



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 the **Heavy Duty Residential Cleaning Services on an "As Needed" Basis. (PIN 15BPEAO00401/EPIN 09615B0007)** Solicitation documents will be available for pick up on **Thursday, February 12, 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 Tuesday, March 24, 2015 at 11:00 a.m.**

180 Water Street
New York, NY 10038

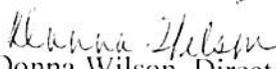
929 221 6347

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

In addition, a non-mandatory pre-bid conference will be held on **Friday, February 20, 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 Polina Fuki at (929) 221-6425 or fukip@hra.nyc.gov or wilsond@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.