level Met</th>
<th>Chargeback/Service Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Service</td>
<td>85%</td>
<td>2% for maximum response time, 2% for maximum resolution time</td>
</tr>
<tr>
<td>Secure Service</td>
<td>90%</td>
<td>2% for maximum response time, 2% for maximum resolution time</td>
</tr>
<tr>
<td>Priority Response Service</td>
<td>95%</td>
<td>3% for maximum response time, 3% for maximum resolution time</td>
</tr>
</tbody>
</table>

### 3.3.6 SERVICE LEVEL CREDITS

Contractor’s failure to satisfy performance standards or requirements set forth herein may result in a credit or chargeback in an amount pre-determined by the parties. The Chargeback shall be paid to ITS in the form of a credit to ITS against the Contractor’s invoice submitted to ITS immediately following the month in which the Contractor failed to satisfy the standard or requirement.

The Contractor will not be penalized for failure to meet the standards of requirements at Secure Sites during the occurrence of a force majeure event, or if ITS agrees, for delay due to adverse events beyond the control of the Contractor, or if work ceases at the direction of civil authorities present at the site. In the event a force majeure or other event as described in this section interrupts work or prevents work from being performed, the Contractor shall be responsible for the meeting standards or requirements beginning from the time such event ceases.

### 3.3.7 WORK PRODUCT ACCEPTANCE

Contractors must comply with all Work Product Acceptance Criteria and documentation as follows:

1) **Acceptance Criteria**

   Satisfactory test results according to Exhibit A - Industry Standard Guidelines Cabling, specifically:


2) **Delivery Acceptance Form**
Acceptance shall be documented in the attached Deliverable Acceptance Form Appendix I – Work Product Acceptance Form. ITS will review the Work Product Acceptance Form and either accept by executing the Form or sending the Contractor a list of deficiencies to be corrected.

SECTION 4 - PROCUREMENT PROCESS

4.1 METHOD OF AWARD

ITS will make one (1) award for the services described in this IFB to a responsive and responsible Bidder in regions 4, 7, and 8 on a “Lowest Cost” basis.

4.2 ADMINISTRATIVE REQUIREMENTS AND INFORMATION

4.2.1 INQUIRIES FROM BIDDERS

NYS Finance Law §§139-j and 139-k imposes certain restrictions on communication between NYS and Bidders during a procurement. Bidders should submit all IFB inquiries, questions, or comments to its.sm.bestvalue@its.ny.gov using the Bidder Questions and Extraneous Terms Form (Attachment 5) by the due date indicated on the Calendar of Events. No other method of inquiries will be accepted.

Additional information is available at: http://ogs.ny.gov/Aboutogs/regulations/defaultAdvisoryCouncil.html

Administrative issues pertaining to sending/receiving email through the designated mailbox may be reported at (518) 473-9341.

4.2.2 MANDATORY PRE-BID CONFERENCE

All Bidders intent on submitting a Bid for this IFB must attend the Mandatory Pre-Bid Conference as indicated on the Calendar of Events. This conference will be held via web-ex and the meeting information will be provided to all bidders that submit Attachment 3 – Mandatory Pre-Bid Conference Registration Form by the due date indicated on the Calendar of Events. The purpose of the Mandatory Pre-Bid Conference is solely to review Attachment 18 – Financial Bid Workbook. No other topics will be addressed during this meeting. All questions related to any other section of this IFB should be submitted in accordance with section 4.2.1.

4.2.3 EXTRANEOUS TERMS

Bids must conform to the terms set forth in the Solicitation. Extraneous terms or material deviations (including additional, inconsistent, conflicting or alternative terms) may render the Bid non-responsive and may result in rejection of the Bid. Extraneous terms submitted on standard, pre-printed forms (including but not limited to: product literature, order forms, license agreements, contracts or other documents) that are attached or referenced with submissions shall not be considered part of the Bid or resulting Contract, but shall be deemed included for informational or promotional purposes only.

Each proposed extraneous term must be specifically enumerated in writing and specify the particular IFB section that Bidder proposes to modify and the reasons why. Any extraneous terms must be submitted during the Question and Answer period as identified in this IFB’s Calendar of Events. Extraneous terms submitted after this time will not be considered.
No extraneous term shall be incorporated into the Contract unless expressly accepted by ITS in writing. Acceptance and/or processing of a Bid shall not constitute acceptance of extraneous terms.

