



# Queens Library

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January 23, 2019

To All Interested Bidders:

The Queens Borough Public Library (the “Library”), hereby solicits bids from experienced firms (hereinafter referred to as “Bidders”) in response to this Invitation for Bid for Green Space Services at our Broadway Community Library.

It is required that bids be submitted no later than 2:00 p.m. on March 1, 2019, each bidder must submit a hard copy and a copy on CD or a flash drive or similar device in either Microsoft Word or PDF format of a written response to the Bid # 0119-1 to:

Queens Borough Public Library  
Procurement Department  
89-11 Merrick Blvd  
Jamaica, NY 11432

To facilitate communication between the Library and Bidders and to ensure that all Bidders have access to the same information, all information concerning this bid will be posted on the Library’s website at: <http://www.queenslibrary.org/about-us/proposals-and-bids> . All questions regarding this bid must be submitted as set forth in the bid. The Library will post questions and responses on the website.

Unless revised on the Library’s website, the required site visit for this project is as follows:

Date: Wednesday, February 6, 2019 11:00 A.M., Sharp  
Location: 40-20 Broadway, Long Island City, NY 11103

OR

Date: Friday, February 8, 2019 11:00 A.M., Sharp  
Location: 40-20 Broadway, Long Island City, NY 11103

We look forward to your interest and participation in this bid.

Sincerely,

*William Funk*

William Funk  
Director of Procurement Management