
AGENCY CONTACTS

CHAPTER 4

List I

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List III

SMALL PURCHASE SUPPLIER LIAISONS*

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BOROUGH PRESIDENT/ BROOKLYN (012)	HOWARD D. COOPER ADMIN. MANAGER	802-3818 (718) FAX-802-3979	209 JORALEMON STREET BROOKLYN, NY 11201 ROOM G-20
BOROUGH PRESIDENT/ MANHATTAN (010)	INGRID WALLACE PURCHASING MANAGER	669-8042 FAX-669-4900	1 CENTRE STREET NEW YORK, NY 10007 19TH FLOOR
BOROUGH PRESIDENT/ QUEENS (013)	PATRICIA HORAN COMMUNITY COORDIN.	286-2942 (718) FAX-286-2927	120-55 QUEENS BLVD. KEW GARDENS, NY 11424 ROOM 311
BOROUGH PRESIDENT/ STATEN ISLAND (014)	LEE CORVINO FISCAL DIR.	816-2034 (718) FAX-816-2075	120 BOROUGH HALL S.I., NY 10301 ROOM 15
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DCAS/PERSONNEL SERV. (856)	CHIEF OF PURCHASING	669-8377 FAX 669-8337 15 FLOOR	1 CENTRE STREET NEW YORK, NY 10007
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INFORMATION TECH- NOLOGY & TELE- COMMUNICATIONS DOITT (868)	JOSEPH MALTESE ACCO	788-6561 FAX 788-6555	75 PARK PLACE NEW YORK, NY 10007 6 FLOOR
INVESTIGATION (032)	IRIS TORRES DIR. OF PROCUREMENT	825-2160 FAX-825-2829	80 MAIDEN LANE NEW YORK, NY 10038 25TH FLOOR

<u>AGENCY</u>	<u>NAME</u>	<u>PHONE #</u>	<u>ADDRESS</u>
JUVENILE JUSTICE (130) FAX-925-0062	JOAN GITTENS DIR. OF PURCHASING 5TH FLOOR	925-7779 (X329)	365 BROADWAY NEW YORK, NY 10013
LANDMARKS PRESER- VATION COMMISSION (136)	MARION CLEAVER	487-6767 FAX-487-6839	100 OLD SLIP NEW YORK, NY 10005
LAW (025)	DASRAT SANTANOU AGENCY PROCUREMENT LIAISON	788-0343 FAX-788-0367	100 CHURCH STREET NEW YORK, NY 10007 ROOM 5-305A
MENTAL HEALTH, MENTAL RETARDATION & ALCOHOLISM (817)	LORI V. GALLO PROCUREMENT LIAISON	219-5230 FAX-219-5321 OR 219-5319	93 WORTH STREET NEW YORK, NY 10013 ROOM 315
NYC CIVIL SERVICE COMMISSION (134)	WILLENA NANTON EXECUTIVE SECRETARY & DEPUTY COUNSEL	669-2607 FAX-669-2727	1 CENTRE STREET NEW YORK, NY 10007 ROOM 2300 (NORTH)
NYC/OMB (002)	REGINA MCCARTY DIRECTOR,ADM.SERV.	788-6282 FAX-788-6292	75 PARK PLACE NEW YORK, NY 10007 8TH FLOOR
OFFICE OF THE ACTUARY (008)	SUSAN FLASCHENBERG DIR. OF ADMIN.&ACCO	442-5795 FAX-442-5777	220 CHURCH STREET NEW YORK, NY 10013-6301 ROOM 1205
OFFICE OF COLLECT- IVE BARGAINING (313)	RITA A. LAWLER PURCHASE COORDINATOR	306-7183 FAX-306-7167	40 RECTOR STREET NEW YORK, NY 10006 7TH FLOOR
OFFICE OF LABOR RELATIONS (214)	ANDREA BEACH ADMIN. OFFICER	306-7260 FAX-306-7253	40 RECTOR STREET NEW YORK, NY 10006 4TH FLOOR
OFFICE OF PAYROLL ADMINISTRATION (131)	BRIAN NEWSON PROCUREMENT LIAISON	669-4648 FAX-669-7160	1 CENTRE STREET NEW YORK, NY 10007 ROOM 200N
OFF. OF THE MAYOR (002)	ANDRIENNE PAGE FISCAL SERVICES	788-2676 FAX-788-2406	100 GOLD, NEW YORK, NY 10007 2ND FL

