

LESS THAN TRUCKLOAD SHIPPING THROUGHOUT NEW YORK STATE

Scope of Work

Proposers must be able to perform all of the work described herein throughout the contract term. Only one Contract will be awarded to a single entity for the provisions of all items described herein.

MANDATORY REQUIREMENTS:

1. Contractor must pick-up within twenty-four (24) hours of request. Pick-up hours of operation are Monday through Friday, 8:30 a.m. – 12:00 p.m. and 1:00 p.m. - 4:00 p.m.
 2. Contractor must deliver shipment to the required destination within seventy-two (72) hours of pick-up.
Delivery hours are 9:00 a.m. to 3:30 p.m., unless otherwise directed by recipient.
 3. Contractor's personnel must load and unload their own trucks. Some deliveries will be "dock deliveries" while others will require "Inside Delivery" (**).
- ** "Inside Delivery" is defined by OTDA as any other delivery location except "dock delivery". For example, there may be a particular floor and/or room to which the product will need to be brought to which is accessible by elevator use.
4. Shipment must be protected from both unauthorized access and the elements during pick-up, transit and at the distribution points.
 5. Shipment must remain wrapped with original shrink wrap from the OTDA pick up location to the delivery point (end customer).
 6. Contractor shall designate OTDA shipments as "Freight all kind" (FAK) with freight classification of 65.
 7. Proposer is required to procure all required insurance(s). Contractor must provide proof of current insurance, certifications, licensing, as required and submit to OTDA with contract documents if recipient of contract award.
 8. Proposer shall agree to meet the reporting requirements as described in Appendix Z Minority and Women-Owned Business Enterprise (MWBE) and Equal Employment Opportunity (EEO) Participation Requirements for All NYS Office of Temporary and Disability Assistance Contracts and Grants (Attached).
 9. Contractor must certify that it has read, understands and accepts all provisions of Appendix A-Standard Clauses For New York State Contracts, dated January 2014, attached hereto, Appendix A will be incorporated, without change or amendment, into the contract entered into between OTDA and the selected Proposer. By submitting a response to this advertisement, the Proposer agrees to comply with all the provisions of Appendix A.

10. The Proposer must state that he/she is willing to enter into an agreement substantially in accord with the terms of the Draft Contract and all of its Appendices attached hereto should the Proposer be selected for contract award.

Proposer is advised that the State's intent in having the requirements listed above is to ensure that only a qualified and reliable Proposer is awarded a Contract. OTDA retains the right to request additional information pertaining to the Proposer's ability, qualifications, and procedures used to accomplish all work under this Contract as it deems necessary to ensure safe and satisfactory work.

NOTE: Failure to meet the Mandatory Requirements will result in a Bid being found non-responsive and eliminated from consideration.

Interested Vendors should submit their bids to Laurie.Eckert@otda.ny.gov (preferred) or via hard copy to:

Office of Temporary and Disability Assistance
Bureau of Contracts
40 North Pearl Street, Floor 12D
Albany, NY 12243
Attn: Laurie Eckert

Bids (Appendix D Pricing Schedule) must be received by OTDA no later than the deadline contained in this advertisement. Bids must clearly demonstrate that the Proposer meets all minimum requirements.

All documents for this procurement are posted on the OTDA website at <http://otda.ny.gov/contracts/procurement-bid.asp>.

NOTE: Procurement documents may, from time to time, be amended or addenda issued. It is the Proposer's responsibility to become aware of any such amendments and/or addenda prior to submission of a Bid. All amendments and/or addenda will be posted on the OTDA website noted above.

Proposers should review the OTDA website prior to submission of a bid to ensure that they have all information required to submit a complete and responsive bid.

This procurement is subject to, and shall be in accordance with, OTDA's Restricted Periods, information of which is available on OTDA website noted above, or upon email request. All inquiries concerning this procurement must be addressed to Laurie Eckert via email (preferred) to Laurie.Eckert@otda.ny.gov or via hard copy mail to:

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Bureau of Contracts
40 North Pearl Street, Floor 12D
Albany, NY 12243
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Questions regarding this procurement must be received by OTDA by the deadline contained in this advertisement. The comprehensive list of questions and responses will be distributed by the

deadline contained in this advertisement to all vendors known to OTDA, expressing an interest in the solicitation. This listing will not include the identities of the vendors submitting the questions; those vendors will remain anonymous to the extent allowed by law.

Minority Owned Sub-Contracting Goal: 15%

Women Owned Sub-Contracting Goal: 15%

Service-Disabled Veteran-Owned Business Contracting Goal: 6%

Disadvantaged Owned Sub-Contracting Goal: 6%