



THE CITY RECORD

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THE CITY RECORD

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WIDE WEB to solicitations and awards
<http://www.nyc.gov/cityrecord>

PUBLIC HEARINGS AND MEETINGS

See Also: Procurement; Agency Rules

BOARD MEETINGS

NOTICE OF MEETINGS

City Planning Commission

Meets in Spector Hall, 22 Reade Street, New York, New York 10007, twice monthly on Wednesday, at 10:00 A.M., unless otherwise ordered by the Commission.

City Council

Meets by Charter twice a month in Councilman's Chamber, City Hall, Manhattan, New York 10007, at 1:30 P.M.

Contract Awards Public Hearing

Meets in Spector Hall, 22 Reade Street, Main Floor, Manhattan, weekly, on Thursday, commencing 10:00 A.M., and other days, times and location as warranted.

Design Commission

Meets in City Hall, Third Floor, Manhattan, New York 10007 on the second Monday of the month, except August. For changes in the schedule, copies of monthly agendas, or additional information, please call (212) 788-3071 or visit our web site at nyc.gov/artcommission

Department of Education

Meets in the Hall of the Board for a monthly business meeting on the Third Wednesday, of each month at 6:00 P.M. The Annual Meeting is held on the first Tuesday of July at 10:00 A.M.

Board of Elections

32 Broadway, 7th floor, New York, NY 10004, on Tuesday, at 1:30 P.M. and at the call of the Commissioner

Environmental Control Board

Meets at 66 John Street, 10th floor, conference room, New York, NY 10038 at 9:15 A.M., once a month at the call of the Chairman.

Board of Health

Meets in Room 330, 125 Worth Street, Manhattan, New York 10013, at 10:00 A.M., at the call of the Chairman.

Health Insurance Board

Meets in Room 530, Municipal Building, Manhattan, New York 10007, at call of the Chairman.

Board of Higher Education

Meets at 535 East 80th Street, Manhattan, New York 10021, at 5:30 P.M., on fourth Monday in January, February, March, April, June, September, October, November and December. Annual meeting held on fourth Monday in May.

Citywide Administrative Services

Division Of Citywide Personnel Services will hold hearings as needed in Room 2203, 2 Washington Street, New York, N.Y. 10004.

Commission on Human Rights

Meets on 10th floor in the Commission's Central Office, 40 Rector Street, New York, New York 10006, on the fourth Wednesday of each month, at 8:00 A.M.

In Rem Foreclosure Release Board

Meets in Spector Hall, 22 Reade Street, Main Floor, Manhattan, Monthly on Tuesdays, commencing 10:00 A.M., and other days, times and location as warranted.

Franchise And Concession Review Committee

Meets in Spector Hall, 22 Reade Street, Main Floor, Manhattan, Monthly on Wednesdays, commencing 2:30 P.M., and other days, times and location as warranted.

Real Property Acquisition And Disposition

Meets in Spector Hall, 22 Reade Street, Main Floor, Manhattan, bi-weekly, on Wednesdays, commencing 10:00 A.M., and other days, times and location as warranted.

Landmarks Preservation Commission

Meets in the Hearing Room, Municipal Building, 9th Floor North, 1 Centre Street in Manhattan on approximately three Tuesday's each month, commencing at 9:30 A.M. unless otherwise noticed by the Commission. For current meeting dates, times and agendas, please visit our website at www.nyc.gov/landmarks.

Employees' Retirement System

Meets in the Boardroom, 22nd Floor, 335 Adams Street, Brooklyn, New York 11201, at 9:30 A.M., on the third Thursday of each month, at the call of the Chairman.

Housing Authority

Board Meetings take place every other Wednesday at 10:00 A.M. in the Board Room on the 12th Floor of 250 Broadway, New York, New York (unless otherwise noted). For Board Meeting dates and times, please visit NYCHA's Website at nyc.gov/nycha or contact the Office of the Secretary at (212) 306-6088. Copies of the Calendar are available on NYCHA's Website or can be picked up at the Office of the Secretary at 250 Broadway, 12th Floor, New York, New York, no earlier than 3:00 P.M. on the Friday before the upcoming Wednesday Board Meeting. Copies of the Disposition are also available on NYCHA's Website or can be picked up at the Office of the Secretary no earlier than 3:00 P.M. on the Thursday after the Board Meeting.

Any changes to the schedule will be posted here and on NYCHA's Website to the extent practicable at a reasonable time before the meeting.

These meetings are open to the public. Pre-registration at least 45 minutes before the scheduled Board Meeting is required by all speakers. Comments are limited to the items on the Calendar. Speaking time will be limited to three minutes. The public comment period will conclude upon all speakers being heard or at the expiration of 30 minutes allotted by law for public comment, whichever occurs first. Any person requiring a reasonable accommodation in order to participate in the Board Meeting, should contact the Office of the Secretary at (212) 306-6088 no later than five business days before the Board Meeting.

For additional information, please visit NYCHA's Website or contact (212) 306-6088.

Parole Commission

Meets at its office, 100 Centre Street, Manhattan, New York 10013, on Thursday, at 10:30 A.M.

Board of Revision of Awards

Meets in Room 603, Municipal Building, Manhattan, New York 10007, at the call of the Chairman.

Board of Standards and Appeals

Meets at 40 Rector Street, 6th Floor, Hearing Room "E" on Tuesdays at 10:00 A.M. Review Sessions begin at 9:30 A.M. and are customarily held on Mondays preceding a Tuesday public hearing in the BSA conference room on the 9th Floor of 40 Rector Street. For changes in the schedule, or additional information, please call the Application Desk at (212) 513-4670 or consult the bulletin board at the Board's Offices, at 40 Rector Street, 9th Floor.

Tax Commission

Meets in Room 936, Municipal Building, Manhattan, New York 10007, each month at the call of the President.

CITY COUNCIL

PUBLIC HEARINGS

NOTICE IS HEREBY GIVEN THAT the Council has scheduled the following public hearings on the matters indicated below:

The Subcommittee on Zoning and Franchises will hold a public hearing on the following matter in the Council

Committee Room, 250 Broadway, 16th Floor, New York City, New York 10007, commencing at 9:30 A.M. on Tuesday, January 25, 2011:

CITYWIDE

N 110090(A) ZRY

Application by the Department of City Planning pursuant to Section 201 of the New York City Charter for an amendment of the Zoning Resolution of the City of New York, pertaining to the clarification of key terms including "development" and "building" and the clarification of other regulations throughout the Zoning Resolution.

Council's Website - <http://legistar.council.nyc.gov/Calendar.aspx>

The Subcommittee on Landmarks, Public Siting and Maritime Uses will hold a public hearing on the following matters in the Council Committee Room, 250 Broadway, 16th Floor, New York City, New York 10007, commencing at 11:00 A.M. on Tuesday, January 25, 2011.

190 GRAND STREET HOUSE

MANHATTAN CB - 2 20115311 HKM (N 110147 HKM)

Designation (List No. 435/LP-2411) by the Landmarks Preservation Commission pursuant to Section 3020 of the New York City Charter regarding the landmark designation of the 190 Grand Street House, located at 190 Grand Street (Block 471, Lot 58), as an historic landmark.

192 GRAND STREET HOUSE

MANHATTAN CB - 2 20115312 HKM (N 110148 HKM)

Designation (List No. 435/LP-2412) by the Landmarks Preservation Commission pursuant to Section 3020 of the New York City Charter regarding the landmark designation of the 192 Grand Street House, located at 192 Grand Street (Block 471, Lot 57), as an historic landmark.

PAUL RUDOLPH PENTHOUSE & APARTMENTS

MANHATTAN CB - 6 20115313 HKM (N 110150 HKM)

Designation (List No. 435/LP-2390) by the Landmarks Preservation Commission pursuant to Section 3020 of the New York City Charter regarding the landmark designation of the Paul Rudolph Penthouse & Apartments, located at 23 Beekman Place (Block 1361, Lot 118), as an historic landmark.

UNION REFORMED CHURCH OF HIGHBRIDGE

BRONX CB - 4 20115314 HKX (N 110149 HKX)

Designation (List No. 435/LP-2401) by the Landmarks Preservation Commission pursuant to Section 3020 of the New York City Charter regarding the landmark designation of the Union Reformed Church of Highbridge (now Highbridge Community Church), located at 1272 Ogden Avenue (Block 2518, part of Lot 14), as an historic landmark.

j19-25

CITY PLANNING COMMISSION

PUBLIC HEARINGS

NOTICE IS HEREBY GIVEN THAT RESOLUTIONS Have been adopted by the City Planning Commission Scheduling public hearings on the following matters to be held at Spector Hall, 22 Reade Street New York, New York, on Wednesday, January 26, 2011 at 10:00 A.M.

BOROUGH OF THE BRONX

No. 1

2311 TIEBOUT AVENUE

CD 5 C 110091 HAX

IN THE MATTER OF an application submitted by the Department of Housing Preservation and Development (HPD):

- 1) pursuant to Article 16 of the General Municipal Law of New York State for:
 - a) the designation of property located at 2311 Tiebout Avenue (Block 3146, Lot 67) as an Urban Development Action Area; and
 - b) an Urban Development Action Area Project for such area; and

2) pursuant to Section 197-c of the New York City Charter for the disposition of such property to a developer to be selected by HPD;

to facilitate development of a 7-story building with approximately 20 dwelling units to be developed under the Department of Housing Preservation and Development's Low Income Rental Program.

**Nos. 2, 3 & 4
EAST TREMONT APARTMENTS
No. 2**

CD 6 C 110100 ZSX
IN THE MATTER OF an application submitted by the Department of Housing Preservation and Development pursuant to Sections 197-c and 201 of the New York City Charter for the grant of a special permit pursuant to Section 74-681(a)(2) of the Zoning Resolution to allow that portion of the right-of-way or yard where railroad or transit use has been permanently discontinued or terminated to be included in the lot area for a proposed mixed-use development on property located at 1175 East Tremont Avenue a.k.a. 1160 Lebanon Street (Site A, Block 4007, Lot 15), in an M1-1 District.

Plans for this proposal are on file with the City Planning Commission and may be seen at 22 Reade Street, Room 3N, New York, NY 10007.

No. 3 C 110101 HAX
IN THE MATTER OF an application submitted by the Department of Housing Preservation and Development (HPD):

- 1) pursuant to Article 16 of the General Municipal Law of New York State for:
 - a. the designation of properties located at 1172 East Tremont Avenue (Block 3909, Lot 8) and 1160 Lebanon Street (Block 4007, Lot 15), as an Urban Development Action Area; and
 - b. an Urban Development Action Area Project for such area; and
- 2) pursuant to Section 197-c of the New York City Charter for the disposition of such property to a developer to be selected by HPD;

to facilitate development of three, mixed use buildings with a total of approximately 141 dwelling units to be developed under the Department of Housing Preservation and Development's Low Income Rental Program.

No. 4 C 110103 ZSX
IN THE MATTER OF an application submitted by the Department of Housing Preservation and Development pursuant to Sections 197-c and 201 of the New York City Charter for the grant of a special permit pursuant to Section 74-681(a)(2) of the Zoning Resolution to allow that portion of the right-of-way or yard where railroad or transit use has been permanently discontinued or terminated to be included in the lot area for a proposed mixed-use development on property located at 1157-1167 East 178th Street a.k.a. 1176 East Tremont Avenue (Site B, Block 3909, Lot 8), in an M1-1 District.

Plans for this proposal are on file with the City Planning Commission and may be seen at 22 Reade Street, Room 3N, New York, NY 10007.

**Nos. 5, 6 & 7
COURTLANDT CRESCENT/MELROSE COMMONS
No. 5**

CD 3 C 100114 HUX
IN THE MATTER OF an application submitted by the Department of Housing Preservation and Development (HPD) pursuant to Section 505 of Article 15 of the General Municipal (Urban Renewal) Law of New York State and Section 197-c of the New York City Charter for the second amendment to the Melrose Commons Urban Renewal Plan for the Melrose Commons Urban Renewal Area.

- No. 6 C 100115 ZMX**
IN THE MATTER OF an application submitted by the NYC Department of Housing Preservation and Development pursuant to Sections 197-c and 201 of the New York City Charter for an amendment of the Zoning Map, Section No 6a:
1. changing from an R7-2 District to an R7A District property bounded by East 163rd Street, a line 100 feet northwesterly of Melrose Avenue, East 162nd Street, and Courtlandt Avenue;
 2. changing from an R7-2 District to an R8 District property bounded by East 163rd Street, Melrose Avenue, East 162nd Street, and a line 100 feet northwesterly of Melrose Avenue; and
 3. establishing within the proposed R8 District a C1-4 District bounded by East 163rd Street, Melrose Avenue, East 162nd Street, and a line 100 feet northwesterly of Melrose Avenue;

as shown on a diagram (for illustrative purposes only) dated October 25, 2010.

No. 7 C 100116 HAX
IN THE MATTER OF an application submitted by the Department of Housing Preservation and Development (HPD):

- 1) pursuant to Article 16 of the General Municipal Law of New York State for:
 - a. the designation of property located at 912

Courtlandt Avenue (Block 2408, Lots 35, 41, 43, 44, 45, 46, 49, 51, 52 and 53) as an Urban Development Action Area; and

- b. an Urban Development Action Area Project for such area; and
- 2) pursuant to Section 197-c of the New York City Charter for the disposition of such property to a developer to be selected by HPD;

to facilitate development of a 10-story building with approximately 217 dwelling units and community facility space.

**BOROUGH OF BROOKLYN
No. 8
MAUJER/TEN EYCK/BEDFORD**

CD 1 C 110095 HAK
IN THE MATTER OF an application submitted by the Department of Housing Preservation and Development (HPD):

- 1) pursuant to Article 16 of the General Municipal Law of New York State for:
 - a. the designation of properties located at 37/39 Maujer Street (Block 2785, Lots 42 and 43), 33 Ten Eyck Street (Block 2791, Lot 37), 37 Ten Eyck Street (Block 2791, Lot 35), and 354-358 Bedford Avenue (Block 2340, Lots 23, 24, 25 and 28), as an Urban Development Action Area; and
 - b. an Urban Development Action Area Project for such area; and
- 2) pursuant to Section 197-c of the New York City Charter for the disposition of such property to a developer to be selected by HPD;

to facilitate development of four, four-story buildings with a total of approximately 59 dwelling units to be developed under the Department of Housing Preservation and Development's Low Income Rental Program.

**No. 9
KINGSWOOD OFFICE & RETAIL CENTER
CD 15 C 100232 ZMK**

IN THE MATTER OF an application submitted by Kingswood Partners, LLC pursuant to Sections 197-c and 201 of the New York City Charter for an amendment of the Zoning Map, Section No 22d changing from an R5B District to a C4-4A District property bounded by a line 160 feet southerly of Avenue P, East 15th Street, a line 180 feet southerly of Avenue P, and East 14th Street, as shown on a diagram (for illustrative purposes only) dated October 25, 2010.

**No. 10
WYTHE AVENUE REZONING TEXT
CD 1 N 070246 ZRK**

IN THE MATTER OF an application submitted by JBJ LLC, Inc. pursuant to Section 201 of the New York City Charter, for an amendment of the Zoning Resolution of the City of New York, concerning Appendix F (Inclusionary Housing Designated Areas) relating to the inclusionary housing program.

Matter in underline is new, to be added;
Matter in ~~strikeout~~ is old, to be deleted;
Matter within # # is defined in Section 12-10;
* * * indicates where unchanged text appears in the Zoning Resolution

**APPENDIX F
INCLUSIONARY HOUSING DESIGNATED AREAS**
The boundaries of #Inclusionary Housing designated areas# are shown on the maps listed in this Appendix F. The #Residence Districts# listed for such areas shall include #Commercial Districts# where #residential buildings# or the #residential# portion of #mixed buildings# are governed by #bulk# regulations of such #Residence Districts#.

