



DATE: November 10, 2025

Subject: Invitation for Bid No. # 305360
Project Name: Office Trailer for CUNY York College
Project Description: Supply and installation of Office Trailer

Dear Bidder:

Posted to DASNY's Website at www.dasny.org / RFP & BID Opportunities / Purchasing Commodities please find an Invitation for Bid (IFB) for the above referenced procurement to be executed by DASNY.

All Requests for Information related to the referenced bid shall be submitted in writing via email, no later than November 26, 2025.

Signed original responses must be completed by an authorized individual and returned to the office of DASNY, ATTN: Leevon Phillips – Snr. Purchasing Administrator, 515 Broadway, Albany, New York 12207 no later than December 3, 2025 at 2:30PM. Late submissions will be rejected.

Individuals submitting bids in person or by private delivery services should allow sufficient time for processing through building security to ensure that bids are received prior to the bid submission deadline. All individuals who plan to attend bid openings will be required to present government issued picture identification to building security officials and obtain a visitor's pass prior to attending the bid opening.

Questions regarding this bid document can be addressed to Leevon Phillips at lphillips@dasny.org.

Sincerely,

Kristen Costello

Kristen J. Costello

Chief | Procurement