

REQUEST FOR PROPOSAL

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

Authorized Parking Application (APA) for Parking Permit Processing, Delivery and Maintenance

PIN No. 84118MBAD159

Proposal document will be available starting, **April 13, 2018** 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 May 15, 2018 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.)

The Pre-proposal Conference will be held on April 24, 2018 at 1:00 PM at 55 Water Street, Ground Floor Bid Room. The deadline for submission of written questions is April 26, 2018 by 5:00 PM.

This Procurement is subject to participation goals for Minority-owned Business Enterprises (MBEs) as required by Section 6-129 of the New York Administrative Code. The M/WBE goal for this project is 15.4%.

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