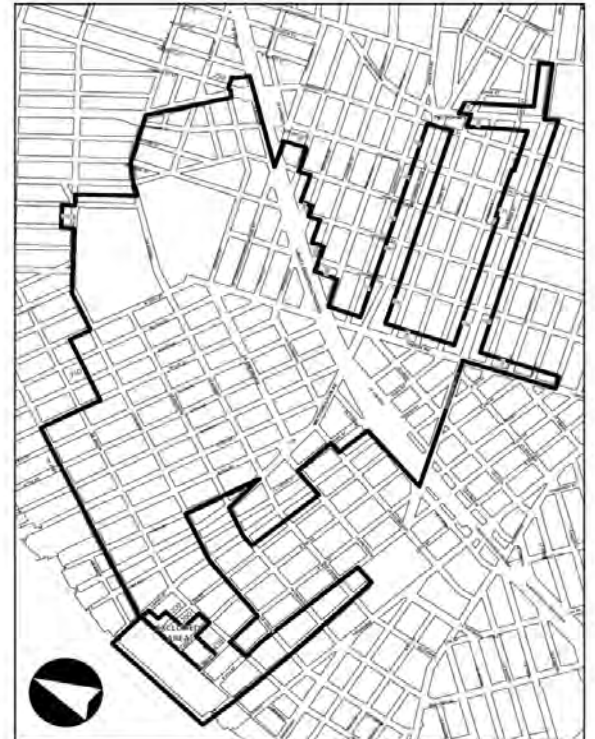
* * *
Brooklyn, Community District 1
In Waterfront Access Plan BK-1 and in the R6, R6A, R6B, R7A, R7-3 and R8 Districts within the areas shown on the following Maps 1, 2, 3 and 4*:
* * *

**EXISTING
(TO BE DELETED)
Map 2 (7/29/10)**



Portion of Community District 1, Brooklyn

**PROPOSED
(TO REPLACE EXISTING)
Map 2**



Portion of Community District 1, Brooklyn
* * *

**BOROUGH OF MANHATTAN
No. 11
433 BROADWAY**

CD 2 C 100101 ZSM
IN THE MATTER OF an application submitted by 433 Broadway, LLC pursuant to Sections 197-c and 201 of the New York City Charter for the grant of a special permit pursuant to Section 74-781 of the Zoning Resolution to modify Section 42-14(D)(2)(b) to allow retail use (Use Group 6 uses) on portions of the ground floor and cellar of a proposed 7-story building on property located at 433 Broadway (Block 231, Lot 14), in an M1-5B District, within the SoHo-Cast Iron Historic District, to be developed under the Department of Housing Preservation and Development's Low Income Rental Program.

Plans for this proposal are on file with the City Planning Commission and may be seen in Room 3N, 22 Reade Street, New York, N.Y. 10007.

**Nos. 12 & 13
HARLEM RIVER POINT/1945-1951 PARK AVENUE
No. 12**

CD 11 C 110096 HAM
IN THE MATTER OF an application submitted by the Department of Housing Preservation and Development (HPD):

- 1) pursuant to Article 16 of the General Municipal Law of New York State for:
 - a. the designation of properties located at 1945-1957 Park Avenue (Block 1780, Lot 1), as an Urban Development Action Area; and
 - b. an Urban Development Action Area Project for such area; and
- 2) pursuant to Section 197-c of the New York City Charter for the disposition of such property to a developer to be selected by HPD;

to facilitate development of three, mixed use buildings with a total of approximately 314 dwelling units to be developed under the Department of Housing Preservation and Development's Low Income Rental Program.

No. 13 C 110097 ZMM

CD 11 C 110097 ZMM
IN THE MATTER OF an application submitted by the Department of Housing Preservation and Development pursuant to Sections 197-c and 201 of the New York City Charter for an amendment of the Zoning Map, Section No. 6a:

1. changing from an R7-2 District to an R8 District property bounded by the easterly prolongation of the northerly street line of East 132nd Street, the easterly street line of Harlem River Drive, East 131st Street and its easterly centerline prolongation, and the westerly boundary line of a railroad Right-Of-Way (New York Central Railroad); and
2. establishing within the proposed R8 District a C2-4 District bounded by the easterly prolongation of the northerly street line of East 132nd Street, a line 100 feet easterly of Park Avenue, a line 100 feet northerly of East 131st Street, Harlem River Drive, East 131st Street, and Park Avenue;

as shown on a diagram (for illustrative purposes only) dated October 12, 2010.

**No. 14
CHINATOWN BID**

CD 1, 2 & 3 N 110156 BDM
IN THE MATTER OF an application submitted by the

Department of Small Business Services on behalf of the Chinatown Business Improvement District pursuant to Section 25-405 of the Administrative Code of the City of New York, as amended, concerning the formation of the Chinatown Business Improvement District.

No. 15**332 WEST 44TH STREET PARKING GARAGE**

CD 4 C 090377 ZSM
IN THE MATTER OF an application submitted by Central Parking Systems pursuant to Sections 197-c and 201 of the New York City Charter for the grant of a special permit pursuant to Sections 96-111, 13-562 and 74-52 of the Zoning Resolution to allow an increase from 260 parking spaces to a maximum capacity of 350 spaces, and to allow some of such spaces to be located on the roof, of an existing 3-story attended public parking garage, on property located at 332 West 44th Street (Block 1034, Lot 48), in a C6-2 District within the Special Clinton District (Preservation Area).

Plans for this proposal are on file with the City Planning Commission and may be seen in Room 3N, 22 Reade Street, New York, N.Y. 10007.

No. 16**4 NEW YORK PLAZA**

CD 1 C 110119 ZSM
IN THE MATTER OF an application submitted by New York Plaza Financial Associates, LLC pursuant to Sections 197-c and 201 of the New York City Charter for the grant of a special permit pursuant to Section 13-561 of the Zoning Resolution to allow an attended accessory parking garage with a maximum capacity of 42 spaces on a portion of the ground floor of an existing 22-story commercial building on property located at 4 New York Plaza (Block 5, Lot 10), in a C5-5 District, within the Special Lower Manhattan District.

Plans for this proposal are on file with the City Planning Commission and may be seen in Room 3N, 22 Reade Street, New York, N.Y. 10007.

Nos. 17 & 18**CLINTON COMMONS****No. 17**

CD 4 C 110125 ZMM
IN THE MATTER OF an application submitted by the Department of Housing Preservation and Development pursuant to Sections 197-c and 201 of the New York City Charter for an amendment of the Zoning Map, Section No. 8c:

- changing from an M1-5 District to an R8A District property bounded by a line midway between West 53rd Street and West 52nd Street, a line 375 feet easterly of Eleventh Avenue, West 52nd Street, and a line 125 feet easterly of Eleventh Avenue; and
- establishing within the proposed R8A District a C2-5 District bounded by a line midway between West 53rd Street and West 52nd Street, a line 375 feet easterly of Eleventh Avenue, West 52nd Street, and a line 125 feet easterly of Eleventh Avenue;

as shown on a diagram (for illustrative purposes only) dated November 15, 2010.

No. 18

CD 4 C 110126 HAM
IN THE MATTER OF an application submitted by the Department of Housing Preservation and Development (HPD):

- pursuant to Article 16 of the General Municipal Law of New York State for:
 - the designation of property located at 533/543 West 52nd Street (Block 1801, part of Lot 1) as an Urban Development Action Area; and
 - an Urban Development Action Area Project for such area; and
- pursuant to Section 197-c of the New York City Charter for the disposition of such property to a developer to be selected by HPD;

to facilitate development of an eleven story building, tentatively known as Clinton Commons, with approximately 103 dwelling units and commercial space.

YVETTE V. GRUEL, Calendar Officer
City Planning Commission
22 Reade Street, Room 2E
New York, New York 10007
Telephone (212) 720-3370

j12-26

COMMUNITY BOARDS**■ PUBLIC HEARINGS**

PUBLIC NOTICE IS HEREBY GIVEN THAT the following matters have been scheduled for public hearing by Community Boards:

BOROUGH OF THE BRONX

COMMUNITY BOARD NO. 12 - Thursday, January 27, 2011, 7:00 P.M., Town Hall, 4101 White Plains Road, Bronx, NY

BSA# 964-87-BZ

This application seeks to extend the term of the previously granted variance, extend the time to obtain a Certificate of Occupancy, and waive the Board's Rules of Practice and Procedure since the extension of term and time application was not timely filed.

j21-27

EMPLOYEES' RETIREMENT SYSTEM**■ INVESTMENT MEETING**

Please be advised that the next Investment Meeting of the Board of Trustees of the New York City Employees' Retirement System has been scheduled for Tuesday, January 25, 2011 at 9:30 A.M. to be held at the New York City Employees' Retirement System, 335 Adams Street, 22nd Floor Boardroom, Brooklyn, NY 11201-3751.

j20-24

EQUAL EMPLOYMENT PRACTICES COMMISSION**■ MEETING**

The next meeting of the Equal Employment Practices Commission will be held in the Commission's Conference Room/Library at 40 Rector Street, (14th Floor) on Tuesday, January 25, 2011 at 9:00 A.M.

j14-24

INDUSTRIAL DEVELOPMENT AGENCY**■ PUBLIC HEARINGS**

The New York City Industrial Development Agency (the "Agency") is empowered under the New York State Industrial Development Agency Act (constituting Title 1 of Article 18-A of the General Municipal Law), and Chapter 1082 of the 1974 Laws of New York, as amended, to issue nonrecourse revenue bonds to provide financing for qualified projects, and to enter into industrial and small industry incentive program transactions and other straight-lease transactions for the benefit of qualified projects, and thereby advance the job opportunities, general prosperity and economic welfare of the people of the State of New York (the "State") and to improve their prosperity and standard of living. The Agency has been requested (i) to make available the proceeds of its bonds to be issued in the approximate aggregate dollar amounts, to be used by the persons, for the purposes, and at the addresses identified below, and (ii) to participate in industrial and small industry incentive program straight-lease transactions and other straight-lease transactions for the purposes and at the addresses also identified below. As used herein, "bonds" are bonds, the interest on which may be exempt from local and/or State and/or Federal income taxes; and the "City" shall mean The City of New York. As used herein with reference to bond amounts, "approximately" shall be deemed to mean up to such stated bond amount or a greater principal amount not to exceed 10 % of such stated bond amount.

Straight-lease transaction for the benefit of 325 Ave M, LLC, a real estate holding company on behalf of Moisha's Kosher Discount Supermarket, Inc., d/b/a Moisha's Discount Supermarket, in connection with the acquisition, renovation, demolition, construction, furnishing and/or equipping of (i) an approximately 18,000 square foot supermarket and (ii) approximately 18,000 square feet of ancillary parking, located on an approximately 36,000 square foot parcel of land located at 305-325 Avenue M, Brooklyn, New York 11230. The financial assistance proposed to be conferred by the Agency will consist of payments in lieu of City real property taxes, exemption from City and State mortgage recording taxes, and exemption from City and State sales and use taxes.

Straight lease (Industrial Incentive Program) transaction for the benefit of a to-be-formed entity on behalf of ACA Quality Building Products, LLC, a building supply manufacturer, in connection with the acquisition, renovation, equipping and/or furnishing of an approximately 75,100 square foot facility located on an approximately 58,000 square foot parcel of land located at 850 East 135th Street, Bronx, NY 10454. The financial assistance proposed to be conferred by the Agency will consist of payments in lieu of City real property taxes, exemption from City and State mortgage recording taxes and exemption from City and State sales and use taxes.

Pursuant to Section 859a of the General Municipal Law of the State of New York and Internal Revenue Code Section 147(f), the Agency will hold a hearing on the proposed financings and transactions set forth above at the office of New York City Economic Development Corporation ("NYCEDC"), 110 William Street, 4th Floor, New York, New York commencing at 10:00 A.M. on **Thursday, February 3, 2011**. Interested members of the public are invited to attend. The Agency will present information at such hearing on the proposed financings and transactions set forth above. Pursuant to subdivision 3 of the above-referenced Section 859a, the Agency will, in addition, provide an opportunity for the public to review at such hearing the project application and the cost-benefit analysis for each of the proposed financings and transactions. For those members of the public desiring to review project applications and cost benefit analyses before the date of the hearing, copies of these materials will be made available, starting on or about noon on the Friday preceding the hearing. Persons desiring to obtain copies of these materials may visit the website of New York City Economic Development Corporation at www.nycedc.com or may call (212) 312-3598. Persons desiring to make a brief statement regarding the proposed financings and transactions should give prior notice to the Agency at the address or phone number shown below. Written comments may be submitted to the Agency to the attention of Ms. Frances Tufano at the address shown below. Please be advised that certain of the aforementioned proposed financings and transactions may possibly be removed from the hearing agenda prior to the hearing date. Information regarding such removals will be available by contacting

ftufano@nycedc.com on or about noon on the Friday preceding the hearing.

New York City Industrial Development Agency
 Attn: Ms. Frances Tufano
 110 William Street, 5th Floor
 New York, New York 10038
 (212) 312-3598

j24

LANDMARKS PRESERVATION COMMISSION**■ PUBLIC HEARINGS**

NOTICE IS HEREBY GIVEN THAT PURSUANT to the provisions of 3020 of the New York City Charter and Chapter 3 of Title 24 of the Administrative Code of the City of New York (Sections 25-303 and 25-313) that on **Tuesday, February 1, 2011 at 9:30 A.M.**, at the Landmarks Preservation Commission will conduct a *public hearing* in the Public Meeting Room of the Landmarks Preservation Commission, located at The Municipal Building, 1 Centre Street, 9th Floor North, City of New York with respect to the following proposed Landmark and Landmark Site. Any person requiring reasonable accommodation in order to participate in the hearing should call or write the Landmarks Preservation Commission, [Municipal Building, 1 Centre Street, 9th Floor North, New York, NY 10007, (212) 669-7700] no later than five (5) business days before the hearing. There will also be a public meeting on that day.

ITEM TO BE HEARD**BOROUGH OF MANHATTAN**

LP-2467
MANUFACTURERS TRUST COMPANY BUILDING, FIRST AND SECOND FLOOR INTERIORS, 510 Fifth Avenue, (aka 508-514 Fifth Avenue; 2 West 43rd Street), Borough of Manhattan, consisting of the entrance vestibule and lobby at the Fifth Avenue corner, the banking room, the 43rd Street entrance lobby, the corridor in front of the bank vault, and the escalators leading from the first floor to the second floor; second floor interior consisting of the banking room; and the fixtures and interior components of these spaces, including but not limited to, wall surfaces; ceiling surfaces; floor surfaces; columns; teller counters; planters, Mosler safe door; and sculptured metal screen; 508-514 Fifth Avenue, Manhattan.

Landmark Site: Borough of Manhattan Tax Map Block 1258, Lot 40

j18-31

NOTICE IS HEREBY GIVEN that pursuant to the provisions of Title 25, chapter 3 of the Administrative Code of the City of New York (Sections 25-307, 25-308, 25,309, 25-313, 25-318, 25-320) (formerly Chapter 8-A, Sections 207-6.0, 207-7.0, 207-12.0, 207-17.0, and 207-19.0), on Tuesday, **February 1, 2011 at 9:30 A.M.** in the morning of that day, a public hearing will be held in the Conference Room at 1 Centre Street, 9th Floor, Borough of Manhattan with respect to the following properties and then followed by a public meeting. Any person requiring reasonable accommodation in order to participate in the hearing or attend the meeting should call or write the Landmarks Commission no later than five (5) business days before the hearing or meeting.

CERTIFICATE OF APPROPRIATENESS
 BOROUGH OF MANHATTAN 11-4330 - Block 178, lot 19-227 West Broadway - Tribeca East Historic District
 Two dwellings originally built circa 1810, subsequently combined, and highly altered in the twentieth century. Application is to alter the ground floor, and install an awning. Community District 1.

BINDING REPORT
 BOROUGH OF MANHATTAN 11-5566 - Block 134, lot 7501-253-256 Broadway - (former) Home Life Insurance Company Building-Individual Landmark
 A neo-Renaissance style office Building designed by George Edward Harding & Gooch in 1892-94, and altered in 1936 by Ely Jacques Kahn and in 1963-69 by Sapolsky & Slobodie. Application is to modify window openings and install windows. Community District 1.

CERTIFICATE OF APPROPRIATENESS
 BOROUGH OF MANHATTAN 09-2330 - Block 552, lot 63-69 Washington Place - Greenwich Village Historic District
 A Greek revival style house built in 1842. Application is to construct a rear yard addition and replace a window. Zoned R7-2. Community District 2.

CERTIFICATE OF APPROPRIATENESS
 BOROUGH OF MANHATTAN 11-5240 - Block 615, lot 73-8 Jane Street - Greenwich Village Historic District
 A Greek Revival style rowhouse built in 1843. Application is to excavate the cellar and construct a rooftop addition. Zoned R6/C1-6. Community District 2.

