



NEW YORK CITY DEPARTMENT OF CORRECTION  
Joseph Ponte, Commissioner  
Susana Chávez Hersh, Deputy Director  
Central Office of Procurement

Bulova Corporate Center  
75-20 Astoria Boulevard, Suite 160  
East Elmhurst, NY 11370

Office: 718 546-0768  
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### Notice of Solicitation for Competitive Sealed Bid

**072201507SSD REQUIREMENTS CONTRACT TO FURNISH ALL LABOR, MATERIAL AND EQUIPMENT  
NECESSARY FOR:  
“ON CALL SERVICES, MAINTENANCE AND REPAIR OF AIR HANDLING CONTROL SYSTEMS AT WEST  
FACILITY”**

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 **11/05/2014** to **11/20/2014**, 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.

Bid Due Date/Time/Location:

**Thursday, November 20, 2014 @ 11:00AM**

NYC Department of Correction  
Bulova Corporate Center  
75-20 Astoria Blvd, Suite 160  
East Elmhurst, New York, 11370

Pre-Bid Conference: Date/Time/Location:

**Thursday, November 13, 2014 @ 10:00AM**

NYC Department of Correction  
Bulova Corporate Center  
75-20 Astoria Blvd, Suite 160  
East Elmhurst, New York, 11370  
(Optional but Highly Recommend)

**\*Site Visit will follow Pre-Bid Conference\***(Must submit Security Clearance form **(3) days** before the Pre-Bid)

For questions regarding this solicitation, contact: Ms. Gabrielle K. Connor, Procurement Analyst at (718) 546-0687/email  
[gabrielle.connor@doc.nyc.gov](mailto:gabrielle.connor@doc.nyc.gov).

In Gabrielle’s absence, please contact Mrs. Susana Chávez Hersh, Deputy Director at (718) 546-0768/e-mail  
[susana.hersh@doc.nyc.gov](mailto:susana.hersh@doc.nyc.gov) .

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