



REQUEST FOR QUOTE FOR OFFICE & BREAKROOM SUPPLIES

Overview:

The New York City Housing Development Corporation (“HDC” or the “Corporation”), with offices located at 110 William Street in downtown Manhattan, is seeking quotes for office and breakroom supplies.

HDC, established in 1971 under the laws of the State of New York, is a corporate governmental agency constituting a public benefit corporation. The Corporation is also a tax-exempt organization. The Corporation was created for the purpose of financing affordable multi-family housing in the City of New York. The Corporation finances significant amounts of its activities through the issuance of bonds, notes and debt obligations.

Requirements:

1. **The attached Excel worksheet must be used to submit pricing.**
2. The name of your company must appear in the Company Bidding section of the form.
3. **The contract period is for a term of three (3) years.**
4. **All quotes must be received no later than 3 PM on Tuesday, February 7, 2023.** Quotes received after the inquiry closing date will be deemed late and will not be considered. Other submission formats will not be accepted.
5. Quotes must be submitted via email as indicated in the submission section of this RFQ.
6. Quotes should include the cost for delivery during normal business hours to our office located on the 9th floor at 110 William Street, New York, NY 10038.
7. Please note that if awarded the contract, the Corporation will require a contract agreement. In addition, the Corporation uses a Purchase Order system that requires supplies to be ordered only by authorized purchasing representatives with a pre-assigned purchase order number.

8. If awarded the contract, your delivery company, if other than FedEx or UPS, will be required to submit a Certificate of Insurance indemnifying the Building Owner and HDC, by means of a policy endorsement naming both New York City Housing Development Corporation its successors and/or assigns ATIMA and Savanna, its successors and/or assigns ATIMA, as Additional Insured prior to commencement of services. The insurance requirements for 110 William Street building and NYCHDC are attached.
9. Quotes should include a minimum of five references from previous customers and contact numbers.
10. As per Local Law 34 of 2007 (LL 34), vendors that are considered to be doing business with the City as defined by LL 34 are required to complete a Doing Business Data Form. The attached Doing Business Data Form must be completed and returned to us along with your quote as no award can be made unless the Data Form is completely filled out.

Note: Please also see the attached Appendix for additional requirements to be included in an Appendix to the quote.

Inquiries:

Any inquiries regarding this RFQ must be submitted via email to HDCOSBIDS@nychdc.com. **Inquiries and questions will be accepted through 3 PM on Monday, January 23, 2023.**

NYCHDC will issue responses to all questions, inquiries and any other corrections, amendments, and the like which it deems necessary in written addenda to all bidders by Tuesday, January 24, 2023.

Submission:

Participating vendors will be required to submit one electronic copy of their quote, along with Appendices and a Doing Business Data Form, by email to HDCOSBIDS@nychdc.com.

RESPONSES ARE DUE NO LATER THAN 3:00 PM on Tuesday, February 7, 2023.

Key Documents:

- NYCHDC Office & Breakroom Supplies Excel Form 2023 – (11 pages)
- NYCHDC Office & Breakroom Supplies Usage Report (4 pages)
- NYCHDC & 110 William Street Insurance Requirements (4 pages)
- Doing Business Data Forms/Vendor FAQ (4 pages)

General:

The issuance of this Request for Quote (“RFQ”), and the submission of a quote by the vendor or the acceptance of such quote by HDC, does not obligate HDC in any manner whatsoever. Legal obligations will only arise upon the execution of formal agreements by HDC and the vendor selected to render services described herein.

HDC reserves the right to amend, modify, postpone or withdraw this RFQ; to waive any requirement of this RFQ; to require supplemental statements and information from proposing entities, to accept or reject any or all quotes received as a result of this RFQ; to extend the deadline for submission of quotes; to negotiate with any proposing entity which responds to this RFQ; to hold discussions with any proposing entity; and to correct deficient quotes which do not completely conform to the instructions given in this RFQ. HDC may exercise such rights at any time without notice and without liability to any proposing entity or other parties for their expenses incurred in preparation of the quote. In its review, HDC may accept a quote but require modification or negotiation of scope. Although discussions may be conducted with proposing entities submitting acceptable quotes, awards may be made without discussion.

The scope of services described in this RFQ provide the most current and accurate descriptions of services sought by HDC. However, at the time contracts are executed, programmatic changes may result in changes to the scope of services.

All documents presented in response to this RFQ will become the property of HDC. The Corporation is subject to the New York State Freedom of Information Laws (“FOIL”) and as such HDC shall release all records subject to FOIL without notice or consent of responder.

The quote must disclose any other employment or situation which may create a conflict of interest if your company were to be selected, including any relationship that the company or any of its employees may have with HDC. Please describe any such relationship in your quote, or affirmatively state that no such relationship exists.

Appendix

1. Equal Employment

If any, provide a copy of the company's most recent Employer Information Report EEO-1 and include as Attachment to the Quote. Please state how many women and minorities work in your company.

2. Minority and Women Owned Business Enterprise (MWBE)

HDC is dedicated to furthering the participation of minority and women-owned businesses in its work. All respondents are urged to include in their quotes methods for facilitating the participation in the project of businesses that have been certified by the New York City Department of Small Business Services ("SBS") as women or minority owned. This can take any form a Respondent considers appropriate including, but not limited to, quotes intended to ensure the utilization of certified minority and women-owned businesses as subcontractors or as joint-venture partners. In addition, quotes from minority and women-owned respondents are encouraged.

3. New York City Location

a) State whether the company maintains its headquarters, or other offices, in New York City, and the number of the company's employees who are employed in New York City. Describe the company's commitment to its location in New York City. Since January 1, 2017, has the company relocated any employees from offices in New York City to locations outside New York City? Does the company have any plans to relocate any employees or offices outside of New York City in the next two years?

b) Describe the company's corporate citizenship and commitment to The City of New York, including local procurement of goods and services, development or participation in internship programs or scholarships, corporate philanthropy, specifically in the areas of housing and community development, and policies with regards to the use of women-owned, minority-owned and small business enterprises.

4. Credit Ratings

Provide a copy of the company's most recent credit agency analyses. Include in your response the company's current ratings. If these ratings have changed in the last three years, please explain in detail the reason for such change.

5. Local Law 34 Compliance:

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "Person" that has business dealings with the "City" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, your response to this RFQ is required to include a completed Doing Business Data Form (the "Data Form"), which is attached hereto. The Data Form will be submitted to the Mayor's Office of the City of New York (the "City"). If the City determines that your Data Form is not complete, you will be notified by the City and given four (4) calendar days to cure the specified deficiencies. Failure to do so will result in your quote being deemed incomplete and therefore non-responsive.