



## Governor's Office of Storm Recovery

ANDREW M. CUOMO  
Governor

To: Potential Respondents

From: Governor's Office of Storm Recovery

Date: March 18, 2020

Subject: Addendum # 1 – Small Purchase RFP for Community Development Block Grant – Disaster Recovery (CDBG-DR) Printer and Laptop Equipment Maintenance, SP#202003\_083

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The purpose of this addendum is to update the following sections of the RFP:

(1) Section 1.8 (Basis/Number of Awards) has been replaced in its entirety with the below:

**1.8 Basis/Number of Awards:** At the sole discretion of GOSR and based upon the breadth and experience of Respondents to this RFP. GOSR intends to select one (1) Respondent and subsequently award one (1) contract pursuant to this RFP. GOSR intends to issue a purchase order. Nothing in this section shall be construed to limit in any way GOSR's right, in its sole discretion, to cancel this RFP.

(2) Section 8 (Price Proposal Form) has been replaced in its entirety with the below:

**8. Price Proposal Form (Attachment 1 and 2) - Complete the Price Proposal Form(s):**

Proposals may include one or both of the pricing formats which are listed below:

- (1) Flat Rate (Attachment 1- Price Proposal Form- Flat Rate Option) and/or
  - **Please be advised that proposals *must* include a Flat Rate for laptops**
- (2) Meter Rate (Attachment 2 – Price Proposal Form – Metered Rate Option)

### 8.1. Price Proposal Requirements

Price proposal form(s) must be submitted in accordance with the list below:

- Respondent submits a Flat Rate for printers and laptops then just Attachment 1 is required
- Respondent submits a Flat Rate for laptops and a Metered Rate for desktop and multifunction printers then Attachment 1 and 2 is required

8.1.1. Firm-fixed unit pricing and a Not-to-Exceed Total Proposal Price is required.

8.1.2. The price proposal shall be inclusive of all expenses, including but not limited to travel, reproduction and incidentals, unless otherwise authorized by GOSR.

8.1.3. All required line items on the Price Proposal Form(s) must include a fixed dollar amount to be considered for award.

- If Respondent submits a Flat Rate for printers and laptops then all line items on Attachment 1 are required to be completed



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- If Respondent submits a Flat Rate for laptops and a Metered Rate for desktop and multifunction printers then all line items from the laptop list *only* in Attachment 1 and all line items in Attachment 2 are required to be completed
- 8.1.4. Do not make any changes to the Price Proposal Form.
- 8.1.5. Rates included in the Price Proposal Form should be the Respondent's lowest rates for same or similar services provided to governmental entities.
- 8.1.6. The Price Proposal Form must include a Total Proposed Price.
- 8.1.7. The Price Proposal Form should be signed by the individual who signs the Proposal cover page.
- 8.1.8. The contractor shall include the full cost of all consumables (excluding paper), maintenance, repair and labor in the price proposal for printers.



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(3) Attachments 1 and 2 have been replaced in their entirety with the Price Proposal Forms below:

**Attachment 1**

**Price Proposal Form – FLAT RATE OPTION**

**Firm Name:** \_\_\_\_\_

Provide firm-fixed unit pricing and a Not-to-Exceed Total Proposal Price.

**PRINTER LIST**

SERIAL #	BRAND	PRINTER MODEL #	PRICE
CNDYC67668	HP	P4015N	
5026339422890	Lexmark	LX748	
MXDCG9M02H	HP	M880Z	
CNDYC56050	HP	4015DN	
MXBCH5K0FP	HP	P630F	
MXDCHCC18S	HP	M880Z	
MXDCHCM06F	HP	M880Z	
MXBCH5K0DC	HP	630F	
MXBCH5K0FM	HP	630F	
TBD	Konica	Bizhub C3300i	
TBD	Konica	Bizhub C3300i	
TBD	Konica	Bizhub C3300i	
TBD	Konica	Bizhub C3300i	
TBD	Konica	Bizhub C3300i	
TBD	Konica	Bizhub C3300i	
TBD	Konica	Bizhub C360i	
TBD	Konica	Bizhub C360i	
TBD	Konica	Bizhub C360i	
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TBD	Konica	Bizhub C360i	
TBD	Konica	Bizhub C360i	
TBD	Konica	Bizhub C360i	
TBD	Konica	Bizhub C360i	
<b>TOTAL PRICE (PRINTERS)</b>			



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### LAPTOP LIST

\*\*As stated in Section 8.3 price proposals *must* include a Flat Rate Option for laptops.

