**SOLICITATION OUTREACH FORM**

**Instructions:**
Please fill in the information requested below. Return the completed form to [CUNY.Builds@cuny.edu](mailto:CUNY.Builds@cuny.edu) OR mail it to The Office of Facilities Planning, Construction and Management, 555 West 57th St., 11th Floor, New York, New York 10019, C/O Vendor Outreach, OR complete the on-line version “Solicitation Outreach List” at [www.cuny.edu/cunybuilds](http://www.cuny.edu/cunybuilds).

### VENDOR INFORMATION & CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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<tbody>
<tr>
<td>Firm Name</td>
<td>Date:</td>
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<td>Firm Address</td>
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<tr>
<td>City, State, Zip</td>
<td>Email:</td>
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<tr>
<td>Contact Person:</td>
<td>Website:</td>
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<td>Phone:</td>
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### Categories of Work/Services (check all that apply)

- [ ] Architectural  
- [ ] Audio/Visual  
- [ ] Elevator  
- [ ] Landscaping  
- [ ] Roofing Materials

- [ ] Engineering  
- [ ] Carpentry  
- [ ] Environmental  
- [ ] Masonry  
- [ ] Site Work

- [ ] Construction Management  
- [ ] Casework and Millwork  
- [ ] Energy Management  
- [ ] Metal work  
- [ ] Structural Steel

- [ ] Real Estate Services  
- [ ] Concrete  
- [ ] Extermination  
- [ ] Painting  
- [ ] Stucco

- [ ] Legal Services  
- [ ] Consultant  
- [ ] Glass and Glazing  
- [ ] Plastering  
- [ ] Tile and Marble

- [ ] General Contracting  
- [ ] Demolition  
- [ ] HVAC/Mechanical  
- [ ] Plastics  
- [ ] Welding

- [ ] Abatement  
- [ ] Electrical  
- [ ] Insulation  
- [ ] Plumbing  
- [ ] IT Services

- [ ] Security System  
- [ ] Other (please specify below)

### Categories of Work/Supplies & Materials (check all that apply)

- [ ] Audio/Visual Equipment & Supplies  
- [ ] Engineering Equipment and Supplies  
- [ ] Landscape  
- [ ] Plumbing Supplies  
- [ ] Wood Products

- [ ] Casework and Millwork  
- [ ] Furniture  
- [ ] Masonry  
- [ ] Roofing Supplies  
- [ ] Janitorial Supplies

- [ ] Concrete  
- [ ] Glass/Glazing Products  
- [ ] Metal  
- [ ] Structural Steel  
- [ ] Other (please specify below)

- [ ] Doors and Windows  
- [ ] Insulation  
- [ ] Paint  
- [ ] Tile and Marble

- [ ] Electrical Equipment and Supplies  
- [ ] IT Equipment and Supplies  
- [ ] Plaster  
- [ ] Tools

### OTHER:

- [ ]

### OTHER:

- [ ]

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**Office of Facilities Planning, Construction and Management**

Department of Procurement Services

555 West 57th Street – 11th Floor
New York, NY 10019

Tel: 646-758-7882  
Fax: 212-541-0168

CUNY.Builds@mail.cuny.edu
New York State Certifications held by Firm (check all that apply):

- NYS Minority Owned Business Enterprise
- NYS Women Owned Business Enterprise
- NYS Dual Minority and Women Owned Business Enterprise
- None of the Above
- Other (please specify below)

OTHER:

New York City Certifications held by Firm (check all that apply):

- NYC Minority Owned Business Enterprise
- NYC Women Owned Business Enterprise
- NYC Dual Minority and Women Owned Business Enterprise
- NYC Locally Owned Business Enterprise
- None of the Above
- Other (please specify below)

OTHER: