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THE CITY RECORD

BILL DE BLASIO

Mayor

LISETTE CAMILO

Commissioner, Department of Citywide Administrative Services

ELI BLACHMAN

Editor, The City Record

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PUBLIC HEARINGS AND MEETINGS

See Also: Procurement; Agency Rules

BOROUGH PRESIDENT - BROOKLYN

■ PUBLIC HEARINGS

NOTICE IS HEREBY GIVEN that, pursuant to Section 201 of the New York City Charter, the Brooklyn borough president, will hold a public hearing on the following matters in the Community Room of Brooklyn Borough Hall, 209 Joralemon Street, Brooklyn, NY 11201, commencing at 6:00 P.M., on September 4, 2018.



Calendar Item 1 — Franklin Avenue Rezoning (180347 ZMK, 180348 ZRK)

An application submitted by Cornell Realty Management LLC, pursuant to Sections 197-c and 201 of the New York City Charter for zoning map amendments affecting 16 lots on three blocks fronting Franklin Avenue between Montgomery and President streets in Brooklyn Community District 9 (CD 9). The requested zoning map amendments would eliminate a C1-3 commercial overlay from an existing R6 district, change the northern and southern portion of the project area, zoned R6A and R8A, respectively, to an R8X district, and establish a C2-4 commercial overlay within the proposed R8X district. In addition, the applicant seeks a zoning text amendment, to designate the project area a Mandatory Inclusionary Housing (MIH) area. Such actions would facilitate the development of 40 Crown Street and 931 Carroll Street, each built to a Floor Area Ratio (FAR) of 7.2, in 16 stories. 40 Crown Street would contain 403,092 square feet (sq. ft.) of residential floor area, providing 390 dwelling units, of which 105 will be affordable, pursuant to MIH Option 1. The building would also have 15,349 sq. ft. of commercial space, envisioned for a Food Retail Expansion, to Support Health (FRESH) supermarket. 931 Carroll Street would contain 126,950 sq. ft. of residential floor area, providing 128 dwelling units, of which 35 would be affordable, pursuant to MIH Option 1. The two buildings will have a total of 151 parking spaces.

Accessibility questions: Inna Guzenfeld (718) 802-3754, iguzenfeld@brooklynbp.nyc.gov, by: Friday, August 31, 2018, 1:00 P.M.



a24-s4

BUILD NYC RESOURCE CORPORATION

■ PUBLIC HEARINGS

The Build NYC Resource Corporation (the "Corporation") is a not-for-profit local development corporation organized under Sections 402 and

1411 of the Not-for-Profit Corporation Law of the State of New York. In accordance with the aforesaid law, and, pursuant to its certificate of incorporation, the Corporation has the power to issue non-recourse revenue bonds and to make the proceeds of those bonds available for projects that promote community and economic development in The City of New York (the "City"), and to thereby create jobs in the non-profit and for-profit sectors of the City's economy. The Corporation has been requested to issue such bonds for the financings listed below in the approximate dollar amounts respectively indicated. As used herein, "bonds" are the bonds of the Corporation, the interest on which may be exempt from local and/or state and/or federal income taxes; and, with reference to the bond amounts provided herein below, "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. All square footage amounts and wage information shown below are approximate numbers.

Borrower Name: AMDA, Inc. d/b/a The American Musical and Dramatic Academy (the "Institution"), a New York not-for-profit corporation exempt from Federal taxation, pursuant to Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, as borrower. **Financing Amount:** Approximately \$34,200,000 in tax-exempt and taxable revenue bonds (the "Bonds"). **Project Description:** Proceeds from the Bonds will be used to provide for a plan of finance to finance or refinance the costs to: (1) acquire, renovate, furnish and equip an approximately 15,000 square foot five-floor building, located on an approximately 3,000 square foot parcel of land, located at 207 West 85th Street, New York, NY 10024, for an approximate cost of \$9,000,000 to be used as a dormitory; (2) acquire, renovate, furnish and equip an approximately 15,000 square foot six-floor building, located on an approximately 3,000 square foot parcel of land, located at 205 West 85th Street, New York, NY 10024, for an approximate cost of \$9,000,000 to be used as a dormitory; (3) acquire, renovate, furnish and equip an approximately 15,000 square foot one-floor commercial condominium, located on an approximately 7,500 square foot parcel of land, located at 421 West 54th Street, New York, NY 10019 for an approximate cost of \$14,700,000 to be used as administrative headquarters upgrading HVAC; (4) renovate, furnish and equip an approximately 67,000 square foot four-floor building, located on an approximately 20,100 square foot parcel of land, located at 211 West 61st Street, New York, NY 10023, for an approximate cost of \$1,500,000 to create five state of the art classrooms and an admissions viewing center; (5) fund a debt service reserve and (6) pay for certain costs related to the issuance of the Bonds. **Address:** 207 West 85th Street, New York, NY 10024; 205 West 85th Street, New York, NY 10024; 421 West 54th Street, New York, NY 10019; 211 West 61st Street, New York, NY 10023. **Type of Benefits:** Tax-exempt bond financing and an exemption from mortgage recording taxes. **Total Development Cost:** \$38,500,000. **Projected Jobs:** 207 full-time equivalent jobs retained, 53 full-time equivalent jobs created. **Hourly Wage Average and Range:** \$40/hour, estimated range of \$14/hour to \$53/hour.

