



**Department of  
Social Services**

Human Resources  
Administration

Department of  
Homeless Services

**Office of Contracts**

**Steven Banks**  
Commissioner

**Martha A. Calhoun**  
General Counsel

**Vincent Pullo**  
Agency Chief  
Contracting Officer

**150 Greenwich Street**  
**New York, NY 10007**

**929 221 6347**

March 17, 2020

**RE: Addendum #4 to the  
Negotiated Acquisition for  
the Provision of  
Commercial Hotel Services  
for the Properties Currently  
Managed by Children's  
Community Services, Inc.  
EPIN: 07120N0001**

Dear Potential Applicant:

The Department of Homeless Services ("DHS") appreciates your interest in the Negotiated Acquisition for the Provision of Commercial Hotel Services for the Properties Currently Managed by Children's Community Services, issued on March 3, 2020.

Please find attached Addendum #4 for the above referenced Negotiated Acquisition. Addendum #4 contains:

- **Revisions to the NA:** Attached to this Addendum is a revision to the requirements of the NA.

Please acknowledge your receipt of Addendum #4 by listing it on the Acknowledgment of Addenda (Attachment B) and include it in your application submission.

Applicants are reminded that the due date for applications is **Wednesday, March 25, 2020 at 2:00 PM to:**

Please note if bringing your application package to the building for submission, the package must be screened through the messenger portal in the lobby. Please allow additional time for the screening process.

Sincerely,



Vincent Pullo

**Revisions to the Negotiated Acquisition for the Provision of Commercial Hotel  
Services for the Properties Currently Managed by Children's Community Services,  
Inc.**

**EPIN: 07120N0001**

Please be advised that the subject Negotiated Acquisition is described below. All new language is bolded and underlined. Language that is crossed out is being deleted from the Negotiated Acquisition.

Page 4, F. Application Process and Format is revised as follows:

Those seeking to express an interest in providing the subject services should complete the attached application and HAND DELIVER one (1) original and four (4) copies in a sealed and labeled envelope by 2:00 pm on Wednesday, March 25, 2020 to:

NYC Department of Homeless Services  
Office of the Agency Chief Contracting Officer  
150 Greenwich Street, 37<sup>th</sup> Floor Bid Window  
New York, NY 10007

**As an alternative to submitting hand copies, you may submit your proposal electronically to [accoprocurements@dss.nyc.gov](mailto:accoprocurements@dss.nyc.gov).**

**Please note, your organization's email system may have a maximum size limitation for sending out emails. Please be advised that DSS cannot accept any email in a size greater than 20 MB.**

**The due date and time remain the same. If you elect to submit your proposal electronically, it is strongly recommended that you send such email with enough time to determine whether the transmission has failed. Also, DSS strongly recommends that you follow up with a phone call to (929) 221-6347 to confirm that the email was transmitted successfully.**