

## **REQUEST FOR PROPOSAL**

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

**Pin # 84119MBAD319** – Event Production, Sponsorship Recruitment and Marketing Services

Solicitation documents will be available starting April 19, 2019 and can be downloaded free of charge from the City Record Website at <https://a856-cityrecord.nyc.gov/>

A printed copy of the bid can also be purchased at:

*New York City Department of Transportation*

*Office of the Agency Chief Contracting Officer (ACCO)*

*55 Water Street, Ground Floor Conference Room, New York, NY 10041 between 9:00am – 3:00pm, Monday to Friday (Holidays Excluded)*

***A deposit of \$50.00 is required for the proposal documents 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. (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.)***

**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 24%.**

***A Pre-Proposal Conference (Optional) will be held on April 29, 2019 @ 10:00 AM @ 55 Water Street, Ground Floor Conference Room, New York, NY 10041.***

**Sealed proposal must be submitted by 2:00 PM on May 22, 2019 to 55 Water Street, Ground Floor, New York, NY 10041. The deadline for submission of written questions is May 1, 2019 by 5:00 PM. For additional information, please contact David Maco at (212) 839-9400.**