

ADVERTISEMENTS FOR BIDDERS/CONTRACTORS

NOTICE TO BIDDERS

Office of General Services
Procurement Services Group
Corning Tower, 37th Fl.
Empire State Plaza
Albany, NY

The following advance bid opening dates have been scheduled by the Procurement Services Group. The following listing is for information purposes only. Interested companies are encouraged to register for online notification of OGS bid opportunities by contacting <http://www.ogs.state.ny.us/ovr>.

October 30—Groceries (Adirondack, Capital Region, Mid-Hudson, Amsterdam areas), 11:00 a.m.

Additional bid openings for the remainder of October will be scheduled necessarily following the date of this publication.

The right is reserved to make any additional change in dates and to schedule additional bid openings at any time without publication.

SEALED BIDS

PROVIDE SECURITY FENCE

Academy of Fire Science, Montour Falls, Schuyler County

SEALED bids for Project No(s). Q1331-C, Construction Work, Provide Security Fence, Training Grounds, Academy of Fire Science, 600 College Ave., Montour Falls, NY, will be received by the Office of General Services, Design and Construction Group, Division of Contract Administration, 35th Fl., Corning Tower, Empire State Plaza, Albany, NY 12242, on behalf of the Department of State, until 2:00 p.m. on Wednesday, Oct. 15, 2008 when they will be publicly opened and read. Each bid must be prepared and submitted in accordance with the instructions to bidders and must be accompanied by a certified check, bank check or bid bond in the amount of \$15,700.

The value of the contract is estimated to be between \$100,000 and \$250,000.

Pursuant to State Finance Law sections 139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between OGS D&C and a bidder during the procurement process. A bidder is restricted from making contacts from the earliest notice of intent to solicit offers through final award and approval of the Procurement Contract by OGS D&C and Office of the State Comptroller ("restricted period") to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law section 139-j(3)(a). Designated staff are Frank Peris in the Bureau of Contract Awards, telephone (518) 474-0203, fax (518) 473-7862 and John Lewyckyj, Director of Contract Administration, telephone (518) 474-0201, fax (518) 486-1650. OGS D&C employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four year period, the bidder is debarred from obtaining governmental Procurement Contracts. Bidders re-

sponding to this Advertisement must familiarize themselves with the new Legislative and State Finance Law requirements and will be expected to affirm that they understand and agree to comply on the bid form. Further information about these requirements can be found within the project manual or at <http://www.ogs.state.ny.us> and go to About OGS, Rules Regulations and Policy, Advisory Council on Procurement Lobbying.

The completion date for this project is 90 days after the agreement is approved by the Comptroller.

The only time prospective bidders will be allowed to visit the job site to take field measurements and examine existing conditions of the project area will be at 10:00 a.m. on Oct. 9, 2008 at Fire Academy Training Complex, west side of L'Hommedieu St., Montour Falls, NY. Prospective bidders are urged to visit the site at this time. Prospective bidders or their representatives attending the pre-bid site visit will not be admitted on facility grounds without proper photo identification. Note that parking restrictions, and security provisions will apply and all vehicles will be subject to search.

For assistance pertaining to the site visit only, please phone Jeffrey Vann (607) 734-0592.

It is the policy of the State and the Office of General Services to encourage minority business enterprise participation in this project by contractors, subcontractors and suppliers, and all bidders are expected to cooperate in implementing this policy.

The Office of General Services reserves the right to reject any or all bids.

The bidding and contract documents for this project are available on compact disc only, and may be obtained for \$8 deposit per set, plus \$2 per set shipping and handling fee, by calling the following toll free number (877) OGS-PLAN (647-7526) or by mail from the Plan Sales Unit, 35th Fl., Corning Tower, Empire State Plaza, Albany, NY 12242 (deposits less than \$50 are nonrefundable). Make check payable to the Office of General Services and write Fed. ID # and phone # on check.

