



**STATE OF NEW YORK
DEPARTMENT OF HEALTH**

Wadsworth Center

The Governor Nelson A. Rockefeller Empire State Plaza

P.O. Box 509

Albany, New York 12201-0509

INVITATION FOR BID

Multi-Year Purchase Agreement Contract

Title	Dry Ice
Commodity Group Number	24214
Bid Solicitation Date	06/25/07
Contract Period	09/01/07 to 8/31/12
IFB Number	0704131028
Bid Due Date, Time	07/16/07, 3:00 PM
Bid Opening Date, Time *	07/18/07, 10:00 AM
Location	Biggs Laboratory, Empire State Plaza Room D586F Albany, NY 12237

* Please contact Sharon Featherstone by 7/16/07 at 3:00 PM to pre-register to attend the bid opening. While Empire State Plaza procedures govern both parking and admittance to buildings, the new Corning Tower procedures require turnstile security access. Photo identification is required. Vendors who intend to attend the conference should allow extra time to comply with the security procedures. These security procedures may change or be modified at any time.

Designated DOH Lobbying Contact for this Procurement

*Sharon A. Featherstone, Purchasing Agent
NYS Department of Health
Wadsworth Center
PO Box 509, Room D586F
Albany, NY 12237
Telephone (518) 473-4236, Fax (518) 474-5044
E-Mail: SAF04@health.state.ny.us*

*Lynn M. Lockwood, Purchasing Agent
NYS Department of Health
Bureau of Accounts Management
Corning Tower, Room 1705
Albany, NY 12237
Telephone (518) 473-6473, Fax (518) 486-9100
E-Mail: LMB02@health.state.ny.us*

GENERAL INFORMATION

IMPORTANT NOTICE TO POTENTIAL BIDDERS

Receipt of this Invitation for Bid (IFB) document does not indicate that the New York State Department of Health has pre-determined your company's qualifications to receive a contract award. Such determination will be made after the request for quote due date and will be based on our evaluation of your quote submission compared to the specific requirements and qualifications contained in this request for quote document. Responses to this request should be returned to:

*NYS Department of Health
Dry Ice, IFB# 0704131028
Wadsworth Center
Empire State Plaza
PO Box 509, Room D586F
Albany, NY 12237*

ISSUING AGENCY

This IFB is issued by the NYS Department of Health. The Department is responsible for the requirements specified herein and for the evaluation of all proposals.

SUBMISSION OF PROPOSALS

In order to meet deadlines, faxed copies will be accepted and may be sent to (518) 474-5044. **Originals** are needed to complete the contract process. The package must include:

- Vendor Information
- Appendix C – Bid Forms
- Published Price List
- Vendor Responsibility Questionnaire – Attachment 1
- Form ST -220 – Contractor Certification – Attachment 2

NON-COLLUSIVE BIDDING CERTIFICATION (State Finance Law Section 139-d and Appendix A, Clause 7)

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not submit a bid for the purpose of restricting competition

THE DEPARTMENT OF HEALTH RESERVES THE RIGHT TO

1. Reject any or all proposals received in response to this IFB.
2. Waive or modify minor irregularities in proposals received after prior notification to the bidder.
3. Adjust or correct cost or cost figures with the concurrence of bidder if errors exist and can be documented to the satisfaction of DOH and the State Comptroller.
4. Negotiate with the lowest responsive and responsible bidder vendors responding to this IFB within the requirements to serve the best interests of the State.
5. Eliminate mandatory requirements unmet by all offerers.

