

OTDA One-Part Continuous Pinfeed Form and Multiple Part Carbonless
Continuous Form
Responses to Vendor Questions
August 10, 2011

1. Q: IFB Section 2.10 – regarding the ship to locations, as two are listed one in Menards and one in Brooklyn....which form will be sent to which location? Or will that be determined once the award is given?

A: The LDSS 4113-2 will be shipped to both locations depending on need at the time of ordering. The LDSS 3546 is delivered to 93 Broadway Menands, NY only.

2. Q: Printing Specifications Sheet – Item 2 – LDSS-3546 – with regards to the paper you are requesting, the 15 lb Goldenrod CF is no longer available in the recycled carbonless bond, so we want to make sure it will be okay to bid based on regular non-recycled goldenrod for that portion of the form

A: The executive order requiring the use of recycled paper is no longer in effect. This requirement can be deleted from the specifications.

3. General question – is there a way to find out who previously won this bid in the past and what the price was? I wasn't sure if there was some place on the website we can look this up? Or are these (2) new forms that haven't been processed as of yet?

A: A Freedom of Information Law (FOIL) request must be made through our Public Information Office (PIO) to obtain that information. Procedures for making a FOIL request are:

If you wish to access a record under FOIL, you must make your request in writing. Please be as specific as possible in describing the records in which you are interested. Within five business days of the receipt of a written request, we will send a written acknowledgement that we received the request. Please send your inquiry via mail, fax or e-mail to:

Records Access Officer
New York State Office of Temporary and Disability Assistance
40 North Pearl, 16th floor
Albany, NY 12243
FAX: (518) 486-6935
E-mail: nyspio@otda.state.ny.us