



**Human Resources
Administration**

Department of
Social Services

Office of Contracts

W-2-196
Rev. 06/14

Steven Banks
Commissioner

January 28, 2015

Martha A. Calhoun
General Counsel

Dear Prospective Bidders:

Vincent Pullo
Agency Chief
Contracting Officer

This is to inform you that competitive sealed bids will be accepted by the Human Resources Administration (“Agency”) for the provision of **General Construction Services On An “As Needed Basis” Citywide (PIN 15BSEGS00801 / EPIN 09615B0002)**. Solicitation documents will be available for pick up on **Wednesday, February 11, 2015** at the Office of Contracts, Bid Administration Unit located at 180 Water Street, 14th Floor, New York, NY 10038. The **Bid Due Date is Thursday, March 26, 2015 at 11:00 a.m.**

180 Water Street
New York, NY 10038

929 221 6347

Bid documents are to be delivered to **150 Greenwich Street, 37th Floor, New York, NY 10007. Attn.: Office of Contracts/Bid Administration Unit.**

Bidders are hereby notified that this contract is subject to Local Law 1, Minority-Owned and Women-Owned Business Enterprises (MWBE) Requirements, Prevailing Wage Rates and the Project Labor Agreement (PLA) covering specified Renovation and Rehabilitation of City Owned Buildings and Structures as described in the solicitation documents.

In addition, a non-mandatory pre-bid conference will be held on **Thursday, February 19, 2015 at 11:00 a.m.** at 180 Water Street, 7th Floor Conference Room, New York, NY 10038. **Attendance Is Strongly Recommended.** Questions regarding this procurement are to be submitted in writing by the **close of business Tuesday, February 24, 2015**. Please be advised that we cannot guarantee questions will be answered after this date.

If you need additional information please contact John Olatoyan at (929) 221-7391 or olatoyanj@hra.nyc.gov. Your interest in doing business with the City of New York is appreciated.

Sincerely,

Donna Wilson, Director
Bid Administration and Purchasing

Steven Banks
Commissioner

NOTICE TO BIDDERS

Martha A. Calhoun
General Counsel

Vincent Pullo
Agency Chief
Contracting Officer

Please note that as of March 2, 2015, the Office of Contracts of the New York City Human Resources Administration will be located at:

180 Water Street
New York, NY 10038

150 Greenwich Street, 37th Floor
New York, NY 10007

929 221 6347

This address is also known as:

4 World Trade Center, 37th Floor
New York, NY 10007

You are advised that the Greenwich Street address should be used for all correspondence.

All bid submissions that are due on or after March 2, 2015 must be sent by hand to the bid window on the 37th floor, or, if via messenger or mail, to the address listed above.

When delivering bid submissions, all vendors are advised to allow for sufficient time to clear building security, especially if submitting packages. Bidders are responsible for ensuring that all submissions are received at the correct location by the due date and time.