APPENDIX A

Appendix A, Standard Clauses for New York State Contracts, dated June 2006, attached hereto, is hereby expressly made a part of this Request for Quote document as fully as if set forth at length herein. *Please retain this document for future reference.*

CONFLICT OF TERMS AND CONDITIONS:

Conflicts between documents shall be resolved in the following order of precedence:

- a. Appendix A – Standard Clauses for New York State Contracts
- b. This Invitation for Bid
- c. Appendix C – Bid Forms

NYS STANDARD VENDOR RESPONSIBILITY QUESTIONNAIRE

Bidder agrees to fully and accurately complete the NYS Standard Vendor Responsibility Questionnaire, which is attached as Appendix 1 (hereinafter the “Questionnaire”). The Bidder acknowledges that the State’s execution of the Contract will be contingent upon the State’s determination that the Bidder is responsible, and that the State will be relying upon the Bidder’s responses to the Questionnaire in making that determination. The Bidder agrees that if it is found by the State that the Bidder’s responses to the Questionnaire were intentionally false or intentionally incomplete, on such finding, DOH may terminate the Contract by providing ten (10) days written notification to the Contractor. In no case shall such termination of the Contract by the State be deemed a breach thereof, nor shall the State be liable for any damages for lost profits or otherwise, which may be sustained by the Contractor as a result of such termination.

TAX LAW § 5-A

Tax Law § 5-a, is effective with all solicitations to purchase issued by covered agencies on or after January 1, 2005. It applies to contracts where (1) the total amount of such persons’ sales delivered into New York State are in excess of \$300,000 for the four quarterly periods immediately preceding the quarterly period in which the certification is made, and with respect to any affiliates, subcontractors, or affiliates of subcontractors whose sales delivered into New York State exceeded \$300,000 for the four quarterly periods immediately preceding the quarterly period in which the certification is made, and (2) the contracts or agreements with state agencies or public authorities for the sale of commodities or services have a value in excess of \$100,000. This law imposes upon certain contractors the obligation to certify whether or not the contractor, its affiliates, its subcontractors and affiliates of the subcontractors are required to register to collect state sales and compensating use tax. Where required to register, the contractor must also certify that it is, in fact, registered with the Department of Taxation and Finance (DTF). The law prohibits the Comptroller, or other approving agency, from approving a

contract awarded to a vendor meeting the registration requirements but who is not so registered in accordance with the law.

Contractor certification forms and instructions for completing the forms are attached to this bid. Proposed contractors should complete and return the certification forms within two business days of request (if the forms are not completed and returned with bid submission). Failure to respond timely may render a bidder non-responsive and non-responsible. Bidders shall take the necessary steps to provide properly certified forms, within a timely manner to ensure compliance with the law.

Vendors may call the Tax Department at 1-800- 972-1233 for any and all questions relating to Tax Law § 5-a and relating to a company's registration status with the Tax Department. For additional information and frequently asked questions, please refer to the Department of Tax and Finance web site:
http://www.nystax.gov/sbc/nys_contractors.htm .

DOH reserves the right to terminate this contract in the event it is found that the certification filed by the Contractor in accordance with § 5-a of the Tax Law is not timely filed during the term of the contract or the certification furnished was intentionally false or intentionally incomplete. Upon such finding, DOH may exercise its termination right by providing written notification to the Contractor.

FREEDOM OF INFORMATION LAW

During the evaluation process, the content of each bid/proposal will be held in confidence and details of any bid/proposal will not be revealed (except as may be required under the Freedom of Information Law or other State law). The Freedom of Information Law provides for an exemption from disclosure for trade secrets or information the disclosure of which would cause injury to the competitive position of commercial enterprises. This exception would be effective both during and after the evaluation process. Should You Feel Your Firm's Bid/Proposal Contains Any Such Trade Secrets Or Other Confidential Or Proprietary Information, You Must Submit A Request To Except Such Information From Disclosure. Such Request Must Be In Writing, Must State The Reasons Why The Information Should Be Excepted From Disclosure And Must Be Provided At The Time Of Submission Of The Subject Information. Requests For Exemption Of The Entire Contents Of A Bid/Proposal From Disclosure Have Generally Not Been Found To Be Meritorious And Are Discouraged. Kindly Limit Any Requests For Exemption Of Information From Disclosure To Bona Fide Trade Secrets Or Specific Information, The Disclosure Of Which Would Cause A Substantial Injury To The Competitive Position Of Your Firm.

