



DOING BUSINESS

WITH THE

NEW YORK STATE THRUWAY AUTHORITY

AND

NEW YORK STATE CANAL CORPORATION

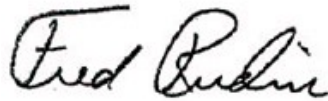
To Our Customers:

"Doing Business with the New York State Thruway Authority and New York State Canal Corporation" provides basic information about the Authority/Corporation's purchasing process. This publication includes a map depicting the Authority/Corporation's primary delivery locations for the goods it procures. There is also a chart of important telephone numbers for your convenience.

Please familiarize yourself with all the information provided and complete the Registration process described under Supplier File.

If you have any questions regarding this information or need assistance in interpreting any Authority/Corporation bid documents or related correspondence, contact the Bureau of Purchasing by phone at (518) 436-2736 or by fax at (518) 471-4442.

Sincerely,

A handwritten signature in black ink that reads "Fred Rudin". The signature is written in a cursive, slightly slanted style.

Fred Rudin
Director of Purchasing

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INTRODUCTION

The New York State Thruway Authority is a public corporation that was statutorily created for the purpose of financing, constructing, reconstructing, improving, developing, maintaining and operating a 570-mile tolled highway system known as the Thruway. The New York State Canal Corporation is a subsidiary of the Thruway Authority which operates, maintains, constructs, reconstructs, improves, develops and promotes the 524-mile canal system. For the purposes of this publication, the term “Authority” shall mean both the New York State Thruway Authority and the New York State Canal Corporation.

To provide for the maintenance and repair of the Thruway and Canals, the Authority procures a wide variety of supplies, equipment and services totaling over \$40,000,000 every year. This publication provides an overview of the methods and procedures the Authority uses in making its daily purchases.

GENERAL INFORMATION

The Authority's Bureau of Purchasing (“Purchasing”) is responsible for the purchase of the goods and services necessary for the maintenance, repair and operation of the Thruway/Canals.

In addition to the “centralized” purchasing function located at the Authority’s Headquarters in Albany, the Authority has “decentralized” inventory buyers located at each of the main division locations.

The map identifies the primary locations where the majority of Authority purchases are delivered: West Nyack, Newburgh, Albany, Waterford, Fort Edward, Fonda, Utica, East Syracuse, Phoenix, Lyons, Albion and Cheektowaga.

When seeking a supply source, Purchasing staff relies on a computerized supplier information file. The file indicates what types of products or services are provided by a particular supplier.

All suppliers providing goods or services to the Authority must comply with APPENDIX A – Standard Clauses For New York State Thruway Authority and New York State Canal Corporation Procurement Contracts (TAP-326).

MINORITY/WOMEN-OWNED BUSINESS ENTERPRISES

The Authority is committed to New York State’s goal of providing greater opportunities to minority and women-owned business enterprises. For more information about qualifying your firm as a Certified Minority or Women-Owned Business Enterprise, contact the NYS Department of Economic Development at (800) 782-8369, or visit their website at www.nylovesmwbe.ny.gov.

Minority/women-owned business enterprises are encouraged to seek placement on the Authority’s bid lists and to submit bids/proposals for Authority procurements. Contact the Authority’s M/WBE Program Liaison at (518) 436-2732 for more information.

SUPPLIER FILE

The Authority maintains a supplier file so that it has a ready source of information regarding potential suppliers of goods and services.

How Do I Register With The Authority?

If you wish to be included in the Authority's supplier file, there are two ways to register: on-line or by requesting and completing a paper information packet.

- **On-Line Registration:** The Authority has a web-based system ("iSupplier" by Oracle) which allows suppliers to register and select the products and services provided by their businesses.

Suppliers are encouraged to register on-line via iSupplier. Once registered, suppliers will be able to view their purchase orders, deliveries, invoices and payment status. Suppliers will also receive from the Authority electronic notifications of bid opportunities for the commodity categories* the supplier has identified on their supplier profiles.

*The Authority uses the National Institute of Governmental Purchasing (NIGP) Commodity Codes for supplier registration and bid solicitation purposes. The NIGP Code is a descriptive/numeric system used for identifying products and services.

