



POLICE DEPARTMENT

Contract Administration Section  
375 Pearl Street, 15<sup>th</sup> Floor, Room 15-207  
New York, NY 10038

September 27, 2024

To: Potential Bidders

Re: Invitation to Bid – **Belt, Trouser**– **E-PIN # 056-27-2024**

You are invited to submit a sealed bid to supply the New York City Police Department, Equipment Section with its requirements for **Belt, Trouser** for a three (3) year term, with the Department’s option to exercise up to 2 renewals, each for a 2-year term. Bidders must guarantee unit prices for the initial 3-year term, but may provide justification for a price increase for renewal terms.

QUANTITY	UNIT	NYPD SPECTIFICATIONS	DESCRIPTION
Up to 18,000	EA	Spec. #904, Rev., 9/17/2024	Belt, Trouser

Bids will be evaluated based upon furnishing unit price for the above listed quantity of items conforming in every respect to the Police Department Specifications set forth in the attachment hereto. The bid submission must include any and all addendums to the initial bid proposal.

Sample items are available for view at the NYPD Equipment Section, 127-10 28<sup>th</sup> Avenue, 2<sup>nd</sup> Floor, Flushing, NY, Monday-Friday, 8AM-3PM or for purchase, via mail or in-person. In order to purchase items via mail, bidders must send a pre-paid mailing label along with a money order made out to the NYPD Equipment Section to: NYPD Equipment Section, 127-10 28<sup>th</sup> Avenue, 2<sup>nd</sup> Floor, Flushing, NY 11354. Bidders may also make payment via credit card, but must still provide a pre-paid mailing label. Persons wishing to visit the NYPD Equipment Section or make payment via credit card must contact Lieutenant Urit Booncome in advance at (718) 670-9642.

Retail pricing is as follows:

#904 Belt, Trouser \$11.00

All potential Bidders that choose to make a bid will be required to submit one (1) sample of the items listed. Please mark the outside of the package containing the bid and sample with the **E-PIN#**. Failure to mark the package with the PIN# may result in rejection of the bid. Failure to submit the required sample will result in bid rejection.

Bids and samples must be delivered in-person or by mail or courier before the bid opening date. To deliver in-person Bidder must contact Nancy Brandon (nancy.brandon@nypd.org) to arrange

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a specific date/time in advance. Location for bid and sample submission is: NYPD Contract Administration Section, 375 Pearl Street, 15<sup>th</sup> Floor, Room 15-207, New York, NY 10038.

Bidders are also strongly encouraged to submit bids electronically to [nancy.brandon@nypd.org](mailto:nancy.brandon@nypd.org). Emails must include the PIN and Description of the Items, **(E-PIN# 056-27-2024)**

NYPD will conduct a virtual public bid opening via Microsoft TEAMS on Wednesday, December 11, 2024 at 1:00 pm. To virtually attend the bid opening, please RSVP with your company's name, participant(s) name(s) and email address(es) no later than Tuesday, December 10, 2024 at 4:00 p.m. via [Nancy.Brandon@nypd.org](mailto:Nancy.Brandon@nypd.org). A Microsoft TEAMS email invitation to the virtual bid opening will be sent to all email addresses provided.

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