



**Thruway
Authority**

**DOING BUSINESS
WITH THE
NEW YORK STATE THRUWAY AUTHORITY**

TAP-306 (8-2023)

GENERAL INFORMATION

The New York State Thruway Authority is a public corporation that was created for the purpose of financing, constructing, maintaining, and operating a 570-mile tolled highway system known as the Thruway. For the purposes of this publication, the term "Authority" shall mean the New York State Thruway Authority.

The Authority's Department of Procurement Services is responsible for the purchase of goods and creating contracts for services, construction projects, and engineering consultants necessary for the operation of the Authority. The Thruway Authority Doing Business webpage subdivides information into four types of Thruway Business: Real Property, Engineering Consultants (architect, engineering, surveying), Contractors/Construction Projects, and Purchasing Services. The Purchasing Services section addresses purchases for goods and services and non-engineering consultant services not covered in the other three categories.

The Thruway's procurement process is designed to:

- Ensure fair and open competition;
- Guard against favoritism, improvidence, extravagance, fraud, and corruption;
- Ensure that the results meet Thruway needs;
- Provide for checks and balances to regulate and oversee agency procurement activities; and
- Protect the interests of the State and its taxpayers.

SOURCING

The Thruway's procurement process varies depending on the value of the purchase, whether a NYS procurement contract already exists, and whether the procurement is for a commodity, service, special consultant, or a construction project.

For routine purchases up to \$15,000, Purchasing or Division Inventory buyers usually obtain one to three written quotes.

Routine purchases of \$15,000 - \$50,000 are awarded on the basis of a minimum of three written or electronic quotations.

When the value of a routine purchase is expected to exceed \$50,000, there is a formal competitive bid process which requires a public opening of sealed bids. An advertisement is printed in the New York State Contract Reporter [New York State Contract Reporter \(ny.gov\)](http://www.nyscr.com), the official weekly newsletter for announcements of contracting opportunities with State entities. For more information on this publication call the Empire State Development Corporation at (518) 292-5220 or visit their web site at [Empire State Development](http://www.empirestate.gov). Opportunities are also advertised on the Thruway website at [Doing Business - New York State Thruway \(ny.gov\)](http://www.thruway.ny.gov) in each of the categories under Doing Business. Either link allows you to download a copy of the proposal. Recent changes to the Public Authorities Law allow the Authority to purchase up to \$200,000, without a formal competitive process, goods or services from certified M/WBEs, SDVOBs, small business enterprises, and goods or technology that are recycled or remanufactured.

The Thruway identifies goods needed by a commodity group code, which allows Authority staff to match specific categories of goods with suppliers who have registered for such categories. A commodity code listing of the types of products purchased on an on-going basis is available at the following link : [National Institute of Governmental Purchasing \(NIGP\) Codes NYS Thruway](http://www.nigp.gov)

THINGS TO CONSIDER WHEN BIDDING

Quantities: Bid documents may call for specific or indefinite quantities. Generally, term contracts call for indefinite or estimated quantities, whereas prompt delivery contracts specify exact quantities.

Prices: Prices must be quoted net, including all shipping and handling charges, unless otherwise specified.

Surety: Bid surety or contract surety and Labor/Material bonds may be required in some cases, usually those involving term or installation contracts. Surety amounts vary with the value of the contract.

Insurance: Bidders are required to carry insurance for Authority service and installation contracts and contracts where deliveries may be required near traffic activity. Specific minimum limits of the required coverages are set forth in the RFQ.

Samples: Samples may be requested. If so, detailed instructions on how and when to submit them will be set forth in the RFQ and, unless destroyed as a result of testing, the samples will be returned upon request.

Some terms common to doing business with the Thruway and other NYS government entities:

A Purchase Order (**PO**) is a straightforward commitment between the Authority and a vendor for a purchase, usually of goods. Potential vendors will be requested to provide quotes for the purchase.

A Request for Quote (**RFQ**) is a formal process for requesting a quote, usually for goods. RFQ can also mean Request for Qualifications when requesting contractor services.

An Invitation for Bid (**IFB**) is a formal process which requires public advertising for requested quotes, usually for goods, when there is no pre-existing contract available. This procurement is generally for \$50,000 or more. There may be unique specifications. The result is a contract which outlines the particular specifications.

A Request for Proposal (**RFP**) is a more formal process for requested quotes, usually for services or projects including goods and services. This procurement is generally for \$15,000 or more, there is no pre-existing contract available, there are unique specifications, and there is a formal process to publicly advertise for this procurement. The result is a contract which outlines the particular specifications.

