

CLIENT NOTICES ENVELOPE SUPPLIER SERVICES IFB

OFFICIAL RESPONSES TO OFFERORS QUESTIONS

Offerors' Questions, submitted pursuant to Section 5.2 (Questions) of the above-captioned Invitation for Bids (IFB), and Official Responses (in **bold blue type**), are listed below.

Question #1

Will the design of Inside Tint supplied?

Response:

The Contractor is responsible to furnish Security Tint inside of envelopes, consistent with current Industry Standards.

Question #2:

What is the storage or schedule for delivery?

Response:

Delivery must be made within twenty (20) business days from receipt of order. The IFB, Appendix W (SCOPE OF WORK), has been Amended to reflect this twenty (20) business days requirement.

Question #3:

Is it one contractor per envelope sample or for all envelopes?

Response:

As stated in IFB Section 3, the IFB will result in one (1) contract, with one (1) Contractor, for the supply and delivery of all items identified in Amended Appendix W (SCOPE OF WORK).

Question #4:

For Item 4464.6, is the size 9"x12" or 6"x 9.5"?

Response:

The correct size for Item 4464.6 is 6" x 9.5". IFB, Appendix W (SCOPE OF WORK), has been Amended at Item 9 OTDA-4464.6, to remove the reference to "9x12".

Question #5:

Please confirm August 15th as the delivery date for the IFB.

Response:

Yes. The IFB has been Amended and includes a change to Section 2 – Calendar of Events, deadline for Submission of Bids (delivery) to August 15th at 3:00 PM E.T.

Question #6:

Do most orders ship to the Menands Warehouse?

Response:

Yes, most orders (approximately 95%) will ship to the OTDA warehouse in Menands. Some deliveries, for Items seven (7) and eight (8) will also ship to the Center for Disability Services in addition to the OTDA Warehouse in Menands. The IFB, Appendix W, (SCOPE OF WORK) has been Amended to include this additional address. For Item ten (10), deliveries will be made to the OTDA Warehouse, Department for Disability Determinations (DDD) office located at One Commerce Plaza in Albany, NY and other DDD locations as specified in the IFB, Amended Appendix W, (SCOPE OF WORK). Item eleven (11) will be delivered to only the DDD locations. The IFB, Appendix W (SCOPE OF WORK), has been Amended to include clarifying information as to shipping addresses for each Item listed.

Question #7:

How does FOIL work prior to BID?

Response:

Freedom Information (FOIL) request submission instructions can be found on OTDA's website at <http://otda.ny.gov/legal/FOIL/>.

To make a FOIL request, your request must be in writing. Please be as specific as possible in describing the records in which you are interested. Your FOIL request may be sent 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.ny.gov

Question #8:

Are envelope copies the same for the duration of the contract?

Response:

No, as mentioned at the Offeror's Conference, OTDA may make revisions to any or all of the envelopes listed as Items in Amended Appendix W (SCOPE OF WORK), at OTDA's sole discretion, as needed during the term of the contract.

Question #9:

What are the hours for envelope deliveries?

Response:

The Delivery hours for the various sites are listed below. Please note that specific delivery instructions for each site are listed in IFB, Amended Appendix W (SCOPE OF WORK). The delivery sites and hours are listed in the Amended Appendix W (SCOPE OF WORK):

OTDA

**NYS OTDA Warehouse
93 Broadway
Menands, NY 12204
8:00 AM to 3:30 PM E.T.**

**NYS OTDA
Division of Disability Determinations
One Commerce Plaza - 10th Floor Mailroom
99 Washington Avenue
Albany, NY 12210-2821
8:00 AM to 3:00 PM E.T.**

**NYS OTDA
Division of Disability Determinations
Ellicott Square Building
295 Main Street – 6th Floor Mailroom #656
Buffalo, NY 14203
8:00 AM to 3:00 PM E.T.**

**NYS OTDA
Division of Disability Determinations
Building #16 – Glendale Industrial Park
2001 Perimeter Road East, 2nd Floor
Endicott, NY 13760-7303
7:30 AM to 3:30 PM E.T.**

**NYS OTDA / Division of Disability Determinations
100 Church Street, 9th Floor OTDA Mailroom
New York, NY 10007
8:00 AM to 2:00 PM E.T.**

Center for Disability Services

**Center for Disability Services
63 Karner Road
Albany, NY 12205
7:00 AM to 7:00 PM E.T.**

Question #10:

What are the Service-Disabled Veteran-Owned Business (SDVOB) goals for this IFB, and resulting contract?

Response:

As stated in IFB Appendix Y, the SDVOB goals for this IFB, and the resulting contract, have been determined to be 0%.