

I LOVE NEW YORK ROAD MAP
RFP#: 25-6175
Questions and Answers (all Questions due 6/6/2025 5pm EST)

Q: Regarding the size- should we bid on each size listed “Size is up to 27 x 9 or no smaller than 22 x 32 folds to 3.75 x 9.25?”

A: *Bid on the size vendor is comfortable and can handle, but only one bid per vendor. We are open to alternative paper sizes and folds that we might not have had previously. HOWEVER, the max flat size is 27x39 and the minimum flat size is 22x32 – the final folded size MUST BE 3.75” x 9.25” – no exceptions.*

Q: Assuming there is just 1 version?

A: *We may or may not have changes to the contracted map in subsequent years of the map contract. Changes may be in the cartography, ie roadways change, closures, tourism information changes, especially cover design. Therefore, each year of the contract is to be considered a fresh map but we reserve the right to simply opt for a straight reprint of prior year.*

Q: 50# paper- Should we bid 100% PC recycled content vs. 30%- each paper will have different costs.

A: *30% PC recycled content is fine. Regulatory thresholds were relaxed on recycled paper content.*

Q: Does NYS already have cartographic data layers compiled or is the contractor responsible for finding these datasets and getting agency approval?

A: *Vendor is to supply up-to-date, accurate cartography services. Agency will supply tourism points of interests in either address or longitude/latitude to be plotted on the map by cartographer. Scenic byways will be supplied by NYS DOT as shapefiles or kmz to be placed as a layer on the map. Vendor will work with the publications department in the design and approval process of the map.*

Q: How does the agency plan to provide updates on changes, such as road closures and new amenities?

A: *It is the responsibility of the vendor to use the most recent and accurate version of GIS software to ensure roadways are accurate on the map. Additionally, information will be provided by NYS DOT for creating cartography for all years of the contract. New amenities are provided by NYS DOT and tourism.*

Q: “A proposed layout that includes all map elements and indicates tourism/advertising area” is the contractor expected to provide a preliminary design prior to being awarded the contract?

A: *Please request a sample map to get a better idea of what we include as tourism/advertising content. We, the agency, will be providing this content for these areas. The agency is interested in how you as the vendor layout the map and insets to accommodate our space.*

- Q:** *“Each firm must have an existing, current New York State base map to be considered for this contract award.” Please explain what is meant with this clause. Our company has designed many NYS wide maps for different purposes but is anything specific being expected from the contractor? If cartographic design is a part of the contract, should this not be a part of the deliverables?*
- A:** *It is the responsibility of the vendor to use the most recent and accurate version of GIS software to ensure roadways are accurate on the map, not utilizing outdated mapping software. As stated in the bid, Vendor MUST SUPPLY cartography services and is part of the deliverables.*
- Q:** **Regarding cartography, is designing and producing the map a part of this bid? Or is it just to print the map?**
- A:** *Per the bid, cartography **is to be included** by the vendor. DED provides design elements beyond the cartography, ie front cover, back cover, and a large portion of tourism information.*
- Q:** **Section 2.1- Will there be yearly updates to the plot points (parks, campgrounds, byways, etc)? Approximately what percentage of changes should we estimate on?**
- A:** *NYS Parks, campgrounds and byways (supplied from NYSDOT as shapefile and .kmz for incorporation) currently appear and are plotted on our map, have very minor changes, if any at all (after correct placement approval). If you want a percentage vendors can anticipate change after the first map of the contract, range may fluctuate from 0% to 10% annually.*
- Q:** **Section 2.1- Approximately how many wineries/grape agri-tourism growing areas should be included on the map?**
- A:** *At the current time there are less than 50 designated wine/beverage/agri-market areas on our map. A list is provided as well as an address to pinpoint on the map.*
- Q:** **Appendix B- Can the manufacturing price be increased annually based on market conditions?**
- A:** *No. It is a 5-year contract, vendor cannot raise the price annually. Market conditions need to be guesstimated / factored in at time of bid submission.*
- Q:** **Dock Delivery is the most commonly used and is the least expensive of the two types. Inside Delivery requires that more detailed information be given to the carrier in order to make the inside delivery as requested. How far inside from the dock requires the distance stated in feet. Doorways from dock, how many, how wide and how high? Hallways, how many, how wide, how high, how long? Elevators or stairways to a second floor? If elevators, are they freight elevators that are designed to lift heavier loads than passenger elevators? How wide and how high? If stairways, are they designed to handle heavier loads than passenger stairways? A route inside the building from the dock showing the total distance from the loading dock is requested. I am requesting that a layout of the 10 North Ferry St. delivery address be sent to my attention to the address as shown below for examination and study in preparing our proposal.**

A: *Delivery is to the dock, therefore details of the inside of warehouse will not be provided. (We had a vendor leave our guides outside in the rain and on the ground, because they arrived after hours and did not schedule delivery prior as noted in the bid, therefore we specific "inside dock" so that maps are not left outside).*