<u>AGENCY</u>	<u>NAME</u>	<u>PHONE #</u>	<u>ADDRESS</u>
PARKS & RECREATION (846)	MR. PARMOD TRIPATHI DIR. PURCHASING & ACCOUNTING	830-7951 FAX-830-7997	16 WEST 61 STREET NEW YORK, NY 10023 9TH FLOOR
POLICE (056)	GERARD F. CONWAY CAPTAIN	476-7562 (718) FAX-476-6886	50-16 59 PLACE WOODSIDE, NY 11377
OFFICE OF THE PUBLIC ADVOCATE (101)	BERNARDO VELEZ FISCAL OFFICER	669-4253 FAX-669-4701	1 CENTRE STREET NEW YORK, NY 10007 15TH FLOOR NORTH
PROBATION (781)	TOM VORILAS CHIEF OF OTPS & RESTITUTION	442-4311 FAX-442-4330 & 442-4350	115 LEONARD STREET NEW YORK, NY 10013 ROOM 2B
RECORDS & INFOR- MATION SERVICES (860)	BARBARA FILIBERTO PROCUREMENT LIAISON	788-8624 FAX-788-8625	31 CHAMBERS STREET NEW YORK, NY 10007 ROOM 208
SANITATION (827)	AMY HOM DEPUTY DIRECTOR	815-9711 FAX 815-9760	346 BROADWAY, RM. 1024 NEW YORK, NY 10013
SANITATION (827)	ROBERT CRANDALL SUPERVISOR, VAWD	(718)334-9274 (718) FAX 334-9276	52-07 58ST.,QBN 2ND FL. WOODSIDE, NY 11377
TAX COMMISSION (021)	MYRNA HALL DIR.OF ADMIN.& CUSTOMER SERVICE	669-4420 FAX-669-2003	1 CENTRE STREET NEW YORK, NY 10007 ROOM 936
TAXI & LIMOUSINE (156)	LORRAINE BARBARA DIRECTOR, PROCUREMENT	676-1031 FAX-676-1153	40 RECTOR ST., 5TH FL. NEW YORK, NY 10006
TEACHERS' RETIRE- MENT SYSTEM (041)	STANLEY J. KESSOCK DEPUTY EXEC. DIR.	386-5212 FAX 386-5291 5417	40 WORTH STREET NEW YORK, NY 10013-2985 ROOM 1316
TRANSPORTATION (841)	DONALD BICKFORD DEP.ACCO/DIR. FISCAL AFFAIRS	442-7600 FAX-442-7599	40 WORTH STREET NEW YORK, NY 10013 ROOM 1228
YOUTH & COMMUNITY DEVELOPMENT, DEPT.OF (260)	GABRIEL STROL DIR. OF ADMIN SERV.	442-5963 FAX-442-3349	156 WILLIAMS STREET 3RD FLOOR- NEW YORK, NY 10038

INDEPENDENT AGENCIES*

<u>AGENCY</u>	<u>NAME</u>	<u>PHONE #</u>	<u>ADDRESS</u>
BD. OF EDUCATION (040)	LOU BENEVENTO EXEC. DIR. OFC OF FIN. OPERATIONS	935-2649 (718) FAX-935-3329	65 COURT STREET BROOKLYN, NY 11201 ROOM 1701
CAMPAIGN FINANCE BOARD (CFB) (004)	MR. MAN WAI GING DIR. ADMIN. SVCS.	306-7140 FAX-306-7143/4	40 RECTOR STREET NEW YORK, NY 10006 7TH FLOOR
CITY UNIVERSITY OF NEW YORK (042)	ERIC LEUNG DIR. OF OTPS	397-5632 FAX-397-5685	555 WEST 57 STREET NEW YORK, NY 10019 ROOM 1435
HEALTH & HOSPITALS CORP. (819)	GARY CHESTARO SENIOR DIRECTOR	442-3881/3899 FAX-442-4232	346 BROADWAY NEW YORK, NY 10013 ROOM 502
NYC HOUSING AUTHORITY (996)	TERRY EICHENBAUM ASSISTANT DIR. OF PURCHASE	306-2889 FAX-306-7001	250 BROADWAY NEW YORK, NY 10007 ROOM 1104
NYC OFF-TRACK BETTING CORP. (500)	JOYCE RODRIGUEZ DIR. OF PURCHASING	221-5200 (X5241) FAX-704-5120	1501 BROADWAY NEW YORK, NY 10036-5572 12TH FLOOR
NYC PUBLIC SCHOOL DIV. OF SCHOOL FACILITIES	SHELLY EPSTEIN ASST. DIR. PROC. & SUPPLIES	391-6701 (718) FAX-391-6727	28-11 QUEENS PLAZA N. L.I.C., NY 11101 ROOM 605
OFFICE OF THE SPECIAL NARCOTICS PROSECUTOR (906)	FRANCINE C. WARE PURCHASING AGENT	815-0527 FAX-815-0440	80 CENTRE STREET NEW YORK, NY 10013 6TH FLOOR
THE NY PUBLIC LIBRARY (037)	IRENE MARTIN OFFICE OF BRANCH LIBRARIES	340-0898 FAX-689-3193	455 FIFTH AVENUE NEW YORK, NY 10016 6TH FLOOR

