

RFP C000522-PR Network Cabling Services Periodic Recruitment

Exhibit E

Sample Request for Quotes (RFQ) Solicitation

State of New York Executive Department

ITS

Vendor Sourcing and Management Office
 Empire State Plaza, Swan Street Building, Core 4
 2nd Floor, Room 2404
 Albany, NY 12223

REQUEST FOR QUOTES# [PND00002020-ID]

Please Note: Updates to the Contractor Material and Labor Rate Catalog must be submitted by October 4th. When bidding on this RFQ updates to the Contractor Material and Labor Rate Catalog must not be submitted in Attachment 1- Quote Response Form of the RFQ until they have been approved by ITS. Contractors will be notified by ITS when updates to the Contractor Material and Labor Rate Catalog have been approved or non-approved.

Supply and delivery of the attached listing of materials. The delivery location is:

Network Cabling Services off Lot 1 & 2 Contracts resulting from RFP C000522	
DESIGNATED CONTACTS:	
Primary Contact: Kelly Ward E-mail address: its.sm.Cabling-RFQ@its.ny.gov	

Refer to Section I, Request for Quotes Bidding Instructions, for Bid Submission Instructions.

Supplier's Federal Tax Identification Number: <i>(Do Not Use Social Security Number)</i>	Supplier's NYS Vendor Identification Number:
Legal Business Name of Company Responding:	
D/B/A - Doing Business As (if applicable):	
Supplier's Signature:	Printed or Typed Name:
Title:	Date:
If you are not bidding, place an "x" in the box and return this page only.	
<input type="checkbox"/> WE ARE UNABLE TO BID AT THIS TIME BECAUSE:	

Please complete and sign the above form, and complete, sign and have notarized the Page 3 Acknowledgement, then convert both forms to PDF format.

Submit the below documents via e-mail to its.sm.Cabling-RFQ@its.ny.gov:

1. Page 1 - Supplier Information Form completed and submitted electronically in PDF format.
2. Page 3 - Acknowledgement Form completed and submitted electronically in PDF format.
3. Attachment 1 - RFQ# PNDXXXXXX-ID Quote Response Form completed and submitted electronically in Excel format.
4. Attachment 2 - Non-Collusive Bidding Certification completed and submitted electronically in PDF format.
5. Attachment 3 -RFQ# PNDXXXXXX-ID Work Assignment Form, Vendors Contract Number filed in at top of page 1, and Vendor Acknowledgment completed and signed, and submitted electronically in PDF format.
6. Attachment 4 - Procurement Lobbying Forms and E.O. 177 completed and submitted electronically in PDF format.

7. **Attachment 6 – Subcontractor Information Form completed and submitted electronically in PDF format.**
8. **Please submit a resumé in PDF format for each job title proposed on Tab 2, Lot 2-Labor in Attachment 1-Quote Response Form that includes the following items:**
 - 1) **The job title being proposed on Tab 2, Lot -2 Labor, in Attachment 1- Quote Response Form submitted with your bid.**
 - 2) **Skill sets for the job titles being proposed on Tab 2, Lot 2 - Labor, in Attachment 1 - Quote Response Form submitted with your bid.**

Please Note: The resumé does not need to list a name of a person being proposed. However, the person who works on the job must have the equivalent, or greater, skill set listed in the resumé submitted with your bid.

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A. OVERVIEW

The purpose of this RFQ is to obtain best and final pricing for the supply and delivery of the attached list of materials and job titles, as applicable, detailed in **Attachment 1 - RFQ# PNDXXXXXX-ID Quote Response Form**.

B. SCOPE

ITS (ITS) is issuing this RFQ to the Lot 1 and Lot 2 awarded Suppliers contracted through the ITS Network Cabling Services RFP C000522 (RFP). Responses will only be accepted from Suppliers that can supply all of the required materials and job titles, as applicable. The parts being requested under this RFQ can be found in the **Attachment 1 - RFQ# PNDXXXXXX-ID Quote Response Form** (in Excel format). Suppliers must include any additional materials on the Lot 1 tab of Attachment 1-Quote Response Form, that will be needed to form a complete solution.