STATUTORY SUMMARY

Chapter 1 of the Laws of 2005, as amended by Chapter 596 of the Laws of 2005, establishes significant changes to the development of procurement contracts with governmental entities. Among other things, the new law:

- makes the lobbying law applicable to attempts to influence procurement contracts once the procurement process has been commenced by a state agency, unified court system, state legislature, public authority, certain industrial development agencies and local benefit corporations;
- requires the above mentioned governmental entities to record all contacts made by lobbyists and contractors about a governmental procurement so that the public knows who is contacting governmental entities about procurements;
- requires governmental entities to designate persons who generally may be the only staff contacted relative to the governmental procurement by that entity in a restricted period;

- authorizes the Temporary State Commission on Lobbying to impose fines and penalties against persons/organizations engaging in impermissible contacts about a governmental procurement and provides for the debarment of repeat violators;
- directs the Office of General Services to disclose and maintain a list of non-responsible bidders pursuant to this new law and those who have been debarred and publish such list on its website;
- requires the timely disclosure of accurate and complete information from offerers with respect to determinations of non-responsibility and debarment;
- expands the definition of lobbying to include attempts to influence gubernatorial or local Executive Orders, Tribal–State Agreements, and procurement contracts;
- modifies the governance of the Temporary State Commission on Lobbying;
- provides that opinions of the Commission shall be binding only on the person to whom such opinion is rendered;
- increases the monetary threshold which triggers a lobbyist's obligations under the Lobbying Act from \$2,000 to \$5,000; and
- establishes the Advisory Council on Procurement Lobbying.

Generally speaking, two related aspects of procurements were amended: (i) activities by the business and lobbying community seeking procurement contracts (through amendments to the Legislative Law) and (ii) activities involving governmental agencies establishing procurement contracts (through amendments to the State Finance Law). Additionally, a new section 1-t was added to the Legislative Law establishing an Advisory Council on Procurement Lobbying (Advisory Council). This Advisory Council is authorized to establish the following model guidelines regarding the restrictions on contacts during the procurement process for use by governmental entities (see Legislative Law §1-t (e) and State Finance Law §139-j). In an effort to facilitate compliance by governmental entities, the Advisory Council has prepared model forms and language that can be used to meet the obligations imposed by State Finance Law §139-k, Disclosure of Contacts and Responsibility of Offerers. Sections 139-j and 139-k are collectively referred to as “new State Finance Law.”

It should be noted that while this Advisory Council is charged with the responsibility of providing advice to the New York Temporary State Commission on Lobbying (Lobbying Commission) regarding procurement lobbying, the Lobbying Commission retains full responsibility for the interpretation, administration and enforcement of the Lobbying Act established by Article 1-A of the Legislative Law (see Legislative Law §1-t (c) and §1-d). Accordingly, questions regarding the registration and operation of the Lobbying Act should be directed to the Lobbying Commission.

SUMMARY OF POLICY AND PROHIBITIONS ON PROCUREMENT LOBBYING

Pursuant to State Finance Law §§139-j and 139-k, this *Invitation for Bid* includes and imposes certain restrictions on communications between the Department of Health (DOH) and an Offerer during the procurement process. **An Offerer/bidder is restricted from making contacts from the earliest notice of intent to solicit bids/proposals through final award and approval of the Procurement Contract by the DOH and, if applicable, Office of the State Comptroller (“restricted period”) to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-i(3)(a).** Designated staff, as of the date hereof, is/are identified on the first page of this *Invitation for Bid or Request for Proposal*. DOH employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a 4 year period, the Offerer/bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found on the Office of General Services Website at <http://www.ogs.state.ny.us/aboutOgs/regulations/defaultAdvisoryCouncil.html>.

