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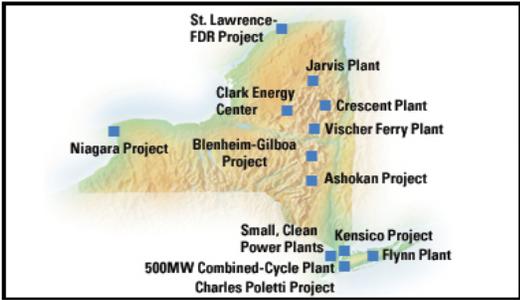
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About NYPA

The **New York Power Authority (NYPA)** is the nation's largest state-owned power organization and New York's only statewide electricity supplier. NYPA provides lower-cost power to government agencies; to municipally owned and rural-cooperative electric systems; to job-producing companies and non-profit groups; to private utilities for resale—without profit—to their customers; and to neighboring states, under federal requirements. The Power Authority is also a national leader in promoting energy efficiency and the development of clean energy technologies and electric vehicles. A non-profit, public-benefit energy corporation, NYPA does not use tax revenues or state credits. It finances its projects through bond sales to private investors.



The Supplier Diversity Program

Linking the Authority's diversified product and service needs with qualified minority- and women-owned businesses is what the Authority's Supplier Diversity Program is all about.

In 1983, the Authority voluntarily established the Supplier Diversity Program. Since that time it has awarded hundreds of millions of dollars in contracts to Minority and Women Business Enterprises for items such as fuel oil, computer equipment and services, printing, office supplies, construction work and engineering services, to name a few.

With the enactment of Executive Law Article 15-A in 1988, the Authority's Supplier Diversity Program was revised to incorporate the rules and regulations promulgated by the New York State Governor's Office. In accordance with the law and with direction from the Governor's office, the Authority will continue its aggressive effort to increase utilization of M/WBE firms certified by New York State and to reach out to those firms who have yet to be certified. In addition, on September 1, 1994, Equal Employment Opportunity requirements were implemented on all applicable contracts.



Definitions of Minority and Women Owned Businesses

In accordance with Executive Law Article 15-A, the Authority only recognizes minority or women-owned business, which have been certified by the Empire State Development Corp., Division of Minority and Women's Business Development. The law defines Minority or Women-Owned Businesses in the following manner:

Minority Owned Business Enterprise

Any business enterprise which is at least fifty-one percent owned by, or in the case of a publicly owned business, at least fifty-one percent of the stock is owned by citizens or permanent resident aliens who are:

- (a) Black persons having origins in any of the black African racial groups not of Hispanic origin;
- (b) Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American or either Indian or Hispanic origin, regardless of race;
- (c) Asian and Pacific Islander persons having origins in any of the Far East Southeast Asia, the Indian subcontinent or the Pacific Islands; and
- (d) American Indian and Alaskan Native persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identifications; and such ownership interest is real, substantial and continuing. The minority ownership must have and exercise the authority to independently control the business decisions of the entity.

Woman Owned Business Enterprise

Any business enterprise which is fifty-one percent owned by, or in the case of a publicly owned business, at least fifty-one percent of the stock is owned by citizens or permanent resident aliens who are women, and such ownership interest is real, substantial and continuing. The ownership must have and exercise the authority to independently control the business decisions of the entity.

For the link to the Directory of New York State Certified Minority and Women
Owned firms, and more, go to

<http://www.esd.ny.gov/MWBE.html>



New York State Certification

In order to be recognized as a Minority/Women Business Enterprise (M/WBE) by the Authority, your firm must be certified by the Empire State Economic Development's Division of Minority and Women's Business Development.

