

August 2, 2013

Ms. \_\_\_\_\_, President  
\_\_\_\_\_ Corporation

\_\_\_\_\_, New York

Dear Ms. \_\_\_\_\_:

Re: Contract #  
Moving Services

The New York State Office of General Services (OGS) has an obligation to ensure our contract vendors are responsible not only at the time of contract award, but thereafter. It has recently come to our attention that .....

Upon review of this information, as well as our own independent research, we have determined that a meeting to discuss certain of the issues of concern is warranted at this time, to enable us to make a determination of responsibility of your company.

We invite you to attend a responsibility meeting to be held on Thursday, August 22, 2013 at 2:00 pm in the 38<sup>th</sup> Floor, NYS Procurement (NYSPro) Large conference room of the Corning Tower, Empire State Plaza Albany, New York. The purpose of the meeting is to discuss the financial capacity, legal authority, integrity and past performance history of \_\_\_\_\_ Moving Corporation as part of our responsibility review process prior to the expenditure of state funds.

To complete our determination of responsibility, we ask that you attend this meeting and provide copies of the following documents for our review no later than Thursday, August 15, 2013 to enable us time to review the documents in advance of the meeting:

1. A copy of \_\_\_\_\_ Moving Corporation's most recent financial statement, identifying current assets and liabilities.
2. A copy of the Amended Certificate of Incorporation for \_\_\_\_\_ Moving Corporation, indicating the present corporate location and officers.
3. A copy of \_\_\_\_\_ Moving Corporation's current By-laws indicating the present corporate officers and location(s) for the business.
4. A copy of the email or other document your corporation sent to Dun & Bradstreet on June 15, 2005 through the use of Dun & Bradstreet's Internet-based update method (eUpdate at [www.dnb.com](http://www.dnb.com)) in which you confirmed the company name, address, principals, annual sales and operational information.

5. Proof that the following Judgment has been paid: Judgment filed on behalf of the NYC Department of Finance in the Kings County Clerk's office, Docket Number \_\_\_\_\_, filed 10/\_\_/200\_ in the amount of \$\_\_\_\_\_.
6. Proof that \_\_\_\_\_ Moving Corporation is a separate female owned enterprise, with no business, professional or personal relationship with \_\_\_\_\_ Moving & Storage Corporation.

Please be advised that during the meeting we intend to question you relative to the above-referenced documents. Additionally, we would like to know what the relationship is between yourself and Mr. \_\_\_\_\_. We need to know if Mr. \_\_\_\_\_ works in the same building as you do and what if anything the two corporations share, including but not limited to office building, office space, vehicles, equipment, staff and employees. We will also need information as to your actual duties, as well as the duties of the other officers and office employees of \_\_\_\_\_ Moving Corporation. You stated that Mr. \_\_\_\_\_ refers certain bids to you and we are interested in learning more about your interactions and referrals from and to Mr. \_\_\_\_\_.

Attendees at this meeting from OGS will be Assistant Director, \_\_\_\_\_; Team Leader, \_\_\_\_\_; Assistant Counsel \_\_\_\_\_ and myself.

Upon receipt of this letter, and no later than Wednesday, August 4, 2013, please contact me to confirm your attendance at the meeting and to advise if you will be bringing other representatives from your company with you. Please be advised our agency Assistant Counsel will be in attendance, and you are welcome, but not required to, bring your own attorney to this meeting. For security reasons, we need to be advised of the names of the attendees no later than Wednesday, August 14, 2013 so that we can share that information with our security staff. You should plan on arriving a minimum of one half hour prior to the meeting for security clearance (which includes a photo ID) and to allow sufficient time for parking, if necessary.

Lastly, we are informing you that failure to respond to this meeting request by August 15, 2013, and to attend this responsibility meeting with our agency to discuss the above-referenced responsibility issues will result in a finding of non-responsibility against your company and a suspension and possible termination of your contract. This determination may also impact other contracts for which you may bid in the future.

Please contact me at 518-474-\_\_\_\_ or via email at \_\_\_\_\_@ogs.ny.gov if you have any questions or concerns. I look forward to meeting with you on August 22, 2013.

Sincerely,

\_\_\_\_\_  
Purchasing Officer

cc: \_\_\_\_\_, Assistant Director  
\_\_\_\_\_, Team Leader  
\_\_\_\_\_, Assistant Counsel