

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

Pin # 84117MBAD050 – Graphic Design Services

Proposal documents will be available starting, **December 29, 2016** and can be downloaded free of charge from the City Record Website at <https://a856-cityrecord.nyc.gov/>

A printed copy of the proposal can be purchased at:

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 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 January 30, 2017 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.)

Particular encouragement is extended to Disadvantaged Business Enterprise (DBE) firms for Federal Aid/NYS DOT Aid Projects.

A **Pre-Proposal meeting** (Optional) has been scheduled for **January 5, 2017 at 2:00** PM in the Agency Chief Contracting Officer Bid Room, Ground Floor, 55 Water Street, NYC. All questions shall be submitted in writing to Project Manager indicated. Deadline for submission of questions is **January 9, 2017 at 5:00PM**, Please contact **Mr. David Maco** New York City Department of Transportation, 55 Water Street, 8th Floor, New York, New York 10041, Telephone No. 212-839-9400, Email: dmaco@dot.nyc.gov.