

**Steven Banks**  
Commissioner

## NOTICE TO BIDDERS

**Martha A. Calhoun**  
General Counsel

**Vincent Pullo**  
Agency Chief  
Contracting Officer

Please note that as of August 8, 2016, the Office of Contracts of the New York City Department of Homeless Services (DHS ACCO) will be located at:

**150 Greenwich Street**  
**New York, NY 10007**

**150 Greenwich Street, 37<sup>th</sup> Floor**  
**New York, NY 10007**

**929 221 6347**

This address is also known as:

**4 World Trade Center, 37<sup>th</sup> 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 August 8, 2016 must be sent by hand to the bid window on the 37<sup>th</sup> 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.