

CONSTRUCTION BID DOCUMENT ORDER FORM

SOLICITATION #: C-52109

SOLICITATION TITLE: Consequence Management Improvements in the 42nd Street Times Square and Lexington Avenue/53rd Street Station Complexes

PRICE OF BID PACKAGE: \$350.00 /PER SET

TO REQUEST BID DOCUMENTS FOR THIS PROCUREMENT

FILL OUT ALL THE INFORMATION ON THIS FORM FAX IT BACK TO THE NYCT BID RECEPTION DESK AT (646) 252-6108/6109, OR PICK IT UP IN PERSON, OR MAIL YOUR REQUEST TO, THE NYCT BID RECEPTION DESK, 3 STONE STREET, NY, NY, 10004. HOURS ARE 9:00 AM – 4:00 PM, MONDAY – FRIDAY, EXCLUDING HOLIDAYS. VENDORS OBTAINING BID DOCUMENTS IN PERSON FROM 10:00 AM TO 11:00AM AND 1:30PM TO 2:30PM ON DAYS OF BID OPENINGS MAY BE SUBJECT TO DELAYS. ALL DOCUMENT FEES ARE PAYABLE BY VISA, MASTERCARD, AMERICAN EXPRESS, COMPANY CHECK OR BANK CHECK. MAKE CHECK PAYABLE TO NEW YORK CITY TRANSIT. ALL PAYMENTS ARE NON-REFUNDABLE.

VENDORS MUST PRINT ALL OF THE FOLLOWING INFORMATION WHEN REQUESTING BID DOCUMENTS.

COMPANY NAME: _____

ADDRESS: _____
(PLEASE PROVIDE A STREET ADDRESS A POST OFFICE BOX ADDRESS IS UNACCEPTABLE)

ATTENTION: _____
(MUST BE PERSON REGISTERED IN FEDBIZOPPS)

TITLE: _____ **TELEPHONE:** _____

EMAIL ADDRESS: _____
(PLEASE PRINT- THE EMAIL ON THIS FORM IS FOR CONTACT PURPOSES ONLY. ALL ADDENDA NOTIFICATIONS WILL BE SENT TO THE EMAIL ADDRESS IN FEDBIZOPPS.)

FAX #: _____ **NYCT VENDOR #:** _____

DUNS #: _____ **TAX ID #/EIN:** _____

I AM INTERESTED IN THIS PROJECT AS A: () PRIME CONTRACTOR / () SUB-CONTRACTOR.

YOU MUST BE A REGISTERED VENDOR WITH CENTRAL CONTRATOR REGISTRATION (CCR) AND FEDBIZOPPS TO PARTICIPATE IN ALL CONSTRUCTION AND ARCHITECTURAL/ENGINEERING PROJECTS.

SOLICITATION #: C-52109

DATE: _____

PLEASE PROVIDE THE FOLLOWING ORDERING INFORMATION.

COMPANY NAME: _____ **# OF SETS:** _____

CREDIT CARD: _____ **ACCOUNT #:** _____

EXPIRATION DATE: _____

***OVERNIGHT COURIER:** _____

ACCOUNT #: _____

NAME: _____ **SIGNATURE:** _____

NYCT VENDOR #: _____

*DOCUMENTS WILL BE MAILED US POSTAL SERVICE REGULAR MAIL IF OVERNIGHT COURIER INFORMATION IS NOT PROVIDED.

NOTICE TO VENDORS

Vendors interested in bidding opportunities listed on the Construction and Architectural/Engineering Opportunities page must adhere to the following requirements:

Central Contractor Registration (CCR)

Vendors must register with Central Contractor Registration (CCR), a federal vendor database used to validate vendor information, before obtaining construction and architectural/engineering bid documents. The registration process requires a DUNS number and can be done online at www.ccr.gov. It takes approximately ten minutes to register and you should receive a response within 48 hours. This process is free of charge.

DUNS and EIN

Vendors must provide their Data Universal Numbering System (DUNS) number and company Employer Identification Number (EIN) when ordering bid documents. The DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). Vendors who do not have a DUNS number may call D&B at (866) 705-5711 or (610) 882-7000, or visit D&B's website at www.dnb.com/us/ to obtain one. The website process to request a DUNS number takes about 10 minutes and is free of charge if you state you require the DUNS number for registration in the Central Contractor Registration website.

FedBizOpps Website

Vendors must register with FedBizOpps, www.fbo.gov, before obtaining construction and architectural/engineering bid documents. FedBizOpps, a federal website used to distribute and disseminate sensitive but unclassified procurement related materials, only accepts CCR registered vendors.

Vendors must download addenda documents from FedBizOpps. Vendors who have purchased bid documents will no longer receive addenda documents by mail, Instead, those vendors will be notified by email instructing to download it from FedBizOpps.