



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
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**Notice of Solicitation for Competitive Sealed Bid (CSB)
PIN: 072201838CPD/EPIN:07219B0003**

“BKDC Site Protection”

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>

Pre-Bid Conference: Date/Time/Location (Optional but highly recommended)

Wednesday November 14, 2018 @ 11:00AM

NYC Department of Correction
Brooklyn Detention Center (BKDC)
275 Atlantic Avenue
Brooklyn, NY 11201

Bid Due Date/Time/Location:

Tuesday Novemebr 27, 2018 @ 11:00AM

NYC Department of Correction
Bulova Corporate Center
75-20 Astoria Blvd, Suite 160, Conf. Rm.1-B-WE
East Elmhurst, New York, 11370

Should you have any questions regarding this solicitation, contact: **Janell Cleary, Contract Manager at (718) 546-0682** or via email Janell.Cleary@doc.nyc.gov. In Janell 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 Wednesday Novemebr 21, 2018 at 3pm

*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.

** 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.