



CONTRACT DOCUMENT ORDER FORM

SSE #: 0000402777

Solicitation Title: 133778 Design, Furnish, Deliver, Install, Configure, Test and Commission Digital Audio Call Recording System

TO REQUEST DOCUMENTS FOR THIS PROCUREMENT

Please complete this form in its entirety and email it to SolicitationDocs@mtacd.org

Company Name: _____

Address: _____
(Street Address is Required)

Contact: _____
(Please enter the name of the contact for this project)

Title: _____ **Telephone:** _____

Email Address: _____
(Addenda Notifications will be sent to this Email Address)

Fax #: _____ **MTA Bidder/Supplier#:** _____
(We cannot process your order without a Bidder/Supplier ID #)

Unique Entity ID# _____ **Tax ID #/EIN:** _____
(*NOTE: DUNS # is no longer acceptable. Please use your SAM registration ID #)

I am interested in this project as a: ☐ **Prime Contractor** ☐ **Sub-Contractor**

In order to participate you must be a registered & active vendor with System for Award Management (SAM).

*If you do not have an existing Bidder or Supplier ID you will need to register on the My MTA Portal 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>