

REQUEST FOR PROPOSAL – May 8, 2012

The Division of Administration cordially invites your company to submit a proposal for:

Event Planning Management and Marketing Services for Summer Streets

PIN No.84112MBAD637

Solicitation documents will be available starting **Monday, May 14, 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 Proposal 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 proposal 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 proposal must be submitted by 2:00 PM on June 15, 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 identification is required for entry to the building (driver's license, passport, etc.)

A Pre-Proposal Conference (Optional) will be held on **May 24, 2012 @ 2:00 PM @ 55 Water Street, Ground Floor Conference Room, New York, NY 10041**. For additional information, please contact Junaid Syed, P.E. (212) 839-9297.