Borrower Name: Center for Urban Community Services, Inc. ("CUCS"), a New York not-for-profit corporation exempt from Federal taxation, pursuant to Section 501(c)(3) of the Internal Revenue code of 1986, as amended, (the "Code"), as borrower. **Financing Amount:** Approximately \$13,250,000 in tax-exempt revenue bonds (the "Bonds"). **Project Description:** Proceeds from the Bonds will be used to: (i) finance the acquisition and renovation of an approximately 11,295 square foot three-floor building on an approximately 3,750 square foot parcel of land, located at 419 West 126th Street, New York, NY 10027 (the "Acquired Facility") at an approximate cost of \$8,750,000; (ii) finance the leasehold improvements to an approximately 15,836 square foot four-floor building on an approximately 5,325 square foot parcel of land, located at 112 West 14th Street, New York, NY 10011 (the "Leased Facility"), at an approximate cost of \$4,500,000; (iii) fund a debt service reserve fund; and (iv) pay certain costs associated with the issuance of the Bonds. The Acquired Facility will be owned by CUCS and CUCS will use the Acquired Facility and the Leased Facility to provide transitional housing and services for homeless and low-income people. **Address:** 419 West 126th Street, New York, NY, 10027 and 112 West 14th Street, New York, NY 10011. **Type of Benefits:** Tax-exempt bond financing and mortgage recording tax exemption. **Total Project Cost:** \$15,095,000. **Projected Jobs:** 23 full time equivalent jobs retained, 52 full time equivalent projected jobs. **Hourly Wage Average and Range:** Hourly Wage \$25.35/hour, estimated range \$18.50/hour to \$49.87/hour.

For any updates to project information after the date of this notice, please visit the website of New York City Economic Development Corporation ("NYCEDC") at www.nycedc.com/buildnyc-project-info.

The Corporation is committed to ensuring meaningful access to its programs. If you require any accommodation for language access, including sign language, please contact NYCEDC's Equal Access Officer at (212) 312-3602 or at EqualAccess@edc.nyc.

Pursuant to Internal Revenue Code Section 147(f), the Corporation will hold a public hearing on the proposed financings described hereinabove at the offices of the NYCEDC, located at 110 William Street, 4th Floor, New York, NY 10038, commencing at 10:00 A.M. on **Thursday, September 13th, 2018**. Interested members of the public are invited to attend. The Corporation will invite comments at such hearing on the proposed financings. In addition, at such hearing the Corporation will provide the public with an opportunity to review the financing application and the cost-benefit analysis for each of the proposed financings. 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 fourteen (14) days prior to 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 Corporation at the address or phone number shown below. Written comments may be submitted to the Corporation to the attention of Ms. Frances Tufano at the address shown below. Comments, whether oral or written, must be submitted no later than the close of the public hearing. 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.

Build NYC Resource Corporation
Attn: Ms. Frances Tufano
110 William Street, 5th Floor
New York, NY 10038
(212) 312-3598

Accessibility questions: NYCEDC's Equal Access Officer at (212) 312-3602 or at EqualAccess@edc.nyc, by: Thursday, September 13, 2018, 10:00 A.M.



