

BIDDING REQUIREMENTS for PURCHASING

NOTICE AND INFORMATION FOR BIDDERS

Attachment A: Bid Breakdown & Schedule

Bidder:

DASNY Contact: Leevon Phillips, Snr Purchasing Administrator (518) 257- 3552

Services/Product Required By: ASAP

Description: Furnish and install office trailer at CUNY York College

Bid Open Location: DASNY, Corporate Headquarters, 515 Broadway, Albany, NY 12207

Bid Open Date and Time: December 3, 2025 at 2:30PM EST

Item No.	Description	Price
1	Office Trailer as per detailed specifications	\$
2	Delivery and Installation	\$

Bidder to provide all manufacturer/model product information and all product data required in the detailed Specification

TOTAL BID _____

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(The below questions 1. and 2. need only be answered if the above total bid is for one million dollars or more)

1. Does your firm anticipate the use of subcontractors and outside suppliers specific to this procurement?
Yes ☐ No ☐
2. Does your firm anticipate the creation of employment opportunities arising from this procurement?
Yes ☐ No ☐

(The below information must be completed for all bids.)

Identify all subcontractors, if any: _____

STATE, PROVINCE FOR FOREIGN COUNTRY THAT YOUR FIRM'S PRINCIPAL PLACE OF BUSINESS IS LOCATED: _____

ADDRESS OF FACTORY OR PLANT WHERE ITEMS ARE MANUFACTURED AND/OR ASSEMBLED

(Attach additional sheet(s) if more than one manufacturer): _____

BIDDER (FIRM NAME)

SIGNATURE

NAME (TYPE/PRINTED)

TITLE

E-MAIL ADDRESS

DATE

DOL REGISTRATION (IF APPLICABLE)

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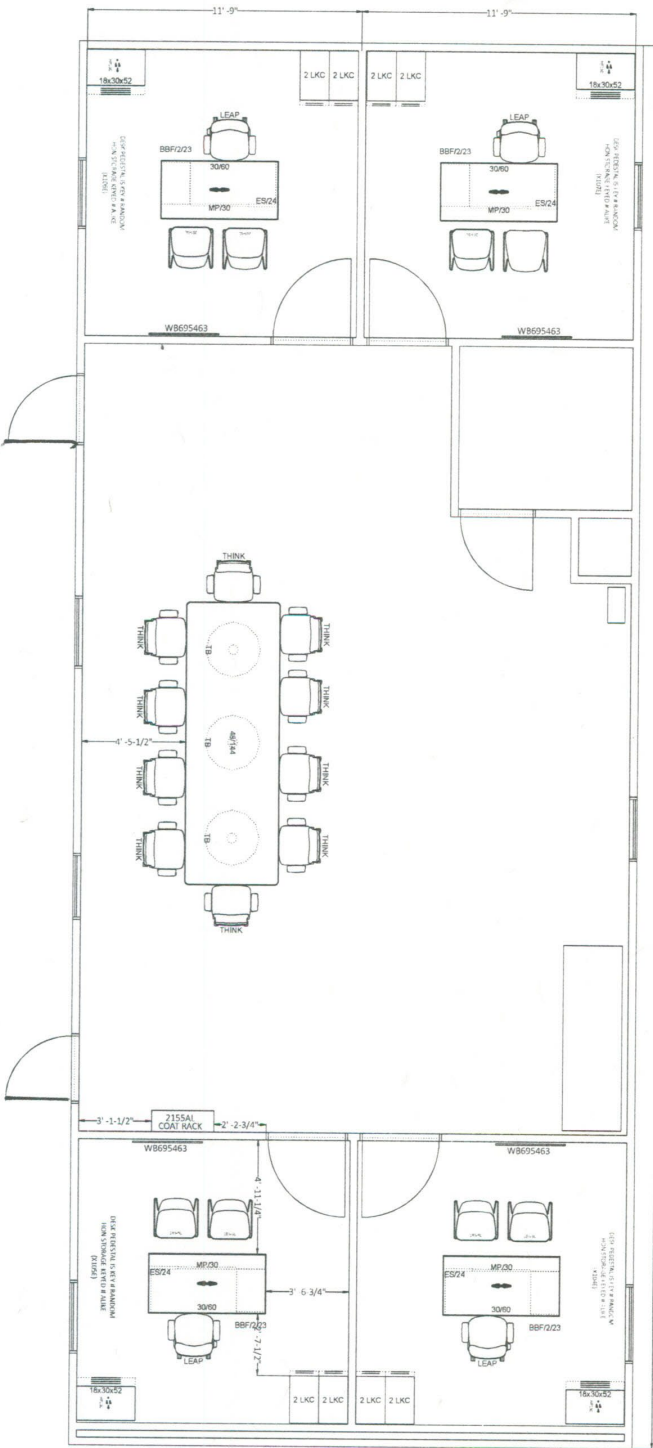
Attachment B: Detailed Specifications

