



# CONTRACT DOCUMENT ORDER FORM

SSE #: C39018

**Solicitation Title:** Test Pits and Test Holes at Various Locations for a Period of Three Years for the New York City Transit System

## TO REQUEST DOCUMENTS FOR THIS PROCUREMENT

Please complete this form in its entirety and email it to [SolicitationDocs@mtacd.org](mailto:SolicitationDocs@mtacd.org)

<b>Company Name:</b>	_____		
<b>Address:</b>	_____		
	<small>(Street Address is Required)</small>		
	_____		
<b>Contact:</b>	_____		
	<small>(Please enter the name of the contact for this project)</small>		
<b>Title:</b>	_____	<b>Telephone:</b>	_____
<b>Email Address:</b>	_____		
	<small>(Addenda Notifications will be sent to this Email Address)</small>		
<b>Fax #:</b>	_____	<b>MTA Bidder/Supplier#:</b>	_____
			<small><i>(We cannot process your order without a Bidder/Supplier ID #)</i></small>
<b>Unique Entity ID#</b>	_____	<b>Tax ID #/EIN:</b>	_____
	<small>(*NOTE: DUNS # is no longer acceptable. Please use your SAM registration ID #)</small>		
<b>I am interested in this project as a:</b>	_____	<b>Prime Contractor</b>	_____ <b>Sub-Contractor</b>
<b>In order to participate you must be a registered &amp; active vendor with System for Award Management (SAM).</b>			

\*If you do not have an existing Bidder or Supplier ID you will need to register on the My MTA Portal [www.mymta.info](http://www.mymta.info)  
Click on the following link to a Brainshark video that provides directions on how to create a new User ID for an existing Bidder/Supplier, or how to become a Bidder with the MTA:  
<https://www.brainshark.com/1/player/en/mtabsc?pi=zHGzoilZ0zKECXz0&fb=0>