◀ a30

CHARTER REVISION COMMISSION

MEETING

The City's Charter Revision Commission will hold a public meeting on Tuesday, September 4th, 2018, at 6:00 P.M. The meeting will be held at the New York Historical Society, at 170 Central Park West, New York, NY 10024. This meeting is open to the public. Because this is a public meeting and not a public hearing, the public will have the opportunity to observe the Commission's discussions, but not testify before it.

What if I need assistance to participate in the meeting? This location is accessible to individuals using wheelchairs or other mobility devices. Induction loop systems, ASL interpreters, and Spanish interpreters will be available. In addition, with advance notice, members of the public may request other language interpreters. Please make language interpretation requests or additional accessibility requests by 5:00 P.M., no later than Thursday, August 30, 2018, by emailing the Commission at requests@charter.nyc.gov, or calling (212) 386-5350.

A livestream video of this meeting will be available at nyc.gov/charter.



a29-s4

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 matters in the Committee Room, City Hall, New York, NY 10007, commencing at 9:30 A.M., on Wednesday, September 5, 2018:

**3122-3136 VICTORY BOULEVARD REZONING
STATEN ISLAND CB - 2 C 170178 ZMR**

Application submitted by C & A Realty Holding LLC, pursuant to Sections 197-c and 201 of the New York City Charter for an amendment of the Zoning Map, Section No. 20d:

1. eliminating from within an existing R3X District a C2-2 District bounded by Victory Boulevard, Richmond Avenue, Clifton Street, and a line 350 feet westerly of Richmond Avenue; and
2. changing from an R3X District to a C8-1 District property bounded by Victory Boulevard, Richmond Avenue, Clifton Street, and a line 350 feet westerly of Richmond Avenue;

as shown on a diagram (for illustrative purposes only), dated March 26, 2018, and subject to the conditions of CEQR Declaration E-469.

**57 CATON PLACE REZONING
BROOKLYN CB - 7 C 170213 ZMK**

Application submitted by 57 Caton Partners, LLC, pursuant to Sections 197-c and 201 of the New York City Charter for the amendment of the Zoning Map, Section No. 16d:

1. changing from a C8-2 District to an R7A District property bounded by Ocean Parkway, a line 150 feet northeasterly of East 8th Street, Caton Place, a line 50 feet northeasterly of East 8th Street, the southeasterly boundary line of a park and its southwesterly prolongation, and East 8th Street; and
2. establishing within the proposed R7A District a C2-4 District bounded by Ocean Parkway, a line 150 feet northeasterly of East 8th Street, Caton Place, and a line 50 feet northeasterly of East 8th Street;

as shown on a diagram (for illustrative purposes only) dated March 12, 2018, and subject to the conditions of the CEQR Declaration E-461.

**57 CATON PLACE REZONING
BROOKLYN CB - 7 N 170214 ZRK**

Application submitted by 57 Caton Partners, LLC, pursuant to Section 201 of the New York City Charter, for an amendment of the Zoning Resolution of the City of New York, modifying Appendix F, and related sections in Article XI, Chapter 3, for the purpose of establishing a Mandatory Inclusionary Housing area.

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

**ARTICLE XI
SPECIAL PURPOSE DISTRICTS**

**Chapter 3
Special Ocean Parkway District**

* * *

**113-00
GENERAL PURPOSES**

* * *

**113-01
General Provisions**

In harmony with the general purposes of the #Special Ocean Parkway District# and in accordance with the provisions of this Chapter, certain specified regulations of the districts on which the #Special Ocean Parkway District# is superimposed are made inapplicable and special regulations are substituted therefor. Except as modified by the express provisions of the Special District, the regulations of the underlying districts remain in force.

In #flood zones#, in the event of a conflict between the provisions of this Chapter and the provisions of Article VI, Chapter 4 (Special Regulations Applying in Flood Hazard Areas), the provisions of Article VI, Chapter 4, shall control.

For the purpose of applying the Inclusionary Housing Program provisions set forth in Sections 23- 154 and 23-90, inclusive, #Mandatory Inclusionary Housing areas# within the #Special Ocean Parkway District# are shown on the maps in APPENDIX F of this Resolution.

The Subdistrict of the #Special Ocean Parkway District# is identified in Appendix A of this Chapter. In addition to the requirements of Sections 113-10 through 113-40, inclusive, the special regulations set forth in Sections 113-50 through 113-57, inclusive, shall apply to the Subdistrict.

