

NYC
**Human Resources
Administration**
Department of
Social Services
Office of Contracts

W-2-196
Rev. 06/14

Steven Banks
Commissioner

June 2, 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 **Equipment Pick-up & Delivery Services**. (PIN 16BSEMI00401/ EPIN 09615B0013) Solicitation documents will be available for pick up on **Thursday, June 11, 2015** at the Office of Contracts, Bid Administration Unit located at **150 Greenwich Street, 37th Floor, New York, NY 10007**. The **Bid Due Date** is **Tuesday, July 21, 2015 at 11:00 a.m.**

180 Water Street
New York, NY 10038

929 221 6347

Bidders are hereby notified that this contract is subject to Prevailing Wage Rates.

In addition, a non-mandatory pre-bid conference will be held on **Wednesday, June 24, 2015 at 11:00 a.m.** at 150 Greenwich Street, 37th Floor Bid Room, New York, NY 10007. **Attendance Is Strongly Recommended.** Questions regarding this procurement are to be submitted in writing by the **close of business Monday, June 29, 2015**. Please be advised that we cannot guarantee questions will be answered after this date.

All prospective bidders are on notice of the security requirements of 4 World Trade Center (150 Greenwich Street, New York, NY 10007). In order to enter the building, individuals must have a government issued ID along with a copy of this letter.

If you need additional information please contact Polina Fuki at (929) 221-6425 or fukip@hra.nyc.gov. Your interest in doing business with the City of New York is appreciated.

Sincerely,


Andrea McGill, Director
Bid Administration and Purchasing