



Surplus Sales Offer - Instructions to Bidders

YOU MAY NOT SUBMIT YOUR BID ELECTRONICALLY. YOU MUST PRINT OUT THE ATTACHED SALES OFFER AND ANY ADDENDA ISSUED IN CONNECTION WITH THIS SOLICITATION AND PHYSICALLY SUBMIT THE COMPLETED SALES OFFER. THIS DOCUMENT MUST INCLUDE YOUR BID PRICES AND MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF YOUR FIRM, WITH ALL ADDENDA INITIALED BY SAID PERSON. FAILURE TO SUBMIT THE COMPLETED SALES OFFER AND INITIALED ADDENDA MAY MAKE YOUR SUBMISSION NON RESPONSIVE AND INELIGIBLE FOR AWARD. ADDENDA, IF ANY, WILL BE POSTED ON THIS WEB SITE. IT IS THE BIDDER'S RESPONSIBILITY TO CHECK THIS WEB SITE FOR ADDENDA.

ALL BIDS MUST BE RECEIVED BY THE PURCHASING SERVICES BID CUSTODIAN, ON OR BEFORE **11 A.M. ON THE DUE DATE SPECIFIED** ON THE DOCUMENT, AT WHICH TIME THEY WILL BE PUBLICLY OPENED AND READ. BIDS THAT ARE NOT RECEIVED BY THE PURCHASING SERVICES BID CUSTODIAN BY THE SCHEDULED BID OPENING DATE AND TIME WILL BE CONSIDERED LATE. THIS APPLIES TO BIDS SENT BY MAIL AS WELL AS TO THOSE DELIVERED BY HAND.

IF A BIDDER CHOOSES TO USE SPECIAL DELIVERY SERVICE, IT WILL BE THE RESPONSIBILITY OF THE BIDDER TO ENSURE THAT THE BID IS DELIVERED DIRECTLY TO THE PURCHASING SERVICES BID CUSTODIAN.

IF YOU WISH TO HAND-DELIVER YOUR BID/PROPOSAL OR ATTEND THE FORMAL BID OPENING, YOU WILL NEED A VALID PHOTO IDENTIFICATION TO GAIN ACCESS INTO THE BUILDING. REMEMBER TO ALLOW EXTRA TIME FOR DELAYS SUCH AS THOSE DUE TO TRAFFIC AND/OR BUILDING SECURITY.

IN PREPARING YOUR SUBMISSION ENVELOPE:

YOU MUST CLEARLY STATE 'BID ENCLOSED' & THE SALES OFFER NUMBER ON THE OUTSIDE OF THE ENVELOPE/ PACKAGE. THIS INCLUDES ANY EXPRESS PACKAGING USED. FAILURE TO DO SO MAY DELAY IDENTIFICATION AND/ OR MISDIRECT AND DISQUALIFY YOUR SUBMISSION.



SAMPLE ADDRESSING FOR BID ENVELOPE :

Sales Offer Number & Due Date - this is the number and date uniquely assigned to this Offer and is found on the bid document – top box on first page.

No. **[Enter Sales Offer Number]**, Due **[Date]**

Company Name

Company Address

Company City, State, Zip

**Bid Document Enclosed
The Port Authority of NY & NJ
Purchasing Services
Attn: Bid Custodian
One Madison Avenue, 7th Floor
New York, NY 10010**