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

A Pre-Bid Conference will take place on **11/19/2026 at 10:00AM EST**.

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: 290 312 887 226 023 8
Passcode: kK9S8Fm9
Download Teams | Join on the web
Or call in (audio only)
+1 585-484-8792,,83091452#

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 a form of a bid bond, bidders must include their bid bond 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 pzchan@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# CSO-FC-DF
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 **2:30PM EST** on **December 16th, 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: 290 608 943 283 572 3
Passcode: 98Au9gi6
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Or call in (audio only)
+1 585-484-8792,,929374105#

On the date of the Bid Opening, ACCO Personnel will open the Microsoft TEAMS portal at 2:15pm 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 2:30pm 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**.