* * *

**113-10
SPECIAL BULK REGULATIONS**

The bulk regulations of the underlying districts shall apply, except as superseded, supplemented or modified by the provisions of this Section, inclusive.

* * *

**APPENDIX F
Inclusionary Housing Designated Areas and Mandatory
Inclusionary Housing Areas**

* * *

BROOKLYN

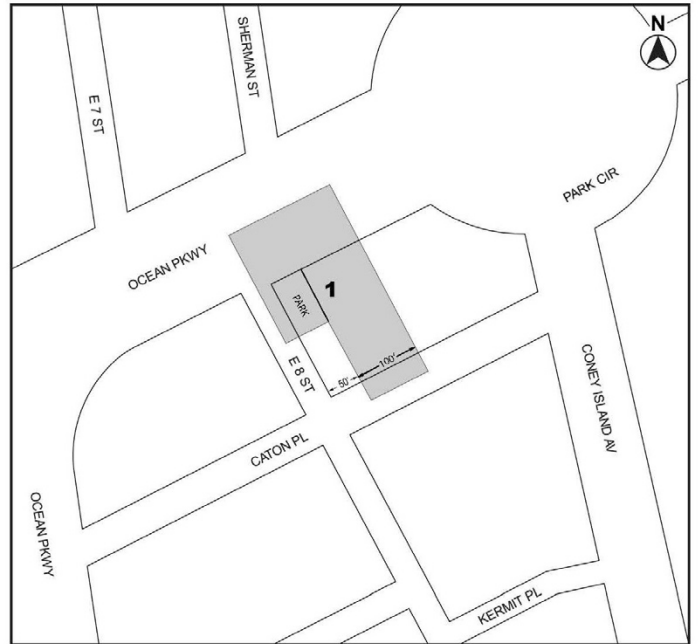
* * *

Brooklyn Community District 7

* * *

Map 3 – [date of adoption]

[PROPOSED MAP]



 Mandatory Inclusionary Housing Area (see Section 23-154(d)(3))

Area 1 [date of adoption] – MIH Program Option 1

Portion of Community District 7, Brooklyn

* * *

**1881-1883 MCDONALD AVENUE REZONING
BROOKLYN CB - 15 C 180029 ZMK**

Application submitted by Quentin Plaza, LLC, pursuant to Sections 197-c and 201 of the New York City Charter for an amendment of the Zoning Map, Section No. 22d:

1. changing from an R5 District to an R7A District property bounded by a line 100 feet northerly of Quentin Road, a line midway between McDonald Avenue and East 2nd Street, a line 155 feet southerly of Quentin Road and McDonald Avenue; and
2. establishing within the proposed R7A District a C2-4 District bounded by a line 100 feet northerly of Quentin Road, a line midway between McDonald Avenue and East 2nd Street, a line 155 feet southerly of Quentin Road and McDonald Avenue;

as shown on a diagram (for illustrative purposes only), dated April 9, 2018, and subject to the conditions of CEQR Declaration E-474.

**1881-1883 MCDONALD AVENUE REZONING
BROOKLYN CB - 15 N 180030 ZRK**

Application submitted by Quentin Plaza, LLC, pursuant to Section 201 of the New York City Charter, for an amendment of the Zoning Resolution of the City of New York, modifying Appendix F for the purpose of establishing a Mandatory Inclusionary Housing area.

Matter underlined is new, to be added;
Matter ~~struck out~~ is 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 and Mandatory
Inclusionary Housing Areas

* * *

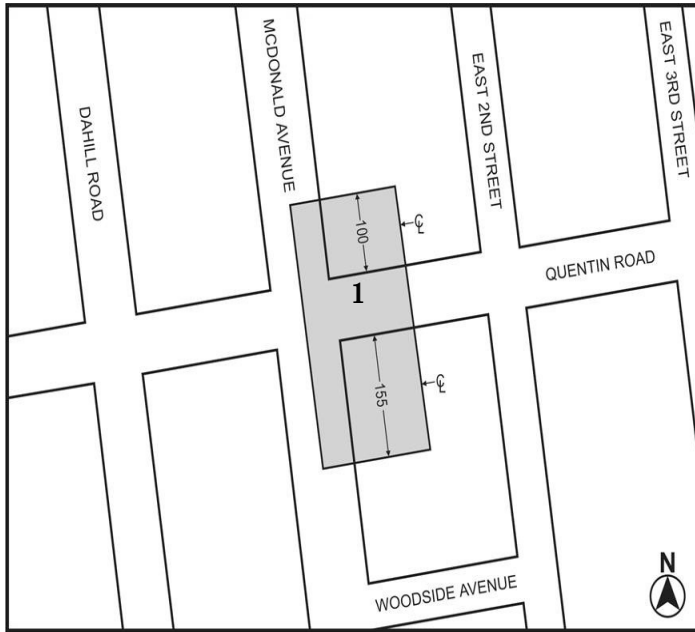
BROOKLYN

* * *

Brooklyn Community District 15

Map 1 - [date of adoption]