CERTIFICATE OF APPROPRIATENESS
 BOROUGH OF MANHATTAN 07-7200 - Block 624, lot 56-57 Bank Street - Greenwich Village Historic District
 A Greek Revival style rowhouse built in 1842. Application is to legalize the replacement of ironwork at the areaway and stoop without Landmarks Preservation Commission permits. Community District 2.

CERTIFICATE OF APPROPRIATENESS
 BOROUGH OF MANHATTAN 11-5079 - Block 553, lot 6-388 6th Avenue - Greenwich Village Historic District
 A Modern style bank building built in 1941 and altered in 1955 and 1969. Application is to install illuminated signage. Community District 2.

CERTIFICATE OF APPROPRIATENESS
 BOROUGH OF MANHATTAN 11-5524 - Block 574, lot 1-

442 6th Avenue, aka 71 West 10th Street - Greenwich Village Historic District
A house built in 1834-35. Application is to alter the ground floor and install rooftop mechanical equipment, storefront infill and signage. Community District 2.

CERTIFICATE OF APPROPRIATENESS
BOROUGH OF MANHATTAN 11-5054 - Block 515, lot 25-155 Wooster Street - SoHo-Cast Iron Historic District
A Classical Revival style store and loft building designed by George F. Pelham and built in 1897-1898. Application is to establish a Master Plan governing the future installation of painted wall signs. Zoned M1-5A. Community District 2.

CERTIFICATE OF APPROPRIATENESS
BOROUGH OF MANHATTAN 11-4284 - Block 823, lot 76-62 West 22nd Street - Ladies' Mile Historic District
A converted dwelling, built in 1849. Application is to install storefront infill and signage. Community District 5.

CERTIFICATE OF APPROPRIATENESS
BOROUGH OF MANHATTAN 09-8008 - Block 1168, lot 56-250 West 77th Street - Hotel Belleclaire - Individual Landmark
An Art Nouveau/Secessionist style hotel designed by Emery Roth and built in 1901-03. Application is to install an entrance marquee. Community District 7.

CERTIFICATE OF APPROPRIATENESS
BOROUGH OF MANHATTAN 11-4892 - Block 1211, lot 63-180 West 81st Street - Upper West Side/Central Park West Historic District
A Renaissance/Romanesque Revival style apartment building built in 1889-90 designed by A.B. Ogden & Son. Application is to legalize painting limestone without Landmarks Preservation Commission permits. Community District 7.

CERTIFICATE OF APPROPRIATENESS
BOROUGH OF MANHATTAN 11-5447 - Block 1128, lot 1-329 Columbus Avenue - Upper West Side/Central Park West Historic District
A Renaissance Revival style apartment building designed by Lamb & Rich built in 1895-98. Application is to install signage. Community District 7.

CERTIFICATE OF APPROPRIATENESS
BOROUGH OF MANHATTAN 11-4240 - Block 1185, lot 25-333 West End Avenue - West End-Collegiate Historic District
A neo-Venetian Gothic style apartment building designed by Emery Roth and built in 1925. Application is to legalize the installation of AC condensers without Landmarks Preservation Commission permits. Community District 7.

CERTIFICATE OF APPROPRIATENESS
BOROUGH OF MANHATTAN 11-1047 - Block 1416, lot 8-215 East 61st Street - Treadwall Farm Historic District
A rowhouse designed by A. & S. Bussell and built in 1875 and later altered. Application is to construct a rear yard addition, replace windows and alter the facade. Zoned R8B. Community District 8.

CERTIFICATE OF APPROPRIATENESS
BOROUGH OF MANHATTAN 10-8688 - Block 1388, lot 7501-923 Fifth Avenue - Upper East Side Historic District
An apartment building designed by Sylvan Bien and built in 1949-51. Application is to alter window openings and construct terrace trellises. Community District 8.

BINDING REPORT
BOROUGH OF MANHATTAN 11-5145 - Block 1609, lot 1-1220 Fifth Avenue - Museum of the City of New York - Individual Landmark
A late Georgian style museum building designed by Joseph H. Freedlander and built in 1928-30. Application is to install signage in the courtyard. Community District 11.

CERTIFICATE OF APPROPRIATENESS
BOROUGH OF BROOKLYN 11-2279 - Block 1965, lot 9-51 Cambridge Place - Clinton Hill Historic District
An Italianate style rowhouse built c.1856. Application is to excavate a portion of the rear yard. Zoned R-6. Community District 2.

CERTIFICATE OF APPROPRIATENESS
BOROUGH OF BROOKLYN 11-0403 - Block 1062, lot 8-29 8th Avenue - Park Slope Historic District
A Romanesque Revival style rowhouse designed by Charles Werner and built in 1888. Application is to legalize a roof deck constructed in non-compliance with Certificate of No Effect 10-1268. Community District 6.

CERTIFICATE OF APPROPRIATENESS
BOROUGH OF BROOKLYN 11-5094 - Block 1103, lot 12-446 14th Street - Park Slope Historic District
A late Romanesque Revival style rowhouse built in 1894-95. Application is to legalize painting the facade and the installation of a lamppost without Landmarks Preservation Commission permits. Community District 6.

j19-fi

TRANSPORTATION

■ PUBLIC HEARINGS

NOTICE IS HEREBY GIVEN, pursuant to law, that the following proposed revocable consents, have been scheduled for a public hearing by the New York City Department of Transportation. The hearing will be held at 55 Water Street, 7th Floor, Room 707 commencing at 2:00 P.M. on Wednesday, February 2, 2011. Interested parties can obtain copies of proposed agreements or request sign-language interpreters (with at least seven days prior notice) at 55 Water Street, 9th Floor SW, New York, NY 10041, or by calling (212) 839-6550.

#1 In the matter of a proposed revocable consent authorizing Ben Hansen and Christina Hansen to construct, maintain and use a stoop, stair and planted area on the south sidewalk of State Street, between Bond and Nevins Streets, in the Borough of Brooklyn. The proposed revocable consent is for a term of ten years from the date of approval by the Mayor to June 30, 2021 and provides among other terms and conditions for compensation payable to the city according to the following schedule:

From the date Approval by the Mayor to June 30, 2011 - \$543/annum

For the period July 1, 2011 to June 30, 2012 - \$560
For the period July 1, 2012 to June 30, 2013 - \$577
For the period July 1, 2013 to June 30, 2014 - \$594
For the period July 1, 2014 to June 30, 2015 - \$611
For the period July 1, 2015 to June 30, 2016 - \$628
For the period July 1, 2016 to June 30, 2017 - \$645
For the period July 1, 2017 to June 30, 2018 - \$662
For the period July 1, 2018 to June 30, 2019 - \$679
For the period July 1, 2019 to June 30, 2020 - \$696
For the period July 1, 2010 to June 30, 2011 - \$713

The maintenance of a security deposit in the sum of \$5,000 and the filing of an insurance policy in the minimum amount of \$250,000/\$1,000,000 for bodily injury and property damage for each occurrence in the aggregate amount of \$100,000.

#2 In the matter of a proposed revocable consent authorizing Joseph LoMaglio to continue to maintain and use a fenced-in area on the north sidewalk of Charles Street, west of Seventh Avenue South, in the Borough of Manhattan. The proposed revocable consent is for a term of ten years from the date of approval by the Mayor to June 30, 2021 and provides among other terms and condition for compensation payable to the city according to the following schedule:

For the period from July 1, 2011 to June 30, 2021 - \$25/annum.

The maintenance of a security deposit in the sum of \$250 and the filing of an insurance policy in the minimum amount of \$250,000/\$1,000,000 for bodily injury and property damage for each occurrence in the aggregate amount of \$100,000.

#3 In the matter of a proposed revocable consent authorizing Century 21 Department Stores, LLC, to continue to maintain and use two conduits under and across 87th Street, east of Forth Avenue, in the Borough of Brooklyn. The proposed revocable consent is for a term of ten years from July 1, 2011 to June 30, 2021 and provides among other terms and conditions for compensation payable to the following schedule:

For the period July 1, 2011 to June 30, 2012 - \$4,765
For the period July 1, 2012 to June 30, 2013 - \$4,897
For the period July 1, 2013 to June 30, 2014 - \$5,038
For the period July 1, 2014 to June 30, 2015 - \$5,179
For the period July 1, 2015 to June 30, 2016 - \$5,320
For the period July 1, 2016 to June 30, 2017 - \$5,461
For the period July 1, 2017 to June 30, 2018 - \$5,602
For the period July 1, 2018 to June 30, 2019 - \$5,743
For the period July 1, 2019 to June 30, 2020 - \$5,884
For the period July 1, 2020 to June 30, 2021 - \$6,025

the maintenance of a security deposit in the sum of \$6,000 and the filing of an insurance policy in the minimum amount of \$250,000/\$1,000,000 for bodily injury and property damage for each occurrence in the aggregate amount of \$100,000.

#4 In the matter of a proposed revocable consent authorizing Bolivar Apartment Corp. to continue to maintain and use planted areas on the west sidewalk of Central Park West, north of West 83rd Street, and on the north sidewalk of West 83rd Street, west of Central Park West, in the Borough of Manhattan. The proposed revocable consent is for a term of ten years from July 1, 2011 to June 30, 2021 and provides among other terms and condition for compensation payable to the city according to the following schedule:

For the period from July 1, 2011 to June 30, 2021 - \$775/annum.

the maintenance of a security deposit in the sum of \$4,000 and the filing of an insurance policy in the minimum amount of \$250,000/\$1,000,000 for bodily injury and property damage for each occurrence in the aggregate amount of \$100,000.

#5 In the matter of a proposed revocable consent authorizing Consolidated Edison Company of New York, Inc. to maintain and use security fences, barriers, bollards and a guard booth at East River Generating Station, located between Avenue C and FDR Drive and East 13th and East 15th Streets, in the Borough of Manhattan. The proposed revocable consent is for a term of ten years from the date of approval by the Mayor to June 30, 2021.

There shall be no compensation required for this revocable consent

the maintenance of a security deposit in the sum of \$20,000 and the filing of an insurance policy in the minimum amount of \$250,000/\$1,000,000 for bodily injury and property damage for each occurrence in the aggregate amount of \$100,000.

j12-f2

PROPERTY DISPOSITION

CITYWIDE ADMINISTRATIVE SERVICES

MUNICIPAL SUPPLY SERVICES

■ AUCTION

PUBLIC AUCTION SALE NUMBER 11001-L

NOTICE IS HEREBY GIVEN of a public auction of City fleet vehicles consisting of cars, vans, light duty vehicles, trucks, heavy equipment and miscellaneous automotive equipment to be held on Wednesday, February 2, 2011 (SALE NUMBER 11001-L). Viewing is on auction day only from 8:30 A.M. until 9:00 A.M. The auction begins at 9:00 A.M.

LOCATION: 570 Kent Avenue, Brooklyn, NY (in the Brooklyn Navy Yard between Taylor and Clymer Streets).

A listing of vehicles to be offered for sale in the next auction can be viewed on our website, on the Friday prior to the sale date at:

<http://www.nyc.gov/autoauction>
or
<http://www.nyc.gov/autoauctions>

Terms and Conditions of Sale can also be viewed at this site. For further information, please call (718) 417-2155 or (718) 625-1313.

j12-f2

■ SALE BY SEALED BID

SALE OF: 1 LOT OF UNCLEAN ALUMINUM/COPPER.

S.P.#: 11015

DUE: January 25, 2011

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.
DCAS, Division of Municipal Supply Services, 18th Floor Bid Room, Municipal Building, New York, NY 10007.
For sales proposal contact Gladys Genoves-McCauley (718) 417-2156.

j11-25

POLICE

OWNERS ARE WANTED BY THE PROPERTY CLERK DIVISION OF THE NEW YORK CITY POLICE DEPARTMENT.

The following listed property is in the custody, of the Property Clerk Division without claimants.

Recovered, lost, abandoned property, property obtained from prisoners, emotionally disturbed, intoxicated and deceased persons; and property obtained from persons incapable of caring for themselves.

Motor vehicles, boats, bicycles, business machines, cameras, calculating machines, electrical and optical property, furniture, furs, handbags, hardware, jewelry, photographic equipment, radios, robes, sound systems, surgical and musical instruments, tools, wearing apparel, communications equipment, computers, and other miscellaneous articles.

INQUIRIES

Inquiries relating to such property should be made in the Borough concerned, at the following office of the Property Clerk.

FOR MOTOR VEHICLES

(All Boroughs):

- * College Auto Pound, 129-01 31 Avenue, College Point, NY 11354, (718) 445-0100
- * Gowanus Auto Pound, 29th Street and 2nd Avenue, Brooklyn, NY 11212, (718) 832-3852
- * Erie Basin Auto Pound, 700 Columbia Street, Brooklyn, NY 11231, (718) 246-2029

FOR ALL OTHER PROPERTY

- * Manhattan - 1 Police Plaza, New York, NY 10038, (212) 374-4925.
- * Brooklyn - 84th Precinct, 301 Gold Street, Brooklyn, NY 11201, (718) 875-6675.
- * Bronx Property Clerk - 215 East 161 Street, Bronx, NY 10451, (718) 590-2806.
- * Queens Property Clerk - 47-07 Pearson Place, Long Island City, NY 11101, (718) 433-2678.
- * Staten Island Property Clerk - 1 Edgewater Plaza, Staten Island, NY 10301, (718) 876-8484.

j1-d31

PROCUREMENT

"The City of New York is committed to achieving excellence in the design and construction of its capital program, and building on the tradition of innovation in architecture and engineering that has contributed to the City's prestige as a global destination. The contracting opportunities for construction/construction services and construction-related services that appear in the individual agency listings below reflect that commitment to excellence."

CHIEF MEDICAL EXAMINER

AGENCY CHIEF CONTRACTING OFFICER

■ AWARDS

Goods

CONSUMABLES, REAGENTS AND SUPPLIES FOR VENTANA BENCHMARK LT – Renewal – PIN# 81611ME0019 – AMT: \$52,416.00 – Ventana Medical System, Inc., 1910 E. Innovation Park Drive, Tucson, AZ 85755.

j24

CITYWIDE ADMINISTRATIVE SERVICES

MUNICIPAL SUPPLY SERVICES

■ SOLICITATIONS

Goods

BUILDING MAINTENANCE SUPPLIES I – Competitive Sealed Bids – PIN# 8571100156 – DUE 02-18-11 AT 10:30 A.M.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.
Department of Citywide Administrative Services, 1 Centre Street, Room 1800, New York, NY 10007.
Anna Wong (212) 669-8610, fax: (212) 669-7603, dcasdmssbids@dcas.nyc.gov

j24

AWARDS

Goods

CHAINS, TIRE, 1200X20, 1200X24 AND 315/80R22.5 – Competitive Sealed Bids – PIN# 8571000951 – AMT: \$1,486,820.00 – TO: Trius, Inc., 458 Johnson Avenue, Bohemia, NY 11716.
● GLOVES: LABORATORY CHIEF MEDICAL EXAMINER RE-AD – Competitive Sealed Bids – PIN# 8571000585 – AMT: \$92,287.00 – TO: The Thomaston Corp., 71 Partridge Lane, Ghent, NY 12075.

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VENDOR LISTS

Goods

ACCEPTABLE BRAND LIST – In accordance with PPB Rules, Section 2-05(c)(3), the following is a list of all food items for which an Acceptable Brands List has been established.

1. Mix, Biscuit - AB-14-1:92
2. Mix, Bran Muffin - AB-14-2:91
3. Mix, Corn Muffin - AB-14-5:91
4. Mix, Pie Crust - AB-14-9:91
5. Mixes, Cake - AB-14-11:92A
6. Mix, Egg Nog - AB-14-19:93
7. Canned Beef Stew - AB-14-25:97
8. Canned Ham Shanks - AB-14-28:91
9. Canned Corned Beef Hash - AB-14-26:94
10. Canned Boned Chicken - AB-14-27:91
11. Canned Corned Beef - AB-14-30:91
12. Canned Ham, Cured - AB-14-29:91
13. Complete Horse Feed Pellets - AB-15-1:92
14. Canned Soups - AB-14-10:92D
15. Infant Formula, Ready to Feed - AB-16-1:93
16. Spices - AB-14-12:95
17. Soy Sauce - AB-14-03:94
18. Worcestershire Sauce - AB-14-04:94

Application for inclusion on the above enumerated Acceptable Brand Lists for foods shall be made in writing and addressed to: Purchase Director, Food Unit, Department of Citywide Administrative Services, Division of Municipal Supply Services, 1 Centre Street, 18th Floor, New York, NY 10007, (212) 669-4207.

j5-d31

EQUIPMENT FOR DEPARTMENT OF SANITATION – In accordance with PPB Rules, Section 2.05(c)(3), an acceptable brands list will be established for the following equipment for the Department of Sanitation:
 A. Collection Truck Bodies
 B. Collection Truck Cab Chassis
 C. Major Component Parts (Engine, Transmission, etc.)

