



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE
Mary T. Bassett, MD, MPH
Commissioner

June 5, 2014

**RE: REQUEST FOR PROPOSAL (RFP) FOR THE PROVISION OF RECOMMISSIONING SERVICES AND VAPOR-PHASE HYDROGEN PEROXIDE (“VHP”) BIO-DECONTAMINATION FOR DOHMH’S BSL-3 LABORATORIES AND ALL HAZARDS RECEIPT FACILITY
PIN: 13BS000600R0X00**

The Department of Health and Mental Hygiene (“DOHMH” or “the Agency”) is seeking an appropriately qualified vendor to perform documented inspection and validation services (“re-commissioning services”) and Vapor-Phase Hydrogen Peroxide decontamination and sterilization services (“VHP Services”) for DOHMH’s Bio-Safety Level 3 (“BSL-3”) facilities and All Hazards Receipt Facilities (“AHRF”).

It is anticipated that the term of the contract(s) awarded from this RFP will be from **January 1, 2015 to December 31, 2019**. The contract may include an option to renew for an additional two (2) years contingent on additional funding. The Agency reserves the right, prior to contract award, to determine the length of the initial contract term and each option to renew, if any.

The above-mentioned RFP will be available to access on-line at <http://www.nyc.gov/health/contracting> or for **pick-up** at the **New York City Department of Health and Mental Hygiene, Office of the Agency Chief Contracting Officer, 42-09 28th Street, 17th Floor, Long Island City, NY 11101** between the hours of 10:00 A.M. and 4:00 P.M., Monday through Friday (excluding Holidays) beginning on **Thursday, June 5, 2014**. Prospective proposers **must have picture ID** and must be able to identify themselves to the satisfaction of Security Personnel. We also request that you leave a business card.

A Pre-Proposal Conference will be held on June 16, 2014 from 10:30am – 12:00pm at 42-09 28th Street, Long Island City, New York, Room 14-31. Attendance by proposers is optional but recommended by the Department of Health and Mental Hygiene. Attendees must RSVP by June 12, 2014 at 3:00 p.m. to rfp@health.nyc.gov; please state “ATTENDEE” in the subject line of the email.

Questions must be submitted via e-mail to rfp@health.nyc.gov by June 23, 2014 at 5:00pm. Answers to all questions asked will be available on the Agency’s website at www.nyc.gov/health/contracting. A list of the questions and answers will also be sent to everyone who picked up or downloaded this RFP.

The due date for proposals for the above-mentioned RFP is Wednesday, July 9, 2014 at 2:00pm. Faxed or e-mailed proposals will not be accepted.

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If you haven’t done so already, submit a NYC-FMS Vendor Enrollment Application. You can access it on-line at www.nyc.gov/selltonyc or request it by calling 212 857-1680. For most procurement, NYC agencies are required to send out notices of contracting opportunities to all, or a random sub-set, of the vendors on established mailing lists (called Bidders Lists) which are open to and free of charge to all interested vendors.