

ELECTRONIC BIDDING NOTICE

To: Plan holders for Contract: **CRO-661**
From: Joseph Vaicels, Assistant Commissioner and Agency Chief Contracting Officer
Subject: **Notice to Bidders: Pre-Bid Conference/Site Visit and Bid Response Date/Bid Opening Information**

An In-Person Pre-Bid Conference will take place on **8/24/2025 at 10:00AM EST** at the Croton Lake Gate House (CLGH), 1120 Croton Dam Road, Yorktown Heights, NY 10598. Please be advised a site visit walkthrough will immediately follow at the same location.

All attendees must complete and submit the attached Temporary Access Form. Please email the completed form a minimum of three days prior to the site visit to dwighton@dep.nyc.gov and lcucinell@dep.nyc.gov. **Attendees must sign the form and include a CLEAR copy of their driver's license in the lower right corner box of the page. It cannot be a separate attachment, or the police will not accept it.** Every attendee must also comply with PPE requirements: Hard Hat, Safety Boots, and Safety Goggles.

All vendors are invited to attend the Pre-Bid Conference via Microsoft Teams.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 246 952 846 355 614

Passcode: Kv3bs9nc

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 585-484-8792](tel:+15854848792), [846225852#](tel:+15854848792)

ELECTRONIC BIDDING (E-BIDDING):

PAPER BID SUBMISSIONS ARE NOT ACCEPTABLE AND WILL BE DEEMED NON-RESPONSIVE.

BIDDERS **MUST SUBMIT THEIR BIDS ELECTRONICALLY IN PASSPORT BEFORE 10AM EST ON RESPONSE DUE DATE AND PROVIDE BID SECURITY FOR THE BID TO BE CONSIDERED RESPONSIVE.**

Bidders must complete the following steps in the Procurement and Sourcing Solutions Portal (PASSPort) to submit their bids:

1. Complete electronic bid submission in PASSPort by completing all required fields; and
2. Submit bid security (if required):
 - a. If the bid security is in the form of a bid bond, bidders must include their bid bond

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- with their electronic bid submission in PASSPort.
- b. If the bid security is in a form of a certified check, bidders must ensure submission of the certified check by either:

In Person Delivery: Bidders must contact nburrus@dep.nyc.gov and azieba@dep.nyc.gov to arrange for in-person delivery to:

NYC Dept. of Environmental Protection at:
59-17 Junction Blvd.
Flushing NY 11373

OR

Other Delivery Services: Bidders may use of any type of mail delivery service, including but not limited to, overnight delivery to the below address. Envelope must clearly state the following:

NYC Dept. of Environmental Protection
59-17 Junction Blvd., 3rd Floor Mail Room,
Flushing NY 11373.
Attention: ACCO Office
Contract#: CRO-661
Bid Response Date: _____
Contact Person: Ping Zhi Chan

Bidders are responsible for ensuring that their certified check is received by Agency Chief Contracting Office (“ACCO”) before 10:00AM EST on the Bid Due Date.

Bid Opening Information: Bidders are welcome to attend the Bid Opening by way of Microsoft Teams at **2:00PM EST on 9/16/2026**. To accommodate the entire bidding community, please limit to one Microsoft Teams entry per company. Should anyone require access to a computer terminal to view the bid opening, please contact pzchan@dep.nyc.gov at least 1 week prior to the bid opening.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 279 167 912 054 511

Passcode: ie2Kz2fy

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 585-484-8792](tel:+15854848792), 60303025#

On the date of the Bid Opening, ACCO Personnel will open the Microsoft TEAMS portal at

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1:45pm EST, to give bidders an opportunity to test their ability to log on. All bidders are strongly advised to log on to the Microsoft TEAMS portal before 2:00pm EST to avoid disrupting the bidding process (i.e.: the reading of the bids). The bid opening will be recorded. ACCO personnel will conduct the bid opening and will announce each submitted bid. The apparent Low Bidder will be announced, and all bids will be posted online as soon as practicable at: <https://www1.nyc.gov/site/dep/about/bid-results.page>

All questions must be submitted in the “**Discussion with Buyer**” forum in PASSPort.

[Clear Form](#)**DEP POLICE USE ONLY**Access: ☐ Approved ☐ Denied

Date/Time:

Reviewing Officer: Initials:

Badge #:

TEMPORARY ACCESS FORM**Type of Access Requested. Select one:**

- ☐ **DAY WORKER ACCESS** - For persons working on a day-to-day basis at a DEP facility and/or project site and who are not part of a contractor's regular staff. DEP Police will notify the employee, construction manager, and post officer if access is granted.
- ☐ **DAY TOUR ACCESS** - For persons attending tours of DEP critical infrastructure. DEP Police will notify the individual and sponsoring DEP entity if access is granted.
- ☐ **PRE-BID MEETING SITE ACCESS** - For prospective bidders attending pre-bid meetings at a DEP facility and/or project site. Any bidder who does not fax or e-mail this form to the appropriate DEP Project Manager at least one week prior to the scheduled visit will be required to bring the requested information to the site no less than 30 minutes prior to the scheduled meeting start time; there is no admittance of any bidder more than 30 minutes after the scheduled meeting start time.
- ☐ **DELIVERIES** - For persons delivering materials to a DEP site (other than UPS or FedEx).

**SUBMIT
FORM TO:**

East of Hudson - Eastview Command Center
T: (914) 593-7500 / F: (914) 345-1840
E: PoliceEastviewComm@dep.nyc.gov

West of Hudson - Ashokan Dispatch
T: (845) 657-8433 / F: (845) 657-6145
E: Ashokancomm@dep.nyc.gov

This form expires fifteen (15) days from the date of submission. Access beyond that date requires official DEP-issued identification or submission of a new Temporary Access Form.

<i>All fields are required. Please print clearly or type:</i>		Today's Date:	
Date(s) Access Requested: From:		To:	
Site Location (name and/or address):			
Company or Group Affiliation Name:			
Name:			
Security Point of Contact:		Telephone #:	
Work to be Performed:			
Name:		, , M.I.	
Last		First	
Date of Birth (mm/dd/yyyy):		Social Security # (last 4 only):	
Contact Telephone Number(s):		or	
Driver License #:		, Issuing State	
If no driver license, other form of government issued photo identification and number:			

I hereby affirm that the above information is true and that I agree to comply with all DEP policies and rules while I am on DEP property. I understand that 1) I must bring my identification to the site for physical inspection, 2) expired identification will not be accepted, and 3) providing false or misleading information or identification may result in criminal charges, denial of access to DEP sites and facilities, or rejection of any bid submitted by the applicant's company.

*Place identification in this box
if scanning or faxing this
form.*

Signature