By *James M. Davies, AIA*
Acting Deputy Commissioner
Design and Construction

REPAIR ELEVATOR

Willard Drug Treatment Center, Willard, Seneca County

SEALED bids for Project No(s). M2708-H, M2708-E, M2708-U, comprising separate contracts for HVAC, Electrical and Elevator Work, Repair Elevators, Birches Bldg. No. 117, Willard Drug Treatment Center, 7116 County Rte. 132, Willard, NY, will be received by the Office of General Services, Design and Construction Group, Division of Contract Administration, 35th Fl., Corning Tower, Empire State Plaza, Albany, NY 12242, on behalf of the Department of Correctional Services, until 2:00 p.m. on Wednesday, Oct. 29, 2008, when they will be publicly opened and read. Each bid must be prepared and submitted in accordance with the instructions to bidders and must be accompanied by a certified check, bank check or bid bond in the amount of \$3,100 for H, \$10,500 for E, and \$23,000 for U.

All successful bidders on a multiple trade project or the successful bidder with a bid over \$200,000 on a single trade project, will be

required to furnish a performance bond and a labor and material bond in the statutory form of public bonds required by sections 136 and 137 of the State Finance Law, each for 100 percent of the amount of the contract estimated to be between \$25,000 and \$50,000 for H, between \$100,000 and \$250,000 for E, and between \$500,000 and \$1,000,000 for U. The requirement for labor and material and performance bonds may be waived on a bid under \$200,000 on a single trade project.

Pursuant to State Finance Law sections 139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between OGS D&C and a bidder during the procurement process. A bidder is restricted from making contacts from the earliest notice of intent to solicit offers through final award and approval of the Procurement Contract by OGS D&C and Office of the State Comptroller ("restricted period") to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law section 139-j(3)(a). Designated staff are Frank Peris in the Bureau of Contract Awards, telephone (518) 474-0203, fax (518) 473-7862 and John Lewyckyj, Director of Contract Administration, telephone (518) 474-0201, fax (518) 486-1650. OGS D&C employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four year period, the bidder is debarred from obtaining governmental Procurement Contracts. Bidders responding to this Advertisement must familiarize themselves with the new Legislative and State Finance Law requirements and will be expected to affirm that they understand and agree to comply on the bid form. Further information about these requirements can be found within the project manual or at <http://www.ogs.state.ny.us> and go to About OGS, Rules Regulations and Policy, Advisory Council on Procurement Lobbying.

As a condition of award, within 48 hours of receipt of the proposed contract agreement from the State, the low bidder shall return the contract agreement to the State, properly executed, along with the bonds if required by said agreement. Low bidders who cannot meet these provisions may be subject to disqualification and forfeiture of the bid security.

The State intends to expedite award of this contract and the contractor shall be prepared to proceed with the work accordingly. Bidders are warned that time is of the essence of the contract and completion of the work must be within 300 days after the agreement is approved by the Comptroller. Due to the tightness of the construction schedule, bidders should consider the necessity for an increased work force and shift operations.

The only time prospective bidders will be allowed to visit the job site to take field measurements and examine existing conditions of the project area will be at 10:00 a.m. on Oct. 21, 2008. Meet at the OGS Field Office, Grandview Bldg., Rte. 96A, Willard, NY. Prospective bidders are urged to visit the site at this time. Prospective bidders or their representatives attending the pre-bid site visit will not be admitted on facility grounds without proper photo identification. Note that parking restrictions, and security provisions will apply and all vehicles will be subject to search.

Phone the office of Terri Daniels, (607) 869-5394 a minimum of 72 hours in advance of the date to provide the names of those who will attend the pre-bid site visit.

It is the policy of the State and the Office of General Services to encourage minority business enterprise participation in this project by contractors, subcontractors and suppliers, and all bidders are expected to cooperate in implementing this policy.

The Office of General Services reserves the right to reject any or all bids.

The bidding and contract documents for this project are available on compact disc only, and may be obtained for \$8 deposit per set, plus \$2 per set shipping and handling fee, by calling the following toll free number (877) OGS-PLAN (647-7526) or by mail from the Plan Sales Unit, 35th Fl., Corning Tower, Empire State Plaza, Albany, NY 12242

(deposits less than \$50 are nonrefundable). Make check payable to the Office of General Services and write Fed. ID # and phone # on check.

