



NEW YORK CITY DEPARTMENT OF CORRECTION

Cynthia Brann, Commissioner

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Contracts and Procurement

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## Notice of Solicitation for Competitive Sealed Bid (CSB)

PIN: 072201931CPD/ EPIN: 07220B0007

# MEDIUM VOLTAGE FEEDERS AND SUBSTATION UPGRADES AT RIKERS ISLAND

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 9:00 AM- 12:00 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 Conference: Date-Time (Optional but highly recommended)**

**Monday, October 26, 2020 at 10:00 AM – Conference Line will available upon email registration**

### **Site Visit: Date-Time-Location (Optional but highly recommended)**

**Tuesday, October 27, 2020 at 10:00 AM  
(Rikers Island Security Clearance Trailer)**

**(All vendors who will be attending the pre-bid/site visit must submit a Security Clearance authorization form on or before Thursday, October 22, 2020, NO LATER THAN 3:00 PM via email to [Shaena.Wilson@doc.nyc.gov](mailto:Shaena.Wilson@doc.nyc.gov))**

**\*The security clearance authorization form is provided with the Invitation for Bid (IFB)**

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

**Monday, November 16, 2020 NO LATER THAN 11:00 AM**

Should you have any questions regarding this solicitation, contact: **Shaena Wilson, Contract Manager, at 718-546-0687** or via email [Shaena.Wilson@doc.nyc.gov](mailto:Shaena.Wilson@doc.nyc.gov). In **Shaena's** absence, please contact **Deputy Agency Chief Contracting Officer, Mr. Kareem Alibocas at (718) 546-0689** or via email [Kareem.Alibocas@doc.nyc.gov](mailto:Kareem.Alibocas@doc.nyc.gov)

**NOTE: All Questions or requests for clarification must be submitted in writing by Wednesday, November 4, 2020 NO LATER THAN 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](http://www.nyc.gov/buycertified). To find out how to become certified, visit, [www.nyc.gov/getcertified](http://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](mailto: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](mailto:MOCSOutreach@cityhall.nyc.gov).