Please Note: Suppliers are responsible for ensuring the SKU's provided in Attachment 1 appear on the Supplier's RFP Financial Response, "Attachment 18-Contractor Material and Labor Rate Catalog," submitted in response to the RFP, or appear in any approved Updates to the Contractor Material and Labor Rate Catalog. ITS requires components of equal specification to those listed. The manufacturer may vary for those parts where a substitution is allowed as indicated in Attachment 1, as long as the parts are of equal specification to those listed, and the parts must appear on the Supplier's Contractor Material and Labor Rate Catalog or appear in any approved updates to the Contractor Material and Labor Rate Catalog.

C. MANDATORY SITE VISIT Yes No

Suppliers intending to submit a bid must attend the **MANDATORY Site Visit** on Date at Time. This is the only date and time available for the visit. Alternate dates for additional site visits **will not** be available. Each Supplier is permitted to send up to 3 representatives to the site visit.

Upon arrival attendees will be required to sign in, provide basic company and contact information, and show a valid government issued identification. This information will be used to verify attendance.

At the site, the facilitator of the event will announce the official start time of the site visit, _____AM EST. Prospective bidders arriving after the official start time of the site visit will be precluded from attending the site visit.

Due to security restrictions, all Suppliers must pre-register No Later Than Day, Date @ Time, by submitting the Attachment 5- Mandatory Site Visit Pre-Registration Form, via email to: its.sm.Cabling-RFQ@its.ny.gov. In the subject of the email please include: RFQ# PND _____-Name, Mandatory Site Visit Pre-Registration.

The Site Visit will occur at:

Address

Site Visit Contact: Name – Title - Email

Site Contact Number: Number

It is recommended that attendees arrive at the building at **least thirty minutes prior** to the Time scheduled start time of the site visit with photo identification. Please check in with ITS staff upon arrival.

In accordance with State Finance Law §139-j(3)(a)(3), a Supplier and its representatives is authorized to speak with ITS representatives other than Designated Contact(s) for the sole purpose of the site visit (to arrange attendance, during the conduct of the visit, and to pose questions regarding the site).

The site visit will provide an opportunity for Suppliers to see first-hand the existing equipment, the tasks to be performed and the special needs of the facility.

Questions during the site visit will be restricted to those regarding the accessibility and logistics of the facility only. **Verbal answers are not official answers.**

For an official answer, all questions must be submitted in writing as directed in the RFQ by the date and time noted in the Key Events and Dates.

D. BASIS OF AWARD

ITS will make an award to the Supplier whose bid provides the lowest cost responsive quote for the supply and delivery of the materials and job titles, as applicable. ITS will notify all awarded and non-awarded Suppliers as soon as practicable after the Bid Submission Deadline. Suppliers may request a bidder debriefing following the award/non-award notifications to bidders.

E. GENERAL INFORMATION

A purchase order will be issued by ITS for the award of the RFQ to the Supplier providing the lowest responsive quote. The delivery location is: [XXXXXXXX], [XXXX], [XXXX], ATTN: [XXXX XXXX], [XXXX], NY [XXXX].

F. KEY EVENTS & DATES

Event	Date	Time (EST)
Request for Quotes Release	[R Day], [R Date]	
Mandatory Site Visit Pre-Registration Form Due	[B Day], [B Date]	[B Time]
Mandatory Site Visit	[B Day], [B Date]	[B Time]
Supplier Questions Due	[Q Day], [Q Date]	[Q Time]
Estimated Questions and Answers (Q&A) Response Due Date	[QA Day], [QA Date]	[QA Time]
Supplier Bids Due	[B Day], [B Date]	[B Time]

ITS is unable to accept any bids submitted after [B Time] EST on [B Day], [B Date]. ITS highly recommends that Suppliers send the files as early in the day as possible. This provides a Supplier adequate time to resolve any transmittal issues. Any quote submitted after [B Time] PM EST on [B Day], [B Date] shall be deemed non-responsive and disqualified from consideration.