To request an application, obtain additional information on the NYS certification requirements or to initiate your certification process, contact one of the two offices listed below or visit their website:

***Empire State Development Corporation
Division of Minority and Women's Business Development***

ALBANY OFFICE

30 South Pearl Street
Albany, NY 12207
(518) 292-5250

NEW YORK CITY OFFICE

633 3rd Avenue, 32nd Floor
New York, NY 10017
(212) 803-2414

For additional information on New York State certification requirements and applications, technical assistance, access to capital, contract opportunities, NYS Directory of certified M/WBE's and much more

Please visit <http://www.esd.ny.gov/MWBE.html>



For Out-of-State Corporations

The following information was obtained from the New York State Department of State and pertains to all **Out-of-State** Corporations without a New York State address. This requirement does not apply to out-of-state firms who are sole proprietors.

PRIOR TO APPLYING FOR NEW YORK STATE MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) CERTIFICATION.

To do business in *New York State* the corporation must possess a **Certificate of Authority** which can be obtained through any stationery store that carries legal documents.

- ✓ A filing fee of \$225.00 must be paid by certified check, attorney's check or money order.
- ✓ The corporation must obtain the **Certificate of Good Standing** from the state in which they are located.
- ✓ Upon completing the above process, the corporation will be qualified to apply for New York State certification. At this point, the **APPLICATION FOR AUTHORITY**, together with a **completed NYS M/WBE CERTIFICATION APPLICATION**, should be submitted to the following address for processing:



New York Department of State

Division of Corporations

One Commerce Plaza

99 Washington Ave

Albany, NY 12231

(518) 473-2492 (Automated)

Web Site: www.dos.state.ny.us

info@dos.state.ny.us

To download the **“Application for Authority”** and obtain other pertinent information, go to:

www.dos.state.ny.us/corps/



What the Power Authority Buys

The following partial list represents the variety of goods and services generally purchased or leased by the Authority:

SERVICES

Accounting
Advertising/Public Relations
Architectural
Archeological Services
Asbestos Removal
Banking Services
Catering
Carpentry
Computer Consulting/Analysis
Court Reporting/Transcription
Demolition Services
Diving and Underwater Construction
Drafting
Editing/Writing
Electrical Contractors
Engineering
Engraving
Exterminators (insects/rodents)
Fencing Contractors
Financial/Brokerage Services
General Construction
General Consulting Services
Insulation Contractor
Janitorial Services
Labor Relations Consulting
Landscaping
Major Electrical Equipment

SUPPLIES/EQUIPMENT

Appliances New/Repair
Art/Drafting Supplies
Visual Equipment
Automobiles New/Repair
Boiler Parts
Books Reference/Technical
Building Supplies
Carpeting/Floor Coverings
Chemicals
Computer Hardware/Software
Copying Machines/Supplies
Concrete/Gravel/Asphalt
Electrical Supplies
Electronic Components
Fences
Filtering Equipment
Design
Fuel Oil/Natural Gas
Gauges/Instrumentation
HVAC Equipment/Supplies
Janitorial Supplies
Labels/Signs
Material Handling Supplies
Novelty Items/Trophies
Office Equipment
Office Furniture
Office Supplies



The Procurement Function

Since the Authority purchases a vast amount of equipment, services and supplies to support its operations, maximum emphasis is placed on competitive bidding to meet quality and delivery requirements at the lowest possible cost.

There are two primary methods by which M/WBE's participate in the Authority's procurement activities. They are:

- 1) **Direct Purchasing** - The Authority contracts directly with the M/WBE for the goods and/or services.

AND/OR

- 2) **M/WBE Utilization Goals** - The M/WBE is sub-contractor to a prime vendor/contractor that has a contract with the Authority.

The M/WBE's role as a prime contractor on one contract does not preclude it from also seeking work as a subcontractor on another contract. It is not necessary for the M/WBE to hire agents, advisors and other intermediaries in order to compete for Authority contracts.



Normally proposals are submitted to the Authority as a result of the Authority's issuance of a formal price inquiry, public bid notice or invitation to bid. Each type of solicitation contains instructions relative to proposal preparation and submission procedures.

Public Bid Notices are advertised in the [New York State Contract Reporter](#), the State's Official weekly listing of bidding opportunities. Additional information including subscription instructions can be found on their Web site address at www.nyscr.org. The Authority's contract opportunities may also be found on our website see page 17 for more information. Additionally, the Authority advertises in the Minority Commerce Weekly mcbids.com. The Authority may issue statements of interest or other similar notices of various program opportunities.

