

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

W-2-196  
Rev. 03/15

Steven Banks  
Commissioner

Martha A. Calhoun  
General Counsel

Vincent Pullo  
Agency Chief  
Contracting Officer

150 Greenwich Street  
New York, NY 10007

929 221 6347

May 14, 2015

Dear Prospective Bidders:

This is to inform you that competitive sealed bids will be accepted by the Human Resources Administration ("Agency") for the provision of the **Personal Emergency Response Services (PERS) for Alternative to Shelter Program. PIN 15BSMEI05801/ EPIN 09615B0010.** Solicitation documents will be available for pick up on **Wednesday, May 27, 2015** at the Office of Contracts, Bid Administration Unit located at 150 Greenwich Street, 37<sup>th</sup> Floor, New York, NY 10007. The **Bid Due Date is Tuesday, July 7, 2015 at 11:00 a.m.**

In addition, a non-mandatory pre-bid conference will be held on **Wednesday, June 10, 2015 at 11:00 a.m.** at 150 Greenwich Street, 37<sup>th</sup> Floor Bid Room, New York, NY 10007. Questions regarding this procurement are to be submitted in writing by the **close of business Monday, June 15, 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](mailto: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