

**REQUEST FOR PROPOSAL – July 1, 2015**

The New York City Department of Transportation, Division of Administration, cordially invites your company to submit a proposal for the following:

**PIN No. 84115MBAD895** - Sponsorship Recruitment, Marketing and Event Production Services

Proposal documents will be available starting **July 6, 2015** and can be downloaded free of charge from the City Record Website at <http://a856-internet.nyc.gov/nycvendoronline/home.asp>

*New York City Department of Transportation*

*Office of the Agency Chief Contracting Officer/Contract 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.*

**The Pre-Proposal Conference will be held on July 22, 2015 at 2:00 PM at 55 Water Street, Ground Floor, Bid Room. Sealed proposal must be submitted by 2:00 PM on August 10, 2015 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.)

For additional information, please contact David Maco at (212) 839-9400.