G. INQUIRIES & ISSUING OFFICE

Since this RFQ falls under the requirements of State Finance Law §§139-j and 139-k (the Procurement Lobbying Law) a Restricted Period is in force. Suppliers must direct all inquiries and questions in writing to ITS at the Primary Designated Contact's email address listed on page one of this document.

All questions must be submitted in writing, citing the related document name and document section. Suppliers are strongly encouraged to submit questions at their earliest convenience. However, all questions must be submitted by the date and time listed in Section F, Key Events & Dates. Answers to all questions of a substantive nature shall be provided to all participating Suppliers in the form of a question and answer document by the date noted in Section F, Key Events & Dates.

H. DUE DATE AND DELIVERY OF QUOTATIONS

All responses to this RFQ must be submitted by email to the Primary Designated Contact's email address noted on page one of this document and contain the following documents:

1. Page 1 - Supplier Information Form completed and signed, and submitted electronically in PDF format.
2. Page 3 – Acknowledgement signed and notarized, and submitted electronically in PDF format.
3. Attachment 1 - RFQ# PNDXXXXXX-ID Quote Response Form completed and submitted electronically in Excel format (v.2007 or higher).
4. Attachment 2 - Non-Collusive Bidding Certification completed and submitted electronically in PDF format.
5. Attachment 3 – RFQ# PNDXXXXXX-ID Work Assignment Form, Vendors Contract Number filed in at top of page 1, and Vendor Acknowledgment completed and signed, and submitted electronically in PDF format.
6. Attachment 4 - Procurement Lobbying Forms and E.O. 177 completed and submitted electronically in PDF format.
7. Attachment 6 – Subcontractor Information Form completed and submitted electronically in PDF format.
8. Resumés in PDF format for each job title proposed on Tab 2, Lot 2-Labor in Attachment 1 - **RFQ# PNDXXXXX-ID** Quote Response Form that includes the following items:

- 1) The job title being proposed on Tab 2, Lot -2 Labor, in Attachment 1 - **RFQ# PNDXXXXXX-ID** Quote Response Form submitted with your bid.
- 2) Skill sets for the job titles being proposed on Tab 2, Lot 2 - Labor, in Attachment 1 - **RFQ# PNDXXXXXX-ID** Quote Response Form submitted with your bid.

Please Note: The resumé does not need to list a name of a person being proposed. However, the person who works on the job must have the equivalent, or greater, skill set listed in the resumé submitted with your bid.

The above electronic documentation must be emailed to the Primary Designated Contact's email address noted on page one of this document, by the due date and time specified in Section F, Key Events & Dates.

I. GOVERNING TERMS AND CONDITIONS

All purchases resulting from this RFQ must be in accordance with terms and conditions of NYS RFP C000522 and the Supplier's resulting contract.

J. REQUEST FOR QUOTES BIDDING INSTRUCTIONS

Attachment 1 RFQ# PNDXXXXXX-ID Quote Response Form

Please use the spreadsheet in **Attachment 1 RFQ# PNDXXXXXX-ID Quote Response Form** (in Excel format) to submit pricing.

Lot 1 - Materials

Suppliers must complete the following yellow highlighted cells on the spreadsheet for the materials being requested:

- **Cells H3 and J3: Supplier Name and Date**
- **Columns B, K, L, ; and F and G as applicable**

Please include any additional materials on the Lot 1 tab of Attachment 1 that you will need to form a complete solution. For any additional materials added please complete the below cells on the spreadsheet:

- Columns B, C, D, H, I, J, K and L

The Final Quoted Price in Column M, The Total Price in Column N, and the Grand Total in **Cell L3** will self-calculate.

