



To: Plan holders for Contract: **KENS-EAST-2**
From: Joseph Vaicels, Assistant Commissioner and Agency Chief Contracting Officer
Subject: **Notice to Bidders: Pre-Bid Conference**
Bid Response Date/Bid Opening Information

A Pre-Bid Conference will take place on **July 12, 2023 at 10:00AM.**

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

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 293 945 208 806

Passcode: K7aoYb

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

Or call in (audio only)

[+1 347-921-5612,,556241023#](#) United States, New York City

Phone Conference ID: 556 241 023#

BID RESPONSE/SUBMISSION INFORMATION:

All bids must be submitted electronically in the New York City's Procurement and Sourcing Solutions Portal ("PASSPort"). In addition, Bidders must submit their paper BID SUBMISSION FORM and if applicable, bid bonds/security, no later than 10:00 AM on the Bid 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, if applicable**, 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:
KENS-EAST-2 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. Bidders 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 Other Delivery Services: Bidders may submit their Bid Submission Form through the

use of any type of mail delivery service (including but not limited to: 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 SUBMISSION FORM and if applicable, Bid Bond/Security are received by Agency Chief Contracting Office (“ACCO”) before 10:00AM on the Bid Response Date.** Bid submissions received after the date and time due will be deemed non-responsive. Paper only Bid Submission Forms, without electronic PASSPort submission may be deemed non-responsive.

Bid Opening Information: Bidders are welcome to attend the Bid Opening by way of Microsoft Teams at **2:00PM on August 24, 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: 283 594 383 921

Passcode: H5QbCr

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

Or call in (audio only)

[+1 347-921-5612,,411895848#](#) United States, New York City

Phone Conference ID: 411 895 848#

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.