PROCUREMENT LOBBYING TERMINATION

The DOH reserves the right to terminate this contract in the event it is found that the certification filed by the Offerer in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, DOH may exercise its termination right by providing written notification to the Offerer in accordance with the written notification terms of this contract.

DETAILED SPECIFICATIONS

SCOPE OF BID

The following table provides estimated dry ice delivery amounts, in pounds. At the discretion of the Wadsworth Center, delivery locations for dry ice may be added or removed. The number of bins at each location is estimated.

Delivery Location	Approximate Annual Usage*	Estimated Number of Bins	Number of Delivery Floors	Delivery Schedule	Delivery Weight
Biggs Laboratory	79,500 Lbs.	4 - 5	4	Monday Thursday	Wadsworth
David Axelrod Institute	94,000 Lbs	9 – 11	5	Monday Thursday	Wadsworth
Griffin Laboratories <i>No Dock Available</i>	28,000 Lbs.	3	2 Buildings	Monday Thursday	Vendor
Genomics Institute <i>No Dock Available</i>	16,750 Lbs.	1	1	Monday	Vendor
Center for Medical Science	16,750 Lbs.	2	2	Monday	Vendor
235,000 Lbs.		Approximate Annual Usage			

* The estimated amounts are for a one year period. The actual contract will be for a term of five (5) years.

DELIVERY REQUIREMENTS

Audit of delivery weights will be per specific work locations indicated in chart above:

Wadsworth: The weight will be determined by weighing in and out of the delivery bin. This will be performed as follows:

- 1) Vendor: Fill up Vendor’s delivery bin of ice.
- 2) Wadsworth: Weigh filled bin using Wadsworth Center scale.
- 3) Vendor: Distributes delivery.
- 4) Wadsworth: Bin is reweighed to determine the amount of ice delivered.

Vendor: Vendor should have ability to weigh each shipment at the time of delivery at the specific location. Wadsworth will periodically audit delivery weights.

- If a delivery day falls on a State Holiday, the delivery will be done the next business day.
- Inside delivery will be to individual bins at Wadsworth Center sites.
- Deliveries must not start before 8:00 AM and should be completed by 3:30 PM.
- Vendor will remove and dispose of any paper or other covering on the dry ice.

- The vendor’s daily delivery bin should:
 - Be insulated
 - Hold at least 12 full blocks
 - Have a lid
 - Be on wheels

- The vendor should be available to respond to emergencies during nights, weekends and holidays.

- The vendor should be able to deliver 96 blocks in a single, large insulated bin under the following circumstances:
 - **Emergency Situations:** The delivery should be received within 8 hours of the request.
 - **Scheduled Power Shut-Downs:** At the request of the Wadsworth Center to prepare for scheduled power shutdowns.

If the 96-block large insulated bin is at a worksite for any reason, the vendor should make deliveries from that bin until the supply is exhausted.

WADSWORTH CENTER DELIVERY ADDRESSES

Biggs Laboratory P1 South Dock J3 Empire State Plaza Albany, New York 12237	David Axelrod Institute 120 New Scotland Avenue Albany, New York 12208	The Genomics Institute 465 Jordan Road Troy, New York 12180
Center for Medical Science c/o David Axelrod Institute 120 New Scotland Avenue Albany, New York 12208	Griffin Laboratory 5668 State Farm Road Slingerlands, New York 12159	

PROPOSAL REQUIREMENTS

Bidder must provide per unit pricing of each part number listed in the Detailed Specifications.

METHOD OF AWARD

Grand Total Bid – Award shall be made by Grand Total to the lowest responsive and responsible bidder. The state reserves the right to make no award on this IFB.

REQUEST FOR CHANGE

Any request by the agency or contractor regarding changes in any part of the contract must be made in writing prior to effectuation. Such requests are subject to approval by the State Comptroller.

APPENDIX A

The contractor agrees to comply with Appendix A, New York State Contract Clauses.

