



To: Plan holders for Contract: **CRO-624E, G, H, P**
From: Joseph Vaicels

Subject: **Notice to Bidders: Pre-Bid Conference**
Bid Response Date/Bid Opening Information

Rohit Aggarwala
Commissioner

Joseph Vaicels
Assistant Commissioner
Agency Chief Contracting
Officer
jvaicels@dep.nyc.gov

A Pre-Bid Conference will take place on **5/31/2023 at 10:00AM.**

All vendors are invited to attend the Pre-Bid Conference via Microsoft Teams.

59-17 Junction Boulevard
Flushing, N.Y. 11373
Tel. (718) 595-4290

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 254 823 960 498

Passcode: S5v9bm

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 347-921-5612](tel:+13479215612),,907639401# United States, New York City

Phone Conference ID: 907 639 401#

Site Visit

June 2, 2023 at 10:00 AM

Temporary access form is required, submit before 5/30/2023
PPE; Hard Hat, Safety Vest and boots are required*

19 Westlake Drive
Mount Pleasant, NY 10595
GPS Location: Lat/Long 41.087973,-73.7744651

Bid Response/Submission Information:

The Paper Bid Submission and Bid Bonds are due no later than 10:00 AM on the Response Due Date. The Bid Submission Form is located in the **Acknowledgement of Paper Bid Submission** in the **Questionnaire** tab in PASSPort. The **Bid Bond Form** is attached in the **Acknowledgement of Bid Security Requirement** in the **Questionnaire** tab in PASSPort.

The original hard copies must be placed in an envelope with the following information:

**FOR ACCO: CONTENTS CONTAIN BID DOCUMENTS FOR CONTRACT:
CRO-624E, G, H, P BID OPENING FROM [ENTER VENDOR/JOINT VENTURE
NAME]**

The bid documents are to be delivered as follows:

In Person: 1st Floor Low Rise Building at 96-05 Horace Harding Expressway, Corona, NY 11368, on the Bid Response Date only, between 9-10AM. The Vendors are responsible for ensuring that their bid is submitted into the correct designated box if there are multiple bid submissions scheduled. If the designated box for the solicitation is not available at the above location, the bid is deemed late; and will not be accepted.

-OR-

Via Overnight Delivery: Bidders may submit their bid by way of overnight delivery to: NYC Dept. of Environmental Protection 59-17 Blvd., 3rd Floor Mail Room, Flushing NY 11373. The bidder is responsible for ensuring that the bid documents are received by Agency Chief Contracting Office (“ACCO”) before 10:00AM on the Bid Response Date.

Bid Opening Information: Bidders are welcome to attend the Bid Opening by way of Microsoft Teams at **2:00PM** on **June 28, 2023**. In-person attendance for the Bid Opening is prohibited; and to accommodate the entire bidding community, please limit one Microsoft Teams entry per company.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 228 915 071 955

Passcode: aE3Ehh

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 347-921-5612,,629057673#](#) United States, New York City

Phone Conference ID: 629 057 673#

On the date of the Bid Opening, ACCO Personnel will open the Microsoft TEAMS portal at 1:45pm, to give first-time bidders an opportunity to test their ability to logon. All bidders are strongly advised to logon to the Microsoft TEAMS portal before 2PM to avoid disrupting the bidding process (i.e.: the reading of the bids). The bid opening will be recorded. ACCO personnel will conduct the bid opening and will announce each submitted bids and the accompanying hard copy submission. The apparent Low Bidder will be announced, and all bids will be posted online as soon as practicable at: <https://www1.nyc.gov/site/dep/about/bid-results.page>

All questions must be submitted in the “Discussion with Buyer” forum in PASSPort.