



NOTICE OF SOLICITATION

INVITATION FOR BIDS (IFB) ISSUED THROUGH THE PASSPort SYSTEM

On-Call Heating, Ventilation, and Air Conditioning (HVAC) Equipment Repair, Maintenance and New Installation Services
PIN: 25BS001200R0X00
EPIN: 81625B0001

The New York City (“City”) Department of Health and Mental Hygiene (“NYC Health Department” or the “Agency”) seeks up to two (2) qualified contractors to provide on-call heating, ventilation, and air conditioning (“HVAC”) repair, maintenance, and new installation services in various NYC Health Department facilities located within the five (5) boroughs of New York City.

The purpose of this contract is to ensure that HVAC systems at the NYC Health Department Facilities are functioning in an energy efficient and safe manner.

The contract term is anticipated to be for six (6) years from April 1, 2025, to March 31, 2031, with no renewal options.

There will be a Pre-Bid Conference at 10:00 A.M. ET, on September 30, 2024, via teleconference. Attendance by vendors is optional, but strongly recommended. Please RSVP for the conference by 3:00 P.M. ET, on September 27, 2024, by emailing the name, title, affiliation, M/WBE status, and email address of each attendee to BIDS@health.nyc.gov. Please state “On-Call HVAC Services” in the subject line. Vendors who submit an RSVP will be provided an invitation via email to attend the Pre-Bid Conference.

All questions must be submitted in writing to the Authorized Agency Contact person at BIDS@health.nyc.gov. Questions submitted by September 20, 2024, will be addressed at the Pre-Bid Conference. Answers to all questions received by the question deadline of October 3, 2024, will be provided in an addendum released through PASSPort.

This procurement is subject to participation goals for MBEs and/or WBEs as required by Section 6-129 of the New York City Administrative Code.

The IFB can be accessed through the [PASSPort Public Portal](#). If you do not have a PASSPort account, you must create one by visiting nyc.gov/passport in order to respond to the IFB. If you require assistance with creating a PASSPort account or responding to the IFB, please submit an inquiry to the [MOCS Service Desk](#).

Bids are due on October 25, 2024, at 3:00 P.M. ET.