

State of New York Executive Department  
Office of General Services

**DIRECTIONS FOR SUBMITTING A BID OR PROPOSAL**

Bidders should follow the instructions for submitting a bid or proposal that are contained in the solicitation documents. Where the solicitation documents do not contain specific instructions on how to submit, the following directions below should be followed.

When submitting a bid, print and complete the solicitation cover page and all other pages that require bidder's input and return to this office together with all other required documents by the date and time of the bid opening by mail. Email bids are not acceptable.

**FACSIMILE OR E-MAIL BID SUBMISSIONS  
ARE NOT ACCEPTABLE  
AND WILL NOT BE CONSIDERED.**

Mailed bids must be placed in a SEALED envelope, addressed to and CLEARLY defined as follows:

Identification:

**BID ENCLOSED**

RFP or IFB # \_\_\_\_\_

Bid Opening Date and Time \_\_\_\_\_

**ADDRESS THE BID ENVELOPE FOR SOLICITATIONS DIRECTED TO:**

Procurement Services Group:

Office of General Services  
Procurement Services Group  
38th Floor, Corning Tower  
Empire State Plaza  
Albany, NY 12242-0064

OR

Division of Financial Administration:

Office of General Services  
Division of Financial Administration  
40th Floor, Corning Tower  
Empire State Plaza  
Albany, NY 12242

**An improperly submitted bid resulting in a LATE BID may not be considered.**

Should you have any questions concerning submitting a bid, please contact the Purchasing Officer listed on the cover page of the solicitation.