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IN
THE CITY OF NEW YORK
EXECUTIVE OFFICE, 32 BROADWAY
NEW YORK, NY 10004-1609
(212) 487-5300
www.vote.nyc.ny.us

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SOLICITATION

Dear Vendor:

The Board of Elections in the City of New York (BOE) is conducting a solicitation to a qualified vendor for the production of a Poll Worker Training Video. This solicitation is being conducted pursuant to the Procurement Policy Board Rules as a Competitive Sealed Multi Step Bid. Detailed information can be found on page 4 of the contract document. The Bid Price Table 2 & 3 must be submitted in a separate envelope along with the statement of BID.

Bids are due by August 13, 2009 no later than 10 AM at the following location:

New York City Board of Elections
32 Broadway, 7th Floor, NY, NY 10004
Procurement Department:
Attention: Gwendolyn Youngblood,
Deputy Agency Chief Contracting Officer

Bid opening will be held August 13, 2009 at 10:30 AM at the following location:

New York City Board of Elections
42 Broadway, 6th Floor, Conference Room
NY, NY 10004

Sealed bids will be publicly opened and read aloud. **No late bids will be accepted at the time of the bid opening.**

Bidders and interested members of the public who wish to attend the bid opening are directed to check-in at the Reception Desk at 42 Broadway, 6th Floor no later than 10:15 AM.

Any questions regarding this solicitation must be submitted in writing and faxed to Gwendolyn Youngblood, 212-487-5343 (fax), 212-487-7213 (office). All questions and answers will be shared with all vendors receiving this solicitation. The closing date for receipt of all questions is, Monday August 10, 2009 at 5 PM.

Thank you for your interest.