



**Office of
General Services**

New York State Vehicle Marketplace

Program Overview for Dealers

February 26, 2015

Agenda

Today we will cover the following:

1. Website Overview
2. Getting on Contract
 - Paper Documents
 - Electronic Documents
3. Summary of Actions Needed

Contact the Vehicle Marketplace Fleet Team Today:
nyspro.vehiclemarketplace@ogs.ny.gov



**Office of
General Services**

1. Website Overview

www.vehicles.nyspro.ogs.ny.gov

New York State Vehicle Marketplace

Info for Authorized Buyers Info for Vehicle Dealers

Authorized Buyers
Learn More About How to Buy Vehicles Using the Marketplace Contract

Vehicle Contractors
Review Current Mini-Bid Requests & Learn How to Respond to a Mini-Bid

Vehicle Mini-Bid Results | Accessibility | Disclaimer | Freedom of Information Law | Privacy

Andrew M. Cuomo
Governor, State of New York

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Commissioner, Office of General Services

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Authorized Buyers

- Understand the process and get helpful resources (middle and top buttons)
- View vehicle postings (footer)

Vehicle Contractors

- Understand the process
- Get on contract
- View list of mini-bid requests and respond
- View mini-bid results

1. Website Overview

Contract Information:

- Award Number 22898 is continuous recruitment, which means that you can get involved until the contract expires.
- To get on contract you must complete the bid documents.
- Posted in two places: Bid Calendar & Vehicle Marketplace.
 - www.nyspro.ogs.ny.gov/content/finding-bid-opportunities
 - www.vehicles.nyspro.ogs.ny.gov/content/vehicle-dealer-information

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1. Website Overview

Once on contract:

- Review the list of mini-bid openings:
www.vehicles.nyspro.ogs.ny.gov/vehicle-request-list.
- Click on a mini-bid post, and click on the button to respond.
- Select Form B – Mini-bid posting tells you which form to use.
 - Form B: Vehicles built to specifications
 - Form B: Pre-existing inventory
- Make sure to complete all yellow fields and include your contract number.



1. Website Overview

- Submit the completed Form B to:
nyspro.vehiclemarketplace@ogs.ny.gov
- You have five business days (or less) to respond to each mini-bid, so make sure to visit the website frequently.
- The website footer includes:
 - Mini-bid opening results: www.vehicles.nyspro.ogs.ny.gov/bid-opening-results
 - Click on our logo to check out other contracts and procurement resources.

2. Getting on Contract

Paper Documents:

- Bid documents can be found here:
 - www.ogs.ny.gov/purchase/biddocument/22898CRB2bid.asp
- There are a series of documents that will need to be completed and signed before they can be submitted to Procurement Services.



2. Getting on Contract

The following paper documents must be completed:

- Invitation to Bid
- Section A: Cover & Acknowledgement
- Individual, Corporation, Partnership, or LLC Acknowledgement (This must be notarized – photocopies will result in processing delay)
- Section B: New York State Required Certifications



2. Getting on Contract

The following paper documents must be completed:

- Section B: New York State Required Certifications
 - No response required for diesel emissions for vehicles that weight over 8,500 pounds.
- Section C: Encouraging Use of New York State Business in Contract Performance
 - If you need to use any other businesses please provide their information.



2. Getting on Contract

- After these paper documents are completed, notarized and signed submit them to:
 - New York State Office of General Services
 - Procurement Services
 - Attn: Vehicle Marketplace Team
 - Corning Tower, 38th Floor
 - Empire State Plaza, Albany, NY 12242
- We are here to help! Contact us Monday-Friday 8:00am-5:00pm and at: nyspro.vehiclemarketplace@ogs.ny.gov.

2. Getting on Contract

Completing electronic documents:

- Remember: Get your bid documents online.
 - www.nyspro.ogs.ny.gov/content/finding-bid-opportunities
 - www.vehicles.nyspro.ogs.ny.gov/content/vehicle-dealer-information
- Attachment 2 – Bid Docs (Electronic)
 - Fill in all yellow fields.
 - Save a copy on a CD and include it with your paper documents.
- Complete the ST-220CA form at:
 - www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf
 - Return to Procurement Services.



2. Getting on Contract

Completing electronic documents:

- Fill out the ST-220 TD form
 - www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf
 - Must be returned to:
 - New York Tax Department
 - Data Entry Section
 - W A Harriman Campus
 - Albany, NY 12227
- OGS EEO-100 Form for Equal Employment Opportunity
 - www.ogs.ny.gov/MWBE/Docs/EEO100.docx



2. Getting on Contract

Completing electronic documents:

- Three proofs of insurance are needed:
 - ACORD Form for Proof of General Liability Insurance
 - Form C1052. for Worker's Compensation Insurance
 - Form DB120.1 for Worker's Compensation Disability Insurance
 - Have your insurance providers complete the forms.
- All forms should be returned to Procurement Services.



2. Getting on Contract

Completing electronic documents:

- Fill in all yellow-shaded fields on the second tab “B General Questions”
 - This will be found under “Attachment 2-BidDocs (Electronic)”
 - www.ogs.ny.gov/purchase/biddocument/22898CRB2bid.asp
- Complete “C Vehicle Discounts” tab
 - Providing a minimum percentage discount is required to become a Vehicle Marketplace contractor.



3. Summary of Actions Needed

Your next steps:

1. Complete and mail the required paper forms and a CD copy of your electronic submissions to:
New York State Office of General Services
Procurement Services
Attn: Vehicle Marketplace Team
Corning Tower, 38th Floor
Empire State Plaza, Albany, NY 12242
2. Make sure to also email the electronic documents to nyspro.vehiclemarketplace@ogs.ny.gov.



Remember: We are here to help!

- Your feedback also plays an important role in the success of this program.
- The Vehicle Marketplace Fleet Team is available Monday-Friday 8:00am-5:00pm.
- Be sure to email us at:
nyspro.vehiclemarketplace@ogs.ny.gov
- Thank you!