Applications for consideration of equipment products for inclusion on the acceptable brands list are available from: Vendor Relations, Department of Citywide Administrative Services, Division of Municipal Supply Services, 1 Centre Street, 18th Floor, New York, NY 10007. (212) 669-8610.

j5-d31

OPEN SPACE FURNITURE SYSTEMS - CITYWIDE – In accordance with PPB Rules, Section 2.05(c)(3), an Acceptable Brands List, #AB-17W-1:99, has been established for open space furniture systems.

Application for consideration of product for inclusion on this acceptable brands list shall be made in writing and addressed to: Vendor Relations, Department of Citywide Administrative Services, Division of Municipal Supply Services, 1 Centre Street, 18th Floor, New York, NY 10007, (212) 669-8610.

j5-d31

CORRECTION

CENTRAL OFFICE OF PROCUREMENT

SOLICITATIONS

Construction / Construction Services

UPGRADE TO VENTILATION SYSTEM AT RNDC – Negotiated Acquisition – PIN# 072201109CPD – DUE 02-16-11 AT 11:00 A.M. – The project is required due to Benjamin Litigation Court Order by the Federal Court. This order requires DOC to upgrade and enhance the ventilation in all six housing areas of Robert N. Davoren Center (RNDC). The Benjamin Litigation stipulates compliance by December 2011. A Mandatory site visit will be held Wednesday, January 26, 2011 at 8:00 A.M. at Department of Correction Headquarters, Bulova Corporate Center, 75-20 Astoria Blvd., Suite 160, East Elmhurst, New York 11370. If you have any questions, please call Cassandra L. Dunham at (718) 546-0766.

Robert N. Davoren Center (RNDC) Mechanical, Electrical and Structural Ventilation System is being upgraded. This Procurement is time sensitive and mandated by Federal Court Order. Bidders are hereby advised that this contract is subject to the Project Labor Agreement (PLA) entered in between the City and the Building and Construction Trades Council of Greater New York (“BCTC”) affiliated local unions.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.
 Department of Correction, 75-20 Astoria Boulevard, Suite 160, East Elmhurst, NY 11370.
 Cassandra Dunham (718) 546-0766, fax: (718) 278-6205, cassandra.dunham@doc.nyc.gov

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ECONOMIC DEVELOPMENT CORPORATION

CONTRACTS

SOLICITATIONS

Goods & Services

REFRIGERATION PREVENTATIVE MAINTENANCE, REPAIR, AND EMERGENCY SERVICES AT THE BROOKLYN WHOLESALE MEAT MARKET AND VARIOUS SITES – Request for Proposals – PIN# 4580008 –

DUE 02-11-11 AT 4:00 P.M. – Apple Industrial Development Corp. (“Apple”) is seeking proposals from experienced refrigeration companies to provide preventative maintenance, repairs, and emergency services at the Brooklyn Wholesale Meat Market and Various Sites.

Apple plans to select the refrigeration company on the basis of factors stated in the RFP which include, but are not limited to: respondent experience and reputation, commitment of personnel, quality of proposal, favorable history, and price.

There will be an optional information session and site visit on Wednesday, February 2, 2011 at 10:00 A.M. Respondents may submit questions and/or request clarifications from Apple no later than 5:00 P.M. on Thursday, February 3, 2011. Questions regarding the subject matter of this RFP should be directed to applerefrigeration2@nycedc.com. For all questions that do not pertain to the subject matter of this RFP please contact the NYCEDC’s Contracts Hotline at (212) 312-3969. Answers to questions and clarifications will be posted on Tuesday, February 8, 2011, to www.nycedc.com/RFP.

The RFP is available for in-person pick-up between 9:30 A.M. and 4:30 P.M., Monday through Friday, from NYCEDC, 110 William Street, 6th Floor, New York, NY (between Fulton and John Streets). To download a copy of the solicitation documents please visit www.nycedc.com/RFP. Companies who have been certified with the New York City Department of Small Business Services as Minority and Women Owned Business Enterprises (“M/WBE”) are strongly encouraged to apply. To learn more about M/WBE certification and NYCEDC’s M/WBE program, please visit www.nycedc.com/RFP.

Responses are due no later than 4:00 P.M. on Friday, February 11, 2011. Please submit two (2) sets of your proposal to NYCEDC.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.
 Economic Development Corp., 110 William Street, 6th Floor, New York, NY 10038. Maryann Catalano (212) 312-3969, fax: (212) 312-3918, applerefrigeration2@nycedc.com

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SIDEWALK SHED INSTALLATION, MAINTENANCE, AND REPAIR SERVICES AT THE BUSH TERMINAL – Request for Proposals – PIN# 13510096 – DUE 02-10-11 AT 4:00 P.M. – Apple Industrial Development Corp. (“Apple”) is seeking proposals from experienced scaffolding companies to provide sidewalk shed services at the 25th St. Piers, Moore McCormack Building A; Bush Terminal, Unit B; and Various sites.

Apple plans to select the scaffolding company on the basis of factors stated in the RFP which include, but are not limited to: respondent experience and reputation, commitment of personnel, quality of proposal, favorable history, and price.

There will be an optional information session and site visit on Monday, January 31, 2011 at 10:00 A.M. Respondents may submit questions and/or request clarifications from Apple no later than 5:00 P.M. on Wednesday, February 2, 2011. Questions regarding the subject matter of this RFP should be directed to appleshed2@nycedc.com. For all questions that do not pertain to the subject matter of this RFP please contact the NYCEDC’s Contracts Hotline at (212) 312-3969. Answers to questions and clarifications will be posted on Monday, February 7, 2011, to www.nycedc.com/RFP.

The RFP is available for in-person pick-up between 9:30 A.M. and 4:30 P.M., Monday through Friday, from NYCEDC, 110 William Street, 6th Floor, New York, NY (between Fulton and John Streets). To download a copy of the solicitation documents please visit www.nycedc.com/RFP. Companies who have been certified with the New York City Department of Small Business Services as Minority and Women Owned Business Enterprises (“M/WBE”) are strongly encouraged to apply. To learn more about M/WBE certification and NYCEDC’s M/WBE program, please visit www.nycedc.com/RFP.

Responses are due no later than 4:00 P.M. on Thursday, February 10, 2011. Please submit two (2) sets of your proposal to NYCEDC.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.
 Economic Development Corp., 110 William Street, 6th Floor, New York, NY 10038. Maryann Catalano (212) 312-3969, fax: (212) 312-3918, appleshed2@nycedc.com

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ENVIRONMENTAL PROTECTION

BUREAU OF WASTEWATER TREATMENT

SOLICITATIONS

Construction / Construction Services

RECONSTRUCTION OF THE RICHMOND HILL ROAD PUMPING STATION, STATEN ISLAND, N.Y. – Competitive Sealed Bids – PIN# 82611WPC1189 – DUE 02-16-11 AT 11:30 A.M. – Project No. PS-223. Document Fee: \$80.00. There will be NON-MANDATORY pre-bid conference on 2/9/11 at 10:00 A.M. at the Richmond Hill Road Pumping Station, the intersection between Richmond Hill Road and Richmond Hill Avenue, Staten Island, NY 10314. Najib Farooqi, Project Manager, (718) 595-5113. Please be advised that this contract is subject to the Project Labor Agreement.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.
 Department of Environmental Protection, 59-17 Junction Blvd., 17th Floor, Flushing, NY 11373.
 Greg Hall (718) 595-3236, ghall@dep.nyc.gov

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HEALTH AND HOSPITALS CORPORATION

The New York City Health and Hospitals Corporation is regularly soliciting bids for supplies and equipment at its Central Purchasing Offices, 346 Broadway, New York City, Room 516, for its Hospitals and Diagnostic and Treatment Centers. All interested parties are welcome to review the bids that are posted in Room 516 weekdays between 9:00 a.m. and 4:30 p.m. For information regarding bids and the bidding process, please call (212) 442-4018.

j1-d31

INTENT TO AWARD

Goods

PARAGUARD T 380A INTRAUTERINE COPPER CONTRACEPTIVE – Sole Source – Available only from a single source – PIN# 231-11-043SS – DUE 01-25-11 AT 10:00 A.M. – The North Brooklyn Health Network intends to enter into a sole source contract for the ParaGuard T 380A Intrauterine Copper Contraceptive with ParaGuard Direct, 3101 Gaylord Pkwy., Frisco, TX 75034.

Any other supplier who is capable of providing the ParaGuard T 380A Intrauterine Copper Contraceptive for the NBHN may express their interest in doing so by writing to: Abraham Caban, Procurement Analyst, 100 North Portland Avenue, Room C-32, Brooklyn, NY 11205 or Abraham.Caban@woodhullhc.nychhc.org, (718) 260-7593, fax: (718) 260-7619, on or before 10:00 A.M., January 24, 2011.

j18-24

HEALTH AND MENTAL HYGIENE

SOLICITATIONS

Services (Other Than Human Services)

2 GOTHAM FOOD CONCESSION – Request for Proposals – PIN# 11BS095500R0X00 – DUE 02-24-11 AT 3:00 P.M. – The Department is seeking a concessionaire for provision of food and beverages to approximately 2,700 DOHMH employees and their guests (Cafe Service) within a 900 square foot designated area on the 14th Floor of DOHMH’s new office facility located at 2 Gotham Plaza, Long Island City, Queens. There will be one (1) three-year term, with one (1) three-year option to renew, exercisable at the Department’s sole discretion. No longer term will be considered. This concession will be operated pursuant to a concession agreement issued by the Department; no leasehold or other proprietary right is offered.

A recommended pre-proposal conference is scheduled for January 27, 2011 at 10:00 A.M. at 125 Worth Street, 3rd Floor, Room 326, New York, New York 10013.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.
 Health and Mental Hygiene, 125 Worth Street, Room 812, New York, NY 10013. Dorothy Thompson (212) 442-2816, fax: (212) 788-9232, dthomps1@health.nyc.gov
 ACCO, 93 Worth Street, Room 812, New York, NY 10013.

j10-24

AGENCY CHIEF CONTRACTING OFFICER

SOLICITATIONS

Human / Client Services

NEW YORK/NY III SUPPORTED HOUSING CONGREGATE – Competitive Sealed Proposals – Judgment required in evaluating proposals – PIN# 81608PO076300R0X00-R – DUE 03-22-12 AT 4:00 P.M. – The Department is issuing a RFP to establish 3,000 units of citywide supportive housing in newly constructed or rehabilitated single-site buildings for various homeless populations pursuant to the New York III Supported Housing agreement. The subject RFP will be open-ended and proposals will be accepted on an on-going basis. The RFP is available on-line at http://www.nyc.gov/html/doh/html/acco/acco-rfp-nynycongregate-20070117-form.shtml. A pre-proposal conference was held on March 6, 2007 at 2:00 P.M. at 125 Worth Street, 2nd Floor Auditorium, New York, N.Y. Any questions regarding this RFP must be sent in writing in advance to Contracting Officer at the above address or fax to (212) 219-5865. All proposals must be hand delivered at the Agency Chief Contracting Officer, 93 Worth Street, Room 812, New York, NY 10013, no later than March 22, 2012.

As a minimum qualification requirement for (1) the serious and persistent mentally ill populations, the proposer must be incorporated as a not-for-profit organization, and (2) for the young adult populations, the proposer must document site control and identify the source of the capital funding and being used to construct or renovate the building.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.
 Health and Mental Hygiene, 93 Worth Street, Room 812, New York, NY 10013. Huguette Beauport (212) 219-5883 fax: (212) 219-5890, hbeauport@health.nyc.gov

o1-m21

HOMELESS SERVICES

OFFICE OF CONTRACTS AND PROCUREMENT

SOLICITATIONS

Human / Client Services

CORRECTION: TRANSITIONAL RESIDENCES FOR HOMELESS/ DROP-IN CENTERS – Competitive Sealed Proposals – Judgment required in evaluating proposals – PIN# 071-00S-003-262Z – DUE 06-27-11 AT 10:00 A.M. – CORRECTION: The Department of Homeless Services is

soliciting proposals from organizations interested in developing and operating transitional residences for homeless adults and families including the Neighborhood Based Cluster Residence and drop-in centers for adults. This is an open-ended solicitation; there is no due date for submission.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.
Department of Homeless Services, 33 Beaver Street, 13th Floor, New York, NY 10004.
Marta Zmoira (212) 361-0888, mzmaira@dhs.nyc.gov

j6-20

HOUSING AUTHORITY

■ SOLICITATIONS

Goods & Services

GSD ACTUARIAL CONSULTING SERVICES – Competitive Sealed Proposals – PIN# 27763 – DUE 02-28-11 AT 4:00 P.M. – NYCHA is soliciting proposals pursuant to the RFP from qualified Actuarial Firms to provide actuarial services to assess and adjust third party claims liability and workers' compensation claims liability to enable NYCHA to effectively fund the programs to their necessary retention levels as required.

In order to be considered, each proposer must have the ability to meet the minimum qualifications outlined in Section VII, A. Minimum Qualification Requirements. Proposals will be evaluated using the criteria as outlined in Section VII, B. Evaluation Criteria. Each proposer is required to submit one (1) original and seven (7) copies of its proposal package to NYCHA, General Services Dept., 90 Church Street, 12th Fl., attn: Maria Manfredi no later than 4:00 P.M. on the date of the proposal submission deadline.

Interested firms may obtain a copy and submit it on NYCHA's website: Doing Business with NYCHA. [Http://www.nyc.gov/nychabusiness](http://www.nyc.gov/nychabusiness); Vendors are instructed to access the "Register Here" link for "New Vendors"; if you have supplied goods or services to NYCHA in the past and you have your log-in credentials, click the "Log into iSupplier" link under "Existing Vendor". If you do not have your log-in credentials, click the "Request a Log-in ID" using the link under "Existing Vendor." Upon access, reference applicable RFP number per solicitation.

Vendors electing to submit a non-electronic bid (paper document) will be subject to a \$25.00 non-refundable fee; payable to NYCHA by USPS - Money order/Certified check only for each set of RFP documents requested. Remit payment to NYCHA Finance Department at 90 Church Street, 6th Floor; obtain receipt and present it to 12th Floor, General Services Procurement Group, A bid package will be generated at time of request.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.
Housing Authority, 90 Church Street, 12th Floor, New York, NY 10007. Maria Manfredi (212) 306-4666, fax: (212) 306-5991, Maria.Manfredi@nycha.nyc.gov

j24

Construction / Construction Services

NEW SPRAY FOAM ROOFING REPLACEMENT – Competitive Sealed Bids – PIN# RF1024751 – DUE 02-17-11 AT 10:00 A.M. – Bid documents are available Monday through Friday, 9:00 A.M. to 4:00 P.M., for a \$25.00 fee in the form of a money order or certified check made payable to NYCHA.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.
Housing Authority, 90 Church Street, 11th Floor, New York, NY 10007. Gloria Guillo, MPA, CPPO, (718) 306-3121, fax: (212) 306-5151, gloria.guillo@nycha.nyc.gov

j24

HUMAN RESOURCES ADMINISTRATION

■ AWARDS

Human / Client Services

SCATTER SITE HOUSING – Negotiated Acquisition – Judgment required in evaluating proposals - PIN# 06910H074020 – AMT: \$3,746,439.00 – TO: Volunteers of America Greater New York, Inc., 340 West 85th Street, New York, NY 10024. Contract Period: 04/01/2010 - 03/31/2011. E-PIN: 06909X0060CNVN003

j24

■ INTENT TO AWARD

Human / Client Services

CONSUMER DIRECTED PERSONAL ASSISTANCE SERVICES – Negotiated Acquisition/Pre-Qualified List – PIN# 06911H076900 – DUE 01-28-11 AT 5:00 P.M. – This Notice is for Informational purpose only.

Human Resources Administration (HRA) intends to use the Negotiated Acquisition Extension method to award contracts to the two current vendors who are providing this Federally mandated service, while HRA finalizes the Competitive Sealed Proposal Method. It is anticipated that the contract term will be from March 1, 2011 to February 29, 2012.

