



NYC
**Office of Chief
Medical Examiner**

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NOTICE OF SOLICITATION

PIN: 81617ME0002

Calibration, Preventive Maintenance and Repair Services for Rainin Brand Micro-Pipettes

Notice is hereby given that the New York City Office of Chief Medical Examiner (OCME) is soliciting Competitive Sealed Bids for all labor, services and materials required to provide **Calibration, Preventive Maintenance and Repairs Services for Rainin Brand Micro-Pipettes at 421 East 26th, New York, NY 10016. The term of the Agreement is anticipated to be from July 1, 2016 through June 30, 2018 with two (2) two (2) year renewal options.**

The Invitation for Bid (IFB) document for the above mentioned project will be available from March 16, 2016 through March 31, 2016. Prospective bidders are advised to contact the individual listed below to reserve a bid package and arrange for pickup, Monday to Friday, exclusive of holidays, between the hours 9:00 AM and 3:00 PM at 421 East 26th Street, 10th Floor, New York, NY 10016. The solicitation documents are also available in PDF format from *The City Record* and may be downloaded by accessing www.nyc.gov/cityrecord.

Contract Officer: Luis A. Rodriguez
Telephone: 212- 323-1733 or 1726
Fax Number: 646 – 500- 5547
E-mail: Lrodriguez@ocme.nyc.gov

All Bid Forms must be submitted via mail or hand delivered to: Office of Chief Medical Examiner, 421 East 26th Street 10th Floor, NY, NY 100167 NO LATER than Thursday, March 31, 2016 at 12:00 PM.

Bids will be opened Friday, April 1, 2016, 12:00 PM at 421 East 26th Street, New York, NY 10016, 10th Floor Conference Room East.

NOTE – Failure to deliver a complete bid to the address listed above by the date and time specified in this Notice of Solicitation may result in rejection of the bid. Bidders are advised to obtain from the OCME Contracts Unit a signed receipt acknowledging submission of the bid package. Any of the following individuals may be contacted for this purpose:

- Luis Rodriguez 212-323-1733
- Barbara Markowitz 212-323-1726