CONTRACT PAYMENTS

Payments cannot be processed by the NYS Department of Health until the contract items have been delivered in satisfactory condition. Payment will be based on an invoice used in the supplier's normal course of business; however, such invoice must contain sufficient data including, but not limited to, Contract No., purchase order number, description of material, quantity, unit and price per unit, as well as Federal Identification Number. Properly completed vouchers are required to be forwarded to the Office of the State Comptroller for audit and payment. Prompt payment legislation (Article XI-A, State Finance Law) sets standards for the payment of bills incurred by State agencies within specified periods of time and requires interest payments in situations where payments do not conform to these standards. With certain exceptions, it is the Department's policy to pay all vendors/contractors providing acceptable invoices within 30 days of receipt. Agencies are urged to process vouchers expeditiously.

NOTE TO AGENCY When placing orders against this contract, please forward a copy of the PO to:

*NYS Department of Health
Wadsworth Center
PO Box 509, Room D586F
Albany, NY 12237*

PURCHASE ORDERS

Purchase orders are effective and binding upon the contractor's receipt.

QUANTITIES

The quantities listed are estimated only and based upon the filed requirements for one year. However, the contract shall be for the amount actually ordered during the contract period. The NYS Department of Health reserves the right to increase or decrease requirements as it deems necessary.

MINIMUM ORDER

There is no minimum order.

CONTRACT PERIOD

It is the intention of the State to enter into a contract for a term of five (5) years, as indicated on the IFB. The contract shall begin on or about **09/01/07 and end on 08/31/12.**

TERMINATION

The NYS Department of Health reserves the right to cancel the contract upon 30 day written notice for: (1) Unavailability of Funds; (2) Cause; (3) Convenience. The NYS Department of Health may only invoke its right to terminate for convenience on 08/31/08 and on each subsequent anniversary date of the contract (except for the contract expiration date). Failure of the contractor to provide the required goods in accordance to the contract, the NYS Department of Health reserves the right to cancel the contract upon 30 day written notice. If the agreement is terminated, the NYS Department of Health shall be liable only for payment of goods received prior to the effective date of termination.

PRICE ESCALATION

Prices remain fixed for the first year of the contract. A request for price increase must be submitted in writing, 60 days prior to the yearly anniversary of the contract. Price increases are limited to the actual cost increase from the manufacturer to the contractor. Documentation of the increase must accompany the request. In no event shall more than one request for a price increase be considered during any single year period. Rate increases may not exceed five percent. Such requests are subject to approval by the State Comptroller.

TERMS AND CONDITIONS

The contractor agrees to comply with all specifications of *NYS Department of Health* **Bid Number 0704131208, dated June 25, 2007.**

No Bid Form

Bidders choosing not to bid are requested to complete the portion of the form below:

We do not provide the requested commodity. Please remove our firm from your mailing list.

We are unable to bid at this time because:

Please retain our firm on your mailing list.

Name of Company	
Name of Company Official Submitting Bid (Print or Type)	Title
Authorized Signature	Date
Phone	Extension
Toll Free Phone	Extension
Fax	Extension
E-Mail Address	

Failure to respond to bid invitations may result in your firm being removed from our mailing list for this commodity.

Vendor Information

Name of Company		Federal Tax ID Number
Company Address	Purchase Order Address	
Name of Company Official Submitting Bid (Print or Type)	Title	
Authorized Signature		Date
Phone	Extension	
Toll Free Phone	Extension	
Fax	Extension	
E-Mail Address		
Company Web Site		

Person or Persons to Contact for Expediting New York State Contract Orders:

Name (s)	
Phone	Extension
Toll Free Phone	Extension
Fax	Extension
E-Mail Address (es)	

Appendix C - Bid Form

Name of Company	Federal Tax ID Number
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Estimated Quantity	Item Description	Unit of Measure	Price Each	Total
235,000	Dry Ice	Lb.		
Estimated One Year Total				
<i>The actual contract will be for a term of five (5) years</i>				

Failure to Answer the Questions will Delay the Evaluation of your Bid and May Result in Rejection of your Bid.

