

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

BID SOLICITATION UPDATE

RFP NUMBER: 21991

DATE: January 11, 2011

GROUP: 79006 – Air Travel Services
(Statewide)

**PLEASE ADDRESS INQUIRIES TO
DESIGNATED CONTACTS:**

Mark Milstein
Statewide Travel Coordinator
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BID OPENING: February 15, 2011

Anne Samson
Acting Assistant Director
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SUBJECT: QUESTIONS AND RESPONSES

TO PROSPECTIVE BIDDERS:

This document is being issued in response to questions received during the inquiry period. Individual meetings with prospective bidders are not allowed during this time period.

IF SUBMITTING A BID, THIS MEMORANDUM SHOULD BE SIGNED, ATTACHED TO, AND MADE A PART OF YOUR BID.

- Your attention is directed to the following inquiries regarding this bid and our responses:

Question:

Can you recap any program requirement changes?

Response:

This IFB is very similar to the previous IFB. Please be advised of these significant changes:

- **Section II.2.1 Statutory Requirements, page 10;** bidders must provide evidence of certification submitted with the bid that they are compliance with the Federal Aviation Administration meeting the stringent standards of the Federal Aviation Regulations (FARS) pertaining to commercial airlines (Part 121) for meeting specific requirements to obtain an air carrier operation certificate and standards for conducting operations.
- **Section II. 2.2 Service Requirements, Fuel Surcharges, Page 11;** added language on fuel surcharges.
- **Section III. 3. Price Adjustments, Page 13;** changed the price adjustment measurement from ATPI to CPI and capped the increase or decrease to 5%.

- **Section VII 2. Bid Information Column Code, Page 18;** Column H-Bidder required to insert normal coach fare effective on the date of the bid opening. This will be verified by OGS after all bids have been received.

Question:

Do you have any current credit card data broken out by specific airline spend for New York State?

Response:

OGS monitors contract spend only.

Question: On the bid pricing pages item numbers labeled 82, 83, and 84 indicates the originating city-pair airport as Brussels, NY (Column C), is this listed correctly on the spreadsheet?

Response: No, the originating city pair airport is Brussels, Belgium not Brussels, NY. These items have been updated on the bid pricing pages. Please note the city-pair airport codes (Column D) are listed correctly for items 82, 83, and 84 found on the bid pricing pages.

Questions: On the bid pricing pages what does “Annual Estimated Segments” (Column E) indicate?

Response: (Column E) - “Annual Estimated Segments” is the approximate annual one-way or “directional” annual segment usage. The estimate is from the period of July 2009-June 2010 and based exclusively on tickets purchased through designated state travel contractors and does not depict tickets purchased through other methods.

- All other terms and conditions of the bid solicitation remain unchanged.
- All bids shall be considered on the basis of this amendment.

BID OF (COMPANY): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

SIGNATURE OF BIDDER: _____

PRINTED COPY OF SIGNATURE: _____ DATE: _____