To register via the iSupplier system, visit the Authority's website at www.nysthruway.gov, go to the "Purchasing Services" page and the "Doing Business" link will bring you to the page with the proper URL.

Once your registration is submitted and approved, you will receive an email with your User ID, password, and additional directions for completing the registration process. It is important that you then log in and identify the products and services for your business in order to receive electronic notification of bid opportunities.

- **Alternate Registration:** If you are unable to register on-line, call the Supplier Management help line at (518) 433-4990 to request a paper information packet; complete the packet and return it to the Authority.

Notification of Bid Opportunities

Bid opportunities are posted on the Authority and the New York State Contract Reporter websites. The Authority will send registered suppliers notifications of bid opportunities for commodities for which they are registered.

For suppliers who have registered on-line in iSupplier, these notifications will be sent via email. If you experience problems receiving email solicitations, verify the accuracy of your profile in iSupplier and update the profile if needed.

For suppliers who are not registered in iSupplier, the Authority will mail the bid notifications to you. Please note that suppliers are only awarded contracts after a bid has been entered, evaluated, accepted and approved.

Questions

Any registration questions should be addressed to Supplier Management at suppliermgmt@thruway.state.ny.us or at (518) 433-4990.

SOURCING

The Authority's procurement process varies depending on the value of the commodity required.

- For routine purchases up to \$5,000, Purchasing or Division Inventory buyers usually obtain quotes by phone. However, a written solicitation may be used when the product needed is more complex.
- Routine purchases of \$5,000 - \$15,000 are awarded on the basis of a minimum of three written or electronic quotations.
- When the value of a routine purchase is expected to exceed \$15,000, there is a formal competitive bid process which requires a public opening of sealed bids. An advertisement is printed in the New York State Contract Reporter, the official weekly newsletter for announcements of contracting opportunities with State entities. For more information on this publication call the Empire State Development Corporation at (518) 292-5220 or visit their web site at www.nyscr.com.

The Authority identifies goods needed by a commodity group code, which allows Authority staff to computer match specific categories of goods with suppliers who have registered for such categories. A commodity code listing of the types of products purchased on an on-going basis is included as Attachment 1 and is also available on the Authority's website.

REQUEST FOR QUOTATION (RFQ)

When buying goods for a dollar value in excess of \$15,000, the Authority utilizes a Request for Quotation (RFQ). An RFQ contains terms, conditions and specifications. The terms and conditions provide the prospective bidder with the administrative and legal requirements and factors which govern the bidding, award, and performance of the contract. The specifications give the technical description of the required materials, including technical drawings when appropriate, or specific tasks and parameters to be met in the case of services.

An RFQ, when completed, signed and returned to the Authority at the time and place specified, becomes a bidder's formal offer to provide goods or services. Bidders complete this document by entering their prices, identity of items offered, guaranteed delivery times, warranty periods and other pertinent information that may be required to evaluate their bids. **Bidders are advised to read all parts of an RFQ.** A bidder that has questions about or needs clarification of an RFQ must contact Purchasing at (518) 436-2720.

Sealed bids are opened at the time and date shown in the RFQ and the bidders' prices are read aloud and recorded. No decisions relative to the acceptance or rejection of any bid are made at this time and no information concerning the status of the bids can be provided until the Notice of Contract Award is published. All bidders are welcome to attend and observe this public bid opening. Unless otherwise announced, all bid openings are held at the Authority's Administrative Headquarters Office complex in Albany.

After the public bid opening, the Authority evaluates all bids received. This evaluation includes not just review of the prices, but also an assessment of the bid's conformity with the specifications and the responsibility of the bidders.

After all bids have been evaluated, a Notice of Contract Award is published and forwarded to all who submitted bids.

You may obtain copies of RFQs by either calling (518) 436-2720 or by visiting the Authority's website at www.nysthruway.gov (on the Purchasing Services page, click on the "Bid Schedule and Bid Results" link).

