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| *New York State Department of Taxation and Finance Logo* |
| **BUREAU OF FISCAL SERVICES** **Procurement Unit** |

**January 6, 2025**

**Invitation for Bids (IFB) 24-201**

**ROLLED CHECK STOCK**

**Responses to Bidder Questions and Amendment #1**

To All Potential Bidders:

Attached are the Department’s Responses to Bidder Questions received for the above referenced IFB.

Additionally, the Department is issuing Amendment #1 as clarification to:

* Amend IFB Section 5.1, Requirement 5.1.1
* Amend IFB Attachment 6. Experience and Reference Form

Corrected pages are attached to this document. All additions are made in blue underlined text (additions) and all deletions are made in red strikethrough text (~~deletions~~).

All other requirements and conditions remain as indicated in the IFB

| **#** | **Question** | **Answer** |
| --- | --- | --- |
| **1** | What was the price NYS paid the last time these were ordered? | The previous cost per thousand for rolled check stock was $36.62. |
| **2** | On page 6 it states, “No Subcontracting”, that may be our only option as we have 1 plant so we use our partnered plants for Disaster Recovery is that ok?  | No subcontracting is allowed for the production of this check stock. Any disaster recovery site must be under the control of the Contractor and meet the same Production Control and Security requirements outlined in Exhibit A – Detailed Specifications as the main production site.  |
| **3** | For the spec calling out watermark is an Artificial Watermark OK or does it need to be a True Watermark? | The watermark must be a true watermark embedded directly into the paper during the paper making process. See also Exhibit B – Check Stock Security Features, 3. Paper Mill Watermark.Additionally, the embedded watermark must be a **unique** watermark.Note: as required under Section 1.2 of the IFB, sample paper stock with the proposed water mark must be submitted with the bid. The water mark design must be acceptable to the State. |
| **4** | 3 sets of colored proofs Section 6.1, is that allowed to be printouts or does it need to be actual product? It seems like printouts farther into read? | Printouts. |
| **5** | Section 6.2 Sample test roll in 14 days, this will depend upon watermark answer above if we could get paper turned around in that timeframe. Will NYS pay for this cost for sample? True watermark very expensive. | On Attachment 19 – Bidder’s Financial Response Form, there is a line for cost for the sample Test Rolled Check Stock. |
| **6** | Is the Heat Sensitive ink that’s labeled for Back printing, your NYS Seal? | Yes. |
| **7** | Please define the fold construction for this bid as there is conflicting information provided within the bid:  The perforation locations shown on page 40 are consistent with an Even Z-Fold pressure seal mailer, but on pages 5-6 under 5.1, Minimum Qualifications of Bidder it reads, “Have successfully produced similar product…and must have been of Eccentric Z-Fold construction.”  | Check stock to be Z-Fold construction in accordance with Exhibit A – Detailed Specifications.See Amendment 1. |
| **8** | What construction form experience is applicable to the minimum requirements clause 5.1.1 pages 5 and 6? Are both Even Z and Eccentric Z constructed form experience acceptable? | Z-fold construction experience.See Amendment 1. |
| **9** | With a flag where good numbered product starts, may there be makeready forms against the roll core? | Makeready forms should go all the way to the core. |
| **10** | With a flag where good numbered product ends, may there be makeready beyond the flag on outside of the roll? | Makeready forms should go all the way to the core and the entire roll should consist of makeready forms. |
| **11** | Is there a requirement for rolls to be enhanced such that only the starting and ending digit documents are contained in the roll and no additional forms on the roll voided or otherwise? | Correct, Makeready forms only on the roll. Consecutive control numbers in red ink on the back of the self-mailer, in the check portion by the endorsement area must be present on all forms in every roll. |
| **12** | What is the delivery schedule requirement for this bid? On page 7 under Delivery, bid states, “The Department has an immediate need for this product … The Department will accept partial deliveries.” | The Department expects shipments to begin as soon as the vendor is able to begin making partial deliveries, but no later than 60 calendar days after receipt of approved production sample test stock. |
| **13** | Is storage and release required for this bid? If so, please provide storage amounts and release quantities and dates. On page 38 bid states, “DTF will not pre-pay for forms in storage, but will pay for forms ordered and delivered.” | The Department has the capacity to store the entire quantity of checks being ordered under this IFB. However, if the Contractor is printing and storing check stock before shipping to the Department, the Department will only pay for those checks actually received and Accepted at its Print and Mail shop.  |
| **14** | Are there any changes to the product from the last production run? | No. |
| **15** | Because this is an even Z product, will references for an even Z be acceptable? | See answer to question # 8 above.  |

It is the responsibility of the bidder to check the website for any amendments, clarifications or updates. All applicable amendment information must be incorporated into the bidder’s proposal. Failure to include this information in your proposal may result in the bidder’s proposal being deemed non-responsive.

1. 1. **DESIGNATED CONTACTS**

All inquiries concerning this bid solicitation must be addressed to the following Designated Contacts and issuing office:

 Gabrielle Lansburg, Contract Management Specialist 2

 Amber Alexander, Procurement Director

 Phone No: (518) 530-4484

 bfs.contracts@tax.ny.gov

Contacting someone else may result in disqualification of the Bidder’s bid – please refer to ***Procurement Lobbying* (Section 10.2.12)** for more information.

**IT IS INCUMBENT ON THE PROSPECTIVE BIDDER TO NOTIFY THE DESIGNATED CONTACT(S) OF ANY TERM, CONDITION, ETC. THAT PRECLUDES THE VENDOR FROM SUBMITTING A BID.**

Any request by a bidder regarding changes in any part of the Contract must be made in writing to the Designated Contact(s) noted above, prior to the Questions Deadline noted in the above Schedule of Events.

