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Dec 16, 2024

Solicitation for tables and chairs – (PIN#) 00320242026

Dear Vendor:

Below please find responses to the first set of questions. The closing date for receipt of all questions is **December 27th, 2024 at 3PM.**

Questions

1 - Item #4 on page 31 is a bid sheet for delivery and pick up of tables chairs and fans. In previous bids, item #4 was optional (not part of the Award). Was this mistakenly omitted on this bid or must we bid on this item as part of the bid?

Must bid on all item as part of the bid. (1-4)

2 – If Item number 4 is correct for this bid, can we only bid on item number 4?

No, must bid on all parts. (1-4)

3 – If the truckers prefer not to have the tables picked up from us on pallets, can we do that even though the bids says they need to be on pallets? I know that pallets make it harder for them to deliver to the schools.

Yes, at the discretion of the truckers who is picking up the items.

4 – The bid calls for 10,000 tables. Is this a total that includes 30 x 72 tables and also card tables. If so, is there an approximate count of the each? Ex 8,000 30 x 72 tables and 2,000 card tables.

7,000 large

3,000 small

5– Page 31 last line Total of Amount Item 4 ... is that accurate? Or should it be Total of Amount Item 1, 2, 3 and 4?

Must bid on all item as part of the bid. (1-4)

6– Who was the prior incumbent and contract number? **Not applicable to solicitation**

7– Is there a total value of the contract number and/or are you able to share the budget? **Not applicable to solicitation**

8– What specific challenges has your agency encounter with the prior incumbent if applicable, and what improvements or solutions are you seeking? **Not applicable to solicitation**

9– How long should the prospective contractor hold the price quote within the RFQ -- 30/60/90 days ? **PPB rule 3-02(n): After 45 days upon written notice to agency and in advance of award.**

10– Is (15) the total number of poll sites being used throughout the 5 Boroughs of New York when vendor delivers and pickup training pre- and post-election over the 4 year contract period? **No, the number of sites varies per elections cycles based on the needs.**

11– How far in advance will the awarded contractor be provided the first procurement delivery and pickup for selected election site (s)? **As soon as practical.**