



Parks, Recreation and Historic Preservation

ANDREW M. CUOMO
Governor

ERIK KULLESEID
Commissioner

Questions and Answers – Round 3

TO: All Bidders
FROM: Becky Kirker
DATE: 12/11/2019
BID #: C003433 – Rosalie Gardiner Jones Monument

Question #1:

I see that the Technical, Administrative, and Financial proposals must be bound separately, but do the copies need to be bound as well?

Answer #1:

Copies do not need to be bound.

Question #2:

I do see that the Financial proposal requests an SFS ID No and Attachment 10 requires the completion of a Vendor Responsibility Questionnaire but I can't access the system to complete it without being in the system. Do I skip both?

Answer #2:

An SFS ID number or completion of Attachment 10 is not required for submission of a proposal. However, these will be required if the bidder is awarded the contract.

Question #3:

Going on the RPF guidelines, it appears that the commission is open to all artists, regardless of where they live, however, I note that as part of the submission requirements, a fair deal of documentation must be filled in and signed before a notary. Most of this appears to be specific to larger businesses registered in the USA, and I was therefore in some doubt as to the eligibility and/or requirements for international applicants.

Answer #3:

International applicants are eligible so long as they meet all requirements of the RFP. There are no forms required with a bid submission that require notarization. Please see response to question #6.

Question #4:

Regarding the artists fee:

Is it not to exceed 20% of the total project amount of \$225,000.00 thereby being a maximum amount of \$45,000.00? That leaves a balance of \$180,000.00 for the monument, fabrication and installation.

or

Is it 20% of the total production (monument, fabrication and installation) cost which would have to be no more than \$187,000.00 to which 20% would be about \$37,400.00 bringing the total project to \$224,400.00?

or

Is there a total of \$225,000.00 for the Monument, Fabrication and Installation and the artists fee is 20% on top of that?

Answer #4:

Per RFP Section 4.3 *Bidder's Financial Proposal Not to Exceed \$225,000 Project Budget for Monument Design, Fabrication and Installation*, Artist Fees may not exceed 20% of the project budget **bid** for the monument design, fabrication and installation. Referring to Attachment 1 – Financial Proposal, Artist Fees (B) may not exceed 20% of the total bid for Monument (A) + Fabrication (C) + Installation.

Question #5:

If I am bidding do I need to do anything with the no bid form?

Answer #5:

The “No Bid” form is not necessary if submitting a bid.

Question #6:

We are a full-service studio. [Our artist] creates the sculptures and supervises her studio crew to make the mold and fabricate the sculptures once the bronze has been cast. We hire few contractors so we are not sure how to fill Form A State Consultation Services - Contractors planned employment and ST-220-TD Contractor certification.

Answer #6:

Per RFP Section 8.15 Tax Law §5-A, Completion of ST-220-CA and ST-220-TD are only required upon notice of potential award and are not required to be submitted with a bid response. Bidders may call the Department of Tax and Finance at 1-800- 972-1233 for any and all questions relating to Tax Law §5-a and relating to a company's registration status with the DTF. For additional information and frequently asked questions, please refer to the DTF website: <https://www.tax.ny.gov/>.

Additionally, per RFP section 8.18 Consultant Disclosure Requirements completion of the Form A is only required upon notice of potential award and is not required to be submitted with a bid response.

Question #7:

Do we need to notarize the forms ST-220-Ca before we submit the proposal?

Answer #7:

Please see response to question #6.

Question #8:

I need 3 originals and 1 copy of the Technical proposal, 2 originals and 1 copy of the Administrative proposal along with one digital copy of each on 1 flash drive. The Financial proposal requirements are no clear - on page 12 you ask for 3 originals 1 copy and 1 digital copy on the flash drive. Attachment 15 - the Bidder Checklist indicates that you want 5 originals and 2 copies of the Financial proposal along with 2 Electronic copies on the flash drive. Not sure what to send.

Answer #8:

Please refer to RFP Section 5.2 Submission of Proposal for the correct number of copies required for a bid submission, which is as follows:

	Hardcopy		Electronic (Flash Drive)
	Originals	Copies	
Technical Proposal	3	1	1

Financial Proposal	3	1	1
Administrative Proposal	2	1	1

Please see Addendum 3 which includes a Revised Attachment 15 to correct this discrepancy.

Question #9:

Are you accepting sculpture work to be done only or can this be done as a mural as well?

Answer #9:

As per section 1.2 of the RFP “Monument Objectives”, “OPRHP is interested in commissioning a figurative or abstract work of art, not necessarily a sculptural portrait, of Rosalie Gardiner Jones that captures her unrelenting dedication to women’s rights”. Any artwork can be submitted for consideration as long as it meets the requirements of the RFP.

Question #10:

Are all bidders or only contract awardees required to obtain a Vendor #/VIN/SFS ID No?

Answer #10:

The contract awardee will need to obtain an SFS ID Number to proceed with the contract award.

Question #11:

Are all bidders or only contract awardees required to enroll in the VendRep system?

Answer #11:

Vendor Responsibility Questionnaires must be completed upon notice of potential award. Per RFP Section 8.17 *Vendor Responsibility Questionnaire*, OPRHP requires that Vendor file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. However, vendors may choose to complete and submit a paper questionnaire.

Question #12:

Are all bidders or only contract awardees required to complete the Vendor Responsibility Questionnaires which is described as a required form for Tab 2, Volume 2.

Answer #12:

Please see response to question #11.

Question #13:

Please confirm that in calculating the direct cost of the production which I assume will be audited you will accept an overhead component for the production as well.

Answer #13:

The contractor will be compensated in accordance with Attachment 1 - Financial Proposal and Per RFP Section 4.3 Bidder’s Financial Proposal Not to Exceed \$225,000 Project Budget for Monument Design, Fabrication and Installation.

Question #14:

Can an alternate payment schedule be proposed?

The schedule may not support the cash flow needs of the artist and its partner fabricators.

Answer #14:

Contractors will be compensated Per RFP Section 8.11 *Compensation Requirements*. Compensation will be realized upon contractor submission and acceptance by OPRHP.

Question #15:

Please confirm if this opportunity is available for international artist.

Answer #15:

International applicants are eligible so long as they meet all requirements of the RFP.

Please remember, all bids are due by 3:00pm on Tuesday, December 31, 2019.