OFFICE TRAILER REQUIREMENTS:

- A) 60x24 Modular (60x24 Box) trailer hitch, weather tight, insulated
- B) Space Requirements:
 - 1 Restroom, 4 private offices, 1 area for work area/conference, 1 closet
- C) Each office with 1 window, space for work area/conference has at least two windows, 2 aluminum exterior entrances with steps and canopies. Windows shall be operable.
- D) 100 Amp breaker panel
- E) Ceiling fluorescent lighting for the spaces
- F) Electrical outlets, 2 at each office and at least 4 electrical outlets in the work area/conference.
- G) Window/Door Security
- H) Paneled walls
- I) Vinyl covered flooring
- J) Gypsum ceiling
- K) Central HVAC
- L) Delivery
- M) Standard Setup and Anchor
- N) Trailer set up for power and plumbing easy hook up
- O) Furniture not included

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DASNY CUNY YORK COLLEGE FIELD OFFICE
OVERALL PLAN



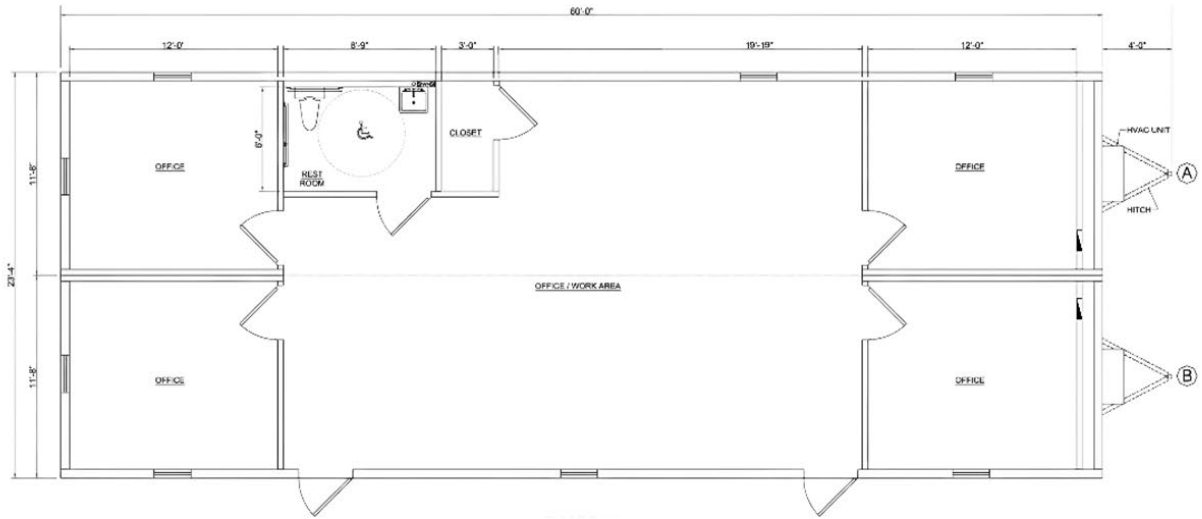
PROPOSE LAYOUT

11A Z ALBANYA B C DDDASNY\INTNS-549 DASNY - CUNY YORK COLLEGE FIELD OFFICE\CEET FILE\INTNS-549

PROJECT NUMBER:	
QUOTE NUMBER:	
ORDER NUMBER:	
CUSTOMER CONTACT:	
CUSTOMER LOCATION:	
DESIGNER CONTACT:	
SALES CONTACT:	
REVISION DATE:	
PLOT SIZE:	
SITE VERIFIED:	
COPYRIGHT:	

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Attachment C: Scope of Work

Supply, deliver and install a trailer to be used for field office purposes at York College located at 93-20 Guy R Brewer Blvd. Jamaica, NY 11451 and as per requirements provided in the Detailed Specifications as soon as possible based on product lead time and as coordinated with the DASNY Project Manager. Drawings for the trailer are included in the detailed specifications for reference. Bidders are responsible for submittals required in the Detailed Specifications.