



POLICE DEPARTMENT

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

June 3, 2026

To: Potential Bidders

Re: Invitation to Bid –**Re- Bid-School Crossing Guard Baseball Cap**
E-PIN # 056-11-2026

You are invited to submit a sealed bid to supply the New York City Police Department, Equipment Section, with its requirements for **School Crossing Guard Baseball Cap** 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
1,000/3,000	EA	Spec. 320, Rev. 02/06/26	School Crossing Guard Baseball Cap

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 all addendums to the initial bid proposal.

Item# 320 is available for view at the NYPD Equipment Section, 127-10 28th Avenue, 2nd Floor, Flushing, NY, Monday-Friday, 8AM-3PM, Bidders can make payment via credit card. People 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:

#320 School Crossing Guard Baseball Cap \$6.00

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 can be delivered either by mail, courier, or in-person before the bid opening date. To deliver in-person Bidder must contact Nancy Brandon (nancy.brandon@nypd.org), 718-

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610-8624 to arrange a specific date between the hours of 9am-3pm, in advance. Location for bid and sample submission is NYPD Contract Administration Section, 375 Pearl Street, 15th Floor, Room 15-207, New York, NY 10038.

Bidders are also strongly encouraged to submit bids electronically to nancy.brandon@nypd.org. Emails must include the PIN and Description of the Items, **(E-PIN# 056-11-2026)**

NYPD will conduct a virtual public bid opening via Microsoft TEAMS on Wednesday July 15, 2026, 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 July 14, 2026, at 12:00 p.m. via Nancy.Brandon@nypd.org. A Microsoft TEAMS email invitation to the virtual bid opening will be sent to all email addresses provided.

c. Contract File