|  |
| --- |
|  |
| **BUREAU OF FISCAL SERVICES** **Procurement Unit** |  |  |

**July 8, 2019**

**Invitation for Bids (IFB) 19-200, Computer to Plate Image System**

**Amendment #1**

To All Potential Bidders:

The Department is issuing Amendment #1 to amend the IFB to add an additional mandatory Pre-Bid Site Visit in Section 1.2, Schedule of Events. All Bidders intending to submit a proposal must attend 1 of the 2 site visits. You must pre-register for the site visits by emailing bfs.contracts@tax.ny.gov by the dates in the Schedule of Events. Questions asked at both site visits will be recorded and issued with the responses to all questions by the date in the Schedule of Events.

Corrected pages are attached to this document. All deletions are shown in blue strike-through text, and all additions are made in red text.

All other requirements and conditions remain as indicated in the IFB.

the premature opening of the bid which may compromise its confidentiality. An improperly submitted bid resulting in a **LATE** **BID** may not be considered.

All amendments, clarifications, and any announcements related to this IFB will be posted on the Department’s website at: <http://www.tax.ny.gov/about/procure>.

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 bid. Failure to include this information may result in the Bidder’s bid being deemed non-responsive.

* 1. SCHEDULE OF EVENTS:

|  |  |
| --- | --- |
| June 27, 2019 | Issuance of IFB |
|  |  |
| July 8, 2019 | Deadline to Register for Pre-Bid Site Visit |
|  |  |
| July 10,2019 at 10:30 AM | Pre-Bid Site Visit |
|  |  |
| July 11. 2019 | Deadline to Register for the 2nd Pre-Bid Site Visit |
|  |  |
| July 12, 2019 at 10:30 AM | 2nd Pre-Bid Site Visit |
|  |  |
| July 17, 2019 | Deadline for Filing Offer Understanding of, and Compliance with, Procurement Lobbying Guidelines |
|  |  |
| July 17, 2019 | Deadline for Submission of Written Questions |
|  |  |
| July 23, 2019 | Department Response to Bidder Questions Posted |
|  |  |
| July 30, 2019 by 2:00 PM ET | Deadline for Submission of Bids |
|  |  |
| July 31, 2019 | Anticipated Bid Opening |
|  |  |
| August 6, 2019 | Anticipated Notification of Intent to Award |

* 1. SCOPE:

The New York State Department of Taxation and Finance is seeking competitive bids for one (1) Computer to Plate Image System, and software associated with the operation of such equipment. The Department also seeks software and hardware maintenance on the System, on-site installation, and related training.

The Computer to Plate Image System must contain:

1. Manual plate feed image setter;

2. External-drum Computer-to-Plate recorder;

3. Throughput: at max. format depending on plate type; and

4. Plate format requirements: Must accommodate a minimum of at least 13” x 18” and a maximum of 24 5/8” x 36”.

* 1. MANDATORY PRE-BID SITE VISITS:

Any Bidder interested in submitting a proposal must attend ~~a~~ one (1) of the (2) Pre-Bid Site Visits in order to familiarize itself with the facilities at the Department where the product is to be installed. Although Bidders are welcome to attend both, only one (1) will be required to submit a proposal. The Bidder will assume full responsibility for the product meeting the solicitation and installation requirements. Particular attention shall be given to structural and electrical changes required for proper installation. The Bidder must provide, with its bid, a detailed explanation if additional work is required in order to properly complete the delivery and installation.

The Pre-Bid Site Visits will be conducted on the dates and times specified in the Schedule of Events, at the Department's Green Island facility, 90 Cohoes Ave, Green Island, NY. Bidders must register to attend by e-mail to: bfs.contracts@tax.ny.gov no later than the date specified in the Schedule of Events. Confirmation will be acknowledged and directions to the Green Island facility will be provided. **Prospective Bidders are required to attend one (1) of the two (2) ~~the~~ Pre-Bid Site Visits.**

Prospective Bidders will have the opportunity to ask questions at the Pre-Bid Site Visits. To the extent possible, Department representatives will give oral responses to questions raised at the site visit; however, all oral responses are unofficial. Only the Department's written responses should be relied upon when preparing a proposal. All questions received at both site visits will be recorded and published with the written responses to questions by the date in the Schedule of Events.