By *James M. Davies, AIA*
Acting Deputy Commissioner
Design and Construction

REPLACE ROOFS

Hudson Correctional Facility, Hudson, Columbia County

SEALED bids for Project No(s). M2793-C, Construction Work, Replace Roofs, Bldg. Nos. 1, 4, 8, 12 and 18, Hudson Correctional Facility, East Court St., Hudson, NY, will be received by the Office of General Services, Design and Construction Group, Division of Contract Administration, 35th Fl., Corning Tower, Empire State Plaza, Albany, NY 12242, on behalf of the Department of Correctional Services, until 2:00 p.m. on Wednesday, Oct. 29, 2008, when they will be publicly opened and read. Each bid must be prepared and submitted in accordance with the instructions to bidders and must be accompanied by a certified check, bank check or bid bond in the amount of \$24,000.

All successful bidders on a multiple trade project or the successful bidder with a bid over \$200,000 on a single trade project, will be required to furnish a performance bond and a labor and material bond in the statutory form of public bonds required by sections 136 and 137 of the State Finance Law, each for 100 percent of the amount of the contract estimated to be between \$500,000 and \$1,000,000. The requirement for labor and material and performance bonds may be waived on a bid under \$200,000 on a single trade project.

Pursuant to State Finance Law sections 139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between OGS D&C and a bidder during the procurement process. A bidder is restricted from making contacts from the earliest notice of intent to solicit offers through final award and approval of the Procurement Contract by OGS D&C and Office of the State Comptroller ("restricted period") to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law section 139-j(3)(a). Designated staff are Frank Peris in the Bureau of Contract Awards, telephone (518) 474-0203, fax (518) 473-7862 and John Lewyckyj, Director of Contract Administration, telephone (518) 474-0201, fax (518) 486-1650. OGS D&C employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four year period, the bidder is debarred from obtaining governmental Procurement Contracts. Bidders responding to this Advertisement must familiarize themselves with the new Legislative and State Finance Law requirements and will be expected to affirm that they understand and agree to comply on the bid form. Further information about these requirements can be found within the project manual or at <http://www.ogs.state.ny.us> and go to About OGS, Rules Regulations and Policy, Advisory Council on Procurement Lobbying.

As a condition of award, within 48 hours of receipt of the proposed contract agreement from the State, the low bidder shall return the contract agreement to the State, properly executed, along with the bonds if required by said agreement. Low bidders who cannot meet these provisions may be subject to disqualification and forfeiture of the bid security.

The State intends to expedite award of this contract and the contractor shall be prepared to proceed with the work accordingly. Bidders are warned that time is of the essence of the contract and completion of the work must be within 270 days after the agreement is approved by the Comptroller. Due to the tightness of the construction schedule, bidders should consider the necessity for an increased work force and shift operations.

The only time prospective bidders will be allowed to visit the job

site to take field measurements and examine existing conditions of the project area will be at 9:00 a.m. on Oct. 21, 2008. Meet at the OGS Field Office Trailer, Power St., adjacent to the Facility's Truck Trap, Hudson, NY. Prospective bidders are urged to visit the site at this time. Prospective bidders or their representatives attending the pre-bid site visit will not be admitted on facility grounds without proper photo identification. Note that parking restrictions, and security provisions will apply and all vehicles will be subject to search.

Phone the office of Susan Welch, (518) 731-8290, a minimum of 72 hours in advance of the date to provide the names of those who will attend the pre-bid site visit.

It is the policy of the State and the Office of General Services to encourage minority business enterprise participation in this project by contractors, subcontractors and suppliers, and all bidders are expected to cooperate in implementing this policy.

The Office of General Services reserves the right to reject any or all bids.

The bidding and contract documents for this project are available on compact disc only, and may be obtained for \$8 deposit per set, plus \$2 per set shipping and handling fee, by calling the following toll free number (877) OGS-PLAN (647-7526) or by mail from the Plan Sales Unit, 35th Fl., Corning Tower, Empire State Plaza, Albany, NY 12242 (deposits less than \$50 are nonrefundable). Make check payable to the Office of General Services and write Fed. ID # and phone # on check.