Pricing - Are prices quoted the same as or lower than those quoted other corporations, institutions and government agencies on similar products, quantities, terms and conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Business Information	
1. Are you a New York State Resident Business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Total number of people employed by your business:	_____
3. Total number of people employed by your business in New York State:	_____
4. Is your business independently owned and operated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is your business at least 51% owned and controlled by women, or 50% owned and controlled by minority group members (i.e., Black, Hispanic, Asian, Pacific Islander, American Indian, Alaskan Native)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, have you been certified or registered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
List certification or registration authority:	_____

Place of Manufacturer of Product(s) Bid	
1. All NYS Manufacture?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. All Manufactured outside NYS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Manufactured in NYS and Outside NYS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Location (State) where more than half the value is added to the product(s) bid:	_____

Bidder's Principal Place of Business - Principal Place of Business is the location of the primary control, direction and management of the enterprise.	_____
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Bidder's Signature

Date

Appendix C - Bid Form

State Finance Law §139-j (3) and §139-j (6) (b)

- A. Offerer/Bidder affirms that it understands and agrees to comply with the procedures of the Department of Health relative to permissible contacts (provided below) as required by State Finance Law §139-j (3) and §139-j (6) (b).

Pursuant to State Finance Law §§139-j and 139-k, this *Invitation for Bid* includes and imposes certain restrictions on communications between the Department of Health (DOH) and an Offerer during the procurement process. An Offerer/bidder is restricted from making contacts from the earliest notice of intent to solicit *bids/proposals* through final award and approval of the Procurement Contract by the DOH and, if applicable, Office of the State Comptroller (“restricted period”) to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). Designated staff, as of the date hereof, is/are identified on the first page of this *Invitation for Bid or Request for Proposal*. DOH employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a 4 year period, the Offerer/bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found on the Office of General Services Website at <http://www.ogs.state.ny.us/aboutOgs/regulations/defaultAdvisoryCouncil.html>.

- B. Offerer/Bidder provides the following disclosure of prior non-responsibility determinations

1. Has any Governmental Entity made a finding of non-responsibility regarding the Offerer/bidder in the previous four years? (Please check): No Yes - If **yes**, please answer the next questions:
 - a. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j or NYS Executive Order No. 127? (Please check): No Yes
 - b. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please check): No Yes

If you answered **yes** to question 1B, please provide details regarding the finding of non-responsibility below.

Governmental Entity	Date of Finding of Non-Responsibility
Basis of Finding of Non-Responsibility (<i>Attach Additional Pages as Necessary</i>)	

Appendix C - Bid Form

State Finance Law §139-j (3) and §139-j (6) (b)

2. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please check): No Yes

If you answered **yes** to question 2, please provide details regarding the finding of non-responsibility below.

Governmental Entity	Date of Termination or Withholding of Contract
Basis of Termination or Withholding (<i>Attach Additional Pages as Necessary</i>)	

- D. Offerer/Bidder certifies that all information provided to the Department of Health with respect to State Finance Law §139-k is complete, true and accurate.

The DOH reserves the right to terminate this contract in the event it is found that the certification filed by the Offerer in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, DOH may exercise its termination right by providing written notification to the Offerer in accordance with the written notification terms of this contract.

- E. **For Procurements Greater than or equal to 100,000,** Offerer/Bidder agrees to provide the following documentation with their submitted bid/proposal:

1. A completed N.Y.S Taxation and Finance Contractor Certification Form ST-220-CA
2. A completed N.Y.S Taxation and Finance Contractor Certification Form ST-220-TD
3. A completed N.Y.S. Office of the State Comptroller Vendor Responsibility Questionnaire

(Officer Signature)

(Date)

(Officer Title)

(Telephone)

(e-mail Address)