

REQUEST FOR PROPOSAL

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

Bike to School Consultant Services

PIN No. 84117MAD051

Proposal documents will be available starting **November 16, 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 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 December 16, 2016 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.