

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

W-2-196  
Rev. 03/15

Steven Banks  
Commissioner

May 27, 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 **Mail Pick-up and Delivery Services (PIN 16BSEMI00501 / E-PIN 09615B0014)**. Solicitation documents will be available for pick up on **Friday, June 5, 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 Monday, July 13, 2015 at 11:00 a.m.**

150 Greenwich Street  
New York, NY 10007

929 221 6347

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

In addition, a non-mandatory pre-bid conference will be held on **Tuesday, June 16, 2015 at 11:00 a.m.** at 150 Greenwich Street, 37th Floor Conference Room, New York, NY 10007. **Attendance Is Strongly Recommended.** Questions regarding this procurement are to be submitted in writing by the **close of business Friday, June 19, 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 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,



Andrea McGill, Director  
Bid Administration and Purchasing