



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

**072201514MIS REQUIREMENTS CONTRACT TO FURNISH ALL LABOR, MATERIAL AND EQUIPMENT
NECESSARY FOR:**

**“ON CALL, AS NEEDED MAINTENANCE, REPAIR, SOFTWARE UPGRADES, PHONE SYSTEM
ADMINISTRATION SERVICES AND MACS TO THE TELTRONICS PBX TELEPHONE SYSTEMS AND USER
END POINTS LOCATED AT VARIOUS DOC RIKERS ISLAND AND BOROUGH FACILITIES”**

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 **12/09/2014** to **12/23/2014**, 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:

Wednesday, December 24, 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:

Tuesday, December 16, 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.

In Gabrielle's absence, please contact Mrs. Susana Chávez Hersh, Deputy Director at (718) 546-0768/e-mail
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.