For each product or service purchased, the Authority normally solicits bids through a number of qualified sources. It is imperative that each bidder follows **ALL** instructions and specifications. Each solicitation includes:



- ✓ Technical specifications data for the item or service
- ✓ Instructions for preparing the bid
- ✓ Date, Time and Place for bid submission
- ✓ Schedule for commencement and completion
- ✓ Place of delivery

The proposal submitted by the vendor is the document intended to persuade the Authority's staff that the vendor is technically qualified, understands the scope of work and can perform the work in a timely, cost-effective manner.





Therefore,

- The Bid Inquiry Number must be referenced on all correspondence and mailing labels.
- If provided, proposals must be signed and submitted on forms furnished by the Authority.
- Unless specifically extended by a bid addendum, bid proposals are due by the "bid due date" specified.
- Your proposal should be self-contained and written with clarity and thoroughness.
- All exceptions to the bid document requirements must be in writing and submitted with your bid proposal. **FAILURE TO DO SO MAY RESULT IN THE REJECTION OF YOUR BID PROPOSAL AS INFORMAL OR INCOMPLETE.**

Make sure your price includes all costs associated with performing the work. Remember you are at a disadvantage if you want to renegotiate the price after the work has begun. Legally, you may not be granted relief if mistakes (except perhaps for obvious arithmetic errors due to the extension of unit prices and corresponding quantities) are discovered after bid opening.

INSTRUCTIONS SHOULD BE FOLLOWED EXPLICITLY.

Questions regarding preparation of your bid proposals should be directed to the buyer identified in the bid document. THE AUTHORITY IS NOT RESPONSIBLE FOR COSTS INCURRED IN THE PREPARATION OF PROPOSALS.



Subcontracting Business Tips

The New York Power Authority is committed to increasing the procurement opportunities for Minority and Women-Owned Business Enterprises (M/WBE's) at our headquarters and operating facilities.

Once you become a subcontractor, your success will depend largely on your ability to carry out your obligations in a manner consistent with accepted business practices.

Before You *Sign* a Sub-Contract Agreement

1. Study the bid specifications and plans for the project. Make sure you know the scope of work.
2. Know the prime contract's provisions and requirements, such as the insurance provisions, prevailing wage rates, submission requirements and retention.
3. Ask the job or work site to become aware of conditions that may affect your bid price.
4. Ask the prime contractor for written clarification of any bid item(s) you do not understand.
5. Prepare accurate and detailed cost proposals or price quotes. The proposal submitted is the instrument intended to persuade the Authority's staff or Prime Contractor's staff for subcontracting work that you are technically qualified, understand the scope of work and can perform the work in a timely, cost effective manner.



If you initially offer a price by telephone, follow up by sending the prime contractor or the Authority, as the case may be, written confirmation of the bid amount specified in our verbal quote.

6. During negotiations, document all conversations with the Authority or prime contractor. Be sure to note the time, date and name of the person with whom you spoke, as well as the nature of your discussion.
7. Notify NYPA's Supplier Diversity Department immediately if your company is listed by a prime contractor as an M/WBE without your knowledge or consent on an Authority related project.
8. **Remember!** *Do not assume anything.* When in doubt as to the meaning of any part of the procurement package, contact the issuing contract administrator.

- ✓ **Prepare your bid accurately.** The Authority may not be able to grant relief if you make an error that is costly to you.
- ✓ **Write all technical and commercial terms and conditions.** Bids which appear to be incomplete may be automatically rejected. The Procurement Division is the starting point for all firms that would like to do business with the Authority.
- ✓ **Submit the bid on time.** Bids submitted after the bid due date are generally rejected unless a written time extension has been granted to all applicable bidders by the Authority prior to the bid opening.



