



**Department of  
Social Services**

Human Resources  
Administration

Department of  
Homeless Services

**Office of Contracts**

**Steven Banks**  
Commissioner

**Martha A. Calhoun**  
General Counsel

**Vincent Pullo**  
Agency Chief  
Contracting Officer

**150 Greenwich Street  
New York, NY 10007**

**929 221 6347**

June 2, 2017

Dear Prospective Bidders:

This is to inform you that competitive sealed bids will be accepted by the Department of Homeless Services ("Agency") for the provision of **Roof Replacement at Park Slope Armory (PIN#: 07117S021535 / EPIN#: 07117B0005)**. Solicitation documents will be available for pick up on **Thursday, June 22, 2017** at the Office of Contracts, Bid Administration Unit located at 150 Greenwich Street, 37<sup>th</sup> Floor, New York, NY 10007. The Bid Due Date is **Thursday, August 17, 2017 at 11:00 a.m.**

Bidders are hereby notified that this contract is subject to Local law 1, Minority-Owned and Women-Owned Business Enterprises (MWBE) Requirements, Prevailing Wage Rates and the Project Labor Agreement (PLA) covering specified Renovation and Rehabilitation of City owned building structures as described in the solicitation documents.

In addition, a **non-mandatory** pre-bid conference will be held on **Thursday, July 20, at 11:00 a.m.** at 150 Greenwich Street, 37<sup>th</sup> Floor Bid Room, New York, NY 10007. **Attendance Is Strongly Recommended.** Questions regarding this procurement are to be submitted in writing by the **close of business Thursday, August 3, 2017.** Please be advised that we cannot guarantee questions will be answered after this date.

Please note security at 150 Greenwich Street (4 WTC) requires that all visitors provide government issued identification (with picture) to be admitted into the building. To expedite security processing, please send an email to [Accoprocurements@hra.nyc.gov](mailto:Accoprocurements@hra.nyc.gov) with the names of individuals expected to attend from your organization no later than the day before the Pre-bid conference. **Please include RSVP and the title of the Bid in the subject line of the email.** Please arrive at least fifteen (15) minutes early to ensure adequate time for security procedures. In addition, bidders should bring a copy of this solicitation letter which indicates the purpose of the individuals' visit to the building.

If you need additional information please contact Shauntay Cherry at (929) 221-5514 or [cherrys@hra.nyc.gov](mailto:cherrys@hra.nyc.gov) or [fredericksa@hra.nyc.gov](mailto:fredericksa@hra.nyc.gov). Your interest in doing business with the City of New York is appreciated.

Sincerely,

A handwritten signature in black ink that reads "Andrea McGill".

Andrea McGill, Director  
Bid Administration and Purchasing