[PROPOSED MAP]



Mandatory Inclusionary Housing Program Area
(see Section 23-154(d)(3))

Area 1 [date of adoption] — MIH Program Option 1 and Option 2

Portion of Community District 15, Brooklyn

* * *

27 EAST FOURTH STREET

MANHATTAN CB - 2 N 170115 ZRM

Application submitted by Kalodop II Park Corp., pursuant to
Section 201 of the New York City Charter, for an amendment of the
Zoning Resolution of the City of New York, modifying Section 74-712
(Developments in Historic Districts), concerning special permits within
the NoHo Historic District Extension.

Matter underlined is new, to be added;
Matter ~~struck out~~ is to be deleted;
Matter within # # is defined in Section 12-10;
*** indicates where unchanged text appears in the Zoning Resolution.

ARTICLE VII - ADMINISTRATION

Chapter 4
Special Permits by the City Planning Commission

74-71
Landmark Preservation

74-712
Developments in Historic Districts

Within Historic Districts designated by the Landmarks Preservation
Commission, the City Planning Commission may grant a special
permit, in accordance with the following provisions:

(a) In M1-5A and M1-5B Districts, on a #zoning lot# that, as of
December 15, 2003, is vacant, is #land with minor improvements#,
or has not more than 40 percent of the #lot area# occupied by
existing #buildings# or is improved with a one-story #building#
within the NoHo Historic District Extension, the Commission may
modify #use# regulations to permit #residential development#
and, below the floor level of the second #story# of any
#development#, #uses# permitted under Sections 32-14 (Use
Group 5) and 32-15 (Use Group 6), provided:

- (1) the #use# modifications shall meet the following conditions,
that:
(i) #residential development# complies with the
requirements of Sections 23-47 (Minimum Required
Rear Yards) and 23-86 (Minimum Distance Between
Legally Required Windows and Walls or Lot Lines)
pertaining to R8 Districts;
(ii) total #floor area ratio# on the #zoning lot# shall be
limited to 5.0;
(iii) the minimum #floor area# of each #dwelling unit#
permitted by this Section shall be 1,200 square feet;
(iv) all #signs# for #residential# or #commercial uses#
permitted by this Section shall conform to the applicable
regulations of Section 32-60 (SIGN REGULATIONS)
pertaining to C2 Districts; and
(v) eating and drinking establishments of any size, as set
forth in Use Groups 6A and 12A, are not permitted; and
(2) the Commission shall find that such #use# modifications:
(i) have minimal adverse effects on the conforming #uses#
in the surrounding area;
(ii) are compatible with the character of the surrounding
area; and
(iii) for modifications that permit #residential use#, result in
a #development# that is compatible with the scale of the
surrounding area.

(b) In all districts, the Commission may modify #bulk# regulations,
except #floor area ratio# regulations, for any #development# on a
#zoning lot# that is vacant or is #land with minor improvements#,
and in M1-5A and M1-5B Districts, the Commission may make
such modifications for #zoning lots# where not more than 40
percent of the #lot area# is occupied by existing #buildings#, or
where a #development# on a #zoning lot# is improved with a
one-story #building# within the NoHo Historic District Extension,
as of December 15, 2003, provided the Commission finds that such
#bulk# modifications:

- (1) shall not adversely affect structures or #open space# in the
vicinity in terms of scale, location and access to light and air;
and
(2) relate harmoniously to #buildings# in the Historic District as
evidenced by a Certificate of Appropriateness or other permit
from the Landmarks Preservation Commission.

The City Planning Commission may prescribe appropriate additional
conditions and safeguards in order to enhance the character of the
#development# and to minimize adverse effects on the character of the
surrounding area.