Before You Begin Work as a Subcontractor

1. Make sure you have a **written (sub)contract agreement** that includes the requirements, conditions and provisions of the job. Some items that should be addressed in the agreement include:
 - ✓ A detailed description of the scope of work to be performed by your company. Read and be sure you understand all the terms and conditions of the (sub) contract.
 - ✓ Clear identification of responsibility for insurance, bonding and equipment requirements.
 - ✓ Identification of required certifications, permits, and prevailing wage requirements, the latter pursuant to section 220 of the labor law of New York State.
 - ✓ Discussion of how and when you will receive payment from the prime contractor, if any, for work performed and the amount you are to be paid.
 - ✓ Procedures for resolving conflicts and disagreements and handling additional work, change orders and modifications.
 - ✓ The recommendation that your attorney review any (sub)contracting agreements before you sign it.
2. Ask the prime contractor to provide you with the project schedule specifying when your company is to start work on the project as well as the duration of your participation. This will permit you to allocate sufficient time for details such as placing orders or supplies and arranging for the leasing of equipment.



As Work Progresses

1. Keep a daily log of all work-related activities performed by your company. Focus on site conditions, unforeseen changes and oral directives from the Authority or the prime contractor.
Communications with the Authority or prime contractor should be in writing as much as possible.
2. Make sure that change orders affecting your (sub)contract amount and your scope of work are in writing. The written change order should contain a statement of cost and should be signed by you and the Authority and/or the prime contractor.
3. Attempt to resolve problems and conflicts as they arise.

Bidders Information

(Vendors that are NOT listed in the New York State Directory of Certified Minority and Women-Owned Businesses are considered general vendors.)

If your firm is listed in the New York State Directory of Certified Minority and Women-Owned Businesses, it will then automatically be included in the pool of vendors certified to meet NYPA's procurement needs. You must be certified by New York State in order for us to recognize your firm as a Minority or Women owned business. Lack of certification, however, does not preclude your firm from doing business with us. If your firm is not certified as an M/WBE by the State of New York and you request certification or additional information, please see Page 6 of this Guide.

The Authority does not maintain an official bidders list. The majority of bids in excess of \$15,000 are advertised in the NYS Contract Reporter. (See page 10 for more information). Bids under \$5K may be awarded to vendor of choice, although proposals may be solicited from several sources. **Information regarding NYPA's current contracting opportunities may be found on the Authority's web site by going to WWW.NYPA.GOV "About Us" and selecting "Doing Business with Us" and looking for "Current Bidding Opportunities."** Register and you will be able to see what the Authority has out for bids at that time. Please complete and return the Vendor Survey Form located at the rear of this "Guide to Business Opportunities" along with any pertinent information on your company such as line cards, references, company literature or brochures etc. to this office.



All information should be mailed to:

New York Power Authority
123 Main Street
White Plain, NY 10601
Procurement – Supplier Diversity Program

-or-

For further information on NYPA's
Supplier Diversity Program

Visit our Supplier Diversity Web Site at
<http://www.nypa.gov/SDP/default.htm>

For Current Contracting Opportunities

Visit our Procurement RFQ Web Site Address at

NYPA.Gov

About Us

Doing Business with Us

Select: Current Bidding Opportunities

-Or-

click "Quick Links"

To access the current bidding opportunities, plus additional information



For Your Information

Unsolicited Proposals

The Authority does not recognize proposals submitted solely on the proposer's initiative. Submitted proposals must be in response to a formal Request For Proposal (RFP).

Evaluation, Negotiation and Award

After bids are opened, the proposals are evaluated for both their technical qualifications and commercial acceptability. If questions, exceptions or disagreements are expressed by either the Vendor



or the Authority, negotiations may ensue. However, negotiations may only take place with the lowest qualified bidder. If mutually acceptable terms cannot be negotiated with the lowest evaluated bidder, the Authority may reject that bid and open negotiations with the next bidder, and so on. Where applicable, the M/WBE goal requirements can also

serve as evaluative criteria in the final determination of a Bid Award.