Lot 2- Labor

Suppliers must complete the following yellow highlighted cells on the spreadsheet:

- **Cells D3 and F3: Supplier Name and Date**
- **Columns B, C, E, F, and G**

The Final Quoted Price in Column H, the Total Price in Column I, and the Grand Total in **Cell G3** will self-calculate.

The Summary Sheet will auto-populate from the Lot 1 - Materials, and Lot 2 - Labor tabs, and must not be edited by the Supplier.

Supplier must quote on all line items in the **Attachment 1 RFQ# PNDXXXXXX-ID Quote Response Form** to be considered for award. The only time a Supplier would not have to quote a line item in Attachment 1 would be when a material being requested is considered a consumable based upon the work described in Attachment 3-Work Assignment Form. If under your business practice, a material would be considered a consumable needed for the installation of the cabling solution, then you may include these materials in your labor cost when bidding on this RFQ.

When including a material in your labor cost on the Lot 1 tab of Attachment 1 -Quote Response Form please indicate in Column B that the material is included in your labor cost.

An award will be made to the responsive Supplier who offers the lowest total price in **Cell B6** of the Summary Tab in the Attachment 1 Excel workbook. Any quote that does not provide pricing for all items listed in Attachment 1 as described

above shall be deemed non-responsive and disqualified from consideration. Any quote that submits pricing by any means other than Attachment 1 shall be deemed non-responsive and disqualified from consideration. Any quote that alters Attachment 1 other than as described in this section, shall be deemed non-responsive and disqualified from consideration. The quote must remain valid for a minimum of 90 days from the date of award.

If a Supplier does not wish to provide a quote, please indicate by completing page one of this document, check "WE ARE UNABLE TO BID AT THIS TIME BECAUSE:" provide the reason, and email to the Primary Designated Contact's email noted on page one.

K. RESERVED RIGHTS

Bidders are hereby notified that New York State reserves the right to:

1. Reject any or all Bids received in response to the solicitation;
2. Withdraw the solicitation at any time, at the Agency's sole discretion;
3. Make an award under the solicitation in whole or in part;
4. Disqualify any Bidder whose conduct and/or Bid fails to conform to the requirements of the solicitation;
5. Seek clarifications and revisions of Bids;
6. Prior to the Bid deadline, amend the solicitation requirements to correct errors or oversights, or to supply additional information, as it becomes available;
7. Prior to the Bid deadline, direct Bidders to submit Bid modifications addressing subsequent solicitation amendments;
8. Change any of the scheduled dates with timely notification to all prospective Bidders;
9. Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective Bidders;
10. Waive any requirements that are not material;
11. Utilize any and all ideas submitted in the Bids received;
12. Negotiate with the Bidder responding to the solicitation within the solicitation requirements to serve the best interests of the State. This includes requesting increased discounts and clarifications of any or all Bidder's Bids;
13. 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 a Bidder's Bid and/or to determine a Bidder's compliance with the requirements of the solicitation; and
14. Select and award a Contract to other than the selected Bidder(s) in the event of unsuccessful negotiations or, optionally, in other specified circumstances as detailed in the solicitation requirements.
15. Should the State of New York be unsuccessful in negotiating a Contract with the selected Bidder(s) within 30 calendar days of Contract award, the State may begin Contract negotiations with the next lowest cost Bidder(s) in order to serve the best interests of the State of New York.

L. ATTACHMENTS

- a. Attachment 1 - RFQ# PNDXXXXXX-ID Quote Response Form
- b. Attachment 2 - Non-Collusive Bidding Certification
- c. Attachment 3 – RFQ# PNDXXXXXX-ID – Work Assignment Form
- d. Attachment 4 - Procurement Lobbying Forms and E.O. 177
- e. Attachment 5 – Mandatory Site Visit Pre-Registration Form
- f. Attachment 6 – Subcontractor Information Form