* * *

O'NEILL'S REZONING

QUEENS CB - 5 C 180138 ZMQ

Application submitted by O'Neill's of Maspeth, Inc., pursuant to
Sections 197-c and 201 of the New York City Charter for an
amendment of the Zoning Map, Section No. 13c:

- 1. changing from an R4 District to an R5D District property bounded
by a line perpendicular to the easterly street line of 64th Street
distant 150 feet northerly (as measured along the street line) from
the point of intersection of the northwesterly street line of 53rd
Drive and the easterly street line of 64th Street, a line 100 feet
easterly of 64th Street, a line perpendicular to the westerly street
line of 65th Place distant 50 feet northerly (as measured along the
street line) from the point of intersection of the northwesterly
street line of 53rd Drive and the westerly street line of 65th Place,
65th Place, 53rd Drive, and 64th Street;

- 2. establishing within an existing R4 District a C2-2 District bounded by a line perpendicular to the westerly street line of 65th Place distant 100 feet northerly (as measured along the street line) from the point of intersection of the northwesterly street line of 53rd Drive and the westerly street line of 65th Place, 65th Place, a line 60 feet northerly of 53rd Drive, a line 100 feet easterly of 65th Place, 53rd Drive, 65th Place, a line perpendicular to the westerly street line of 65th Place distant 50 feet northerly (as measured along the street line) from the point of intersection of the northwesterly street line of 53rd Drive and the westerly street line of 65th Place, and a line 100 feet westerly of 65th Place; and
- 3. establishing within the proposed R5D District a C2-2 District bounded by a line perpendicular to the westerly street line of 65th Place distant 50 feet northerly (as measured along the street line) from the point of intersection of the northwesterly street line of 53rd Drive and the westerly street line of 65th Place, 65th Place, 53rd Drive, and a line 100 feet easterly of 64th Street;

as shown on a diagram (for illustrative purposes only) dated March 26, 2018, and subject to the conditions of CEQR Declaration E-471.

The Subcommittee on Planning, Dispositions and Concessions will hold a public hearing in the Committee Room, City Hall, New York, NY 10007, commencing at 2:00 P.M., on Wednesday, September 5, 2018.

**638-640 RIVERSIDE DRIVE/TMN209G2 - ARTICLE XI
MANHATTAN CB - 9 20195013 HAM**

Application submitted by the New York City Department of Housing Preservation and Development, pursuant to Section 577 of Article XI of the Private Housing Finance Law for approval of a new real property tax exemption for property, located at Block 2088, Lot 74, and termination of the prior exemption, Community District 9, Borough of Manhattan, Council District 7.

**642-644 RIVERSIDE DRIVE/TMN209G - ARTICLE XI
MANHATTAN CB - 9 20195014 HAM**

Application submitted by the New York City Department of Housing Preservation and Development, pursuant to Section 577 of Article XI of the Private Housing Finance Law for approval of a new real property tax exemption for property, located at Block 2088, Lot 114, and termination of the prior exemption, Community District 9, Borough of Manhattan, Council District 7.

Accessibility questions: Land Use Division- (212) 482-5154, by: Friday, August 31, 2018, 3:00 P.M.



a29-s5

CITY PLANNING COMMISSION

■ PUBLIC HEARINGS

NOTICE IS HEREBY GIVEN that resolutions have been adopted by the City Planning Commission, scheduling a public hearing on the following matters, to be held at NYC City Planning Commission Hearing Room, Lower Concourse, 120 Broadway, New York, NY, on Wednesday, September 5, 2018 at 10:00 A.M.

**BOROUGH OF THE BRONX
Nos. 1 & 2
599 COURTLANDT AVENUE
No. 1**

CD 1 C 180391 PQX

IN THE MATTER OF an application submitted by the Department of Housing Preservation and Development, pursuant to Section 197-c of the New York City Charter, for the acquisition of property, located at 599 Courtlandt Street (Block 2410, Lot 43) to facilitate an affordable housing development.

No. 2

CD 1 C 180390 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 599 Courtlandt Avenue (Block 2410, Lot 43) 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 a four-story building with approximately eight affordable residential units and commercial space.

BOROUGH OF BROOKLYN

No. 3

FRIENDS OF CROWN HEIGHTS 17

CD 5 C 170146 PQK

IN THE MATTER OF an application submitted by the Administration for Children's Services and the Department of Citywide Administrative Services, pursuant to Section 197-c of the New York City Charter, for the acquisition of property, located at 921 Hegeman Avenue (Block 4315, Lot 40), for continued use as a child care facility.

