



NEW YORK CITY DEPARTMENT OF CORRECTION

Joseph Ponte, Commissioner

Ava B. Rice, Assistant Commissioner

Contracts and Procurement

Agency Chief Contracting Officer

75-20 Astoria Boulevard, Suite 160

East Elmhurst, NY 11370

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Notice of Solicitation for Competitive Sealed Bid

PIN 072201609NSD /E-PIN 07216B0003

On-Call Repairs, Replacements, Diagnostic Services and Preventative Maintenance to Refrigeration Equipment and Systems

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 **12/8/2015** to **1/7/2016**, 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:

Wednesday, December 23, 2015 at 10:00AM

NYC Department of Correction

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

(Optional but Highly Recommend)

Site Visit will follow Pre-Bid Conference (Must submit Security Clearance Form **(2)** days before the Pre-Bid) **The Clearance Request & Authorization Form is provided with the bid solicitation.**

Bid Due Date/Time/Location:

Friday, January 8, 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. Also vendors are encourage to update their most recent email address for future contract by accessing online at www.nyc.gov/selltonyc or call 212-857-1680.

In Jeanette's absence, please contact Carlo Di Fava, Deputy ACCO at (718)546-0768/email 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.