



NEW YORK CITY DEPARTMENT OF CORRECTION
Cynthia Brann, Commissioner
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Contracts and Procurement
Agency Chief Contracting Officer
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**Notice of Solicitation for Competitive Sealed Bid (CSB)
PIN: 072202007CPD/ EPIN 07220B0019**

**METHANE DETECTION SYSTEM AT ROSE M. SINGER CENTER
(RMSC)**

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 drawings can 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.** **THERE ARE NO DIGITAL COPIES OF THE DRAWINGS.**

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

- **Tuesday, November 24, 2020 at 11:00 AM. You must register for the Pre-Bid Meeting, if you plan to attend. (Teleconference line will be provided upon registration)**

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

- **Wednesday, November 25, 2020 at 11:00 AM. Meet at Rikers Parking Lot at 10:30 AM and wait for the DOC staff.**

All vendors who will be attending the Pre-Bid/Site Visit must submit a Security Clearance Authorization Form on or before Monday, November 23, 2020, **NO LATER THAN 3:00 PM** via email to Alvis-Mae.Brade-John@doc.nyc.gov. This will serve as your registration for the Pre-Bid 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}

- **Thursday, January 7, 2021 NO LATER THAN 11:00 AM**
- **Please contact the Contract Manager by Wednesday, January 6, 2021, no later than 3:00 PM, if you would like to attend the Bid Opening on January 7, 2021. You will be sent the video conference information.**

Should you have any questions regarding this solicitation, contact: “**Alvis-Mae Brade-John, Contract Manager, at 718-546-0684** or via email Alvis-Mae.Brade-John@doc.nyc.gov. In Alvis’ 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 December 10, 2020, NO LATER THAN 3:00 PM. ABSOLUTELY NO QUESTIONS WILL BE ACCEPTED AFTER THIS TIME.

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.

Solicitations with M/WBE Goals

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.

FREQUENTLY ASKED QUESTIONS (FAQ)

How do I access the PASSPort website?

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

When will PASSPort training be offered?

You may sign up for one of the weekly briefings offered by MOCS.

Who should enroll in PASSPort?

- **All vendors doing or planning to do business with the City of New York.**

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.

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.