No. 4

DOT BROOKLYN FLEET SERVICES

CD 6 C 180418 PCK

IN THE MATTER OF an application submitted by the Department of Transportation and the Department of Citywide Administrative Services, pursuant to Section 197-c of the New York City Charter, for the site selection and acquisition of property, located at 25 14th Street (Block 1031, Lots 1, 62, 67, and 71), for a fleet vehicle maintenance and repair facility.

Nos. 5-10

MARCUS GARVEY VILLAGE

No. 5

CD 16 C 180485 HAK

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

3. pursuant to Article 16 of the General Municipal Law of New York State for:

- c) the designation of properties, located at 763 Thomas S. Boyland Street (Block 3587, Lot 27) and Chester Street (Block 3588, Lots 32, 33, 34, 35 and 36) as an Urban Development Action Area; and
- d) an Urban Development Action Area Project for such area; and

4. 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 seven eight- and nine-story mixed-use buildings with approximately 724 affordable housing units, community facility and commercial space.

No. 6

CD 16 C 180486 PCK

IN THE MATTER OF an application submitted by the Department of Parks and Recreation and the Department of Citywide Administrative Services, pursuant to Section 197-c of the New York City Charter, for the site selection and acquisition of property, located on Bristol Street between Blake Avenue and Dumont Avenue (Block 3559, p/o Lot 1), for use as a community garden.

No. 7

CD 16 N 180487 ZRK

IN THE MATTER OF an application submitted by Brownsville Livonia Associates LLC, pursuant to Section 201 of the New York City Charter, for an amendment of the Zoning Resolution of the City of New York, modifying Appendix F, for the purpose of establishing a Mandatory Inclusionary Housing area.

Matter underlined is new, to be added;
Matter ~~struck-out~~ is 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 and Mandatory
Inclusionary Housing Areas**

* * *

BROOKLYN

* * *

Brooklyn Community District 16

* * *

Map 4 - [date of adoption]



Mandatory Inclusionary Housing Area see Section 23-154(d)(3)

Portion of Community District 16, Brooklyn

CD 16 **No. 8** **C 180488 ZSK**
IN THE MATTER OF an application submitted by Brownsville Livonia Associates LLC, pursuant to Sections 197-c and 201 of the New York City Charter, for the grant of special permits, pursuant to the following sections of the Zoning Resolution:

1. Section 74-743(a)(1) - to allow the distribution of lot coverage without regard for zoning lot lines; and
2. Section 74-743(a)(2) - to allow for the location of buildings without regard for distance between buildings regulations of Section 23-711 (Standard minimum distance between buildings), and the height and setback regulations of Sections 23-66 (Height and Setback Requirements for Quality Housing Buildings) and 35-65 (Height and Setback Requirements for Quality Housing Buildings);

in connection with a proposed mixed-use development, within a Large-Scale General Development, on property generally bounded by Blake Avenue, Rockaway Avenue, Newport Street, and Thomas S. Boyland Street (Block 3559, Lot 1; Block 3560, Lot 1; Block 3573, Lot 1; Block 3574, Lot 1; Block 3575, Lot 11; Block 3587, Lots 1, 27; Block 3588, Lots 1, 27, 32-36; Block 3589, Lot 21; Block 3601, Lot 26; and Block 3602, Lot 12), in R6, R7-2*, and R7-2/C2-4* Districts.

*Note: The site is proposed to be rezoned by changing an R6 District to R7-2 and R7-2/C2-4 Districts under a concurrent related application for a Zoning Map change (C 180489 ZMK).

Plans for this proposal are on file with the City Planning Commission and may be seen at, 120 Broadway, 31st Floor, New York, NY 10271-0001.

