



NEW YORK CITY DEPARTMENT OF CORRECTION
Cynthia Brann, Commissioner
Ava B. Rice, Assistant Commissioner
Contracts and Procurement
Agency Chief Contracting Officer
75-20 Astoria Boulevard, Suite 160
East Elmhurst, NY 11370
Office: 718 546-0690

**Notice of Solicitation for Competitive Sealed Bid (CSB)
PIN 072202003CPD; E-PIN 07220B0016**

**GEORGE R. VIERNO CENTER (GRVC) METHANE MITIGATION AND
DETECTION SYSTEM**

Contractors may download the Invitation for Bid (IFB) at no cost from the Department's website at the following link: <http://www1.nyc.gov/site/doc/contracts/contracts.page>

Please note that drawings are **not available for download** and must be obtained from the Department of Correction Headquarters "Bulova Corporate Center", 75-20 Astoria BLVD, Suite 160. A hard copy of the (IFB) and/or a set of drawings can also be obtained from Headquarters by "**Appointment Only**", and will be available **Monday through Friday, from 10:00 AM-1:00 PM** at a cost of \$25.00 (Twenty-Five and 00/100 Dollars). The fee must be paid via check or money order; payable to the Commissioner of the Department of Finance. **Cash will not be accepted.**

Pre-Bid Teleconference: Date-Time (Optional but Highly recommended)

- **Monday, November 16, 2020 at 12 NOON –DIAL-IN NUMBER will be available upon registration ONLY. NO EXCEPTIONS.**

Site Visit: Date-Time-Location (Optional but Highly recommended)

- **Tuesday, November 17, 2020 at 11:00AM. (BY REGISTRATION ONLY)**

Important Note: Vendors **must** meet at the Security Clearance Trailer on the Rikers Island Parking Lot on the Queens side at least **30 minutes earlier** prior to the Site Visit schedule time to gain their clearance access. Vendors will drive their personal vehicle onto Rikers Island to the **GRVC facility** located at 09-09 Hazen Street, East Elmhurst.

Important Note: (All vendors who will be attending the pre-bid and site visit **MUST** submit a Security Clearance Authorization form on or before Friday, November 13, 2020 **NO LATER THAN** 2:00 PM via email to Lilliana.Alvarez-Cano@doc.nyc.gov This will serve as your registration for the Pre-Bid Meeting and Site Visit.

***The Security Clearance Authorization form is provided with the Invitation for Bid (IFB).**

Bid Due Date/Time: (Bid Openings will be conducted virtually via Zoom; access will be granted upon registration)

- **Wednesday, December 9, 2020 at 11:00 AM.**

Should you have any questions regarding this solicitation, contact: **Lilliana Alvarez-Cano, Contract Manager, at 718-546-0686** or via email at Lilliana.Alvarez-Cano@doc.nyc.gov
In Ms. Alvarez-Cano's absence, please contact **Deputy Agency Chief Contracting Officer, Mr. Kareem Alibocas at (718) 546-0689** or via email Kareem.Alibocas@doc.nyc.gov

NOTE: All Questions or requests for clarification must be submitted in writing by Monday, November 23, 2020 by 3:00 PM

Minority and Woman-Owned Business Enterprises (M/WBE) Goal

This procurement is subject to Minority and Women-owned Business Enterprises (M/WBE) participation goals as required by Local Law 1 of 2013. All respondents will be required to submit a M/WBE Participation Plan with their response. For M/WBE goals, please see the attachment labeled "Schedule B". For a list of companies certified by the New York City Department of Small Business Services, please visit www.nyc.gov/buycertified. To find out how to become certified, visit, www.nyc.gov/getcertified or call DSBS certification helpline at (212) 513-6311.

PASSPort

The City of New York is rolling out new features in its PASSPort online procurement platform that will make the contracting process easier and more transparent than ever. PASSPort facilitates every step of the procurement process - from identifying vendors to contract solicitation and response evaluation, award to contract, and invoicing to payment. To maximize business opportunities, all contractors should create a vendor account in PASSPort. Please reference the [Vendor Account Creation manual](#) for step by step instructions on how to create a vendor account in PASSPort. For more information on PASSPort, visit the [Mayor's Office of Contract Services \(MOCS\) PASSPort Webpage](#) or reach out to the MOCS Service Desk at help@mocs.nyc.gov.

PAYEE INFORMATION PORTAL (PIP)

As of July 1st, 2016, email is now the default means of communication for City agencies' Invitations for Bids (IFBs), Requests for Proposals (RFPs), and their notices of availability. Notifications by paper mail, fax, hand delivery, or otherwise, are only available upon request to the contracting agency. Agencies will use the Ordering Email addresses that have been provided by vendors in the **Payee Information Portal (PIP)** for all upcoming solicitations or notifications.

Your “Ordering Email Address” will be used by the City for notification and solicitation purposes. To ensure that the City has your up-to-date email address, it is advised that you log into PIP and review this information.

- PIP website: <https://a127-pip.nyc.gov/webapp/PRDPCW/SelfService>
- For a step by step guide on how to update your Ordering email address in PIP and to confirm that it is the default address, please access the [Default Ordering Address in PIP Guide](#).
- If your organization does not have a PIP Account, please refer to the [PIP Activation Guide](#) for help on how to create one.
- For any additional information on PIP Account maintenance please consult the [PIP Account Tutorial](#).

Establishing a **PIP** account can provide your business with additional benefits such as allowing you to view your financial transactions with the City and enrolling in the citywide bidders' lists based on commodity code.

If you have any difficulty creating or updating your account in **PIP**, please reach out to your agency contact. If you need further assistance, please contact the Mayor's Office of Contract Services (MOCS) at MOCSOutreach@cityhall.nyc.gov.