



New York State Insurance Fund
Procurement Unit

November 14, 2017

The following (Q&A) will serve as Amendment #1 to NYSIF's Invitation for Bids (IFB) for Statewide Overnight Courier Services, bid number 2017-59-ADM. Material in this Amendment supersedes any contradictory material in the IFB.

Please note that the due date for the submission of bids **remains unchanged**.

All bids are due November 27, 2017, by 2:00 p.m.(eastern).

Sincerely,

A handwritten signature in black ink, appearing to read "Megan McClune".

Megan McClune
Contract Management Specialist

Statewide Overnight Courier Services

IFB #2017-59-ADM

Amendment 1

#	Question	NYSIF Response
1	I see the various statewide locations requiring service: Is the scope of service limited to pick ups & deliveries between each location? Can this be discussed?	<p>The Bidder must provide daily pick-up and delivery at each location listed within the IFB, and as stated within section 2.2.1 of the IFB:</p> <p><i>Any office/facility may move or close during the term of the contract, acquire additional space at another location near the current office, or a new office may be established (within New York State).</i></p> <p><i>Any new service location will be included in this service at the same rates bid. Pickup and deliveries must begin upon written or verbal notice of the new or changed address and the effective date of change. New service may be subject to appropriate approvals.</i></p> <p><i>The contractor may also be occasionally requested to make pickups and/or deliveries at other New York State locations at the same rates and terms.</i></p>
2	Which documents within the RFP MUST BE submitted with our response?	All requirements for submittal can be found within the IFB.