THINGS TO CONSIDER WHEN BIDDING

- Quantities:** Bid documents may call for specific or indefinite quantities. Generally, term contracts call for indefinite or estimated quantities, whereas prompt delivery contracts specify exact quantities.
- Prices:** Prices must be quoted net, including all shipping and handling charges, unless otherwise specified.
- Surety:** Bid surety or contract surety and Labor/Material bonds may be required in some cases, usually those involving term or installation contracts. Surety amounts vary with the value of the contract.
- Insurance:** Bidders are required to carry insurance for Authority service and installation contracts and contracts where deliveries may be required near traffic activity. Specific minimum limits of the required coverages are set forth in the RFQ.
- Samples:** Samples may be requested. If so, detailed instructions on how and when to submit them will be set forth in the RFQ and, unless destroyed as a result of testing, the samples will be returned upon request.

SURPLUS MATERIALS

In addition to procuring goods and services, Purchasing is also responsible for the disposal of all surplus items. These items include used equipment and supplies having a resale value and unused material that is obsolete.

Most of these materials are sold at public auctions, which are held several times a year at the Authority's facility in Selkirk, NY just south of Albany. For auction dates and information, visit the "Purchasing Services" page of the Authority's website at www.nysthruway.gov.

E-Bay is also used to sell some items of unique size or nature. To search for Authority sale items, visit www.ebay.com, click on "Community" at the top of the page, then type in the User ID name: nys-thruway-surplus and click on "Find a Member".

Another means of disposal is through the use of sealed bid sales. If you wish to be placed on the Authority's surplus or auction mailing list, call (518) 436-2749 or e-mail donna.densing@thruway.state.ny.us.

PAYMENT

Your invoice must be sent to the Authority's designated payment office:

New York State Thruway Authority
Office of Accounting and Disbursements
P.O. Box 189
Albany, NY 12201-0189

You can help expedite payment of your invoice by including on or with your invoice the description, quantity and price of goods and services delivered, as well as other substantiating documentation, including the purchase order number initiating the transaction.

Note: In order for the Authority to process payments to a supplier, the supplier must be registered with the Authority (see page 2) and a completed IRS W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION must be on file with the Authority.

If you would like further information, please contact us at the above address or call (518) 436-2886 to request a "Prompt Payment Vendor Information" pamphlet.

ENGINEERING AND CONSTRUCTION CONTRACTS

The Authority obtains engineering services and facilities construction/reconstruction work under programs separate and distinct from the purchasing process described herein. For information about the engineering services program and major facilities contracts, call the Authority's Department of Engineering at (518) 436-2902.

NON-ENGINEERING PERSONAL SERVICES CONTRACTS

The Authority retains a variety of personal service firms to provide professional and technical assistance and advice as deemed necessary. For information about Non-Engineering Personal Services Contracts, call Purchasing at (518) 436-2737.

CONTACT LIST

FUNCTION	CONTACT	PHONE NUMBER
Purchasing/Procurement	Bureau of Purchasing	(518) 436-2736 (518) 471-4442 Fax
Auction or Sealed Bid Information	Bureau of Purchasing	(518) 436-2749
Canal Information	Canal Maintenance & Operations	(518) 471-5016
Engineering Contracts	Engineering	(518) 436-2902
E-ZPass Application		(800) 333-8655
RFOs	Bureau of Purchasing	(518) 436-2720
Lost and Found		(518) 471-5364
Non-Engineering Personal Services Contracts	Bureau of Purchasing	(518) 436-2737
Road Conditions (Thruway Only)		(800) 847- 8929
Supplier Registration	Supplier Management suppliermgmt@thruway.state.ny.us	(518) 433-4990
Minority/Women Business Enterprises	Bureau of Purchasing NYS Department of Economic Development www.nylovesmwbe.ny.gov	(518) 436-2732 (800) 782-8369
Contract Reporter Information	Empire State Development Corporation www.nyscr.com	(518) 292-5220 (518) 292-5884 Fax
Division Inventory Buyers	New York Division Albany Division Syracuse Division Buffalo Division	(845) 727-2225 (518) 436-2800 (315) 438-2376 (716) 891-3562

FREQUENTLY CALLED NUMBERS/NOTES
