

BIDDING REQUIREMENTS for PURCHASING

NOTICE AND INFORMATION FOR BIDDERS

Attachment A: Bid Breakdown & Schedule

Bidder:

Request for Information (RFI's):

RFI's due June 2, 2023. Submit in writing via email to tgraffeo@dasny.org. Responses will be posted to DASNY's website via addenda no later than June 6, 2023. It is the responsibility of the Bidder to obtain Addenda.

DASNY Contact:

Theresa Graffeo, Purchasing Coordinator
tgraffeo@dasny.org

Services/Product Required By:

As soon as available

Description:

Furnish and Deliver a Booklet Maker

Bid Open Location:

DASNY, Corporate Headquarters, 515
Broadway, Albany, NY 12207

Bid Open Date and Time:

June 14, 2023 at 2:30PM

Item No.	Manufacturer	Make/Model	Description	QTY	UOM	Unit Price	Extended Price
1	Plockmatic	10206120A	BM3035 Booklet Maker	1	EA	\$	\$
2	Plockmatic	VFX-PLK-RS	VFX Feeder Module	1	EA	\$	\$
3	Plockmatic	10306100	TR3000 Face trim unit	1	EA	\$	\$
4	Plockmatic	10506100	SQF3000 Square Fold Module	1	EA	\$	\$
5	Plockmatic	404722	BST 4000 Booklet Belt Stacker Module	1	EA	\$	\$
6			Training		LS	\$	\$
7			Inside Delivery		LS	\$	\$

TOTAL BID_____

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(The below questions 1) and 2) need only be answered if the above total bid is for one million dollars or more)

1. Does your firm anticipate the use of subcontractors and outside suppliers specific to this procurement
Yes ☐ No ☐
2. Does your firm anticipate the creation of employment opportunities arising from this procurement?
Yes ☐ No ☐

(The below information must be completed for all bids.)

Identify all subcontractors, if any: _____

STATE, PROVINCE FOR FOREIGN COUNTRY
THAT YOUR FIRM'S PRINCIPAL PLACE OF
BUSINESS IS LOCATED:

BIDDER (FIRM NAME)

ADDRESS OF FACTORY OR PLANT WHERE
ITEMS ARE MANUFACTURED AND/OR
ASSEMBLED. *(Attach additional sheet(s) if more
than one manufacturer)*

SIGNATURE

NAME (TYPE/PRINTED)

TITLE

Date

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Attachment B: Detailed Specifications

Plockmatic BM3000 Series – QTY 1

Must Include:

- Paper size up to 12x18
- A set size of at least 2-35 sheets
- Max paper weight of 110lb cover
- VFX dual bin feeder - High-capacity vacuum feeder
- Automatic tray switching feature
- Double sheet detection
- Face Trimmer
- Square Fold unit
- Belt Stacker

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Attachment C: Scope of Work and Site Logistics

Furnish, deliver, and provide inside delivery of a Booklet Maker. Inside Delivery includes unbox or uncrate, set-up, assemble and make ready for use. Work will occur during normal business hours. There is a loading dock outside the back door of the Print Shop. The room is located down two feet from the outside hallway, and there is a large overhead door along with a large metal ramp for access to the Print Shop. All debris should be removed from the premises and warranty information should be turned over to the Owner's Representative. Training should be provided after the machine is ready for use.