



NEW YORK CITY DEPARTMENT OF CORRECTION

Cynthia Brann, Commissioner

Ava B. Rice, Assistant Commissioner

Contracts and Procurement

Agency Chief Contracting Officer

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East Elmhurst, NY 11370

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Notice of Solicitation for Competitive Sealed Bid (CSB)

PIN: 072201803EHU/EPIN: 07218B0018

“Maintenance Contract for Hazardous and Non-Hazardous Waste (Materials) Removal and Disposal at Various DOC Locations”

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) can also be obtained from Headquarters from October 18, 2018 to November 20, 2018 from 8:30 AM- 5:00 PM at a cost of \$25.00. 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/Location (Optional but highly recommended)

Wednesday, October 31, 2018 @ 10:00AM

NYC Department of Correction

Bulova Corporate Center

75-20 Astoria Blvd, Suite 160, Conf. Rm.1-B-WE

East Elmhurst, New York, 11370

(All vendors who will be attending the pre-bid/site visit must submit a Security Clearance authorization form on or before October 29, 2018 at 12 pm via email to Ms. Shaena Wilson.)

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

Site Visit will commence immediately following the Pre-Bid Conference

Bid Due Date/Time/Location:

Tuesday, November 20, 2018 @11:00AM

NYC Department of Correction

Bulova Corporate Center

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East Elmhurst, New York, 11370

Should you have any questions regarding this solicitation, contact: Ms. Shaena Wilson, **Contract Manager at (718) 546-0687** or via Shaena.Wilson@doc.nyc.gov. In Ms. Wilson’s absence, please contact **Deputy Agency Chief Contracting Officer, Mr. Carlo Di Fava at (718) 546-0768** or via email Carlo.difava@doc.nyc.gov

NOTE: All Questions or request for clarifications must be submitted by Monday, November 5, 2018 @ 3:00PM

PASSPORT

The New York City Mayor’s Office of Contract Services (MOCS) has launched the Procurement and Sourcing Solutions Portal (PASSPort), a new procurement system that will replace the paper-VENDEX process. Please visit the PASSPort website to learn more about the system and sign up for briefings.

FREQUENTLY ASKED QUESTIONS (FAQ)

How do I access the PASSPort website?

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EPIN: 07218B0018

You can access the PASSPort website by clicking on nyc.gov/passport.

When will PASSPort training be offered?

After PASSPort launches, you will be able to register for training and log in. Prior to launch, you may sign up for one of the weekly briefings offered by MOCS.

Who should enroll in PASSPort?

Organizations that fall into any of the following categories are encouraged to complete early enrollment in August 2017:

- Have a pending award with a City Agency; or
- Hold a current contract with a City Agency and have either an expiring VENDEX or expiring Certificate of No Change; and
- Currently working on an Agency-prioritized paper submission that may not be fully complete and delivered to MOCS before late July 2017.

Where can I get support with PASSPort?

Contact MOCS at passport@mocs.nyc.gov to receive additional information and support.

*Please update your vendor profile to include your most current contact information (email) by accessing the New York City Comptroller's Payee Information Portal (PIP) at <https://a127-pip.nyc.gov/webapp/PRDPCW/SelfService> or search for the Payee Information Portal of the City of New York to access the website.

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** 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.

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