NOTICE TO BIDDERS - PROCEDURES FOR SUBMISSION OF CERTIFIED CHECK FOR BID SECURITY

The bid security submission for this contract will follow the procedures set forth below.

THE BIDDER MUST CAREFULLY READ THE DATES AND TIMES IN THE PROCUREMENT DOCUMENTS, AS THEY NOW DIFFER FROM PREVIOUS DDC PROJECTS.

Bid Security Submission Procedures

1. The representative delivering the bid security must maintain required social distancing measures – keep at least 6 feet away from others, and a mask or face covering is recommended.
2. The representative delivering the bid security must comply with the requirements below in order to enter the DDC office building at 30-30 Thomson Ave.

   As such, please allow sufficient time for these procedures when arriving to deliver the bid security so that the bid security may be submitted on time.

   Upon your arrival to 30-30 Thomson Ave, proceed to the telephone to the left of the building located near the Mailroom. Please call the following Bid Room number 718-391-2410 or 718-391-1362 and inform the staff that you are waiting outside the mailroom to drop off your bid security. A DDC staff will come to retrieve your bid security. These steps are in place to ensure all precautionary safety measures are followed while in the office, as the health and safety of staff and visitors is our number one priority.

   If there are any issues dropping off the bid security, the bidder should email CSB_ProjectInquiries@ddc.nyc.gov for additional instructions.
3. Bid security must be delivered by hand within the time shown in the procurement documents. No bid security will be accepted by mail or parcel service (USPS, FedEx, UPS, DHL, etc.).
4. Bid security must be in a single, sealed envelope and clearly labeled on the outside with the following:
   a. "Bid Security Check"
   b. Project ID
   c. Project Name
   d. e-PIN no.
   e. Name of Contractor
   f. Contact person
   g. Email address
   h. Phone number
5. Please use the link indicated in the procurement documents to join the virtual bid opening.