Quality Assurance Requirements

Vendors must meet the pertinent quality assurance requirements for the commodity or service that they are supplying. The term "quality assurance" is defined as those planned and systematic actions necessary to provide adequate confidence that a system, structure or component possesses the material composition, physical characteristics and performance capability for which it was intended. Specific applicability or acceptability of quality assurance will be covered separately in each bidding document.



Who to Contact

The Procurement Division's Staff welcomes the opportunity to acquaint new firms with the Authority's procurement procedures. A listing of key personnel is provided on pages 21 - 24 of this publication.

Most of the Authority's purchasing functions are performed by the White Plains Office and its other operating facilities. The Authority's operating facilities function as independent purchasing entities for certain site-specific goods and services. You may solicit the individual facilities to market your product, goods or services.

Experience has shown that successful bidders take an active approach in marketing their goods and services to the Authority. Active marketing involves direct contact with key personnel. We wish to emphasize the importance of active marketing, especially for those firms that have not previously worked with the Authority.

It is highly recommended that you make an appointment before coming in to see any Authority personnel. Normal appointment hours are Monday through Friday, 8:00 a.m. to 4:00 p.m.

To maintain security, all visitors must identify themselves upon entering, sign the visitor's register and obtain an identification badge. The badge must be worn conspicuously and returned to the guard upon your departure. Authority personnel must accompany visitors when moving from one department to another.

Executive Officers

New York Power Authority

White Plains Office

Clarence Rappleyea Building
123 Main Street
White Plains, NY 10601-3170
(914) 681-6200

Albany Office

30 South Pearl Street - 10th
Albany, NY 12207-3425
(518) 433-6700

Chairman

Michael J. Townsend (518) 433-6751

President & CEO

Gil Quinones (914) 681-6800

Chief Diversity Officer

Sylvia Hamer (914) 681-6559

Executive Vice President & Chief Engineer

Power Supply

Ed Welz (914) 681-6675





Key Procurement Personnel

New York Power Authority

White Plains Office

123 Main Street
White Plains, NY 10601

Patricia A. Leto

Vice President, Procurement.....(914 681-6623)

Supplier Diversity Program Staff

Debra J. White

Director, Supplier Diversity(914) 681-6976

Yves-Rose Valbrun

Supplier Diversity Program Analyst.....(914) 681-6453

Senior Procurement Staff

Len Walker

Manager of Special Projects(914) 681-6627

Robert Haggerty

Manager of Hydro & Transmission Procurement.....(914) 287-6283

Donna Keough

Manager of Energy Services & SENY Procurement(914) 287-3791

Diane Gil

Manager of IT & SAP Procurement(914) 287-3583

Key Procurement Personnel

Operating Facilities

BLenheim-GILBOA POWER PROJECT

Kelvin Nahrwold
Purchasing & Warehouse Manager
New York Power Authority
397 Power Plant Access Road
Gilboa, NY 12076
518-287-6325

CLARK ENERGY CENTER/ ENERGY CONTROL CENTER

Pat Donnelly
Director – Site Purchasing & Materials
Management
(315) 792-8232

William Siddon
Purchasing & Warehouse Manager
(315) 792-8316

Mailing Address:

P.O. Box 191
Marcy, NY 13403

New York Power Authority
6520 Glass Factory Road
Marcy, NY 13404

NIAGARA PROJECT
John Briggs
Purchasing & Warehouse Manager
New York Power Authority
5777 Lewiston Road
Lewiston, NY 14092
(716) 286-6031

CHARLES A. POLETTI POWER PROJECT - 500 MW COMBINED CYCLE PLANT

Kevin King
Purchasing & Warehouse Manager
New York Power Authority
31-03 20th Avenue
Long Island City, NY 11105
(718) 626-8288

ST. LAWRENCE – FDR PROJECT

Sandy Johnston
New York Power Authority Purchasing &
Warehouse Manager
P. O. Box 700
Massena, NY 13662
(315) 764-6691

RICHARD M. FLYNN POWER PLANT

(Send Mail to Kevin King at Charles A. Poletti
Power Project)