M. EXHIBITS

- a. Exhibit 1 – Prevailing Wage Schedule

Attachment 1 - Quote Response Form													
RFQ Number				Supplier Name			Date		Grand Total				
									\$0.00				
Location: Please Note: Suppliers are responsible for ensuring the SKU's provided in Attachment 1 - Quote Response Form appear in the Supplier's Financial Response to ITS RFP C000522, "Attachment 18-Contractor Material and Labor Rate Catalog," or appear in any approved updates to the Contractor Material and Labor Rate Catalog. ITS requires components of equal specification to those listed. The manufacturer may vary for those parts where a substitution is allowed as indicated below, as long as the parts are of equal specification to those listed, and the parts must appear on the Supplier's Contractor Material and Labor Rate Catalog or appear in any approved updates to the Contractor Material and Labor Rate Catalog. If a substitute manufacturer and part number are being proposed please include this information in column F and G below.													
Please Note: Suppliers must include any additional materials on the Lot 1 tab that they will need to form a complete solution. For any additional materials added Suppliers must complete the below cells on the spreadsheet: •Columns B, C, D, H, I, J, K and L For any materials that would be considered a consumable under the Supplier's business practice Supplier must indicate in Column B that the material is included in their labor cost.													
Please Note: Updates to the Contractor Material and Labor Rate Catalog must be submitted by October 4th. When bidding on this RFQ updates to the Contractor Material and Labor Rate Catalog must not be submitted in Attachment 1 - Quote Response Form of the RFQ until they have been approved by ITS. Suppliers will be notified by ITS when updates to the Contractor Material and Labor Rate Catalog have been approved or non-approved.													
Lots this RFQ Applies to: X Lot 1 Materials X Lot 2 Labor													
RFQ Item Number	SKU Number	Manufacturer Name	Mfg. Part Number	Manufacturer Substitution Allowed	Substituted Manufacturer Name	Substituted Mfg. Part Number	Part Name	Part Description	Quantity	Not to Exceed Catalog Price	Additional Discount	Final Quoted Price (Not to Exceed Catalog Price - Additional Discount)	Total Price (Final Quoted Price x Quantity)
1				<input checked="" type="checkbox"/> YES								\$0.00	\$0.00
2				<input checked="" type="checkbox"/> YES								\$0.00	\$0.00
3				<input checked="" type="checkbox"/> YES								\$0.00	\$0.00
4				<input checked="" type="checkbox"/> YES								\$0.00	\$0.00
5				<input checked="" type="checkbox"/> YES								\$0.00	\$0.00
6				<input checked="" type="checkbox"/> YES								\$0.00	\$0.00
7				<input checked="" type="checkbox"/> YES								\$0.00	\$0.00
8				<input checked="" type="checkbox"/> YES								\$0.00	\$0.00
9				<input checked="" type="checkbox"/> YES								\$0.00	\$0.00
10				<input checked="" type="checkbox"/> YES								\$0.00	\$0.00
11				<input checked="" type="checkbox"/> YES								\$0.00	\$0.00
12				<input checked="" type="checkbox"/> YES								\$0.00	\$0.00
13				<input checked="" type="checkbox"/> YES								\$0.00	\$0.00
14				<input checked="" type="checkbox"/> YES								\$0.00	\$0.00
15				<input checked="" type="checkbox"/> YES								\$0.00	\$0.00
16				<input checked="" type="checkbox"/> YES								\$0.00	\$0.00
17				<input checked="" type="checkbox"/> YES								\$0.00	\$0.00
18				<input checked="" type="checkbox"/> YES								\$0.00	\$0.00
19				<input checked="" type="checkbox"/> YES								\$0.00	\$0.00

Attachment 1 - Quote Response Form

RFQ Number	Supplier Name	Date	Grand Total
			\$0.00

Location:

For Lot 2 - Labor, Suppliers must bid all Job Titles needed to complete the cabling solution described in Attachment 3 - Work Assignment Form

Please Note: Suppliers are responsible for ensuring the SKU's provided in Attachment 1 - Quote Response Form appear on the Supplier's Financial Proposal to ITS RFP C000522, "Attachment 18-Contractor Material and Labor Rate Catalog," or appear in any approved updates to the Contractor Material and Labor Rate Catalog.