The vendors to receive this award are: 1) Concepts of Independence, Inc., 120 Wall Street, New York, NY 10005; 2) Chinese American Planning Council, 1 York Street, New York, NY 10013. Organization interested in responding to a future solicitation for these services are invited to do so by contacting the New York City Vendor Enrollment Center at www.nyc.gov/selltonyc.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.
Human Resources Administration, 180 Water Street, New York, NY 10038. Sharon Webley (212) 331-3448, webleys@hra.nyc.gov

j24

JUVENILE JUSTICE

■ SOLICITATIONS

Human / Client Services

PROVISION OF NON-SECURE DETENTION GROUP HOMES – Negotiated Acquisition – Judgment required in evaluating proposals - PIN# 13010DJJ000 – DUE 06-30-11 AT 5:00 P.M. – ACS Division of Youth and Family Justice is soliciting applications from organizations interested in operating non-secure detention group homes in New York City. This is an open-ended solicitation; applications will be accepted on a rolling basis until 5:00 P.M. on 6/30/11.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.
Department of Juvenile Justice, 150 William Street, 9th Floor, New York, NY 10038. Patricia Chabla (212) 341-3505, fax: (212) 341-3625, Patricia.chabla@dfa.state.ny.us

d15-j29

OFFICE OF THE MAYOR

■ SOLICITATIONS

Human / Client Services

SIF FAMILY REWARDS PROGRAM – Request for Proposals – PIN# MF00227 – DUE 02-18-11 AT 3:00 P.M. – The Mayor's Fund to Advance New York City is seeking appropriately qualified not-for-profit organizations or public agencies to establish and operate a conditional cash transfer (CCT) program in New York City as part of the federal Social Innovation Fund (SIF). The program aims to break the cycle of intergenerational poverty by providing cash assistance to reduce immediate poverty and hardship while conditioning all cash transfers on the families' investments in human capital development, particularly children's education, families' preventive health care practices, and parents' workforce efforts. The Mayor's Fund will award sub-grants based on this RFP for a period of up to five years from date of award. The sub-grantees will be expected to begin planning program implementation early in 2011, with enrollment of study participants beginning in the summer of 2011.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.
Mayor's Office, 253 Broadway, 8th Floor, New York, NY 10007. Sinead Keegan (212) 788-2153, fax: (212) 227-2101, skeegan@cityhall.nyc.gov

j24

PARKS AND RECREATION

CONTRACT ADMINISTRATION

■ SOLICITATIONS

Construction / Construction Services

RECONSTRUCTION OF THE SEATING AREA IN NEW ABINGDON (BLEECKER) PLAYGROUND – Competitive Sealed Bids – PIN# 8462011M251C01 – DUE 03-01-11 AT 10:30 A.M. – Located North of West 11th Street between Bleecker and Hudson Streets, Manhattan, known as Contract #M251-110M. This procurement is subject to participation goals for MBEs and/or WBEs as required by Local Law 129 of 2005.

Bid documents are available for a fee of \$25.00 in the Blueprint Room, Room #64, Olmsted Center, from 8:00 A.M. to 3:00 P.M. The fee is payable by company check or money order to the City of NY, Parks and Recreation. A separate check/money order is required for each project. The Company name, address and telephone number as well as the project contract number must appear on the check/money order. Bidders should ensure that the correct company name, address, telephone and fax numbers are submitted by your company/messenger service when picking up bid documents.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.
Parks and Recreation, Olmsted Center, Room 64, Flushing Meadows Corona Park, Flushing, NY 11368. Juan Alban (718) 760-6771, Juan.Alban@parks.nyc.gov

j24

REVENUE AND CONCESSIONS

■ SOLICITATIONS

Services (Other Than Human Services)

SALE OF SPECIALTY FOOD FROM MOBILE FOOD UNITS – Competitive Sealed Proposals – Judgment required in evaluating proposals - PIN# CWP-2011-A – DUE 02-25-11 AT 3:00 P.M. – At various locations, Citywide.

TELECOMMUNICATION DEVICE FOR THE DEAF (TDD) 212-504-4115

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.
Parks and Recreation, The Arsenal-Central Park 830 Fifth Avenue, Room 407, New York, NY 10021. Joel Metlen (212) 360-1397, fax: (212) 360-3434, joel.metlen@parks.nyc.gov

j12-26

SALE OF NATIVE AMERICAN CUISINE FROM A MOBILE FOOD UNIT – Competitive Sealed Proposals – Judgment required in evaluating proposals -

PIN# M7-2-CG-2011 – DUE 02-25-11 AT 3:00 P.M. – At Bowling Green, Manhattan.

TELECOMMUNICATION DEVICE FOR THE DEAF (TDD) 212-504-4115

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.
Parks and Recreation, The Arsenal-Central Park 830 Fifth Avenue, Room 407, New York, NY 10021. Rachel Aland (212) 360-1397, fax: (212) 360-3434, rachel.aland@parks.nyc.gov

j19-f1

RENOVATION, OPERATION AND MAINTENANCE OF A HIGH-QUALITY RESTAURANT, CATERING FACILITY, AND SNACK BAR – Competitive Sealed Proposals – Judgment required in evaluating proposals - PIN# R104-R – DUE 03-17-11 AT 3:00 P.M. – At South Shore Golf Course, Staten Island. There will be a recommended proposer meeting on Tuesday, February 15, 2011 at 11:00 A.M. at the proposed concession site, which is located between the West Shore Expressway and Alverson Avenue, off Huguenot Avenue, Staten Island. We will be meeting in front of the current restaurant. If you are considering responding to this RFP, please make every effort to attend this recommended meeting. Parks will arrange site tours with potential proposers by appointment.

TELECOMMUNICATION DEVICE FOR THE DEAF (TDD) 212-504-4115

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.
Parks and Recreation, The Arsenal-Central Park, 830 Fifth Avenue, Room 407, New York, NY 10021. Davita Mabourakh (212) 360-1397, fax: (212) 360-3434, davita.mabourakh@parks.nyc.gov

j24-f4

SMALL BUSINESS SERVICES

PROCUREMENT

■ SOLICITATIONS

Services (Other Than Human Services)

CITY-WIDE ECONOMIC DEVELOPMENT SERVICES TO PROMOTE AND ENCOURAGE TOURISM IN THE CITY OF NEW YORK – Sole Source – Available only from a single source - PIN# 801SBS110096 – DUE 02-11-11 AT 2:00 P.M. – The Department of Small Business Services intends to enter into sole source negotiations to acquire services to promote and encourage tourism in the City of New York and city-wide marketing, tourism, and licensing services from the NYC and Company, Inc. Any firm that believes it is qualified and has the in-house expertise to provide such services or would like to provide such services in the future is invited to do so. Please indicate our interest by letter, which must be received no later than February 11, 2011, 2:00 P.M. to Mr. Daryl Williams, Agency Chief Contracting Officer, NYC Department of Small Business Services, 110 William Street, 7th Floor, New York, New York 10038.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.
Department of Small Business Services, 110 William Street, 7th Floor, New York, NY 10038. Daryl Williams (212) 618-8731, fax: (212) 618-8867, dwilliams@sbs.nyc.gov

j24-28

TRANSPORTATION

■ INTENT TO AWARD

Goods & Services

MAINTENANCE AND REPAIR SERVICES ON RICOH COPIERS – Sole Source – Available only from a single source - PIN# 84111MBAD564 – DUE 02-07-11 AT 5:00 P.M. – The Department of Transportation intends to enter into a one year Sole Source Maintenance and Repair Agreement with three one year options to renew for the fleet of Ricoh Copiers at 55 Water Street. The Ricoh Copier fleet includes two models of multifunction copiers manufactured by Ricoh of America (Ricoh) totaling seventy-five (75) copiers. DOT IT and Telecom are requesting the procurement of continued service from a licensed Ricoh service provider to guarantee timely maintenance and repairs of its fifteen (15) AFICIO MPC 5000 and sixty (60) AFICIO MP6000 copiers. Use of another company's services would possibly void the system warranty if non-authorized technicians were to perform servicing on the system. Any firm which believes that it can also provide these services given the specified limitations is invited to so indicate by letter, to the attention of Nancy Carolan, Agency Chief Contracting Officer, 55 Water Street, 8th Floor, NY, NY 10041, or email ncarolan@dot.nyc.gov

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.
Department of Transportation, 55 Water Street, 8th Floor, NY, NY 10041. Nancy Carolan, Agency Chief Contracting Officer, (212) 839-9292, ncarolan@dot.nyc.gov

j24-28

PURCHASE REPLACEMENT GRANITE COBBLESTONES – Sole Source – Available only from a single source - PIN# 84111MBSM565 – DUE 02-07-11 AT 5:00 P.M. – The Department of Transportation's Citywide Concrete Program within the Division of Sidewalk and Inspection Management intends to enter into a one year contract with three one year options to renew. Sole Source Agreement to purchase replacement granite cobblestones for use in pedestrian crosswalks within cobblestone roadways. The products is both ADA compliant as well as faster and easier to install than other products on the market made of pre-cast concrete or other man-made materials which are more prone to breakage. Eurocobble modular units are the only solid granite products of this type which is available. Modular granite cobblestones are the most durable product available to support and sustain heavy commercial vehicle

loads compounded by heavy traffic volumes typical of New York City's busy roadways.

The Division requires pavers of solid granite cut to approximately 4"x4"x2". The pavers are typically set in a bed of grout or mortar with the top half of the joints empty so as to allow them to be filled after placement in the roadway. Any firm which believes that it can also provide this product, given the specified limitations, is invited to so indicate by letter, to the attention of Nancy Carolan, Agency Chief Contracting Officer, 55 Water Street, 8th Floor, NY, NY 10041, or email ncarolan@dot.nyc.gov

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.
Department of Transportation, 55 Water Street, 8th Floor, NY, NY 10041. Nancy Carolan, Agency Chief Contracting Officer, (212) 839-9292, ncarolan@dot.nyc.gov

☛ j24-28

AGENCY RULES

CONSUMER AFFAIRS

NOTICE

NOTICE OF ADOPTION

Notice of Adoption of Rules and Amendments to Rules regarding the licensing of Process Servers.

NOTICE IS HEREBY GIVEN PURSUANT TO THE AUTHORITY VESTED IN the Commissioner of the Department of Consumer Affairs by Section 20-104(b) of Chapter 1, Title 20 of the Administrative Code of the City of New York and in accordance with the requirements of Section 1043 of the New York City Charter that the Department promulgates and adopts rules and amendments to existing rules regarding the licensing of process servers.

These rules and amendments were proposed and published on November 10, 2010. The required public hearing was held on December 10, 2010.

Material being deleted is shown below in brackets and material being added is underlined.

RULE

Section 1. Section 2-231 of subchapter W of Chapter 2 of Title 6 of the Rules of the City of New York is amended to read as follows:

§ 2-231 Definitions.

For the purposes of the application of Subchapter 23 of Chapter 2 of Title 20 of the Administrative Code, (unless the context indicates otherwise), the following definitions apply.
Bound volume. "Bound volume" means a book or ledger that at the time of purchase contains a specified number of unfolded sheets of paper or other material that are permanently secured to covers by stitching, glue or any other such method that is calculated to make readily discernable the removal or insertion of one or more sheets after the first use of such volume.

Chronological. "Chronological" with respect to the notation in a process server record or log means that each notation shall be entered sequentially according to the time and date of the activity recorded and without leaving any blank spaces between each entry that would allow for the insertion of any additional notation between any two entries.

Contemporaneous. "Contemporaneous" in relation to entries in records means at or near the time of the event as to which an entry is recorded, or within a reasonable time thereafter.
Engaged in the business of serving. "Engaged in the business of serving" means the following:

- (1) Service of five or more processes within the City of New York in any one calendar year; or
- (2) One who assigns, distributes or delivers processes to another for actual service.

Image file. "Image file" in relation to scans of the records kept by process servers or process serving agencies means a file that contains graphic data such that the file is an exact replica of a specific set of data, and is saved as a portable data file ("pdf").

Legible. "Legible" with respect to the handwriting in the record kept by process servers and in the scanned or copied images of such record means easily read and discernable in all of its details, and in no way obscured.

Paginated. "Paginated" means that each page in a volume or log, at the time of purchase, is sequentially numbered starting with the number "1" or contains an indelible label stating the number of pages the volume originally contained.

Person. "Person" shall mean any individual, firm, company, partnership, corporation, association or other organization.

Portable media device. "Portable media device" as it pertains to electronic record-keeping means an electronic data storage device used to record and store data, such as a flash memory device, CD-ROM or external hard drive.

Process. "Process" shall mean a summons, notice of petition, order to show cause, subpoena, notice, citation or other legal paper issued under the laws of the State of New York directing an appearance or response to a legal action, legal proceeding or administrative proceeding; provided, however, that if under the laws of the State of New York the mailing of such legal paper is sufficient to effect service, such legal paper shall not be process for the purpose of this subchapter.

Process Server. "Process Server" shall mean a person engaged in the business of serving process upon any person, corporation, governmental or political subdivision or agency.

Process Serving Agency. "Process serving agency" shall mean any person, firm, partnership, association or corporation, other than an attorney or a law firm located in this state, or city marshal, who maintains an office, bureau or agency, one purpose of which is to assign or distribute process to individual process servers for actual service in the City of New York.

Scanning. "Scanning" in relation to electronic record-keeping means the process of translating a document into a digital form that can be recognized by a computer. A "scan" with respect to electronic record-keeping is the image file that is created by scanning.

Section 2. Subchapter W of Chapter 2 of Title 6 of the Rules of the City of New York is amended by adding new sections 2-232a, 2-232b, 2-232c and 2-232d to read as follows:

§ 2-232a Surety Bond Requirements for Process Server and Process Serving Agencies

(a) The surety bond required under Section 20-406.1 of the Administrative Code shall be paid in full and must be effective for the entire term of the license.

(b) If a process server or process serving agency's surety bond lapses for any reason, the license issued pursuant to Section 20-403 of the Administrative Code shall become void for such process server or process serving agency.

§ 2-232b Employee Exemption from Bond

(a) Any process server seeking exemption from the bond requirement pursuant to Section 20-406.1(a) of the Administrative Code because he or she serves process exclusively as an employee of a licensed process serving agency shall furnish to the Department upon application or renewal, a certification from the licensed process serving agency for which he or she works in a form approved by the Commissioner that affirms that

- (1) the process server serves process exclusively as an employee of the process serving agency;
 - (2) the bond that the licensed process server agency has furnished to the commissioner is conditioned upon the process server's compliance with the laws and rules governing the activities of a process server and upon the further conditions set forth in Section 20-406.1(a) of the Administrative Code; and
 - (3) the process serving agency acknowledges that it must notify the Department in writing within five (5) days of the date that the process server ceases to serve process exclusively as an employee of the process serving agency.
- (b) The process server or the process serving agency shall provide additional documentation that the Department may seek regarding the process server's employee status.

§2-232c Process Server Trust Fund. (a) *Establishment.* There is hereby established a Process Server Trust Fund (hereinafter, "the Fund") to provide for the payment of outstanding awards to aggrieved consumers and fines owed to the City. The Fund shall be administered by the Comptroller of the City of New York pursuant to §93 (h) of the New York City Charter.

(b) *Participation in the Fund.* (1) To qualify for participation in the Fund, an applicant for a process server license or renewal therefore shall submit with such server's application a copy of its completed application to two sureties approved by the Commissioner for the bond required by §20-406.1 of the Administrative Code of the City of New York and the original copies of the rejection or denial of such application by such sureties. Pursuant to such section, process serving agencies shall not be eligible to participate in the Fund.

(2) Any process server who qualifies for participation in the fund may participate by submitting with the application for a process server license or renewal thereof a certified check or money order in the amount \$1,000, made payable to the New York City Consumer Affairs Department for depositing the amount in such Fund.

(3) A bonded licensee may participate in the Fund in lieu of continued compliance with the bond requirement of §20-406.1 (a) of such Code by submitting proof that consists of an original copy from the process server's current surety denying renewal and the completed applications and original denials from two additional sureties approved by the Commissioner, and upon submitting to the Department a certified check or money order in the amount of \$1,000 made payable to the New York City Department of Consumer Affairs, prior to the expiration or cancellation of the licensee's bond.

