**ATTACHMENT 12 - INTENT TO BID**

The Office of General Services (“OGS”) is requiring that any vendor interested in bidding on Solicitation 05500 – Fuel Oil, Heating (Grades #2, #6, Kerosene and Bioheating Fuel) (Statewide) submit an Intent to Bid response to OGS. The Intent to Bid should be submitted on or before the date and time indicated in the Key Events//Dates section.

Submission of these forms allows OGS to complete a pre-qualifying review prior to the bid opening for those bidders that intend to participate. OGS reserves the right to seek clarifications regarding any of the required Intent to Bid documents. OGS will advise all entities that submitted an Intent to Bid of their pre-qualification status via the email address provided with the Intent to Bid. Submission of these forms in no way obligates your company to submit a bid, but **failure to submit an Intent to Bid on or before the date and time indicated in the Key Events/Dates section or a complete Intent to Bid may result in your company’s bid being disqualified from an award under Solicitation 23287.**

Vendor certifies and affirms as follows:

By signing this Intent to Bid, Vendor agrees to provide the required documents via email submission to: [ogs.sm.ps\_CM\_FleetFuelRoads@ogs.ny.gov](mailto:ogs.sm.ps_CM_FleetFuelRoads@ogs.ny.gov) as set forth in Section 1.5 Intent to Bid of the Solicitation.

We currently plan to participate in the above-referenced bid.

We understand that submission of the required Intent to Bid documents in no way obligates us to participate in the bid.

We have included the following documents with the signed Intent to Bid submission:

1. NYS Vendor Responsibility Questionnaire (if hard copy) or a copy of the certification (if filed online) certified within the last 6 months; and
2. NYS Workers’ Compensation and NYS Disability Benefits Insurance coverage as referenced within Attachment 4 – Insurance Requirements.

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| Name of Business |  | Signature of Officer |
|  |  |  |
| Address |  | Printed Name |
|  |  |  |
| City, State, Zip |  | Title |
|  |  |  |
| NYS Vendor Identification Number |  | Phone Number |
|  |  |  |
| Federal Identification Number |  | Email |