Lots this RFQ Applies to:

Lot 1 Materials

Lot 2 Labor

RFQ Item Number	SKU Number	Job Title	Job Description	Total Hours	Not to Exceed Hourly Rate	Additional Discount	Final Quoted Price (Not to Exceed Hourly Rate - Additional Discount)	Total Price (Final Quoted Price x Total Hours)
1							\$0.00	\$0.00
2							\$0.00	\$0.00
3							\$0.00	\$0.00
4							\$0.00	\$0.00
5							\$0.00	\$0.00
6							\$0.00	\$0.00
7							\$0.00	\$0.00
8							\$0.00	\$0.00
9							\$0.00	\$0.00
10							\$0.00	\$0.00
11							\$0.00	\$0.00
12							\$0.00	\$0.00
13							\$0.00	\$0.00
14							\$0.00	\$0.00
15							\$0.00	\$0.00
16							\$0.00	\$0.00
17							\$0.00	\$0.00
18							\$0.00	\$0.00
19							\$0.00	\$0.00

RFQ# PND0-

RFQ Grand Total Summary Sheet

Lot 1 Grand Total	0.00
Lot 2 Grand Total	0.00
RFQ Grand Total	0.00

Attachment 2 - Non-Collusive Bidding Certification New York
State Office of Information Technology Services

**NON-COLLUSIVE BIDDING CERTIFICATION REQUIRED BY
SECTION 139-D OF THE STATE FINANCE LAW**

SECTION 139-D, Statement of Non-Collusion in bids to the State:

BY SUBMISSION OF THIS BID, BIDDER AND EACH PERSON SIGNING ON BEHALF OF BIDDER CERTIFIES, AND IN THE CASE OF JOINT BID, EACH PARTY THERETO CERTIFIES AS TO ITS OWN ORGANIZATION, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF:

[1] The prices of this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes 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 to submit a bid for the purpose of restricting competition.

A BID SHALL NOT BE CONSIDERED FOR AWARD NOR SHALL ANY AWARD BE MADE WHERE [1], [2], [3] ABOVE HAVE NOT BEEN COMPLIED WITH; PROVIDED HOWEVER, THAT IF IN ANY CASE THE BIDDER(S) CANNOT MAKE THE FOREGOING CERTIFICATION, THE BIDDER SHALL SO STATE AND SHALL FURNISH BELOW A SIGNED STATEMENT WHICH SETS FORTH IN DETAIL THE REASONS THEREFORE:

Subscribed to under penalty of perjury under the laws of the State of New York, this _____ day of _____, 20___ as the act and deed of said corporation of partnership.

STATE OF NEW YORK }

} SS

COUNTY OF _____ }

On the ____ day of _____ in the year of _____, before me personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the foregoing Non-collusive Bidding Certification (instrument) and acknowledged to me that he/she executed the same in his/her capacity, and on his/her own behalf.

Notary Public

Registration No:

Attachment 3 – Work Assignment Form

RFQ # PND_____

WORK ASSIGNMENT FORM FOR ITS CONTRACT No. C000XXX	Date://2021
Work Assignment Details	
<p><i>The Parties hereby agree pursuant to the terms and conditions of the contracts resulting from ITS Request for Proposals No. C000522 (RFP) that the Contractor must complete the attached form and return to ITS for a work assignment to be properly acknowledged.</i></p> <p>Please Note: Suppliers are responsible for ensuring the SKU's provided in Attachment 1 - Quote Response Form appear on the Supplier's Financial Response to the RFP, "Attachment 18 - Contractor Material and Labor Rate Catalog," or appear in any approved updates to the Contractor Material and Labor Rate Catalog. ITS requires components of equal specification to those listed. The manufacturer may vary for those parts where a substitution is allowed as indicated in Attachment 1 - Quote Response Form, as long as the parts are of equal specification to those listed, and the parts appear on the Supplier's Contractor Material and Labor Rate Catalog or appear in any approved updates to the Contractor Material and Labor Rate Catalog.</p> <p>Please Note: Updates to the Contractor Material and Labor Rate Catalog must be submitted by October 4th. When bidding on this RFQ updates to the Contractor Material and Labor Rate Catalog must not be submitted in Attachment 1 - Quote Response Form of the RFQ until they have been approved by ITS. Suppliers will be notified by ITS when updates to the Contractor Material and Labor Rate Catalog have been approved or non-approved.</p>	
Work Assignment Details	
Submitted by: Name/Title/Email/Phone	
Site Contact: Name/Title/Email/Phone	

