



Notes for 2018-2019 NYS Multi-Program Bulk Purchasing Solicitation

Please review the following items presented in this document. Some of the information is new while other points are noted because of their importance.

- **ALL BIDS MUST BE ENTERED IN BIDSYNC AND HARD COPIES MAILED TO NYSWDA BY THE DUE DATE.** Instructions on how to get to the site and navigate through the screens are in the attachment titled “BidSync-How to Place an Offer”. If you have trouble using BidSync, please contact Lila Laguna at NYSWDA. **CONTACT BIDSYNC FOR TECHNICAL ASSISTANCE ONLY. NYSWDA’s bid is complex and unusual by its nature. Our staff is best prepared to handle the questions you have.**

Vendors cannot substitute materials not listed in the bid.

- **PLACE YOUR ITEMS IN THE RIGHT CATEGORY.** Read the specs and category information carefully to be sure you are entering your product under the correct item.
- **PROVIDE ALL REQUESTED MATERIAL.** As stated in the bid package, each year vendors must show proof that their products meet the required spec. These documents can be uploaded in BidSync or mailed with other hard copies to NYSWDA. **NO EXCEPTIONS.**
- **NO BID PACKAGE PAGES ARE TO BE FASTENED TOGETHER.** Pages of the bid package are not to be fastened together by staples, paperclips, or any other means. Additional materials, pamphlets or brochures are welcomed and can be fastened together separately.
- **USE THE BIDDER’S CHECKLIST.** Once documents are completed and the bid entered, **use the Bidder’s Checklist** (completed in its entirety) to ensure you have enclosed all required paperwork in your mailing to NYSWDA.
- Envelopes shall be labeled so that it is clear they contain bid materials (“**SEALED MATERIALS BID**”). NYSWDA may have multiple bids issued at one time and it is important to be able to identify results.
- Questions must be submitted in writing and received in our office no later than **February 16th, 2018.**
- **BIDS ARE DUE ON FEBRUARY 22nd no later than 3:30pm.** The bid opening differs from the bid due date. **Bids will remain sealed until February 23rd at 11:00am.** Please contact NYSWDA at 518-690-0494 if attending the bid opening. **Late Bids WILL NOT** be accepted in any form (fax, e-mail, etc.).

Only bids physically received in a sealed envelope before the due date will be considered.

Bids must be mailed and sent to:

**Lila Laguna – Purchasing Agent
NYSWDA
2 Charles Boulevard
Guilderland, New York 12084**

- **Shipping is FOB**, including handling, shipping and delivery charges. For more details, see the “delivery/shipments” section in the bid package.
- Any **price changes** issued (w/30 days’ notice) during the bid year, must be submitted by certified mail with a return receipt, no other forms (e-mail, etc.) will be accepted.