* Independent agencies can be either Public-Benefit Corporations or authorities and are not considered Mayoral Agencies. While they may utilize contracts let by the Department of Citywide Administrative Services, they have sole jurisdiction over their respective operational and fiscal affairs to include procurement and vendor payment. Independent agencies are NOT covered by the Procurement Policy Board Rules.

OTHER AREAS OF OPPORTUNITY

List IV

I. THE INDEPENDENT AGENCIES

Independent agencies can be public benefit corporations or public authorities and are not considered mayoral agencies. While they may utilize contracts let by the Department of Citywide Administrative Services, they have sole jurisdiction over their respective operational and fiscal affairs which includes procurement and vendor payment.

**Health & Hospitals Corporation
346 Broadway - Room 516
New York, New York 10013**

Remember, HHC manages nearly two dozen hospitals and related facilities. So besides contacting this central office, you should also obtain the list of the separate facilities and contact them individually.

The HHC bid room is located on 5th floor, Room 516. Walk-in clients are accepted during normal business hours, Monday through Friday, 8:30 AM to 5:00 PM. Previous prices on bids are posted, and literature is available.

New vendors are encouraged to call (212) 442-3853 for information; ask for a publication titled "HHC Purchasing - an Introduction."

**Board of Education
Bureau of Supplies
28-11 Queens Plaza North
Long Island City, N.Y. 11101**

This office purchases goods and some services. New vendors need to be qualified in order to bid on BoE contracts. Write or call the "Qualification Section", 3rd floor, Room 314, (718) 391-6161.

Small, women and minority vendors should contact the "Small Business Assistance Unit", (718) 391-6565. The bid room is located on the 6th floor, Room 606. Hours are Monday - Friday, 9:00 AM to 5:00 PM, (718) 491-6767.

**School Construction Authority
30-30 Thomson Avenue
Long Island City, N.Y. 11101**

A public bid room is located on the first floor, Room 1046, or call (718) 472-8836. Publications are available and bid documents may be obtained. Their bid room is open during regular business hours, 9:00 AM to 4:30 PM.

To receive an application to be placed on their bidders list, call (718) 472-8879 or write the SCA "Prequalification Unit."

**New York City Transit Authority
130 Livingston Street
Brooklyn, N.Y. 11201**

A bid room is located on the main floor. It is open during regular business hours, 9:00 AM to 4:00 PM. Vendors can pick up bid packages, review bid results, and obtain pamphlets and other literature. Call (718) 694-3191 for Bid Room, call (718) 694-4169 or 4176 to be placed on a Bidders List. Website: www.mta.nyc.ny.us

**Metropolitan Transportation Authority
347 Madison Avenue
New York, N.Y. 10017**

This agency is the parent organization for the New York City Transit Authority and others including the Long Island and Metro North Railroads, Triborough Bridge and Tunnel Authority, and the Metropolitan Suburban Bus Authority. MTA maintains a public bid room, however, the variety of items purchased is limited.

New vendors should call (212) 878-7086. Ask for the package that includes a bidders list and a publication describing bidding procedures titled Guide for Contractors and Suppliers.

**New York City Housing Authority
250 Broadway - Room 1102
New York, N.Y. 10007**

The Vendor Relations Unit provides all services to new vendors supplying goods and services. Walk-in vendors are welcome. Call (212) 306-8268 and request a copy of the "New Vendor Application Package."

