

REQUEST FOR PROPOSAL

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

Pin # 84116TPMB948 – Technical Assistance, Horticultural & Maintenance Services for High-Need NYC Plaza Program
Plazas & Partner Organizations

Proposal documents will be available starting **March 28, 2016** and can be downloaded free of charge from the City Record Website at <https://mspwww-dcscfpvp.nyc.gov/CROLPublicFacingWeb/>

A printed copy of the proposal can also 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 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 30%.

A **Pre-Bid meeting (Optional)** has been scheduled for **April 4, 2016** at **10:00 AM** in the Agency Chief Contracting Officer Bid Room, Ground Floor, 55 Water Street, NYC. The deadline for submission of written questions is **April 6, 2016** at **5:00 PM** and should be sent to **dmaco@dot.nyc.gov**.

Sealed Proposal must be submitted by 2:00 PM on April 25, 2016 to 55 Water Street, Ground Floor, New York, NY 10041.

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