(4) The required deposit to be made by applicants to participate in the Fund shall not be refundable upon the issuance of a process server license. If the Department denies issuance of a license or renewal thereof, the deposit made by the applicant shall be refunded within thirty days after the application for a license or renewal thereof is denied.

(5) Participation in the Fund does not relieve a licensee of any obligation to pay awards or fines imposed by the Department or judgments or arbitration awards rendered against the licensee by a court of competent jurisdiction. In the event that a process server's license is revoked, surrendered or the process server fails to renew its license, and the Fund is invaded to pay an award, fine or judgment that was rendered against such process server pursuant to the provisions of the Code or these rules, no license shall be issued or reinstated to such process server unless the amount(s) paid out of the Fund on behalf of such process server is reimbursed by such process server in full.

(c) *Invasion of the Fund.* (1) If the Department has revoked a process server's license or the licensee has surrendered or failed to renew the license, the Commissioner may require that disbursements be made from the Fund to pay to the City any fine, penalty or other obligation the City imposes relating to the violation of subchapter 23 of Chapter 2, Title 20 of the

Administrative Code of the City of New York and any rules promulgated thereunder or to pay a final outstanding judgment recovered in an action arising out of the violation of the provisions of such subchapter.

(2) No disbursement shall be made from the Fund to pay an award, fine or judgment that is rendered against a licensee who has furnished a bond pursuant to the requirements of §20-406.1 (a) of the Administrative Code of the City of New York or against a process server who was not licensed by the Department or a participant in the Fund at the time of the violation.

(3) Disbursement from the Fund shall be made at the discretion of the Commissioner or his or her designee, provided, however, that invasion of the fund shall be limited to no more than \$10,000 for all awards, fines or judgments arising out of a single service of process.

(4) The Commissioner or his or her designee may order that partial payment of awards, fines or judgments be made from the Fund.

(5) Nothing contained herein shall be construed to limit the rights and remedies of any party, including the Department, to pursue a cause of action against a process server who is a participant in the Fund.

(6) Nothing contained herein shall be construed to provide for the payment of awards or judgments rendered against Fund participants in personal injury actions.

(d) *Accounting.* The Commissioner shall, by January 31 of each year, cause an accounting to be made of all of the Fund's activities during the preceding calendar year.

§ 2-232d Testing.

Every person who applies for a process server license or renewal thereof shall be required to pass an examination prior to being issued a license or renewal. Such examination shall test the applicant or licensee's knowledge regarding proper service of process within the city of New York and familiarity with relevant laws and rules. The fee for this examination will be \$75 and is not refundable. An applicant who fails the exam on the first attempt may take the examination a second time without an additional fee. After the second successive failure, the applicant's application or renewal will be denied and he or she must reapply for a process server license.

Section 3. Section 2-233 of subchapter W of Chapter 2 of Title 6 of the Rules of the City of New York is amended to read as follows:

§ 2-233 Records.

(a) *Duty of individual licensee to keep records.* Each process server shall keep records in compliance with the provisions of [§ 89-cc] 89-cc of the General Business Law, as follows:

- (1) Each process server shall maintain a legible record of all service made by him as prescribed in this section.
- (2) The record to be maintained shall include the following information, where applicable:
 - (i) the title of the action or a reasonable abbreviation thereof;
 - (ii) the name of the person served, if known;
 - (iii) the date and approximate time service was effected;
 - (iv) the address where service was effected;
 - (v) the nature of the papers served;
 - (vi) the court in which the action has been commenced;
 - (vii) the index number of the action, if known.
- (3) If service is effected pursuant to subdivisions one, two, or three of section three hundred eight of the civil practice law and rules, the record shall also include the description of the person served, including, but not limited to, sex, color of skin, hair color, approximate age, height and weight and other identifying features.
- (4) If service is effected pursuant to subdivision four of section three hundred eight of the civil practice law and rules, the record shall also include the dates, addresses and time of attempted service pursuant to subdivisions one, two or three of such section. All attempts must be entered in a separate, chronological entry.
- (5) If [the process server files] an affidavit of service is filed with the court, [his] the record shall include the date of such filing.

(6) Process servers shall retain each record required to be kept under this § 2-233(a) for a period of [two] seven years from the date of service. Where a process server is employed as a process server by any person, a copy of such records shall also be maintained by such person at his principal office in this state for the same period.

(b) *Licensees who serve process shall also include in/maintain their records in the following manner:*

- (1) The licensee shall make a separate and contemporaneous entry of the date, time and address of every attempted and effected service of process in chronological order in a bound, paginated volume.
 - (2) The licensee shall make entries in only one volume at a time, which shall contain every attempted and effected service made by the licensee, until all of the available space in the volume is filled.
 - (3) The written entry for each service shall include the type of service effected whether personal, substituted or conspicuous.
 - (4) If service is effected pursuant to CPLR § 308(4) or RPAPL § 735(1), the entry shall include a description of the area adjacent to the door to which process is affixed including the color and composition of hallway walls, color and composition of hallway floor or doorstep, and location of premises in relation to stairs, elevator or entranceway.
 - (5) If service pursuant to RPAPL § 735(1) is effected by affixing a copy of the notice and petition upon a conspicuous part of the property sought to be recovered or placing a copy under the entrance door of such premises then the record shall also include the dates, addresses and time of attempted service. All attempts must be entered in a separate, chronological entry.
 - (2) (6) The [person or firm] entry shall include the name and license number of the process server organization from whom the process served was received, or, if not received from a process server organization, of such other person or firm from whom the process served was received.
- [(3) Type of service effected whether personal, substituted or conspicuous.]

[4] (7) If service is made pursuant to RPAPL § 735(1) in a manner other than by delivery of the notice of petition and petition to the respondent personally, the entry in the process server's record of service or attempted service shall include [The] the postal receipt number of registered or certified mail [if service is effected pursuant to RPAPL 735(1).]

[5] Records shall be kept in chronological order in a bound, paginated volume.]

[6] (8) Corrections in records shall be made only by drawing a straight line through the inaccurate entry and clearly printing the accurate information directly above the inaccurate entry. All other methods of correction, including but not limited to, erasing, opaquing, obliterating, or redacting, are prohibited.

(c) *Duty of [other licensees] licensed process serving agencies to keep records.* Every [licensee] process serving agency shall keep complete and accurate records with respect to each individual licensee to whom it distributes, assigns or delivers process to be served. Such records shall [include:] be kept in a searchable manner that permits ready identification of (i) the daily activity of each such individual licensee and (ii) any or all process assigned or distributed for service by the name of the person or entity from whom the process serving agency received such papers for service.

(1) The records shall at a minimum include:

(i) The name and license number of the individual licensee to whom process is distributed, assigned or delivered to be served;

[(2) The names and index numbers of each case;]

[(3) The date that such papers were assigned for service, and the date that service was effected;]

[(4) The person from whom such papers were received for service;]

[(5) The date of filing of papers with the court.]

(ii) All of the information required to be maintained pursuant to paragraphs (1) through (5) of subdivisions (a) and paragraphs (3) through (5), and (7), of subdivision (b) of this rule.

(iii) A copy or a scan to an image file that legibly reproduces the original record in all details of the individual licensee's record maintained pursuant to subdivisions (a) and (b) of this rule for each day on which the individual licensee attempted or effected service of the process assigned to the individual licensee;

(iv) A copy of every routing sheet, work order or other written instruction given to the individual licensee;

(v) Copies of any notes, memoranda or other writings submitted by the individual licensee containing information related to the attempted or effected service of process;

(vi) A copy of every affidavit of service signed by the individual licensee.

(2)[(d)] Availability of records. All records shall be retained by the licensee for [two] seven years or until further order of the Department and shall be available for inspection by the Commissioner of Consumer Affairs or his designee.

Section 4. Subchapter W of Chapter 2 of Title 6 of the Rules of the City of New York is amended by adding a new section 2-233a to read as follows:

§2-233a Electronic Records.

Licensed process servers and process serving agencies must maintain records in an electronic format that is resistant to tampering.

(a) Process Servers. Process servers shall maintain electronic records in accordance with the provisions of this subdivision. A licensed process server may meet the requirement to maintain records in an electronic format as required by § 20-406.3 of the Administrative Code by

(1) scanning into an image file that legibly reproduces in all details on a daily basis the original record the process server maintains in a bound volume pursuant to section 2-233,

(i) the image file shall be named with the date of the service recorded in the bound volume and the process server's license number, and shall be date and time stamped with the date and time that the file was created; and

(ii) such scanning shall be done within twenty-four hours from the last event that the record records; and

(iii) the process server must save the scanned image file to a portable media device at least once per week and shall maintain the portable media device in a manner designed to ensure its security and preservation, including by keeping it in a location separate from the original image file; and

(iv) such portable media device shall be labeled with the process server's last name, license number, and the date range of the records stored on the device; or by

(2) maintaining electronic records in accordance with the provisions set forth in subdivision (b) of this section.

(3) Nothing in this section shall be construed to relieve the licensed process server of the duty to maintain a bound, chronological, and contemporaneous record of service as provided under section 2-233 of this rule.

(b) Process Serving Agencies. Process serving agencies shall maintain electronic records in accordance with this subdivision. Such agencies must maintain all information required to be maintained pursuant to section 2-233(c) of this rule.

(1) Licensees shall input information required to be maintained pursuant to § 2-233(c) into the electronic record-keeping system within twenty-four hours after the last event recorded occurred.

(2) The licensee shall use an electronic records management system that:

(i) ensures the authenticity, reliability and integrity of the digital records;

(ii) permits the efficient retrieval of digital records;

(iii) contains a backup support system such that the electronic records shall be capable of being reconstructed in the event of an electronic or computer malfunction or unforeseen accident resulting in the destruction of the system or the information contained therein.

(3) The information required to be maintained pursuant to section 233(c)(1) shall be maintained in electronic form in a format provided by the Department as an Excel spreadsheet and accessible at the following internet address: or by a third party document management system in any of the following formats provided that the records shall contain such separate fields with parameters as follow:

(i) name of the individual process server to whom service is assigned, which will be entered as last name, first name;

(ii) the license number of the individual process server to whom service is assigned, which will be specified as a seven digit number, where the first number shall be zero if the process server's license number is less than seven digits;

(iii) the title of the action, if any;

(iv) the name of the person served, if known, which shall be entered as last name, first name;

(v) the date that service was effected, which shall be entered as MM/DD/YYYY;

(vi) the time service was effected, which shall be entered as military time;

(vii) the address where service was effected, which shall be entered as three different fields such that one field will be for the street address and any apartment number, the second field will be for the city or borough, and the third field will be for zip code;

(viii) the nature of the papers served;

(ix) the court in which the action has been commenced, which shall be entered as either Civil Court NYC, Civil Supreme, Criminal, Housing(L/T), or District Court, followed by the county of the court, the judicial department if appellate, or the federal district;

(x) the full index number, which shall be entered with all information necessary to identify the case, such as XXXXX/XX, unless the case is a Civil Local matter, in which case, it will include the prefix of CV, CC, LT, ML, NC, RE, SC, or TS;

(xi) if service was effected pursuant to subdivisions (1) through (3) of CPLR § 308, a description of the person served which shall consist of six fields, including sex, hair color, approximate age, height, weight, and any other identifying features;

(xii) whether service was delivered, as indicated by a Y or N;

(xiii) the type of service effected, which shall be entered as a P for personal service, an S for substitute service, or a C for conspicuous service;

(xiv) if service was effected pursuant to subdivision (4) of CPLR § 308 or subdivision one of RPAPL § 735, a description of the door and the area adjacent.

(4) If the process serving agency elects to record the information required to be maintained pursuant to section 233(c)(1) itself rather than through a third-party provider, it shall convert such information into a portable document ("pdf") format within twenty four hours from the last event the record records.

(i) The process serving agency shall ensure that the security settings for this converted pdf are set so that editing and printing of the document is restricted and no edits or changes may be made to the document.

(5) Licensees shall preserve the electronic records by either (a) submitting the record entries to a third party service on a daily basis or (b) copying the file to a portable media device within one week of a creation of the file. Such device must be maintained in a manner designed to ensure its security and preservation, including by keeping it in a separate off-site location. (c) Process servers shall not tamper with data or properties of any electronic record kept pursuant to this section after an image file is made by modifying, amending, deleting, rearranging or in any other way altering any such data or properties including but not limited to using a meta data scrubber or similar device or program.

Section 5. Subchapter W of Chapter 2 of Title 6 of the Rules of the City of New York is amended by adding a new section 2-233b to read as follows:

§ 2-233b Electronic Record of Service

Process servers shall comply with all rules regarding the tracking of service with a global positioning system ("GPS") as shall be promulgated by the Commissioner.

Section 6. Subchapter W of Chapter 2 of Title 6 of the Rules of the City of New York is amended by adding new sections 2-234a and 2-234b to read as follows:

§ 2-234a Duties of Process Serving Agencies.

(a) **Assignment of Process to Individual Process Servers.**

A process serving agency shall not assign or distribute process for service to an individual process server who:

(1) is not licensed to serve process;

(2) has not complied with the requirements of Section 20-406.1 of the Administrative Code;

(3) does not display integrity and honesty in his or her process serving activities; and

(4) does not comply with the recordkeeping requirements applicable to the service of process in the City of New York, including maintaining an electronic record of service.

(b) **Compliance Plan.** A process serving agency shall develop and implement policies and procedures set forth in a written Compliance Plan to ensure that an individual process server acts with integrity and honesty and complies with the recordkeeping requirements applicable to process servers.

(1) The process serving agency shall take appropriate disciplinary action against an individual process server who fails to comply with the law, including, but not limited to, suspending or terminating its employment, agency or other relationship with the individual process server;

(2) The policies and procedures to review the individual process server's compliance with recordkeeping requirements shall require the agency to:

(i) at least once each month, review for completeness and accuracy the records of each individual process server to whom it assigns or distributes process;

(ii) prepare a monthly written report of its review of the records maintained pursuant to section 2-233 of these Rules of each individual process server to whom it assigns or distributes process during that month;

(iii) maintain each monthly report for at least seven years; (iv) maintain records of any disciplinary actions taken against the individual licensed process server;

(v) report to the Department in writing the name and license number of each individual licensed process server who does not comply with the law governing process servers within ten (10) days of learning of such non-compliance;

(vi) make available, upon request, to the Department a copy of its record review procedures, any written reports of the reviews it maintains, and copies of any referrals of individual process servers to the Department.

(c) **Implementation Affirmation.** A process serving agency in possession of a license issued by the Department on the effective date of this Rule shall submit an affirmation to the

Department that it has adopted a written Compliance Plan within sixty (60) days of such effective date. After the effective day of this Rule, no license shall be issued or renewed until the process serving agency files with the Department an affirmation that it has adopted a Compliance Plan.

(d) Persons to Whom the Agency Assigns Service.

(1) A process serving agency must notify the Department in writing at the time of its application or renewal, or at such times as requested by the Department of:

(i) the names, addresses, and Department license numbers of each process server who serves process exclusively as an employee of the process serving agency; and

(ii) the names, addresses, and Department license numbers of each process server who serves process on behalf of the process serving agency.

(2) If additional process servers are assigned process by the process serving agency or a new process server is hired to serve process exclusively as an employee of the process serving agency after the date of such application or renewal, the licensee must notify the Department in writing within five (5) days of the new assignment or employee with the names, addresses and Department license numbers of such additional process servers.

(3) If a process server ceases to serve process exclusively as an employee of a process serving agency after the date of such application or renewal, the process serving agency must notify the Department in writing within five (5) days that the process server ceases to serve process exclusively as an employee with the name, address and Department license number of such process server.

(4) The process serving agency must advise the Department of any process server who is misrepresenting his or her license status or his or her compliance with the requirements of Section 20-406.1 of the Administrative Code.

§ 2-234b Duty of Process Servers to Report Agencies That Assign Service.

(a) A process server must report the name and license number of the process serving agency for whom he or she serves process exclusively as an employee when applying for a license or renewal thereof.

(b) A process server must report to the Department in writing when he or she ceases to exclusively serve process as an employee of a process serving agency within five (5) days that he or she ceases such employment. The process server must include the name and license number of any other process serving agency that he serves process exclusively as an employee.

(c) When applying for a license or renewal thereof, a process server shall report the name and license number of every process serving agency which he or she has reason to believe assigns process for service to the applicant.

(d) A process server applying for a renewal of a licensee shall report the name and license number of every process serving agency from which it has accepted assignment of service of process within the previous two years.

