



NEW YORK CITY DEPARTMENT OF CORRECTION
Joseph Ponte, Commissioner
Ava B. Rice, Agency Chief Contracting Officer
Central Office of Procurement

Bulova Corporate Center
75-20 Astoria Boulevard, Suite 160
East Elmhurst, NY 11370

Office: 718 546-0791
Fax: 718 278-6205

Notice of Solicitation for Competitive Sealed Bid (CSB)
PIN: 072201629SSD /EPIN:07216B0009
**“On Call Maintenance, Repairs, Replacement, and Diagnostic Services
for package HVAC units at various DOC Locations”**

Vendors can download a copy of the bid documents **at no cost** from the Department website at
<http://www1.nyc.gov/site/doc/contracts/contracts.page>

The bid documents can also be picked up in person with a **\$25.00 Check or Money Order** Payable to: Commissioner of Finance; from **6/21/2016** to **7/6/2016**, 8:00AM - 5:00PM at: **NYC Department of Correction, Central Office of Procurement, 75-20 Astoria Blvd, Suite 160 (The Bulova Corporate Center), East Elmhurst, NY 11370.**

Pre-Bid Conference: Date/Time/Location:

Tuesday, June 28, 2016 @ 9:00AM

NYC Department of Correction
Bulova Corporate Center
75-20 Astoria Blvd, Suite 160
East Elmhurst, New York, 11370

(Optional but highly recommended)

Site Visit will follow Pre-Bid Conference

Anna M. Kross Center (AMKC)
18-18 Hazen Street
East Elmhurst, NY 11370

(Must Email Security Clearance form before or **(1) day** prior to the scheduled Pre-Bid to Mr. Cameron Sutton Jr.) **The Security Clearance Request form can be obtained at the aforementioned link.**

Bid Due Date/Time/Location:

Thursday, July 7, 2016 @ 10:00AM

NYC Department of Correction
Bulova Corporate Center
75-20 Astoria Blvd, Suite 160 (A)
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: The last day for questions or request for clarifications is **five (5) business days** prior to the bid due date.

Please update your vendor profile to include your most current contact information (email) by accessing the New York City Comptroller's Payee Information Portal (PIP) at <https://a127-pip.nyc.gov/webapp/PRDPCW/SelfService> or search for the Payee Information Portal of the City of New York to access the website. After July 1, 2016 solicitation letters will no longer be mailed.