Scope of Work

The work included under this assignment consists of furnishing all labor, equipment, materials, and supplies and performing all operations necessary to complete the installation of this structured cabling system in compliance with the specifications and industry standards. Please reference the accompanying Attachment 1 for parts requested. The awarded Supplier must provide and install all required material to form a complete solution whether specifically addressed in the technical specifications or not. The work shall include, but not be limited to the following:

Please note, **Section 4.1.4 MANDATORY GENERAL SERVICE REQUIREMENTS of the RFP**, includes the Mandatory General Service Requirements the Supplier must comply with if awarded this RFQ.

Work Not Included

Horizontal Cabling Requirements Summary

The following horizontal cabling summary provides an overview of the copper UTP solution requirements for this project. The information provided includes building numbers, floor numbers, telecommunications room numbers, new or existing closet, total work area outlets, total cables and related notes.

Location:						
Building #	Floor	TC Rm #	New TC	# Outlets	# cables	Notes

Fiber Optic Cabling Requirements Summary

The following fiber optic cabling summary provides an overview of the fiber optic cabling solution requirements for this project. The information provided includes originating and terminating building numbers, floor numbers, telecommunications room numbers, fiber type, fiber count and estimated distance.

Orig. Building	Orig. Floor	Orig. TC #	Term. Building	Term. Floor	Term. TC #	Fiber Type	Fiber Count	Est. Dist.

Manufacturer Product Specifications

ITS will require the following manufacturer specific components be used for this project.

Manufacturer	Description	Mfg. Part Number

Additional Products

ITS will require the following additional components for this project.

Qty	Manufacturer	Description	Mfg. Part Number

Supplier Acknowledgement	
Accepted by: Name/Title/Email	
Signature:	Date and Time:

**Offerer’s Affirmation of Understanding of and Agreement pursuant to
New York State Finance Law §139-j (3) and §139-j (6) (b)**

New York State Finance Law §139-j(6)(b) provides that:

Every Governmental Entity shall seek written affirmations from all Offerers as to the Offerer’s understanding of and agreement to comply with the Governmental Entity’s procedures relating to permissible contacts during a Governmental Procurement pursuant to subdivision three of this section.

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

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Contractor Name: _____

Contractor Address: _____

Offerer Disclosure of Prior Non-Responsibility Determinations

Background:

New York State Finance Law §139-k(2) obligates a Governmental Entity to obtain specific information regarding prior non-responsibility determinations with respect to State Finance Law §139-j. This information must be collected in addition to the information that is separately obtained pursuant to State Finance Law §163(9). In accordance with State Finance Law §139-k, an Offerer must be asked to disclose whether there has been a finding of non-responsibility made within the previous four (4) years by any Governmental Entity due to: (a) a violation of State Finance Law §139-j or (b) the intentional provision of false or incomplete information to a Governmental Entity. The terms “Offerer” and “Governmental Entity” are defined in State Finance Law § 139-k(1). State Finance Law §139-j sets forth detailed requirements about the restrictions on Contacts during the procurement process. A violation of State Finance Law §139-j includes, but is not limited to, an impermissible Contact during the restricted period (for example, contacting a person or entity other than the designated contact person, when such contact does not fall within one of the exemptions).

