



KATHY HOCHUL  
Governor

DANIEL F. MARTUSCELLO III  
Acting Commissioner

# PURCHASING MEMORANDUM

## *Invitation for Bids Update*

**DATE:** September 12, 2023

**PLEASE ADDRESS INQUIRIES TO:**

Rebecca Snyder, Contract Management Specialist I  
Telephone: (518) 436-6321, Extension 2517  
E-Mail: Rebecca.snyder@doccs.ny.gov

**IFB NO.:** PA24001

**TITLE/COMMODITY:** Aluminum Sheets

**BID DUE DATE/TIME:** October 2, 2023 at 2:00pm

**CONTRACT PERIOD:** January 1, 2024 through December 31, 2025 with renewal options

**SUBJECT:** Change in Bid Opening Date

**TO:** All Prospective Bidders

In reference to the above bid solicitation,

Please be advised that the Bid Opening Date has been changed to Tuesday, October 3, 2023, at 2:00pm. Please ensure that your bid arrives by 2:00pm, as no bids will be accepted after that time.

**All other terms and conditions of the Invitation for Bids remain the same.**

**This Purchasing Memorandum is to be signed, submitted and made a part of your bid. If you have any questions, do not hesitate to contact the Purchasing Agent listed on top of this memorandum.**

VENDOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

DATE: \_\_\_\_\_