



NEW YORK CITY DEPARTMENT OF CORRECTION

Joseph Ponte, 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  
PIN 072201633CIB /E-PIN 07216B0016  
FORENSIC LABORATORY TESTING SERVICES**

Vendors can download a copy of the bid solicitation from the Department's website at  
<http://www.nyc.gov/html/doc/html/contracting/contracting.shtml>

The Bid Package can also be picked up in person with a **\$25.00 Check or Money Order** Payable to: Commissioner of Finance; from **4/15/2016** to **5/8/2016**, 9:00AM - 3:00PM at: NYC Department of Correction, Central Office of Procurement, 75-20 Astoria Blvd, Suite 160 (The Bulova Corporate Center), East Elmhurst, NY 11370.

**Pre-Bid Conference: Date/Time/Location:**

**Tuesday, April 26, 2016 at 11:00AM**

NYC Department of Correction

Bulova Corporate Center, 75-20 Astoria Boulevard, Suite 160, Conference Room 1B, East Elmhurst, NY 11370

**(Optional but Highly Recommend)**

**Bid Due Date/Time/Location:**

**Monday, May 9, 2016 at 11:00AM**

NYC Department of Correction

Bulova Corporate Center

75-20 Astoria Blvd, Suite 160

East Elmhurst, New York, 11370

For questions regarding this solicitation, contact: **Ms. Jeanette Cheung, Contract Manager** at (718) 546-0684/email [Jeanette.Cheung@doc.nyc.gov](mailto:Jeanette.Cheung@doc.nyc.gov) or **Carlo Di Fava, Deputy ACCO** at (718) 546-0768/email [Carlo.Difava@doc.nyc.gov](mailto:Carlo.Difava@doc.nyc.gov).

**NOTE:** The last day for questions or request for clarifications is **five (5) business days** prior to the bid due date.

**Please update your vendor profile to include your most current email address by accessing City website 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. Future solicitation letters will no longer be mailed.**