



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

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Notice of Solicitation for Competitive Sealed Bid

072201513SSD "MAINTENANCE OF ELEVATORS DEPARTMENT-WIDE"

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>

Bid Package can also be picked up in person with a **\$25.00 Check or Money Order** Payable to: Commissioner of Finance; from **2/24/2015** to **3/11/2015**, 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, March 12, 2015 @ 11:00AM

NYC Department of Correction

Bulova Corporate Center

75-20 Astoria Blvd, Suite 160, Conf. Rm.1-SW-A

East Elmhurst, New York, 11370

Pre-Bid Conference: Date/Time/Location:

Tuesday, March 3, 2015 @ 10:00AM

NYC Department of Correction

Bulova Corporate Center

75-20 Astoria Blvd, Suite 160, Conf. Rm.1-SW-B

East Elmhurst, New York, 11370

(Optional but Highly Recommend) (Must Email Security Clearance form **(3) days** before the Pre-Bid to Ms. Dunham) ***Site Visit will follow Pre-Bid Conference***

Contact: Ms. Cassandra L. Dunham, Procurement Analyst (718) 546-0766/email

cassandra.dunham@doc.nyc.gov, for questions regarding this solicitation. In Cassandra's absence, please contact Deputy Agency Chief Contracting Officer, Mrs. Susana Chávez Hersh (718) 546-0768, 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.