

# NON-CONSTRUCTION BID DOCUMENT ORDER FORM

**RFQ ID #:** 0000023424

**SOLICITATION TITLE:** Referee Lab Testing for Oils and Greases

**PRICE OF BID PACKAGE:** \$50.00 /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:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_  
(PLEASE PRINT)

**FAX #:** \_\_\_\_\_ **NYCT VENDOR #:** \_\_\_\_\_

**TAX ID #/EIN:** \_\_\_\_\_

**RFQ ID #:** 0000023424

**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 Bidders

### NYCT Prime Contractor & D/M/WBE Sub-Contractor Connection System

The MTA - New York City Transit (NYCT) Sub-Contractor Connection web-based initiative, created to connect potential prime contractors with D/M/WBE firms interested in NYCT sub-contracting opportunities has evolved to become the [NYCT Prime Contractor & DMWBE Sub-Contractor Connection System](#) (Sub-Contractor Connection System). Unlike the initial phase of this initiative, the Sub-Contractor Connection System will now notify plan holders (potential prime contractors) electronically when a D/M/WBE firm has expressed sub-contracting interest in a NYCT project. The system's ability to sort D/M/WBE firms by the service they provide also gives prime contractors a 24 hour detailed resource for qualified D/M/WBE firms.

D/M/WBE firms and prime contractors must be registered on the NYCT bidder list to access this system. Visit the [NYCT Procurement Website](#) to [register on-line](#). You can also visit our [D/M/WBE Connection Website](#) for information on this and other initiatives and events from the NYCT Procurement Sub-Division and the MTA – Office of Civil Rights for D/M/WBE firms. Please [contact us](#) if you have any questions.