As part of its responsibility determination, State Finance Law §139-k(3) mandates consideration of whether an Offerer fails to timely disclose accurate or complete information regarding the above non-responsibility determination. In accordance with law, no Procurement Contract shall be awarded to any Offerer that fails to timely disclose accurate or complete information under this section, unless a finding is made that the award of the Procurement Contract to the Offerer is necessary to protect public property or public health safety, and that the Offerer is the only source capable of supplying the required Article of Procurement within the necessary timeframe. See State Finance Law §§139-j (10)(b) and 139-k(3).

Instructions:

A Governmental Entity must include a disclosure request regarding prior non-responsibility determinations in accordance with State Finance Law §139-k in its solicitation of proposals or bid documents or specifications or contract documents, as applicable, for procurement contracts. The attached form is to be completed and submitted by the individual or entity seeking to enter into a Procurement Contract. It shall be submitted to the Governmental Entity conducting the Governmental Procurement.

Offerer Disclosure of Prior Non-Responsibility Determinations

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Address: _____

Name and Title of Person Submitting this Form: _____

Contract Procurement Number: _____

Date: _____

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):

No **Yes**

If yes, please answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j (Please circle):

No **Yes**

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):

No **Yes**

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.

Governmental Entity:

Date of Finding of Non-responsibility:

Basis of Finding of Non-Responsibility:

(Add additional pages as necessary)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

No

Yes

6. If yes, please provide details below.

Governmental Entity: _____

Date of Termination or Withholding of Contract:

Basis of Termination or Withholding:

(Add additional pages as necessary)

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

Signature: _____ Date: _____

Printed Name: _____

**Offerer's Certification of Compliance
with State Finance Law §139-k(5)**

New York State Finance Law §139-k(5) requires that every Procurement Contract award subject to the provisions of State Finance Law §§139-k or 139-j shall contain a certification by the Offerer that all information provided to the Office of Information Technology Services with respect to State Finance Law §139-k is complete, true and accurate.

Offerer Certification:

I certify that all information provided to the Office of Information Technology Services with respect to State Finance Law §139-k is complete, true and accurate.

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Contractor Name: _____

Contractor Address: _____

Procurement Lobbying Termination

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

**Offerer’s Certification of Adherence
to Executive Order 177 regarding
Anti-Discriminatory Policies and Practices**

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. 3

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.

Offerer Certification:	
<i>I certify adherence to Executive Order No. 177.</i>	
Signature: _____	Date: _____
Printed Name: _____	
Title: _____	
Contractor Name: _____	
Contractor Address: _____	



Office of Information Technology Services

RFQ#: PND00____-Name
Attachment 5
Mandatory Site Visit Pre-Registration Form

Vendor representatives seeking to attend the Mandatory Site Visit must pre-register by submitting a completed Site Visit Pre-Registration Form for receipt by the ITS Designated Contact at its.sm.Cabling-RFQ@its.ny.gov. This form must be submitted no later than _____. The below named representatives plan to attend the Mandatory Site Visit for RFQ# PND____-Name.

Name of Business:

Address:

City, State, Zip Code

Name:

Title:

Email:

Phone Number:

Name:

Title:

Email:

Phone Number:

Name:

Title:

Email:

Phone Number:



RFQ#PND

Attachment 6 - SUBCONTRACTOR INFORMATION FORM

Note: Copy and paste the table below to provide information for each additional Subcontractor proposed.

Subcontractor Legal Information			
Business Name:			
Business Address:			
Federal EIN Tax ID:		NYS Vendor ID:	
MWBE/SDVOB /SBE			
Primary Contact Information			
Name and Title:			
Address:			
E-mail:		Phone number:	
Parent Company Legal Information			
Business name:			
Federal EIN Tax ID:		NYS Vendor ID:	
Subcontractor Corporate Business Profile			
Subcontractor involvement in this RFQ engagement:			
Total Value of work being completed by Subcontractor	\$		
Description of Subcontractor core business profile:			
Subcontractor Service Offerings:	Description of service		Number of Years Services Provided
<i>(note: insert additional rows above for service description if needed)</i>			