



New York State Archives

**New York State Office of General Services Archived Websites
B2103**

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Overview of the Records

Repository:	New York State Archives
Summary:	This series consists of archival copies of the publicly accessible website of the New York State Office of General Services.
Creator:	New York (State). Office of General Services
Title:	Office of General Services archived websites
Quantity:	3 website(s)
Inclusive Date:	2008, 2010
Series:	B2103

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Scope and Content Note

This series consists of archival copies of the publicly accessible website of the New York State Office of General Services (OGS). Researchers should note that, owing to the site's size and the limitations of Web archiving technology, efforts to copy this site prior to mid-2008 were not successful.

B2103-08: This accretion consists of a copy of the OGS site produced on August 26, 2008, shortly after the resignation of Governor Eliot L. Spitzer (2007-2008). It contains press releases (2003-2008), strategic plans (2002, 2004), performance results summaries (2001-02 through 2005-06) and information about the office's mission and organizational structure. Researchers should note that, owing to the site's size and structure and the limitations of Web archiving technology, some of the information on this site could not be captured properly.

The bulk of this copy consists of sections corresponding to each of the office's core functions. The Building Administration Services section includes information bulletins (2004-2008) for tenants of state-owned buildings, recycling reports (2000-2006), and policies governing the display of national and state flags at state facilities. Information about parking, dining facilities, meeting and catering services, access and security policies, waste and recycling management, and energy conservation policies governing operations of the Empire State Plaza and other state-owned buildings is also included. However, owing to the structure of the live site and the limitations of Web archiving technology, the links to information about the office's Environmental Services Unit, storm water management, and visiting the Empire State Plaza do not work properly.

The Real Estate Services section contains information concerning sale of surplus real property and space planning services for state agencies. Also included are applications for licenses, grants, and easements for construction projects on state-owned bodies of water. Links to information about requests for proposals, retail space for rent, state agency leased space needs, and real estate auctions and sales do not work properly; however, the "Real Estate for Sale" link in the "Quick Links" section that appears on the right side of each page provides information about sales and auctions.

The Government Internal Support Services section provides information about the office's services for other state agencies. With the exception of the first two links under the heading "Parking for State Employees," none of the links specific to this section of the site work properly.

The Design and Construction section of the site contains forms and permits for contractors and consultants; information for certified Minority and Women-Owned Business Enterprises; and quality, vendor, and pre-bid inquiry response policies. Also included are master specifications for various types of procurement contracts and special notices (2008) concerning prevailing wages, building security, and other topics of interest to contractors. Also included are newsletters (2003-2007) and other materials created by the OGS Green Building Council.

Researchers should note that links to information about construction and consultant opportunities and several other links within this section do not work properly; however, information about construction and consultant opportunities can be accessed by clicking on the "Contracting Opportunities" link that appears in the "Quick Links" section on the right side of the site's home page.

The Procurement Contracting section contains lists of state commodity, information technology, and service contracts in effect at the time the site was captured; however, none of the links to individual contracts work properly. It also includes preferred source guidelines, environmentally preferable purchasing information, and alerts and notices (2008) of interest to contractors and visitors to state facilities. Also included are meeting minutes (2005-2008), annual reports (2006-2007), reports (2005-2007) concerning the impact of the Procurement Lobbying Law of 2005, and other materials created by the Advisory Council on Procurement Lobbying.

None of the navigational links on the left side of each page within the Procurement Contracting section work properly; however, the information within this section can be accessed by returning to the first page of this section and clicking on the links in the center of the page.

B2103-10: This accretion consists of a copy of the OGS site produced on December 21, 2010, shortly before Governor David A. Paterson (2008-2010) left office. It contains press releases (2007-2010), a strategic plan and templates for future plans (2008 and 2010), and information about the office's mission and organizational structure. Researchers should note that, owing to the site's size and structure and the limitations of Web archiving technology, some of the information on this site could not be captured properly.

The bulk of this copy consists of sections corresponding to each of the office's core functions. The Building Administration Services section includes information about parking, dining facilities, meeting and catering services, access and security policies, waste and recycling

management, and energy conservation policies governing operations of the Empire State Plaza and other state-owned buildings. It also contains a tenant safety handbook (2010), policies governing the display of national and state flags at state facilities, a directory of state office buildings managed by OGS (2010), information on planning events in the Empire State Plaza, and before and after photos of projects overseen by the office's division of construction management (2010).

The Real Estate Services section contains information concerning sale of surplus real property, retail space for rent, state agency leased space needs, and space planning services for state agencies. Also included are applications for licenses, grants, and easements for construction projects on state-owned bodies of water.

The Design and Construction section of the site contains forms and permits for contractors and consultants, and vendor and pre-bid inquiry response policies. Also included are master specifications for various types of procurement contracts, a design procedures manual (2010), legal and regulatory requirements for contractors and consultants, and Green Design procedures and other materials created by the OGS Green Building Council (2010).

Researchers should note that links for the list of interested contractors and subcontractors, centralized vendor file, and several other links within the special notices section do not work properly.

The Centralized Procurement section contains complete lists of state commodity, information technology, homeland security, and service contracts in effect at the time the site was captured. It also includes preferred source guidelines, environmentally preferable purchasing information, and alerts and notices (2004-2010) of interest to contractors and visitors to state facilities. It contains information to assist agencies in broadcasting meetings over the internet, procurement laws, guidelines and procedures (2010), and information about bid opportunities including a bid calendar for potential vendors (2010-2011).

The Administration/Support Section consists of information on the alternative fueled vehicles program, central printing and copying, the office's administration of the state's fleet of vehicles, food distribution, and warehousing, including forms and a processing handbook (2010). Also included is information on the office's administration of interagency mail and freight and the federal and state surplus property program, including forms to receive surplus property for state agencies and municipalities (2010). In addition, there are policies and guidelines regarding travel (2008).

Also present is a section on core services for state and local governments which includes meeting minutes (2005-2010), annual reports (2006-2010), reports (2005-2007) concerning the impact of the Procurement Lobbying Law of 2005, and other materials created by the Advisory Council on Procurement Lobbying.

Other sections concern services for the business community, schools and non-profits, and the general public. Researchers should note that the information presented in these sections is the same as that contained within sections concerning the office's core functions; it is merely organized differently.

This accretion also includes a December 20, 2010 copy of the office's Green Cleaning site. The site contains information about the mission of the Green Cleaning Program, guidelines and polices regarding environmentally sensitive cleaning (2010), and a list of approved cleaning products (2010).

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Use of Records

Access Restrictions

There are no restrictions regarding access to or use of this material.

Administrative Information

Custodial History

The New York State Archives used Web archiving software to copy these Web sites in order to preserve the information they contain.

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Access Terms

- Publicizing state government
- Public buildings--New York (State)--Maintenance and repair
- Web sites
- New York (State)
- Public buildings--Energy conservation--New York (State)
- Public buildings--New York (State)--Design and construction
- Government purchasing--New York (State)
- Empire State Plaza (Albany, N.Y.)
- Documenting public policy
- Letting of contracts--New York (State)
- Public lands--New York (State)--Management
- Public contracts--New York (State)
- New York (State)--Politics and government

- **New York (State). Advisory Council on Procurement Lobbying**