An RFQ, IFB, or RFP contain terms, conditions, and specifications. The terms and conditions provide the prospective buyer with the administrative and legal requirements and factors which govern the bidding, award, and performance of the contract. The specifications give the technical description of the required materials, including technical drawings when appropriate, or specific tasks and parameters to be met in the case of services.

An RFQ, IFB or RFP when completed, signed, and returned to the Authority at the time and place specified, becomes a bidder's offer to provide goods or services. Bidders complete this document by entering their prices, identity of items offered, guaranteed delivery times, warranty periods and other pertinent information that may be required to evaluate their bids. **Bidders are advised to read all parts of an RFQ, IFB, or RFP.** Some bids have very specific requirements for submittal. A bidder that has questions about or needs clarification of an RFQ, IFB or RFP must contact the designated contact name in the bid announcement.

In some cases, sealed bids are opened at the time and date shown in the advertisement and the bidders' prices are read aloud and recorded. No decisions relative to the acceptance or rejection of any bid are made at this time and no information concerning the status of the bids can be provided until the Notice of Contract Award is published.

All bidders are welcome to attend and observe a public bid opening. Unless otherwise announced, all public bid openings are held at the Authority's Administrative Headquarters Office Complex in Albany. Beginning August 2022, the Thruway Authority began broadcasting live bid openings for contractors to view bid results for projects advertised for letting as part of our Capital Plan: [Bid Opening Webcasts - New York State Thruway.](#)

After the public bid opening, the Authority evaluates all bids received. This evaluation includes not just review of the prices, but also an assessment of the bid's conformity with the specifications and the responsibility of the bidders. After all bids have been evaluated, a Notice of Contract Award is published and forwarded to all who submitted bids.

Note that when the Authority intends to make an award without a formal competitive process under its discretionary authority pursuant to Public Authorities Law Section 2879, sealed bids may not be solicited, and a public bid opening may not be held.

All suppliers providing goods or services to the Authority must comply with Appendix A Standard Clauses for NYS Thruway Authority Procurement Contracts (TAP-326) [Appendix A - Standard Clauses for Procurement Contracts](#) and the Guidelines Regarding Permissible Contacts During a Procurement and the Prohibition of Inappropriate Lobbying Influence (TAP-335) [Guidelines for Permissible Contacts During Procurement TAP-335.pdf](#). Suppliers and Contractors must also sign up as vendors with the Thruway.

The Authority obtains engineering services and facilities construction work and real property transactions under programs separate and distinct from the procurement process described herein. For information about the engineering services program and major facilities contracts, see the Consultant and Contractor sections in [Doing Business - New York State Thruway.](#)

MINORITY/WOMEN-OWNED BUSINESS ENTERPRISES and SERVICE DISABLED VETERAN OWNED BUSINESS

The Authority is committed to New York State's goal of providing greater opportunities to minority and women-owned business enterprises (MWBE), and service-disabled veteran-owned business (SDVOB). M/WBEs and SDVOBs are encouraged to seek placement on the Authority's bid lists and to submit bids/proposals for Authority procurements. For more information about qualifying your firm as a MWBE or SDVOB, contact us at [MWBE SDVOB Information.html](#)

SUPPLIER (Vendor, Contractor, Consultant) FILE

The Authority maintains a supplier file so that it has a ready source of information regarding potential suppliers of goods and services. To register with the Authority: [Supplier Registration and Information.html](#)

Bid opportunities are posted on the Authority and the New York State Contract Reporter websites. The Authority will send registered suppliers notifications of bid opportunities for commodities for which they are registered via email.

Any registration questions should be addressed to Supplier Management at suppliermgmt@thruway.ny.gov or at (518) 433-4990.

PAYMENT

For information and to sign up for electronic payment: [ePayment Information.html](#)

Your invoice must be sent to the Authority's designated payment office:

New York State Thruway Authority
Office of Accounting and Disbursements
P.O. Box 189
Albany, NY 12201-0189

You can help expedite payment of your invoice by including on or with your invoice the description, quantity and price of goods and services delivered, as well as other substantiating documentation, including the purchase order number initiating the transaction.

Note: In order for the Authority to process payments to a supplier, the supplier must be registered with the Authority ([ePayment Information.html](#)) and a completed IRS W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION must be on file with the Authority.

SURPLUS MATERIALS

In addition to procuring goods and services, Procurement Services is also responsible for the disposal of all surplus items. These items include used equipment and supplies having a resale value and unused material that is obsolete.

Most of these materials are sold at public auctions, which are held several times a year through the NYS Office of General Services. For auction dates and information, visit the OGS website at: <https://ogs.ny.gov/public-auctions>

E-Bay is also used to sell some items of unique size or nature. To search for Authority sale items, visit [Thruway Property on eBay](#) .