II. New York State and Related Agencies

Goods, Equipment, Parts, Supplies and Services Write:

New York State Office of General Services
Standards and Purchase Group
Corning Tower, 37th Fl., Empire State Plaza
Albany, N.Y. 11242 Attn: Control Unit

Construction and Construction-related Write:

New York State Office of General Services
Design and Construction Group
Corning Tower, 35th Fl., Empire State Plaza
Albany, N.Y. 11242 Attn: Control Unit

Dormitory Authority of the State of New York

161 Delaware Avenue
Delmar, N.Y. 12054-1398
(518) 257-3000

One Penn Plaza - 48th Fl.
New York, N.Y. 10119-0118
(212) 356-0600

This agency is not prepared to handle walk-in clients. They ask that new vendors fax a letter (or write), on your firm's letterhead with your firm's Federal Tax ID Number (TIN or EIN). Describe the type of product or service to be provided. Highlight any information that may be of assistance in providing you with appropriate bid opportunities, including geographical preferences, etc. Their fax number is (518) 257-3100.

Port Authority of New York & New Jersey **One World Trade Center** **New York, N.Y. 10048**

Walk-in clients are discouraged. Due to security constraints, initial contact with this agency should be by mail or phone. Numerous pamphlets are available. The Port Authority prefers to interview vendors that have been in business at least one year; however, this criteria is flexible.

An application for the goods and services bidders list can be obtained by calling "The Purchasing Services Division" at (212) 435-3911.

Construction firms should call the "Engineering Department's Contract Desk" at (212) 435-7420 to hear a recorded message advising them of contract opportunities and other pertinent information.

The "Office of Business and Job Opportunity" offers assistance to minority and women-owned and small firms. Call (212) 435-6534 or write the office, care of Room 63 East, at the above address.

III. Federal Government

**US General Services Administration
Business Service Center - First Floor
26 Federal Plaza (Lower Broadway @ Worth Street)
New York, N.Y. 10007**

This office is the single best place to start a Federal government marketing effort. They are prepared to accept walk-in applicants, as well as inquires by letter and phone (212) 264-1234. Knowledgeable vendor relations staff can offer advice and counsel. Also, avail yourself of the many "how-to" pamphlets and brochures. You can access business opportunities for all federal agencies through the internet at:

<http://www.whitehouse.gov>

**US Postal Service (Post Office)
Administrative Support - Room 5012
JAB Bldg. 421 Eighth Avenue
New York, N.Y. 10199-9109**

This department issues contracts for construction and maintenance of local buildings and structures valued at more than \$2,000, but less than \$100,000. Their offices are prepared to accept walk-in clients and phone calls (212) 330-3954. However, they prefer contractors write a letter of introduction specifying construction specialties and highlighting areas of expertise. They will contact you via phone to discuss opportunities and/or mail you a bidders list application.

**US Postal Service (Post Office)
New York Facilities Service Office
2 Hudson Place - 5th Floor
Hoboken, NJ 07030-5205**

This office issues contracts for design & construction by pre-qualification only. Once a year they will advertise in the Commerce Business Daily that they will be pre-qualifying. At that time you can request a bid package in order to write an RFP only. They rotate the list after each bid, taking the first three off the top of the list. Then a review panel will decide who gets the bid using not only low bid as criteria. Again only those who are pre-qualified and able to be bonded will be chosen to bid. No walk-ins and no phone calls.

**US Postal Service
Supply Service Center
East Orange, NJ**

Changed to: For Material & Supply only

**US Postal Service
Metro Area Purchasing Service Center
2 Hudson Place—6th floor
Hoboken, NJ 07030-5515**

Construction – up to \$100,000 only

**Manager Administrative Support
USPS Northern NJ District
494 Broad Street Room 315
Newark, NJ 07102-9371
Bruce Grygus, Manager
(973) 468-7148**

IV. Public Utilities

**KeySpan
One Metrotech Center
Brooklyn, N.Y. 11201**

KeySpan requests that suppliers write a letter describing the products or services offered. Address this Correspondence to "General Manager, Materials Management and Purchasing" at the above location.

**Verizon Communications
Supplier Relations
221 E. 37th Street - 1st Fl.
New York, N.Y. 10016**

Call (212) 338-7000, and ask to be mailed a supplier registration package. Unlike most governmental agencies, new vendors at Verizon must be registered before they can bid on contracts. The registration package includes a questionnaire, SIC commodity code lists, service lists, coded geographic marketing areas, and other data. Remember, this is a public utility - not a government agency - and some of its policies and procedures are going to be different.