By *James M. Davies, AIA*
Acting Deputy Commissioner
Design and Construction

**IMPROVE
STRIPING**

State Campus, Albany, Albany County

SEALED bids for Project No(s). 43845-C, Construction Work, Striping Improvements, Harriman State Office Building Campus, Washington Ave., Albany, NY, will be received by the Office of General Services, Design and Construction Group, Division of Contract Administration, 35th Fl., Corning Tower, Empire State Plaza, Albany, NY 12242, on behalf of the Harriman Research and Technology Park, until 2:00 p.m. on Wednesday, Nov. 5, 2008, when they will be publicly opened and read. Each bid must be prepared and submitted in accordance with the instructions to bidders and must be accompanied by a certified check, bank check or bid bond in the amount of \$11, 100.

The value of the contract is estimated to be between \$100,000 and \$250,000.

Pursuant to State Finance Law sections 139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between OGS D&C and a bidder during the procurement process. A bidder is restricted from making contacts from the earliest notice of intent to solicit offers through final award and approval of the Procurement Contract by OGS D&C and Office of the State Comptroller ("restricted period") to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law section 139-j(3)(a). Designated staff are Frank Peris in the Bureau of Contract Awards, telephone (518) 474-0203, fax (518) 473-7862 and John Lewyckyj, Director of Contract Administration, telephone (518) 474-0201, fax (518) 486-1650. OGS D&C employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four year period, the bidder is debarred from obtaining governmental Procurement Contracts. Bidders responding to this Advertisement must familiarize themselves with the new Legislative and State Finance Law requirements and will be expected to affirm that they understand and agree to comply on the bid form. Further information about these requirements can be found within the project manual or at <http://www.ogs.state.ny.us> and go to

About OGS, Rules Regulations and Policy, Advisory Council on Procurement Lobbying.

As a condition of award, within 48 hours of receipt of the proposed contract agreement from the State, the low bidder shall return the contract agreement to the State, properly executed, along with the bonds if required by said agreement. Low bidders who cannot meet these provisions may be subject to disqualification and forfeiture of the bid security.

The State intends to expedite award of this contract and the contractor shall be prepared to proceed with the work accordingly. Bidders are warned that time is of the essence of the contract and completion of the work must be within 180 days after the agreement is approved by the Comptroller. Due to the tightness of the construction schedule, bidders should consider the necessity for an increased work force and shift operations.

The only time prospective bidders will be allowed to visit the job site to take field measurements and examine existing conditions of the project area will be at 9:00 a.m. on Oct. 23, 2008, at the Harriman State Office Building Campus, Bldg. No. 18, Managers Office, Albany, NY. Prospective bidders are urged to visit the site at this time. Prospective bidders or their representatives attending the pre-bid site visit will not be admitted on facility grounds without proper photo identification. Note that parking restrictions, and security provisions will apply and all vehicles will be subject to search.

For assistance pertaining to the site visit only, please phone Andy Papale (518) 457-2290.

It is the policy of the State and the Office of General Services to encourage minority business enterprise participation in this project by contractors, subcontractors and suppliers, and all bidders are expected to cooperate in implementing this policy.

The Office of General Services reserves the right to reject any or all bids.

The bidding and contract documents for this project are available on compact disc only, and may be obtained for \$8 deposit per set, plus \$2 per set shipping and handling fee, by calling the following toll free number (877) OGS-PLAN (647-7526) or by mail from the Plan Sales Unit, 35th Fl., Corning Tower, Empire State Plaza, Albany, NY 12242 (deposits less than \$50 are nonrefundable). Make check payable to the Office of General Services and write Fed. ID # and phone # on check.

