



**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 24, 2020

**RE: Addendum #5 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 #5 for the above referenced Negotiated Acquisition. Addendum #5 contains:

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

Please acknowledge your receipt of Addendum #5 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 **Friday, April 3, 2020 at 2:00 PM to [accoprocuments@dhs.nyc.gov](mailto:accoprocuments@dhs.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.

When your organization submits the proposal electronically, it is strongly recommended that you send such email with enough time to determine whether the transmission has failed.

If your organization has already submitted a proposal, there is nothing  
further you will need to do.

Sincerely,

A handwritten signature in black ink, appearing to read 'Vincent Pullo', with a stylized flourish at the end.

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 **submit electronically by** ~~HAND DELIVER one (1) original and four (4) copies in a sealed and labeled envelope by 2:00 pm on Wednesday, March 25, 2020~~ **Friday, April 3, 2020 to accoprocurements@dss.nyc.gov**

~~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~~

**Please Note: Any services that the proposer elects to subcontract should be indicated in their proposals. Please provide the subcontractor information as well as the description of subcontracted services. Any subcontracted work can commence only with prior approval of DHS in accordance with the City's formal subcontracting approval process. If any subcontracted services necessitate obtaining services from a single source due to exigent circumstances, proposers should identify such sources, the reason the single source has to be utilized, and discuss how the subcontracted price is consistent past subcontracted costs and/or costs for such services as otherwise available in the market.**