(e) A process server shall keep a list of the name and address of each process serving agency that assigns service to the process server. The process server shall maintain the list for seven years and produce it upon request by the Department.

Section 7. Section 2-235 of subchapter W of Chapter 2 of Title 6 of the Rules of the City of New York is amended to read as follows:

§ 2-235 Preparation of Affidavits of Service.

No licensee shall sign or notarize or cause to be signed or notarized an affidavit of service until all factual averments have been set forth. The licensee shall include his/her license number on all affidavits of service signed by him/her. The licensee shall maintain a copy of every affidavit of service for at least seven years in electronic form or as a paper copy.

Section 8. Section 2-236 of subchapter W of Chapter 2 of Title 6 of the Rules of the City of New York is amended to read as follows:

§ 2-236 Duty to Report Hearings Contesting Service.

(a) Whenever a process server or process serving agency receives any type of notice, including an oral communication, that a court has scheduled a hearing to determine whether service of process made or assigned by such licensee was effective, [The] the licensee shall [notify] submit a report to the Department (attention of Counsel's Office), in writing, by certified mail, or by e-mail to an address designated by the Department, within ten days of [the conclusion of any court hearing, including, but not limited to, hearings commonly known as "traverse hearings," where service of process is contested.] receiving such notice. Such written [notice] report shall include:

[(a)] (1) the title and index number of the action;

[(b)] (2) the court and the judge before whom the hearing [took place] is scheduled;

[(c)] (3) the date(s) of the hearing;

[(d) any finding of the court regarding the service of process, if known.] (4) the name and license number of every licensee who effected service or assigned or distributed the process for service; and

(5) copies of all records, including but not limited to, routing sheets, the pages of the licensee's log book for each day on which service of the process in issue was attempted or effected, and all affidavits of service, pertaining to the contested service.

(b) The licensee shall have an affirmative obligation to learn and report to the Department the result of the hearing, including any judicial order or voluntary settlement resolving the challenge to service of process, within ten days of the issuance of a decision on or settlement of the challenge.

Statement of Basis and Purpose. Section 20-104 (a) of the New York City Administrative Code confers on the Commissioner cognizance and control over all licenses issued under Chapter 2 of such Code, which includes process servers who are required to be licensed pursuant to Subchapter 23 of Chapter 2 of Title 20 of the Code. Section 20-104 (b) confers

on the Commissioner the power to promulgate rules necessary to carry out his or her powers and duties, to require licensees to keep such records as he or she may determine are necessary or useful to carrying out the purpose of Chapter 2 governing licensing laws and all other laws conferring such powers upon him and her, and to protecting the health, safety, convenience and welfare of the general public with respect to licensed activities. Those powers include the authority to promulgate rules prescribing how licensees maintain records that they are by law required to keep; to require that licensees, their employees and agents, conduct their activities consistent with the requirements of the laws applicable to the service of process in the City of New York and with standards of honesty and integrity; and to require the licensees notify the Department and the public when they fail to carry out their duties in a competent and lawful manner.

The Department has concluded that the Rules applicable to persons and entities engaged in the business of process service in the City of New York require strengthening. These proposed rules will tighten the recordkeeping requirements that currently exist; impose specific duties on process server organizations to ensure that the individual process servers to whom they assign process for service act with honesty and integrity, and maintain records of their activities in compliance with legal requirements; require a process server organization to notify the Department and disclose to the public when it has reason to know that the requirements of the law applicable to process service have not been followed; require that records be maintained for seven years in an electronic format; and direct that all process servers utilize a global positioning system device to ensure that all service is made in accordance with rules to be promulgated by the Department.

Section 1 of the Rule amends definitions already in the Rules and adds new definitions to clarify the meaning of terms used in the Rules that have previously been undefined. The terms "bound volume", "paginated" "legible" and "chronological" have previously appeared in the Rules without definition. The definitions will clarify for process servers their duty to maintain records of their process serving activities in a manner that is resistant to tampering and manipulation. The term "contemporaneous" has been added to ensure that process servers maintain records in a timely manner when memory of their activity is fresh and accurate. Terms that relate to electronic records have also been added to clarify the requirements for that rule.

Section 2 of the Rule adds Section 2-232a, 2-232b, 2-232c, and 2-232d. Section 2-232a implements the surety bond for process servers and process serving agencies and requiring that a surety bond must be effective for the entire term of the license period. This Section also provides that if a process server or a process serving agency's bond lapses for any reason, the license is void.

Section 2-232b elaborates on the exemption from the bond requirement set forth in Section 20-406.1 of the Code for process servers who serve process exclusively as employees of an agency under the Rule, if an applicant for a license or renewal claims that he or she is an employee of an agency, and therefore exempt, that process server must submit a certification from the agency affirming that the process server serves process exclusively as an employee of the agency and that the bond that the agency submitted is conditioned upon the process server's compliance with the laws and rules governing the activities of a process server. This section also requires that if a process server ceases to be an employee of a process serving agency, the agency must notify the Department within five (5) days of the process server is ceasing to be an employee.

Section 2-232c establishes a Trust Fund into which process server applicants can deposit a minimum of \$1,000 in lieu of providing the required bond upon providing proof satisfactory that they were unable to obtain such bond. Proposed Rule 2-232c (a) creates the necessary Trust Fund; subdivision (b) prescribes the proof applicants must submit that they are unable to obtain the bond and the conditions under which process server licensees participate in the Trust Fund; subdivision (c) specifies how the Trust Fund may be invaded to pay awards to consumers and fines and penalties on behalf of licensees participating in the Trust Fund; and subdivision (d) provides for the Commissioner accounting annually for all of the activities of the Fund.

The Department has also concluded that to ensure that the Trust Fund remains financially solvent to pay prospective obligations, process server applicants be required to make a contribution of at least the minimum \$1,000 whenever they apply for license renewals.

Section 2 of the Rule also adds § 2-232d which establishes the test required under § 20-406(c) of the Code. This Rule establishes that all applicants and renewals for a process server license must pass an examination that will test the laws and rules for service of process in the city. The test fee is \$75. If the process server applicant or renewal fails the test on the first attempt, he or she may take the test a second time for no additional fee. If the applicant or renewal fails the test on the second attempt, the application or renewal will be denied and he or she must reapply for a license.

Section 3 of the Rule amends Section 2-233 of the Rules, which sets forth recordkeeping requirements applicable to individual process servers and process server organizations. It clarifies that individual process servers must keep a contemporaneous record of every attempted and effected service of process in a bound and paginated volume. The Rule has not previously required that every attempted service be recorded in chronological order, only that attempted services be recorded after "nail and mail" service is completed. The requirement that attempted and effected service be recorded chronologically will prevent process servers from post hoc recording of attempted service to avoid detection of dishonesty. Together with the requirements that records be kept in bound, paginated volumes and that corrections do not obscure original entities, these new rules will ensure that process servers' records will be more complete and transparent than in the past. Section 6 also adds new responsibilities to process serving agencies to collect and maintain records of service performed by the individuals they

hire to complete service to provide a second set of data available to the Department and the public and thereby achieve greater compliance with process serving laws.

Section 4 of the Rule adds a new Section 2-233a to require process servers and process serving agencies maintain their records in an electronic format. The rules specify the manner in which licensees must comply with this requirement to ensure the integrity, security and legibility of the electronic records. The new section will give process server individuals who are not exclusive employees of an agency two options. The first option allows the process server individual to scan information that he or she is required to maintain under New York State and City Law into an electronic format. The process server must make these scans within twenty-four (24) hours of the last recorded service for a day. The scans must be saved to a labeled portable media device, such as a flash drive or a CD-ROM. In the alternative, a process server may follow the same requirement as a process serving agency. The process server will still be required to maintain a bound, paginated volume that records service. Process serving agency licensees must maintain records in a tamper-proof electronic format that is maintained by a third-party or they may enter it into a spreadsheet such as the one that will be made available on the Department's website and converted to a pdf and copied to a portable media device. The measures outlined will help to ensure that the records maintained are easily accessible and searchable by the Department and others.

Section 5 pertains to the new electronic record of service provision that will be promulgated at a later date. It requires that all process servers and process serving agencies will comply with any rule regarding electronic record of service promulgated by the Commissioner.

Section 6 of the Rule adds new Sections 2-234a and 2-234b to the Rules to clarify the responsibilities of process serving agencies to ensure that the individual process servers to whom they assign or distribute process are properly licensed, have the requisite bond or trust fund membership, act with honesty and integrity, and comply with recordkeeping requirements.

Section 2-234a sets forth the duties of process serving agencies. Subsection (a) specifies that a process serving agency shall not assign or distribute process for service to an individual process server who is not licensed, does not display integrity and honesty in process serving activities, and does not comply with recordkeeping requirements.

Subsection (b) requires each process serving agency to develop and implement a Compliance Plan for complying with Subsection (a)(2) of the new rule. It requires a process serving agency to develop and implement policies and procedures to regularly review for completeness and accuracy the records kept by individual process servers. Implementation of plans written by the agencies will provide explicit direction to the agencies about how to ensure that individuals they hire act in accordance with the law, and will provide information from which the Department can assess whether the agencies are meeting their supervisory responsibilities. Those plans will obligate the agencies to take corrective actions when they discover that individual process servers have not acted in compliance with the law or have failed to display integrity in their practices, and to make those findings available to the Department, the agencies' clients and to the public.

Subsection(c) provides that no process serving agency can maintain a license unless it has submitted an affirmation that it has developed and implemented a Compliance Plan consistent with the requirements of subsection (b).

Subsection (d) compels process serving agencies to provide a list of all licensed process servers to whom service is assigned at time of application or renewal, as well as a list of all process servers who are employees of the agency. It also requires that the agency update this list within five days when a new process server is assigned service or when a process server ceases to be an employee of the agency. Process serving agencies will also have an affirmative duty to ensure that it only assigns service to process servers who either carry an individual bond or are exclusive employees of the agency, or process servers who participate in the trust fund. This section also requires a process serving agency to notify the Department when a process server misrepresents his or her licensing status.

Section 2-234b requires that a process server report to the Department the name and license number of the process serving agency that assigns service. The process server will have to report this information when applying for the license or renewing. Additionally, process servers who serve process exclusively as an employee have an affirmative obligation to notify the Department in writing when he or she ceases to serve exclusively as an employee for an agency. Process servers must also maintain a list of all agencies that assign service to the process server. These lists must be maintained for seven (7) years, and must be provided to the Department on request.

Section 7 of the Rule amends Section 2-235 to require that process servers maintain for seven years copies of affidavits of service that they execute.

Section 8 of the Rule amends Section 2-236 to clarify the responsibilities of process servers, including process serving agencies, who receive notice that a court has scheduled a hearing in a challenge alleging that process was not properly served. The amended rule clarifies that both the process serving agency and the individual process server to whom process was assigned or distributed for service have an obligation to notify the Department of the scheduling of a hearing and provide documents related to the challenged service within ten days. In addition, the amended rule imposes an affirmative obligation upon licensees to track developments in the challenge to service. The licensee must learn and report to the Department the results of the challenge, including any judicial order or voluntary settlement resolving the challenge, within ten days of the issuance of a decision on or settlement of the challenge

SPECIAL MATERIALS

COMPTROLLER

■ NOTICE

NOTICE OF ADVANCE PAYMENT OF AWARDS PURSUANT TO THE STATUTES IN SUCH cases made and provided, notice is hereby given that the Comptroller of the City of New York, will be ready to pay, at 1 Centre St., RM 629, New York, NY 10007 on January 28, 2011, to the person or persons legally entitled an amount as certified to the Comptroller by the Corporation Counsel on damage parcels, as follows:

Damage Parcel No.	Block	Lot
1	12057	P/O 58
4	12060	P/O 62
15	12070	P/O 85
16	12070	P/O 86
32	12081	P/O 185
33	12081	P/O 186
34	12081	P/O 188
35	12081	P/O 189

Acquired in the proceeding, entitled: 142ND STREET FROM BASCOM AVE. TO SUTTER AVE. subject to any liens and encumbrances of record on such property. The amount advanced shall cease to bear interest on the specified date above.

JOHN C. LIU
Comptroller

j13-28

NOTICE OF ADVANCE PAYMENT OF AWARDS PURSUANT TO THE STATUTES IN SUCH cases made and provided, notice is hereby given that the Comptroller of the City of New York, will be ready to pay, at 1 Centre St., Rm. 629, New York, NY 10007 on February 1, 2011, to the person or persons legally entitled an amount as certified to the Comptroller by the Corporation Counsel on damage parcels, as follows:

Damage Parcel No	Block	Lot
36	12081	P/O 191
37	12081	P/O 193
38	12081	P/O 195
39	12081	P/O 197
40	12081	P/O 199

Acquired in the proceeding, entitled: 142ND STREET FROM BASCOM AVE. TO SUTTER AVE. subject to any liens and encumbrances of record on such property. The amount advanced shall cease to bear interest on the specified date above.

JOHN C. LIU
Comptroller

j18-f1

NOTICE OF ADVANCE PAYMENT OF AWARDS PURSUANT TO THE STATUTES IN SUCH cases made and provided, notice is hereby given that the Comptroller of the City of New York, will be ready to pay, at 1 Centre St., Rm. 629, New York, NY 10007 on February 4, 2011 to the person or persons legally entitled an amount as certified to the Comptroller by the Corporation Counsel on damage parcels, as follows:

Damage Parcel No.	Block	Lot
46	120801	P/O 240

Acquired in the proceeding, entitled: 142ND STREET FROM BASCOM AVE. TO SUTTER AVE. subject to any liens and encumbrances of record on such property. The amount advanced shall cease to bear interest on the specified date above.

JOHN C. LIU
Comptroller

j21-f4

HOUSING PRESERVATION & DEVELOPMENT

■ NOTICE

OFFICE OF ENFORCEMENT & NEIGHBORHOOD SERVICES CERTIFICATION OF NO HARASSMENT UNIT REQUEST FOR COMMENT ON APPLICATION FOR CERTIFICATION OF NO HARASSMENT PURSUANT TO LOCAL LAW 19 OF 1983

DATE OF NOTICE: January 12, 2011

TO: OCCUPANTS, FORMER OCCUPANTS AND OTHER INTERESTED PARTIES OF

Address	Application #	Inquiry Period
231 West 74 Street, Manhattan	107/10	December 3, 2007 to Present
233 West 74 Street, Manhattan	108/10	December 3, 2007 to Present
233 West 113 Street, Manhattan	111/10	December 13, 2007 to Present
259 West 136 Street, Manhattan	115/10	December 23, 2007 to Present
95 Hancock Street, Brooklyn	109/10	December 13, 2007 to Present
64 Greene Avenue, Brooklyn	110/10	December 13, 2007 to Present
497 3rd Street, Brooklyn	113/10	December 22, 2007 to Present

The Department of Housing Preservation and Development has received an application for a certification that during the inquiry period noted for the premises above, that no harassment has occurred at such premises in the form of threats, use of physical force, deprivation of essential services such as heat, water, gas or electric, or by any other conduct intended to cause persons to vacate the premises or waive rights related to their occupancy. Upon the issuance of a Certification, an owner can legally convert the premises to non-single room occupancy use.

Comments as to whether harassment has occurred at the premises should be submitted to the Anti-Harassment Unit, 100 Gold Street, 3rd Floor, New York, NY 10038, by letter postmarked not later than 30 days from the date of this notice or by an in-person statement made within the same period. To schedule an appointment for an in-person statement call (212) 863-5277, (212) 863-8211 or (212) 863-8298.

j14-24

OFFICE OF ENFORCEMENT & NEIGHBORHOOD SERVICES CERTIFICATION OF NO HARASSMENT UNIT

REQUEST FOR COMMENT ON APPLICATION FOR CERTIFICATION OF NO HARASSMENT PURSUANT TO THE SPECIAL CLINTON DISTRICT PROVISIONS OF THE ZONING RESOLUTION

DATE OF NOTICE: January 12, 2011

TO: OCCUPANTS, FORMER OCCUPANTS AND OTHER INTERESTED PARTIES OF

Address Application # Inquiry Period

602 10th Avenue, Manhattan 116/10 December 28, 1995 to Present Prior to the issuance of a permit by the Department of Buildings for the alteration or demolition of residential buildings in certain areas of the Special Clinton District, the Department of Housing Preservation and Development is required to certify that: 1) prior to evicting or otherwise terminating the occupancy of any tenant preparatory to alteration or demolition, the owner shall have notified HPD of the owner's intention to alter or demolish the building and 2) the eviction and relocation practices followed by the owner of the building satisfy all applicable legal requirements and that no harassment has occurred.