* 1. **AFFIRMATION OF UNDERSTANDING OF, AND COMPLIANCE WITH PROCUREMENT LOBBYING GUIDELINES**

New York State Finance Law 139-j(6)(b) requires that the DTF seek written affirmation from all Offerers as to the Offerer’s understanding of, and agreement to comply with the DTF procedures relating to permissible contacts during a Government Procurement. Information related to the Procurement Lobbying Law and DTF guidelines can be found on the Department’s Procurement website at: <https://www.tax.ny.gov/about/procure/>. Offerers are required to sign and submit **Attachment 2, *Offerer Understanding of, and Compliance with, Procurement Lobbying Guidelines***, and are requested to do so by the date specified in the Schedule of Events.

**5. MINIMUM QUALIFICATIONS AND MANDATORY REQUIREMENTS**

1. 1. **MINIMUM QUALIFICATIONS OF BIDDER**

No bid will be considered unless the firm submitting the bid can meet the following qualifications. The Bidder must:

* + 1. Have successfully produced similar product with a volume of at least two (2) million checks within the last three (3) years:
* for a state or federal agency; and
* must have been check stock containing security features similar to those found in **Exhibit B, *Check Stock Security Features***;
* and must have been of ~~Eccentric~~ Z-Fold construction in accordance with Exhibit A – Detailed Specifications.

Bidder must list the organization(s) on **Attachment 6, *Experience and Reference Form***, including: Agency name, contact name and title, telephone number, e-mail address, contract term and volume;

* + 1. Be the original manufacturer of the Product and ensure the consistency of the Product; and
		2. Have a disaster recovery plant of manufacture to start production of the Product as specified herein within 24-hours of disaster. Bidder must complete **Attachment 5, *Plant Locations***, to indicate the plant location(s) where work is to be done.

**NO SUBCONTRACTING IS ALLOWED.**

* 1. **MANDATORY PRODUCT REQUIREMENTS**

Product must:

* + 1. Conform to the specifications outlines in **Exhibit A, *Detailed Specifications***;
		2. Meet all the Department’s security features on **Exhibit B, *Check Stock Security Features***.
		3. Any non-recycled or virgin content of proposed Product shall be derived from a sustainably managed renewable resource and certified as such through an appropriate third-party certification program recognized by the paper industry, such as the Forest Stewardship Council (FSC) or Sustainable Forestry Initiative (FSI) and Programme for the Endorsement of Forest Certifications (PEFC). Confirmation of compliance with this requirement should be attached to and submitted with the Bid.

**BIDS WILL BE CONSIDERED ONLY FROM BONA FIDE COMPANIES POSSESSING EQUIPMENT CAPABLE OF PRODUCING THE PRODUCT IN ACCORDANCE WITH THE SPECIFICATIONS DESCRIBED IN THIS IFB.**

**6. DOCUMENT TESTING REQUIREMENTS**

The Bidder selected for Award will be required to provide the Department with the following:

* 1. Three (3) sets of a colored proof for the Product in accordance with **Exhibit A, *Detailed Specifications*,** within ten (10) days of receiving the pdf file with a copy of the form from the Department (see **Exhibit A**); and
	2. Once DTF accepts the selected Bidder’s colored proof, it will notify the selected Bidder of such approval. The selected Bidder must then provide DTF with a sample test roll within 14 calendar days of receipt of DTF’s approval. The sample test roll must contain a minimum of 12,500 forms (two wide). DTF will advise the selected Bidder of roll orientation. DTF requires stock to test the registration of the form, MICR alignment, imaging capability; and check deposit

# Attachment 6 – Experience and Reference Form

Provide the following information for up to three (3) contracts under which your company has successfully produced similar products. Each contract must have an annual volume of at least two (2) million pieces and each contract must be within the last three (3) years.

**Each of the following requirements must be evidenced by at least one (1) of the references:**

A. Customer is a state or federal agency;

B. Product has ~~Eccentric~~ Z-Fold construction in accordance with Exhibit A – Detailed Specifications; and

C. Check stock contains security features similar to those found in **Exhibit B, *Check Stock Security Features***.

*For example, a bidder can provide: one (1) reference that meet all three (3) requirements; two (2) references that collectively meet all three (3) requirements by one (1) reference satisfying the experience of one (1) requirement and the other reference satisfying the experience of the two (2) remaining requirements, etc.*

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| 1 | **Customer Name:**  |  |
| **Contact Name / Title:**  |  |
| **Telephone Number:** |  |
| **E-mail Address:**  |  |
| **Contract Term:** |  |
| **Annual Volume:** |  |
| **Requirement(s):** Check the box to indicate which requirement is satisfied through this organization. | **A.** [ ]  **B.** [ ]  **C.** [ ]  |
| 2 | **Customer Name:** |  |
| **Contact Name / Title:** |  |
| **Telephone Number:** |  |
| **E-mail Address:** |  |
| **Contract Term:** |  |
| **Annual Volume:** |  |
| **Requirement(s):**  Check the box to indicate which requirement is satisfied through this organization. | **A.** [ ]  **B.** [ ]  **C.** [ ]  |

|  |  |  |
| --- | --- | --- |
| 3 | **Customer Name:** |  |
| **Contact Name / Title:** |  |
| **Telephone Number:** |  |
| **E-mail Address:** |  |
| **Contract Term:** |  |
| **Annual Volume:** |  |
| **Requirement(s):**  Check the box to indicate which requirement is satisfied through this organization. | **A.** [ ]  **B.** [ ]  **C.** [ ]  |

**Bidder Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**