By *James M. Davies, AIA*
Acting Deputy Commissioner
Design and Construction

ADVERTISEMENT FOR BIDS

- Five (5) Construction Contracts: 43851-C, 43852-C, 43853-C, 43854-C, 43867-C
- Three (3) Electrical Contracts: 43852-E, 43853-E, 43868-E
- Four (4) HVAC Contract: 43851-H, 43852-H, 43853-H, 43854-H
- Two (2) Plumbing Contracts: 43853-P, 43854-P
- Three (3) Roofing & Appurtenant Work: 43861-C, 43863-C, 43865-C

Sealed bids for the above Work located in the Geographic Contract Areas described below in Table 1 and comprising separate contracts for Construction Work, Electrical Work, HVAC Work, Plumbing Work and Roofing & Appurtenant Work, will be received by the Office of General Services (OGS) Design & Construction Group (D&C), Contract Administration, 35th Floor Corning Tower, Empire State Plaza, Albany, NY 12242, until 2:00 p.m. on the date indicated in the Table 2 below, when they will be publicly opened and read. Each bid must be prepared and submitted in accordance with the Instructions to Bidders and must be accompanied by a certified check, bank check, or bid bond in the amount of \$25,000.

This Advertisement for Bids is for multiple Job Order Contracts (hereinafter called JOC). A Job Order Contract is an indefinite quantity contract pursuant to which the Contractor will perform a series of individual repair, alteration, modernization, maintenance, re-

habilitation, demolition and construction projects at different locations. Work is accomplished by means of issuance of a Job Order against a master contract. Under the JOC concept, the Contractor furnishes all management, documentation, labor, materials and equipment needed to perform the Work. The State has published a Construction Task Catalog® containing a series of work items with pre-established Unit Prices. The Contractor will bid Adjustment Factors to be applied to the pre-established Unit Prices. The price paid by the State for an individual Project will be determined by multiplying the pre-established Unit Prices by the appropriate quantities and by the appropriate Adjustment Factor(s).

All successful bidders will be required to furnish a Performance Bond and a Labor and Material Bond in the statutory form of public bonds required by Sections 136 and 137 of the State Finance Law, each for the 100% of the amount of the Contract as noted in Table 2.

Table 1- Geographic Contract Areas

Contract #	Area Title	Geographic Contract Areas	
		Counties Served	
43851- C, H	1	Bronx, New York, Queens, Kings, Richmond, Nassau and Suffolk	
43852- C, E, H	2	Sullivan, Ulster, Orange, Dutchess, Putnam, Westchester and Rockland	
43853- C, E, H, P	3	Rensselaer, Albany, Schenectady, Otsego, Schoharie, Fulton, Montgomery, Saratoga, Washington, Warren, Hamilton, Delaware, Greene and Columbia	
43854- C, H, P	4	Essex, Clinton and Franklin	
43867- C	7	Monroe, Wayne, Livingston, Ontario, Seneca, Yates, Steuben, Schuyler and Chemung	
43868- E	8	Niagara, Orleans, Genesee, Erie, Wyoming, Chautauqua, Allegany and Cattaraugus	
43861- C Roofing & Appurtenant Work	1-2	Bronx, New York, Queens, Kings, Richmond, Nassau, Suffolk, Sullivan, Ulster, Orange, Dutchess, Putnam, Westchester and Rockland	
43863- C Roofing & Appurtenant Work	3-4	Rensselaer, Albany, Schenectady, Otsego, Schoharie, Fulton, Montgomery, Saratoga, Washington, Warren, Hamilton, Delaware, Greene, Columbia, Essex, Clinton and Franklin	
43865- C Roofing & Appurtenant Work	5-6	Broome, Tioga, Tompkins, Cortland, Chenango, Cayuga, Onondaga, Madison, Oneida, Oswego, Herkimer, Lewis, Jefferson and St. Lawrence	

The Completion dates for these Projects are 365 days after the Agreement is approved by the Comptroller.

