

**REQUEST FOR BID – April 16, 2012**

*The Division of Litigation Services and Records Management cordially invites your company to submit a bid for:*  
**Moving, Storage and Retrieval of Department of Transportation (DOT) Records, Secure A Records Storage Facility That Will Store DOT Records; Transport DOT Records Between DOT Facilities and the Storage Facility, Retrieve and Track DOT Records and Destroy DOT Records based upon Disposal Schedules by NYC DORIS**

**PIN No.84112MBAD609**

Solicitation documents will be available starting **Monday, April 23, 2012** and can be downloaded free of charge from the City Record Website at <http://a856-internet.nyc.gov/nycvendoronline/home.asp>

A printed copy of the solicitation can also be purchased at:

***New York City Department of Transportation***

***Office of the Agency Chief Contracting Officer/Contact Management Unit***

***55 Water Street, Ground Floor, New York, NY 10041 between 9:00am – 3:00pm, Monday to Friday (Holidays Excluded) (212) 839-9435. A deposit of \$50.00 is required for the specification book in the form of a Certified Check or Money Order payable to: New York City Department of Transportation. NO CASH ACCEPTED. Company address, telephone and fax numbers are required when picking up contract documents.***

**Sealed bid must be submitted by 11:00 AM on May 24, 2012 to 55 Water Street, Ground Floor, New York, NY 10041** (Entrance is located on the South Side of the Building facing the Vietnam Veterans Memorial). Proper government issued identification is required for entry to the building (driver's license, passport, etc.)

A Pre-Bid Meeting (Optional) will be held on **May 7, 2012 @ 200 PM @ 55 Water Street, Ground Floor Conference Room, New York, NY 10041**. For additional information, please contact Tamara Murray at (212) 839-9834