New York Power Authority
607 Union Avenue
Holtsville, NY 11742-1420
(631) 687-1900



Key Headquarters Departmental Personnel

Accounting

Howard Berg

Sr. Accountant(914) 287-3362

Corporate Support Services

Susan Egginton

Director of Corporate Support Services.....(914) 681-6410

Chris Copeland

Support Services Manager..... (914) 287-3709

George Marriott

Facility Manager (914) 287-3930

Corporate Communications

Marsha Camera

Manager, Graphic

Communications.....(914) 390-8172

Nancy Ames

Director of Communications.....(914) 390-8170
& Marketing Services

Energy Efficiency

Paul Belnick

Vice President, Energy Services(914) 287-3828

Maribel Cruz

Program Manager Energy Services.....(914) 390-8228

Dominic Luce

Program Manager Energy Services.....(914) 390-8234

James Bejarano

Program Manager Energy Services.....(716) 852-0618

Rino Trovato

Program Manager Energy Services.....(914) 390-8220



Environmental

John Kahabka
Vice President, Environmental, Health & Safety(914) 681-6308

Kevin McGrath
Manager, Environmental Studies & Remediation.....(914) 681-6682

Patricia Meehan
Manager, Project Development & Licensing.....(914) 287-3407

Engineering

Robert Knowlton
Director of Civil /Structural Engineering(914) 681-6424

Peter Ludewig
Director - Hydro Engineering.....(914) 287-3273

Robert Schwabe
Director – Asset & Maintenance Management.....(914) 287-3794

James Sheldon
Director – Electrical Engineering.....(914) 681-6456

Bill Stanton
Director - Mechanical Engineering.....(914) 287-3307

Finance-Corporate

Brian McElroy
Treasurer(914) 287-3956

Fossil Fuel Supply

James Ondishin
Manager Fuel Operations(914) 287-3881

Rod Mullin
Director Planning & Fuel Operations.....(914) 283-3884





Human Resources

Barbara Coles
Manager – Human Resources, Employment.....(914) 287-3798

William Rainford
Manager – Talent Development.....(914) 681-6964

Ida Gencarelli
Director of Benefits and Compensation(914) 287-3113

Information Technology

John Brennan
Director Strategy & Governance.....(914) 287-3168

Lena Smart
Chief Information Security Officer.....(914) 287-3634

Peter Poggi
Director of Infrastructure/ Telecommunications(914) 681-6667

Helen Yang
Director of Application Services.....(914) 681-6841

Insurance

Dennis Sacco
Director of Risk Management.....(914) 287-3922

Law

Erin Nolan
Financial Administrator.....(518) 433-6753

Ali White
Sr. Attorney I(914) 681-6695



Project Management/ Construction Management Services

John Canale

Vice President - Project Management.....(914) 681-6706

Andrea Luongo

Sr. Project Engineer II.....(914) 287-3123

Michael Mitchell

Project Manager - Project Management(914) 681-6428

Reynaldo Salcedo

Project Manager
Generation/Facility Improvement.....(914) 287-3408

Public and Governmental Affairs

Joseph Leary

VP Public, Community & Gov't Relations.....(914) 390-8187

Brian Warner

Director Policy Analysis & External Community Affairs(914) 390-8183

Power Resource Planning and Acquisition

Jill Anderson

Director of Business Integration(914) 287-3706



NYPA Facilities Regional Managers

BLenheim-GILBOA POWER PROJECT

Lynn Hait
Regional Manager - Central NY
518-287-6031

New York Power Authority
397 Power Plant Access Road
Gilboa, NY 12076

CLARK ENERGY CENTER/ ENERGY CONTROL CENTER

Ed Rider
CEC General Manager
(315) 724-8186

Mailing Address:
P.O. Box 191
Marcy, NY 13403

New York Power Authority
6520 Glass Factory Road