SERIAL #	BRAND	LAPTOP MODEL #	PRICE
8CG52118G7	HP	Elitebook Folio 1040 G1	
CNU429BN1G	HP	Elitebook Folio 9480m	
DY9NBS1	Dell	Latitude E6420	
2CE3241FGT	HP	ProBook 4440s	
2CaE32528CB	HP	ProBook 4440s	
2CE3241FDT	HP	ProBook 4440s	
2CE3241FF0	HP	ProBook 4440s	
2CE3241FFT	HP	ProBook 4440s	
2CE3241FG4	HP	ProBook 4440s	
2CE3241FGF	HP	ProBook 4440s	
2CE3241FGR	HP	ProBook 4440s	
2CE3241FH3	HP	ProBook 4440s	
2CE3241FH9	HP	ProBook 4440s	
2CE3241FHJ	HP	ProBook 4440s	
2CE3241FHL	HP	ProBook 4440s	
2CE3241FHM	HP	ProBook 4440s	
2CE3241FHV	HP	ProBook 4440s	
2CE3241FHW	HP	ProBook 4440s	
2CE3241FJ0	HP	ProBook 4440s	
2CE3241FJ4	HP	ProBook 4440s	
2CE32527RV	HP	ProBook 4440s	
2CE32528BP	HP	ProBook 4440s	
2CE32528C4	HP	ProBook 4440s	
2CE32528D7	HP	ProBook 4440s	
2CE3241FF2	HP	ProBook 4440s	
2CE3241FFP	HP	ProBook 4440s	
2CE3241FFR	HP	ProBook 4440s	
2CE3241FHF	HP	ProBook 4440s	
2CE3241FJ1	HP	ProBook 4440s	
2CE3251T72	HP	ProBook 4440s	
2CE3241FHZ	HP	ProBook 4440s	
2CE3241FKR	HP	ProBook 4440s	
2CE3241FHK	HP	ProBook 4440s	
USH453L043	HP	ProBook 450 G2	
2CE3350GK6	HP	ProBook 4540s	
2CE3350GN3	HP	ProBook 4540s	



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2CE3350GN4	HP	ProBook 4540s	
2CE3350GQ4	HP	ProBook 4540s	
2CE3420NBR	HP	ProBook 4540s	
5CG425JL18	HP	ProBook 640 G1	
5CG425JL1T	HP	ProBook 640 G1	
5CG425JL37	HP	ProBook 640 G1	
5CG52133WL	HP	ProBook 640 G1	
5CG44917SC	HP	ProBook 640 G1	
5CG44917SF	HP	ProBook 640 G1	
5CG44917SL	HP	ProBook 640 G1	
5CG44917SW	HP	ProBook 640 G1	
5CG44917T3	HP	ProBook 640 G1	
5CG44917T7	HP	ProBook 640 G1	
5CG44917TH	HP	ProBook 640 G1	
5CG52133VL	HP	ProBook 640 G1	
5CG52133VV	HP	ProBook 640 G1	
5CG52133W5	HP	ProBook 640 G1	
5CG52133WF	HP	ProBook 640 G1	
5CG425JL11	HP	ProBook 640 G1	
5CG425JL1K	HP	ProBook 640 G1	
5CG425JL1Q	HP	ProBook 640 G1	
5CG425JL1D	HP	ProBook 640 G1	
5CG449181S	HP	ProBook 640 G1	
5CG425JL3M	HP	ProBook 640 G1	
5CG75062GY	HP	ProBook 640 G3	
<b>TOTAL PRICE (LAPTOPS)</b>			
<b>NOT-TO-EXCEED TOTAL PROPOSED PRICE (PRINTERS + LAPTOPS) IF APPLICABLE</b> <i>(Only complete this if you are proposing a Flat Rate Option for Printers and Laptops)</i>			

I certify that the rates proposed in the Price Proposal Form are the firm's lowest rates for same or similar services provided to governmental entities.

**Name/Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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**Attachment 2**

**Price Proposal Form – METERED RATE OPTION**

**Firm Name:** \_\_\_\_\_

Provide firm-fixed unit pricing and a Not-to-Exceed Total Proposal Price.

<b>Printer Type</b>	<b># of Printers</b>	<b>Minimum Prints per Month</b>
Desktop Printers	9	
Multifunction Printers	14	
<b>TOTAL PRICE (MINIMUM PRINTS PER MONTH)</b>		<b>\$</b>

<b>Printer Type</b>	<b># of Printers</b>	<b>Monthly Maintenance Plan Cost</b>
Desktop Printers	9	
Multifunction Printers	14	
<b>TOTAL PRICE (MONTHLY MAINTENANCE PLAN COST)</b>		<b>\$</b>
<b>TOTAL METERED RATE OPTION PRICE (MINIMUM PRINTS PER MONTH + MONTHLY MAINTENANCE PLAN COST)</b>		<b>\$</b>

<b>NOT-TO-EXCEED TOTAL PROPOSED PRICE (FLAT RATE LAPTOPS + METERED RATE COST) IF APPLICABLE</b> <i>(Only complete this if you are proposing a Flat Rate Option for Laptops and a Metered Option for Printers)</i>	<b>\$</b>
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I certify that the rates proposed in the Price Proposal Form are the firm's lowest rates for same or similar services provided to governmental entities.

**Name/Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_