NEW YORK STATE OF OPPORTUNITY. | Office for People With Developmental Disabilities

KATHY HOCHUL
Governor

KERRI E. NEIFELD
Commissioner

WILLOW BAER
Executive Deputy Commissioner

January 17, 2024

IFB SW 012524

Locks and Associated Products for OPWDD DDSOO locations throughout NYS

Questions and Answers:

Below is a compilation of the questions received for this bid. Questions that were repeated or of a recurring nature are consolidated. Thank you very much for your interest.

1. **Question:** **Can I submit a bid electronically, and can you confirm when the bids are due?**

   Answer: Bid proposals cannot be submitted electronically. They must be mailed or hand-delivered by 3 pm on January 25, 2024, as specified in Addendum 1 to the IFB.

2. **Question:** **Can OPWDD provide an Excel spreadsheet with the bid items?**

   Answer: OPWDD is not issuing an Excel spreadsheet. Please see IFB, pages 25-34, **Cost Proposal Form,** for **Item Descriptions and Quantities.**

3. **Question:** **KSP for Central NY DDSOO D Combinated SFIC Core, master keyed-qty 587**
   The question is: Is this core 6 or 7 pin?

   Answer: It is a 7 pin core.

4. **Question:** **Are the keying systems controlled by the end user or the supplier and how do we get access to them for combinating?**

   Answer: Within 30 days of contract approval by the Office of State Comptroller (OSC,) the vendor needs to provide the cores already combinated where specified, along with the keys cut to fit. OPWDD will be performing the installs.

5. **Question:** **How do we determine the keying patterns (i.e., 6 cores to AA1, 3 cores to AA2, etc.)? Are they supplied to us after bid acceptance?**

   Answer: OPWDD staff will develop a plan with the assistance of the vendor after final OSC contract approval.

6. **Question:** **What do we do if the manufacturers cannot meet the supply deadline of 30 days?**

   Answer: OPWDD has had conversations with manufacturers, and supply and distribution issues are not anticipated. OPWDD encourages all bidders to submit bids and will address any supply concerns on a case-by-case basis.

7. **Question:** **The scope of work cutting keys and pinning cores can be time consuming. Are there penalties for not meeting the supply deadline of 30 days?**

   Answer: OPWDD understands that cutting keys and pinning can be time-consuming. All bidders are encouraged to submit bids, and OPWDD will consider extenuating circumstances on a case-by-case basis.

Respectfully,

Mary O'Connell, CMS 1
Contract Management Unit
(845) 877-6821 ext. 3308
(845) 877-3044 (fax)
mary.x.oconnell@opwdd.ny.gov