



**Human Resources
Administration**

Department of
Social Services

Office of Contracts

W-2-196
Rev. 06/14

Steven Banks
Commissioner

Martha A. Calhoun
General Counsel

Vincent Pullo
Agency Chief
Contracting Officer

180 Water Street
New York, NY 10038

929 221 6347

February 18, 2015

Dear Prospective Bidders:

For your information, this **Addendum #3** is to extend the bid due date for the **Desktop Asset Management/PC Installation Services** contract (PIN15BSEMI17001/ EPIN 09615B0004) to **Wednesday, March 25, 2015 at 3:00 p.m.** and are to be submitted to the Office of Contracts/ Bid Administration Unit at 150 Greenwich Street, 37th Floor, New York, NY 10007. **(See the attached Notice to Prospective Bidders).**

An addendum addressing vendor questions and other changes will be issued shortly. Please be advised that bids received after the date and time indicated are late and shall not be considered. Your interest in doing business with the City of New York is appreciated.

Sincerely,

Vincent Pullo



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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.