Marcy, NY 13404

NIAGARA PROJECT

Joseph Kessler
Regional Manager - Western NY
(716) 286-6001

New York Power Authority
5777 Lewiston Road
Lewiston, NY 14092

CHARLES A. POLETTI POWER PROJECT

Paul Tartaglia
Regional Manager – SENY
(718) 626-8268

New York Power Authority
31-03 20th Avenue
Long Island City, NY 11105

ST. LAWRENCE – FDR PROJECT

Rick Turner
Regional Manager - Northern NY
(315) 764-0226

New York Power Authority
P. O. Box 700
Massena, NY 13662

RICHARD M. FLYNN POWER PLANT

Russ Bahm
Director of Operations
(631) 687-1901

New York Power Authority
607 Union Avenue
Holtsville, NY 11742-1420

NEW YORK POWER AUTHORITY SUPPLIER DIVERSITY PROGRAM

VENDOR PROFILE		1. TYPE OF RESPONSE _____ Initial Revision	2. DATE
NOTE: Complete all items on this form. Insert N/A in items not applicable. Please include company literature or brochure with this form.			
3. NAME AND ADDRESS OF NYPA ENTITY TO WHICH FORM SUBMITTED New York Power Authority 123 Main Street White Plains, NY 10601-3104 Attention: Procurement Department SDP		4. NAME AND ADDRESS OF APPLICANT (include country and nine- digit ZIP+4)	
5. TYPE OF ORGANIZATION (CHECK ONE): _____ Individual _____ Partnership _____ Non-Profit _____ Corporation (Incorporated under the laws of the State of _____)		6. ADDRESS TO WHICH SOLICITATIONS ARE TO BE MAILED (if different than Item 4)	
7. NAMES OF OFFICERS, OWNERS OR PARTNERS			
A. PRESIDENT	B. VICE PRESIDENT	C. SECRETARY	
D. TREASURER	E. OWNERS OR PARTNERS		
8. AFFILIATES OF APPLICANT (Names, locations, nature of affiliation, etc.)			
9. IDENTIFY EQUIPMENT, SUPPLIES, AND/OR SERVICES ON WHICH YOU DESIRE TO MAKE AN OFFER (Provide SIC Codes, if available)			
10. SIZE OF BUSINESS _____ Small Business _____ Other than Small Business	11. AVERAGE NUMBER OF EMPLOYEES (including affiliates) FOR FOUR PRECEDING QUARTERS (Add "P" if for Parent Company) AS OF ____ / ____ / ____ MO/DAY/YR	12. AVERAGE SALES OR RECEIPTS FOR PRECEDING THREE FISCAL YEARS (Add "P" if for Parent Company) \$ _____ AS OF ____ / ____ / ____ MO/DAY/YR	
13. TYPE OF OWNERSHIP (See definitions in NYPA Guide) _____ Minority Business Enterprise _____ Women-Owned Business Enterprise NYS M/WBE Certification No.:	14. TYPE OF BUSINESS _____ Manufacturer/Producer _____ Manufacturing Representative _____ Service Establishment _____ Consultant (Personal Services) _____ Regular Dealer _____ Surplus Dealer _____ Construction Concern		
15. DUNS NO. (If available)	16. YEAR BUSINESS FORMED? (Add "P" if year Parent Company formed)		
17. PAYEE IDENTIFICATION NUMBERS A. FEDERAL SOCIAL SECURITY ACCOUNT NUMBER: _____ B. FEDERAL EMPLOYER ID NUMBER: _____			
18. COLLECTIVE BARGAINING AGREEMENTS (List of locals and Trades, if any, with contract expiration dates)	19. LICENSING AGREEMENTS (List any licensing agreements required to provide your product/service, exp. Dates, and whether your business is licensee or licensor)	20. BONDING REFERENCE (List highest bond received, date and bonding reference)	
CERTIFICATION: I certify that information supplied herein (including all pages attached) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is now debarred or otherwise declared ineligible by any agency of the State of New York from making offer for furnishing materials, supplies, or services to the State of New York or any agency thereof.			
21. Name/Title of Person Authorized to sign (Type or Print)	22. SIGNATURE	23. DATE	

