



**Office of  
General Services**

# **Pre-Bid Conference**

**IFB #23254**

**School Buses (Statewide)**

























































































# Responsiveness

- To be considered responsive, a bidder must submit a complete bid that satisfies and addresses all requirements stated in this solicitation
- Bidders are responsible for the accuracy of their bids
- Bidders are cautioned to carefully review their bids prior to submission
- A bid that fails to conform to the requirements of the solicitation may be considered non-responsive and may be rejected

# Bid Submission

# Format of Bid Submission

- The requirements for the bid are detailed in **Section 4, *Bid Submission***
- Should any amendments be issued, please make sure that the latest documents are submitted with your bid
- ***To be notified of amendments and other changes, you must register with the NYS Contract Reporter and choose the option to receive notifications***

# Format of Bid Submission

- A complete bid package must be received by OGS Procurement Services by the date and time of the bid opening
- A bidder is strongly encouraged to arrange for delivery of bids to OGS prior to the date of the bid opening
- Bids may be delivered to OGS by common carrier
  - USPS
  - UPS
  - FedEx
  - DHL
- Bids may be hand-delivered to the Corning Tower at the Empire State Plaza in accordance with **Section 4.7, *Important Building Access Procedures***

# Format of Bid Submission

- Late bids shall be rejected except as provided in **Appendix B - *Late Bids***
- Any bid pricing or portions thereof submitted on a flash drive that are incomplete or that cannot be opened/accessed may be rejected

# Format of Bid Submission

- All bids must have a label on the outside of the box or package itemizing the following information:
  1. BID ENCLOSED (preferably bold, large print, all capital letters)
  2. SOLICITATION **#23254**
  3. Bid opening due date and time (**7/20/2022 at 11:00 AM**)
  4. The number of boxes or packages (i.e., 1 of 2, 2 of 2)

# Bid Submission

- All bids are due at the following address on or before 11:00 AM EST on the bid opening date of July 20, 2022:

**State of New York Executive Department  
Office of General Services  
Procurement Services  
Corning Tower – 38<sup>th</sup> Floor Reception Desk  
Empire State Plaza  
Albany, NY 12242**



# Questions?



# Reminders

- Here's how to contact us:
  - Reach out to the designated contacts listed on page 1 of the solicitation
- Where to find the solicitation information:
  - <https://ogs.ny.gov/procurement/bid-opportunities>
- Bidder questions are due:
  - 6/22/2022 at 5:00 PM EST
- When the bids are due:
  - 7/20/2022 at 11:00 AM EST