

NYS OGS Procurement Services Group
Group 31506 - LIQUID BITUMINOUS MATERIALS: QUICK SET SLURRY SEAL
Invitation for Bids No. 01551 Bid Opening December 6, 2001 at 11:00 A.M.

Please respond to the attached Invitation for Bids by submitting the bid on diskette

INSTRUCTIONS FOR SUBMITTING YOUR BID ON DISKETTE

Please carefully follow these instructions for submitting your bid on diskette. The diskette must be submitted in Microsoft Windows, Excel format. If you have any questions, please contact Karol Garrison at 518/473-2428 or email karol.garrison@ogs.state.ny.us

The Invitation for Bids contains the following files:

<u>File Content</u>	<u>File Name</u>	<u>File Type</u>
Invitation for Bid	01551ti2-quicksetslurry.xls	Microsoft Excel Worksheet
Terms and Conditions	01551ti	Microsoft Word Document
Instructions	01551ti3	Microsoft Word Document
Group Specification	01638ts	Microsoft Word Document

Review and save/download all documents for your records. Save the **excel file only** to a floppy disk.

Step 1:

Click on the Excel Worksheet titled "01551ti2-quicksetslurry.xls". This worksheet has been protected. Only the shaded areas can receive data.

- a. Begin in Cell E 28, type in the company name, then press tab key. Continue filling in the shaded areas. **NOTE: Prices are not to exceed three decimal places.**
- b. Upon reaching the Bidder's Questions on page 3, please type an "X" when responding to the "Yes" or "No" questions.
- c. If you are not bidding an item - type **NB** for **No Bid**. Do **not** type zero. Do **not** leave blank.
- d. Do **not** reformat cells.
- e. **Save the document by using the following steps:**
 1. Click on "File"
 2. Click on "Save As." Leave as 3 ½" Floppy (A:)
 3. Under "File Name" type YOUR COMPANY NAME (ex. ABC COMPANY) and then click "Save."
- f. **Contractors with multiple locations** should enter all information pertaining to company and pricing for first location. Save as explained above and then after saving, make the following entries:
 1. Go to cell E53 and enter supply location two (Street Address).
 2. Go to cell E54 and enter DOT # for supply location two.
 3. Go to cell E55 and enter City (or Town) for supply location two.
 4. Go to cell E57 and enter County for supply location two.
 5. If prices differ for supply locations, go to appropriate cell(s) and enter new price(s) over price(s) for previous location.
 6. Save as YOUR COMPANY NAME - LOCATION 2 (ex. ABC COMPANY - ALBANY).
 7. After entering all locations and individually saving each location as YOUR COMPANY NAME - LOCATION 1, YOUR COMPANY NAME - LOCATION 2, etc., close all files, reopen and check input.

**NYS OGS Procurement Services Group
Group 31506 - LIQUID BITUMINOUS MATERIALS: QUICK SET SLURRY SEAL
Invitation for Bids No. 01551 Bid Opening DECEMBER 6, 2001 at 11:00 A.M.**

Page 2.

Step 2: Save the document and print two hard copies. Submit one signed and dated hard copy with the diskette to Office of General Services. The second copy should be retained for your files.

Step 3: Sign and date the diskette (**please use a felt-tipped pen**) and place it in a "Recyclable Floppy Diskette Mailer". Enclose both the mailer and a hard copy of the bid in an envelope.

Fill in diskette label using diskette label format below. Affix to front of diskette. Place diskette in a floppy diskette mailer and enclose both the mailer and a hard copy of the bid in an envelope. Label envelope according to envelope label format seen below.

Diskette Label Format

Co. Name: Group # 31506 Liquid Bituminous Mat., (Quick Set Slurry Seal) IFB # 01551 Bid Opening Date: December 6, 2001 Time: 11:00 AM Files: Instructions, Terms and Conditions, Group Specification, and Contractor Bid Signature: _____ Date: _____
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Envelope Label Format

FROM: _____ _____ _____
<i>BIDDER MUST COMPLETE ALL INFORMATION</i>
B. O. DATE: _____
B. O. Time: _____
Invitation No.: _____
Group No.: _____

Mail to:

**PROCUREMENT SERVICES GROUP
NYS OFFICE OF GENERAL SERVICES
CORNING TOWER 38TH FL
EMPIRE STATE PLAZA
ALBANY NY 12242-0064**

NOTE: The completed spreadsheet must be returned **on diskette** as part of the bid submission. **Do not** send the completed spreadsheet via e-mail. **The diskette and hard copy must be received by this office by the date and time of the bid opening.** Thank you.