Table 2- Contract Values and Bid Due Dates

Contract Number	Anticipated Annual Value of Work	Bid Due Date
43851-C, 43853-C	\$2,000,000	12 November 2008
43851-H, 43863-C, 43867-C	\$1,000,000	12 November 2008
43852-C, 43861-C	\$2,000,000	13 November 2008
43852-E, 43852-H, 43865-C	\$1,000,000	13 November 2008
43853-E	\$1,500,000	12 November 2008
43853-H, 43853-P	\$750,000	12 November 2008
43854-C	\$750,000	13 November 2008
43854-H, 43854-P, 43868-E	\$500,000	13 November 2008

Prospective bidders must attend a mandatory Pre-Bid Conference. The conference will be held for the purpose of discussing the JOC concept, Contract Documents, specifics of the OGS JOC program, OGS expectations, JOC from the Contractor’s perspective (including how to properly prepare a bid) and other bid considerations. The attendees representing prospective bidders at the Pre-Bid Conferences should be principals of the firm and/or the individuals who will be compiling the bid on behalf of the firm. If the bidder is a joint venture, at least one party of the joint venture must have been represented and signed in at the Pre-Bid Conference.

Pre-Bid Conferences:

In Willard, NY

Pre-Bid will be held from 9:30 AM-1:30 PM on 21 October 2008.

In Albany, NY

Pre-Bid will be held from 9:30 AM-1:30 PM on 23 October 2008.

In Willard, Pre-Bid Conferences will be held at The Grandview Building, 1st Floor.

In Albany, Pre-Bid Conferences will be held in Room 125, Concourse Level, before the entrance to the Corning Tower.

For directions to the Pre-Bids see “Directions to Pre-Bids”

Pre-Bid attendees should allow sufficient time for parking and processing through building security by presenting government-issued picture identification to building security officials and obtain a visitor’s pass.

It is the policy of the State and the Office of General Services to encourage minority business enterprise participation on these Contracts by contractors, subcontractors and suppliers, and all bidders are expected to cooperate in implementing this policy.

The Office of General Services reserves the right to reject any or all bids.

Pursuant to State Finance Law § 139-j and § 139-k, this solicitation includes and imposes certain restrictions on communications between OGS D&C and a bidder during the procurement process. A bidder is restricted from making contacts from the earliest notice of intent to solicit offers through final award and approval of the Procurement Contract by OGS D&C and Office of the State Comptroller (“restricted period”) to other than designated staff unless it is a contract that is included among certain statutory exceptions set forth in State Finance Law § 139-j(3)(a). Designated staff are Frank Peris in the Bureau of Contract Awards, telephone (518) 474-0203, fax (518) 473-7862 and John Lewyckyj, Director of Contract Administration, telephone (518) 474-0201, fax (518) 486-1650. OGS D&C employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a 4 year period; the bidder is debarred from obtaining governmental Procurement Contracts. Bidders responding to this Advertisement must familiarize themselves with the new Legislative and State Finance Law requirements and will be expected to affirm that they understand and agree to comply on the bid form. Further information about these requirements can be found within the project manual or at <http://www.ogs.state.ny.us> and go to About OGS, Rules Regulations and Policy, Advisory Council on Procurement Lobbying.

Direct all questions regarding the intent or meaning of the drawings or specifications to the designated contact, Office of General Services, 35th Floor, Corning Tower, The Governor Nelson A. Rockefeller Empire State Plaza, Albany, NY 12242, telephone (518) 474-0203, fax (518) 473-7862. Such an inquiry must be submitted using the “Bidder’s Questions Form” via fax or the OGS website.

(<https://www3.ogs.state.ny.us/dnc/contractorConsultant/esb/ESBPlansAvailableIndex.asp>)

A “Bidder’s Questions Form” is included in the Appendix of this Project Manual for bidders’ use. All responses to appropriate pre-bid inquiries will be communicated via the OGS website. Those inquiries resulting in clarification and or changes to the bid documents will be

communicated by Addendum to all persons who have obtained drawings and specifications.

The Bidding and Contract Documents may be obtained for \$49.00 deposit per set, plus \$6.00 per set shipping and handling fee, by calling the following toll free number (877) OGS-PLAN (647-7526) or by mail from the Plan Sales Unit, 35th Fl., Corning Tower, Empire State Plaza, Albany, NY 12242 (deposits less than \$50.00 are nonrefundable). Make check payable to the Office of General Services and write your federal tax ID # and phone # on check.

By *James M. Davies, AIA*
Acting Deputy Commissioner
Design and Construction