The owner of the building located at the above-referenced address seeks the issuance of an HPD Certification. The

owner has represented and certified to HPD of the owner's intention to alter or demolish the building and that the eviction and relocation practices followed by the owner satisfy all applicable legal requirements and that no harassment has occurred. For your information HPD considers harassment to include, but not be limited to, the threatened or actual use of physical force, deprivation of essential services such as heat, water, gas or electric, or any other conduct intended to cause persons to vacate the premises or waive rights related to their occupancy.

HPD requests that if you have any comments or evidence of unlawful eviction and relocation practices or harassment occurring at the above referenced premises that you notify the Anti-Harassment Unit, 3rd Floor, 100 Gold Street, New York, NY 10038, by letter postmarked not later than 30 days from the date of this notice or by an in-person statement made within the same period. To schedule an appointment for an in-person statement call (212) 863-5277, (212) 863-8211 or (212) 863-8298.

j12-24

OFFICE OF ENFORCEMENT & NEIGHBORHOOD SERVICES CERTIFICATION OF NO HARASSMENT UNIT

REQUEST FOR COMMENT ON APPLICATION FOR CERTIFICATION OF NO HARASSMENT PURSUANT TO THE SPECIAL GREENPOINT-WILLIAMSBURG DISTRICT PROVISIONS OF THE ZONING RESOLUTION

DATE OF NOTICE: January 12, 2011

TO: OCCUPANTS, FORMER OCCUPANTS AND OTHER INTERESTED PARTIES OF

Address Application # Inquiry Period

133 Wythe Avenue, Brooklyn 114/10 October 4, 2004 to Present

Prior to the issuance of a permit by the Department of Buildings for the alteration or demolition of residential buildings in certain areas of the Special Greenpoint-Williamsburg District, the Department of Housing Preservation and Development is required to certify that: 1) prior to evicting or otherwise terminating the occupancy of any tenant preparatory to alteration or demolition, the owner shall have notified HPD of the owner's intention to alter or demolish the building and 2) the eviction and relocation practices followed by the owner of the building satisfy all applicable legal requirements and that no harassment has occurred.

The owner of the building located at the above-referenced address seeks the issuance of an HPD Certification. The owner has represented and certified to HPD of the owner's intention to alter or demolish the building and that the eviction and relocation practices followed by the owner satisfy all applicable legal requirements and that no harassment has occurred. For your information HPD considers harassment to include, but not be limited to, the threatened or actual use of physical force, deprivation of essential services such as heat, water, gas or electric, or any other conduct intended to cause persons to vacate the premises or waive rights related to their occupancy.

HPD requests that if you have any comments or evidence of unlawful eviction and relocation practices or harassment occurring at the above referenced premises that you notify the Anti-Harassment Unit, 3rd Floor, 100 Gold Street, New York, NY 10038, by letter postmarked not later than 30 days from the date of this notice or by an in-person statement made within the same period. To schedule an appointment for an in-person statement call (212) 863-5277, (212) 863-8211 or (212) 863-8298.

j12-24

CHANGES IN PERSONNEL

BOARD OF ELECTION POLL WORKERS FOR PERIOD ENDING 12/23/10

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE. Lists names and details of Board of Election Poll Workers.

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE. Lists names and details of various personnel.

Table with columns: Name, Gender, Poll Type, Amount, Status, and Date. Contains numerous entries for appointments, starting with ROCWELL JEMEL C 9POLL \$1.0000 APPOINTED YES 01/01/10.

Table with columns: Name, Gender, Poll Type, Amount, Status, and Date. Continues the list of appointments, starting with SAUNDERS SABRINA T 9POLL \$1.0000 APPOINTED YES 01/01/10.



UPPER MANHATTAN EMPOWERMENT ZONE

SOLICITATIONS

Services (Other Than Human Services)
UMEZ RFP FOR AUDIT SERVICES - Request for Proposals - PIN# 7631899 - DUE 02-25-11 AT 5:00 P.M. - The Upper Manhattan Empowerment Zone Development Corporation (UMEZ) and Business Resource and Investment Service Center, Inc. (BRISC) are pleased to invite qualified certified public accounting firms to submit proposals for UMEZ's and BRISC's annual fiscal audits for fiscal years 2011, 2012, 2013, and 2014.

READER'S GUIDE

The City Record (CR) is, published each business day and includes notices of proposed New York City procurement actions, contract awards, and other procurement-related information. Solicitation notices for most procurements valued at or above \$100,000 for information technology and for construction and construction related services, above \$50,000 for other services, and above \$25,000 for other goods are published for at least one day. Other types of procurements, such as sole source, require notice in the City Record for five consecutive days. Unless otherwise specified, the agencies and offices listed are open for business Mondays thru Fridays from 9:00 A.M. to 5:00 P.M. except legal holidays.

NOTICE TO ALL NEW YORK CITY CONTRACTORS

The New York State Constitution ensures that all laborers, workers or mechanics employed by a contractor or subcontractor doing public work are to be paid the same wage rate that prevails in the trade where the public work is being done. Additionally, New York State Labor Law §§ 220 and 230 provide that a contractor or subcontractor doing public work in construction or building service must pay its employees no less than the prevailing wage. Section 6-109 (the Living Wage Law) of the New York City Administrative Code also provides for a "living wage", as well as prevailing wage, to be paid to workers employed by City contractors in certain occupations. The Comptroller of the City of New York is mandated to enforce prevailing wage. Contact the NYC Comptrollers Office at www.comptroller.nyc.gov, click on Labor Law Schedules to view rates.

New York City's "Burma Law" (Local Law No. 33 of 1997) No Longer to be Enforced. In light of the United States Supreme Court's decision in **Crosby v. National Foreign Trade Council**, 530 U.S. 363 (2000), the City has determined that New York City's Local Law No. 33 of 1997 (codified in Administrative Code Section 6-115 and Charter Section 1524), which restricts City business with banks and companies doing business in Burma, is unconstitutional. This is to advise, therefore, that the language relating to Burma contained in existing New York City contracts may not be enforced.

CONSTRUCTION/CONSTRUCTION SERVICES OR CONSTRUCTION RELATED SERVICES

The City of New York is committed to achieving excellence in the design and construction of its capital program, and building on the tradition of innovation in architecture and engineering that has contributed to the City's prestige as a global destination.

VENDOR ENROLLMENT APPLICATION

New York City procures approximately \$7 billion worth of goods, services, construction and construction-related services every year. The NYC Procurement Policy Board Rules require that agencies primarily solicit from established mailing lists called bidder/proposer lists. To register for these lists-free of charge-, prospective suppliers should fill out and submit the NYC-FMS Vendor Enrollment application.

- Online at <http://nyc.gov/selltonyc>

- To request a hardcopy application, call the Vendor Enrollment Center at (212) 857-1680.

Attention Existing Suppliers:

Even if you already do business with NYC agencies, be sure to fill out an application. We are switching over to citywide, centralized Bidders Lists instead of the agency-specific lists previously used to issue notices about upcoming contract opportunities. To continue receiving notices of New York City contract opportunities, you must fill out and submit a NYC-FMS Vendor Enrollment application.

If you are uncertain whether you have already submitted an application, call us at (212) 857-1680.

SELLING TO GOVERNMENT TRAINING WORKSHOP

New and experienced vendors are encouraged to register for a free training course on how to do business with New York City. "Selling to Government" workshops are conducted by the Department of Small Business Services, 110 William Street, New York, NY 10038. Morning and afternoon sessions are convened on the first Tuesday of each month. For more information, and to register, call (212) 618-8845.

PRE-QUALIFIED LIST

New York City procurement policy permits agencies to develop and solicit from pre-qualified lists of vendors, under prescribed circumstance. When it is decided by an agency to develop a pre-qualified list, criteria for pre-qualification must be clearly explained in the solicitation and notice of the opportunity to pre-qualify for that solicitation must be published in at least five issues of the CR.

Information and qualification questionnaires for inclusion on such list may be obtained directly from the Agency Chief Contracting Officer at each agency, (see Vendor Information Manual). A completed qualification Questionnaire may be submitted to the Chief Contracting Officer at any time, unless otherwise indicated and action (approval or denial) shall be taken by the agency within 90 days from the date of submission. Any denial or revocation of pre-qualified status can be appealed to the Office of Administrative Trials and Hearings, (OATH), Section 3-11 of the Procurement Policy Board Rules describes the criteria for the general use of pre-qualified lists.

NON-MAYORAL ENTITIES

The following agencies are not subject to Procurement Policy Board rules and do not follow all of the above procedures: City University, Department of Education, Metropolitan Transportation Authority, Health & Hospitals Corporation, Housing Authority. Suppliers interested in applying for inclusion on bidders list should contact these entities directly (see Vendor Information Manual) at the addresses given.

PUBLIC ACCESS CENTER

The Public Access Center is available to suppliers and the public as a central source for supplier-related information through on-line computer access. The Center is located at 253 Broadway, 9th floor, in lower Manhattan, and is open Monday through Friday from 10:00 A.M to 3:00 P.M. For information, contact the Mayor's Office of Contract Services at (212) 788-0010.

ATTENTION: NEW YORK CITY MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES

Join the growing number of Minority and Women Owned Business Enterprises (M/WBEs) that are competing for New York City's business. In order to become certified for the program, your company must substantiate that it: (1) is at least fifty-one percent (51%) owned, operated and controlled by a minority or woman and (2) is either located in New York City or has a significant tie to New York City's business community. To obtain a copy of the certification application and to learn more about the program, contact the New York City Department of Small Business Services, 110 William Street, 2nd Floor, New York, New York 10038 (212) 513-6311.

PROMPT PAYMENT

It is the policy of the City of New York to pay its bills promptly. The Procurement Policy Board Rules generally require that the City pay its bills within 30 days after the receipt of a proper invoice. The City now pays interest on all late invoices. The grace period that formerly existed was eliminated on July 1, 2000. However, there are certain types of payments that are not eligible for interest. These are listed in Section 4-06 of the Procurement Policy Board Rules. The Comptroller and OMB determine the interest rate on late payments twice a year, in January and in July.

PROCUREMENT POLICY BOARD RULES

The Rules may also be accessed on the City Website, <http://nyc.gov/selltonyc>

COMMON ABBREVIATIONS USED IN THE CR

The CR contains many abbreviations. Listed below are simple explanations of some of the most common ones appearing in the CR:

- AB Acceptable Brands List
- AC Accelerated Procurement
- AMT Amount of Contract
- BL Bidders List
- CSB Competitive Sealed Bidding (including multi-step)
- CB/PQ CB from Pre-qualified Vendor List
- CP Competitive Sealed Proposal (including multi-step)
- CP/PQ CP from Pre-qualified Vendor List
- CR The City Record newspaper
- DA Date bid/proposal documents available
- DUE Bid/Proposal due date; bid opening date
- EM Emergency Procurement
- IG Intergovernmental Purchasing
- LBE Locally Based Business Enterprise
- M/WBE Minority/Women's Business Enterprise
- NA Negotiated Acquisition
- NOTICE....Date Intent to Negotiate Notice was published in CR
- OLB.....Award to Other Than Lowest Responsible & Responsive Bidder/Proposer
- PIN.....Procurement Identification Number
- PPB Procurement Policy Board
- PQ Pre-qualified Vendors List
- RS.....Source required by state/federal law or grant
- SCE.....Service Contract Short-Term Extension
- DP Demonstration Project
- SS Sole Source Procurement
- ST/FED.....Subject to State &/or Federal requirements

KEY TO METHODS OF SOURCE SELECTION

The Procurement Policy Board (PPB) of the City of New York has by rule defined the appropriate methods of source selection for City procurement and reasons justifying their use. The CR procurement notices of many agencies include an abbreviated reference to the source selection method utilized. The following is a list of those methods and the abbreviations used:

- CSB **Competitive Sealed Bidding** (including multi-step)
Special Case Solicitations / Summary of Circumstances:
- CP **Competitive Sealed Proposal** (including multi-step)
- CP/1 Specifications not sufficiently definite
- CP/2 Judgement required in best interest of City
- CP/3 Testing required to evaluate
- CB/PQ/4
- CP/PQ/4 **CB or CP from Pre-qualified Vendor List/** Advance qualification screening needed
- DP Demonstration Project
- SS **Sole Source Procurement/only one source**
- RS.....Procurement from a Required Source/ST/FED
- NA.....Negotiated Acquisition
For ongoing construction project only:
- NA/8 Compelling programmatic needs

- NA/9New contractor needed for changed/additional work
- NA/10.....Change in scope, essential to solicit one or limited number of contractors
- NA/11.....Immediate successor contractor required due to termination/default
For Legal services only:
- NA/12.....Specialized legal devices needed; CP not advantageous
- WA **Solicitation Based on Waiver/Summary of Circumstances** (Client Services/BSB or CP only)
- WA1Prevent loss of sudden outside funding
- WA2Existing contractor unavailable/immediate need
- WA3Unsuccessful efforts to contract/need continues
- IG **Intergovernmental Purchasing** (award only)
- IG/F.....Federal
- IG/S.....State
- IG/OOther
- EM **Emergency Procurement** (award only) An unforeseen danger to:
- EM/A.....Life
- EM/B.....Safety
- EM/C.....Property
- EM/D.....A necessary service
- AC **Accelerated Procurement/markets with** significant short-term price fluctuations
- SCE..... **Service Contract Extension/insufficient time;** necessary service; fair price
Award to Other Than Lowest Responsible & Responsive Bidder or Proposer / Reason (award only)
- OLB/a.....anti-apartheid preference
- OLB/b.....local vendor preference
- OLB/crecycled preference
- OLB/d.....other: (specify)

HOW TO READ CR PROCUREMENT NOTICES

Procurement Notices in the CR are arranged by alphabetically listed Agencies, and within Agency, by Division if any. The notices for each Agency (or Division) are further divided into three subsections: Solicitations, Awards; and Lists & Miscellaneous notices. Each of these subsections separately lists notices pertaining to Goods, Services, or Construction.

Notices of Public Hearings on Contract Awards appear at the end of the Procurement Section. At the end of each Agency (or Division) listing is a paragraph giving the specific address to contact to secure, examine and/or to submit bid or proposal documents, forms, plans, specifications, and other information, as well as where bids will be publicly opened and read. This address should be used for the purpose specified UNLESS a different one is given in the individual notice. In that event, the directions in the individual notice should be followed. The following is a SAMPLE notice and an explanation of the notice format used by the CR.

SAMPLE NOTICE:

POLICE

DEPARTMENT OF YOUTH SERVICES

■ SOLICITATIONS

Services (Other Than Human Services)

BUS SERVICES FOR CITY YOUTH PROGRAM – Competitive Sealed Bids – PIN# 056020000293 – DUE 04-21-03 AT 11:00 A.M.

Use the following address unless otherwise specified in notice, to secure, examine or submit bid/proposal documents, vendor pre-qualification and other forms; specifications/blueprints; other information; and for opening and reading of bids at date and time specified above.
NYPD, Contract Administration Unit, 51 Chambers Street, Room 310, New York, NY 10007. Manuel Cruz (646) 610-5225.

☛ m27-30

ITEM	EXPLANATION
POLICE DEPARTMENT	Name of contracting agency
DEPARTMENT OF YOUTH SERVICES	Name of contracting division
■ SOLICITATIONS	Type of Procurement action
<i>Services (Other Than Human Services)</i>	Category of procurement
BUS SERVICES FOR CITY YOUTH PROGRAM	Short Title
CSB	Method of source selection
PIN # 056020000293	Procurement identification number
DUE 04-21-03 AT 11:00 am	Bid submission due 4-21-03 by 11:00 am; bid opening date/time is the same.
<i>Use the following address unless otherwise specified in notice, to secure, examine-submit bid/proposal documents; etc.</i>	Paragraph at the end of Agency Division listing giving contact information, or submit bid/information or and Agency Contact address
	NYPD, Contract Administration Unit 51 Chambers Street, Room 310 New York, NY 10007. Manuel Cruz (646) 610-5225.
☛	Indicates New Ad
m27-30	Date that notice appears in City Record

NUMBERED NOTES

Numbered Notes are Footnotes. If a Numbered Note is referenced in a notice, the note so referenced must be read as part of the notice. **1.** All bid deposits must be by company certified check or money order made payable to Agency or Company.