ITS will not entertain any exceptions to Appendix A - Standard Clauses for New York State Contracts.

4.2.4 COMMUNICATIONS FROM NYS TO VENDORS

ITS has established a procurement website for the purpose of disseminating information relating to this procurement, and vendors are encouraged to monitor the site. The website URL is provided on the cover page of this IFB.

4.2.5 PROCUREMENT RECORD

ITS shall maintain a Procurement Record that documents the procurement process.

4.2.6 BUILDING ACCESS PROCEDURES FOR VISITORS AND HAND DELIVERIES

To access the ITS office building, all visitors must present photo identification at the Security Desk and comply with other requirements. Bidders who intend to hand deliver their Bids or utilize independent courier services should allow extra time to comply with these procedures. Bidders hand delivering their Bids should ask the security personnel at the security desk to call the Designated Contact(s) indicated in this IFB or the Procurement and Contracts Support Unit. Building Access procedures may change or be modified at any time. Bidders assume all risks for timely, properly submitted hand deliveries.

4.3 LATE SUBMISSIONS

All Bids must be submitted and received by the Bid submission dates and times specified in this IFB. Bids received after the Bid Submission Deadline may be rejected.

Faxed bid and electronic submission will not be accepted. If bid packaging labels are not sufficient to identify the contents, ITS reserves the right to open packages for the purpose of identifying the source and contents of the package. All materials submitted by the Bidder become the property of the State of New York Office of Information Technology Services and may be returned only at the sole discretion of ITS.

SECTION 5 - BID REQUIREMENTS

5.1 PACKAGE LABEL

All Bids must have a label on the outside of the package or shipping container with the following information:

IFB C000560-Network Cabling Services - BID ENCLOSED
NOT TO BE OPENED EXCEPT BY AUTHORIZED PERSONNEL

5.2 MULTIPLE SUBMISSIONS

Bidders may submit more than one Bid for the purpose of offering alternative solutions but each Bid must meet all of the mandatory requirements of the IFB, be complete in itself, and must not reference or incorporate portions of another Bid submitted by Bidder. Multiple Bids received from
the same Bidder will be separately evaluated by ITS as if each Bid were the sole submission of the Bidder.

Bidders may bid on any or all regions as outlined in Appendix G – Region List.

5.3 GENERAL REQUIREMENTS FOR BIDS

Bidders must submit a complete response to this IFB that satisfies the requirements set forth in Attachment 1- Bid Checklist. Failure to do so may render the Bidder’s Bid non-responsive.

Bids that make extensive use of color photographs or illustrations, or that include separate brochures or marketing materials and overly elaborate embellishments, are discouraged.

All Bids submitted in response to this IFB, must be written in the English language with quantities expressed using Arabic numerals and United States Dollars ($ USD), as applicable.

5.4 EVALUATION METHODOLOGY

5.4.1 BID COMPLETENESS REVIEW

After the Bid opening, each Bid will be screened administratively for completeness and conformance with the IFB administrative requirements. Bids that do not meet these requirements may be deemed non-responsive, removed from further consideration, and the Bidder notified accordingly. Bids that pass will proceed to the Financial Evaluation. ITS reserves the right to request clarifications.

5.4.2 MINIMUM QUALIFICATIONS EVALUATION

Bids submitted by Bidders will be evaluated on a Pass/Fail basis to determine whether they satisfy the IFB’s minimum qualifications. Bids that fail to meet the minimum qualifications will be deemed non-responsive, will not be further evaluated, and the Bidder will be notified accordingly. Passing Bids next proceed to the Financial Evaluation. Bidders may still be disqualified if it is later determined that the Bidder did not meet all of the IFB minimum qualifications and should not have qualified to move on to the Financial Evaluations stage.

5.4.3 FINANCIAL BID EVALUATION

The Financial Bid Evaluation will be based on a maximum score of 100 points which will be allocated to the proposal with the lowest price. All other responsive bids will receive a proportionate score based on the relation of their Financial bids to the bid with the lowest price, using this formula:

Financial Bid points awarded = 100 points x (Lowest Price Financial Bid/Price of Bid Being Evaluated)

The Bidder with the highest score may receive a tentative award, subject to successful contract negotiations and approval by the Attorney General and Office of the State Comptroller. When price and other factors are found to be substantially equivalent, ITS will select the winning Bidder at its sole discretion.