

BIDDER REQUEST FOR INFORMATION

New York State Thruway Authority

Purpose: This form is to be completed by a Potential Bidder's representative, upon request, when additional information or clarification is needed in order to responsibly consider placing a bid on a project being advertised.

INSTRUCTIONS:

- Potential Bidder's Representative: Complete Section I and email to the Thruway Authority (Authority) Project's Designated Contact (procurement, technical or engineering) with a copy to other designated contacts, as appropriate.
- Receiving Authority Bureau: Complete Section II, providing a response to the Request For Information (RFI), and email to the Potential Bidder's Representative, sending a copy to all the appropriate designated contacts. The Final Plan Unit shall also receive a copy of the response to the RFI should it be decided (by the technical or engineering designated contact) that the response would also benefit all other Potential Bidders. If this is the case, then responses to RFIs will be shared in a Project's Questions and Answers document and will be posted on the Authority's website under Business/Contractors/Documents.

Section I Request for Information

Bidding Firm/Contractor Name		Name of Bidding Firm/Contractor Representative (Requester)		
Requester Phone No. () -	Requester Email Address	Contract TA No.	Contract D No.	
Proposal Page Number(s) (If Applicable)	Plan Drawing Number(s) (If Applicable)	Specifications Section (If Applicable)	Request Date	
			Request No.	

Detailed Description of Issue (use additional sheets if necessary)

Proposed Solution (use additional sheets if necessary)

Section II Request Response

Receipt Date	Response Date	Response By (Name)	Receiving Authority Bureau or Consulting Firm Name
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Response (use additional sheets if necessary)

Attached Document(s) (Describe the content of attached document(s), if applicable)