



NEW YORK CITY DEPARTMENT OF CORRECTION
Joseph Ponte, Commissioner
Ava B. Rice, Assistant Commissioner
Contracts and Procurement
Agency Chief Contracting Officer
75-20 Astoria Boulevard, Suite 160
East Elmhurst, NY 11370
Office: 718 546-0690
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**Notice of Solicitation for Competitive Sealed Bid (CSB)
PIN: 072201634CPD/EPIN:07216B0022**

“Emergency Generator for Transformer Servicing at the Samuel Perry Building, Gas House and Parking Lots on Rikers Island”

Contractors may download the Invitation for Bid (IFB) at no cost from the Department’s website at the following link:
<http://www1.nyc.gov/site/doc/contracts/contracts.page>

Please note that drawings are not available for download and must be obtained from the Department of Correction Headquarters “Bulova Corporate Center”, 75-20 Astoria BLVD, Suite 160. A hard copy of the (IFB) and or a set of drawings can be obtained from Headquarters from **9/26/2016** to **10/13/2016** from 8:00 AM- 5:00 PM at a cost of \$25.00. The fee must be paid via check or money order; payable to the Commissioner of the Department of Finance. Cash will not be accepted.

Bidders are hereby advised that this contract is subject to a Project Labor Agreement (“PLA”) entered into between the City and the Building and Construction Trades Council of Greater New York (“BCTC”) affiliated Local unions. Please refer to the Invitation for Bid (IFB) for further information.

Pre-Bid Conference: Date/Time/Location (Optional but highly recommended)

Tuesday, October 4, 2016 @ 11:00AM

Samuel Perry Building at Rikers Island

All vendors who will be attending the pre-bid/site visit must submit a Security Clearance form on or before October 3, 2016 at 12 pm via email to Mr. Cameron Sutton Jr. (see contact information below)

***The security clearance form is provided with the Invitation for Bid (IFB)**

Site Visit will commence immediately following the Pre-Bid Conference

Bid Due Date/Time/Location:

Friday, October 14, 2016 @ 11:00AM

NYC Department of Correction

Bulova Corporate Center

75-20 Astoria Blvd, Suite 160, Conf. Rm.1-B-WE

East Elmhurst, New York, 11370

Should you have any questions regarding this solicitation, contact: **Mr. Cameron Sutton Jr., Contract Manager, Special Projects at (718) 546-0791** or via email Cameron.Sutton@doc.nyc.gov. In Cameron’s absence, please contact **Deputy Agency Chief Contracting Officer, Mr. Carlo Di Fava at (718) 546-0768** or via email Carlo.difava@doc.nyc.gov.

NOTE: Questions or request for clarifications must be submitted five (5) business days prior to the bid due date by 3pm on that date.

As of July 1st, 2016, email is now the default means of communication for City agencies' Invitations for Bids (IFBs), Requests for Proposals (RFPs), and their notices of availability. Notifications by paper mail, fax, hand delivery, or otherwise, are only available upon request to the contracting agency. Agencies will use the Ordering Email addresses that have been provided by vendors in the [Payee Information Portal \(PIP\)](#) for all upcoming solicitations or notifications.

Your “Ordering Email Address” will be used by the City for notification and solicitation purposes. To ensure that the City has your up-to-date email address, it is advised that you log into PIP and review this information.

- PIP website: <https://a127-pip.nyc.gov/webapp/PRDPCW/SelfService>
- For a step by step guide on how to update your Ordering email address in PIP and to confirm that it is the default address, please access the [Default Ordering Address in PIP Guide](#).
- If your organization does not have a PIP Account, please refer to the [PIP Activation Guide](#) for help on how to create one.
- For any additional information on PIP Account maintenance please consult the [PIP Account Tutorial](#).

Establishing a **PIP** account can provide your business with additional benefits such as allowing you to view your financial transactions with the City and enrolling in the citywide bidders lists based on commodity code.

If you have any difficulty creating or updating your account in **PIP**, please reach out to your agency contact. If you need further assistance, please contact the Mayor’s Office of Contract Services (MOCS) at MOCSOutreach@cityhall.nyc.gov.