NYC Environmental Protection
Bureau of Police & Security

Pre-Bid Conference

Date: October 13, 2026

Time: 10:00 am

via Teams Meeting call-in: +1-347-921-5612

Phone conference ID: 952 811 346#

Scan the QR Code



After Scanning, Enter all requested information, the completed attendance list will be posted in PASSPort

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Agenda

1. Introductions / Attendance
2. PASSPort Guidelines
3. General Contract Requirements
4. Prevailing Wage
5. Contract Summary/Scope of Work
6. Health and Safety Requirements
7. Questions

PASSPort

- All Bids/Proposals/Questions must be submitted in PASSPort
- For assistance in using PASSPort contact the MOCS at:
- MOCS Service Desk

PASSPort Discussion Forum Tab

- The Discussion with buyer tab is a forum to communicate directly in PASSPort with the RFx contracting agency after you have decided to respond to the RFx (i.e. clicked “Participate in RFx” button).
- PASSPort maintains and can display a record of all interactions between you and the agency.
- Indicate the Type of message you would like to send by selecting a category from the drop-down.
- Add a Subject line.
- Indicate the agency contact To whom you are sending this message by selecting from the drop-down menu.
- Compose your message in the textbox.
- Click the “Send” button to submit your message

PASSPort Helpful Links

PASSPort User Materials - MOCS (nyc.gov)

Vendor Enrollment Video

Vendor Account Management PDF

User Manual Finding Contracting Opportunities(RFx)

User Manual Responding to Contracting Opportunities(RFx)

E-Course Responding to Contracting Opportunities(RFx)

User Manual Contract Registration for Vendors

E-Course Contract Registration for Vendors

Local Law 1 M/WBE Program Requirements

❖ Local Law 1 (LL-1): New York City M/WBE Program

The following M/WBE Participation Goals have been established for this contract

- 0% Total M/WBE participation requirement
- M/WBE firms must be certified by NYC Small Business Services. A directory of City Certified Firms is available on SBS website at www.nyc.gov/buycertified
- PASSPort will now require information related to the MWBE requirements to be submitted along with the bid/proposal. Additionally, there is a new Schedule B document. The revised Schedule B provides detail about how to enter the required information into PASSPort.
- The Contractor will be required to submit Quarterly M/WBE reports and Initial/Annual List of Subcontractors for compliance reporting in order to track progress towards meeting the goal.

Local Law 1 M/WBE Program Requirements

- The Contractor should also continue good faith efforts to seek opportunities for M/WBE participation during the life of the contract even if proposed M/WBE goals have been achieved.
- Note that under the City's M/WBE Program, suppliers do not count towards a Prime's M/WBE Utilization.
- Prime contractors that do not comply with LL-1 M/WBE goals on this contract are subject to penalties including but not limited to liquidated damages and a poor performance evaluation in PASSPort.
- Good Faith Efforts to subcontract work to M/WBEs will be required for all subcontractor approval requests of non-M/WBE subs.

General Contract Requirements

- All work performed under this contract shall conform with the law, which includes but is not limited to, the rules and regulations of the Building Codes of the City of New York, the Administrative Code and the Charter of the City of New York and the rules and regulations of all other regulatory agencies having jurisdiction.
- Contract Term: 1825 days with no renewals.
- The Work under this Contract is not subject to prevailing wages, as defined in the Labor Law Section 220 and/or 230.
- All workers must be paid by check or direct deposit.
- Be sure to review Schedule A in the Bid Booklet for contract and insurance requirements.
- PIP (Payee Information Portal) required.
- The Contractor shall be an authorized Federal Aviation Administration (FAA) Part 145 Repair Station, with duly licensed and current A&P (Airframe and Powerplant) Certificate mechanics to perform the repairs, scheduled and unscheduled maintenance, and inspections as required. For certain components, the Contractor shall use the OEM or an OEM authorized contractor to perform the scheduled inspections, maintenance and repair work.
- Upon completion of the Work, the FAA 8130/COC Authorized Release Certificate and/or Airworthiness Approval Tags as well as all other necessary certificates of approval shall be obtained from the various OEMs for the equipment and agencies having jurisdiction which shall be delivered to the DEP Project Manager.

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Contract Summary/Scope of Work

- DEP personnel shall remove the equipment to be serviced and prepare them for shipping to the Contractor's maintenance facility or the OEM using shipping materials provided by the Contractor.
- The Contractor shall make arrangements with the DEP Project Manager to ship the equipment to the appropriate destination within three (3) business days after receiving notice by the DEP Project Manager.
- Contractor will be available 24/7 and have a phone number that DEP can use to reach the contractor.
- The Contractor shall furnish all necessary labor, parts, materials and equipment for performing Preventative Maintenance or Shop Repair Work of equipment and/or parts as directed by the DEP Project Manager and as described in these Specifications.
- The Contractor shall perform all Work in accordance with OEM, FAA, and these Specifications. The Contractor will manage and coordinate Work that must be performed by an OEM and ensure that the Work is satisfactorily performed. OEM: Dart, Pratt&Whitney, Teledyne FLIR, Trakka Systems, Shotover Churchill, PowerSonic and BMS Downlink.
- The Contractor shall have its own access to all original equipment materials lists, electrical and manufacturing specifications, drawings, critical dimensions, tolerances, etc., as well as any special operating and maintenance instructions or information necessary to service and repair the equipment.
- The Contractor shall perform all Work in accordance with OEM, FAA, and these Specifications. The Contractor will manage and coordinate Work that must be performed by an OEM and ensure that the Work is satisfactorily performed.

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Final Notes

Some items to consider when developing your BID (i.e., percent markup):

- Travel time and expenses to get to and from the work site are not allowable billable items.
- Time and expenses for meal breaks are not allowable billable items.
- Project Management (HASP's, Work Plans, project administration, preparation of estimates, scheduling, etc.) is not an allowable billable item.
- PPE is not an allowable billable item.

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Questions