No. 9

CD 16 **C 180489 ZMK**
IN THE MATTER OF an application submitted by Brownsville Livonia Associates LLC, pursuant to Sections 197-c and 201 of the New York City Charter, for the amendment of the Zoning Map, Section No. 17d:

1. changing from an R6 District to an R7-2 District, at property bounded by:
 - a. Chester Street, a line 250 feet northwesterly of Dumont Avenue, a line midway between Chester Street and Rockaway Avenue, and Dumont Avenue;
 - b. Thomas S. Boyland Street, a line 75 feet northwesterly of Livonia Avenue, Bristol Street, a line 105 feet northwesterly of Livonia Avenue, Chester Street, Livonia Avenue, a line midway between Chester Street and Rockaway Avenue, a line 220 feet southeasterly of Livonia Avenue, Chester Street, a line 75 feet southeasterly of Livonia Avenue, a line midway between Bristol Street and Thomas S. Boyland Street, and a line 100 feet southeasterly of Livonia Avenue;
 - c. Chester Street, Riverdale Avenue, a line midway between Chester Street and Rockaway Avenue, and a line 375 feet southeasterly of Riverdale Avenue; and
2. establishing within a proposed R7-2 District, a C2-4 District, bounded by Thomas S. Boyland Street, a line 75 feet northwesterly of Livonia Avenue, Bristol Street, a line 105 feet northwesterly of Livonia Avenue, Chester Street, Livonia Avenue, a line midway between Chester Street and Rockaway Avenue, a line 100 feet southeasterly of Livonia Avenue, Chester Street, a line 75 feet southeasterly of Livonia Avenue, a line midway between Bristol Street and Thomas S. Boyland Street, and a line 100 feet southeasterly of Livonia Avenue;

as shown on a diagram (for illustrative purposes only) dated, June 25, 2018.

No. 10

CD 16 **C 180490 ZSK**
IN THE MATTER OF an application submitted by Brownsville Livonia 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 74-532, to waive the number of required accessory residential off-street parking spaces required by Section 25-23, in connection with a proposed mixed-use development within a Large-Scale General Development, on property, generally bounded by Blake Avenue, Rockaway Avenue, Newport Street, and Thomas S. Boyland Street (Block 3559, Lot 1; Block 3560, Lot 1; Block 3573, Lot 1; Block 3574, Lot 1; Block 3575, Lot 11; Block 3587, Lots 1, 27; Block 3588, Lots 1, 27, 32-36; Block 3589, Lot 21; Block 3601, Lot 26; and Block 3602, Lot 12) in R6, R7-2*, and R7-2/C2-4* Districts.

*Note: The site is proposed to be rezoned by changing from an R6 District to R7-2 and R7-2/C2-4 Districts under a concurrent related application, for a Zoning Map change (C 180489 ZMK).

Plans for this proposal are on file with the City Planning Commission and may be seen at, 120 Broadway, 31st Floor, New York, NY 10271-0001.

BOROUGH OF MANHATTAN

No. 11

UFBCO CHILD CARE CENTER

CD 12 **C 150263 PQM**
IN THE MATTER OF an application submitted by the Administration for Children's Services and the Department of Citywide Administrative Services, pursuant to Section 197-c of the New York City Charter, for the acquisition of property, located at 474 West 159th Street (Block 2108, Lot 23), for continued use as a child care facility.

No. 12

9 ORCHARD STREET

CD 3 **C 180290 ZSM**
IN THE MATTER OF an application submitted by Nine Orchard Partners, LLC, pursuant to Sections 197-c and 201 of the New York City Charter, for the grant of a special permit, pursuant to Section 74-711 of the Zoning Resolution, to modify the height and setback requirements of Section 33-40 (HEIGHT AND SETBACK REGULATIONS), to facilitate the construction of a roof deck, chair lift, and stairs on the roof of an existing 13-story building, on a zoning lot containing a landmark designated by the Landmarks Preservation Commission, located at 9 Orchard Street (Block 294, Lots 7 and 8), in a C6-2G District.

Plans for this proposal are on file with the City Planning Commission and may be seen at, 120 Broadway, 31st Floor, New York, NY 10271.

Yvette V. Gruel, Calendar Officer
 City Planning Commission
 120 Broadway, 31st Floor, New York, NY 10271
 Telephone (212) 720-3370



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 enter into 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 to participate in straight-lease transactions for the purposes and at the addresses also identified below. As used herein, the "City" shall mean The City of New York. All dollar amounts, square footage amounts and wage information shown below are approximate numbers.

Company Name(s): 2395 Abram LLC d/b/a 2395 CDM Meat & Produce Corp. is a local, MWBE-Owned supermarket operating company and affiliated real estate holding company (the "Company").
Project Description: The Company seeks financial assistance in connection with the renovation, furnishing and equipping of an approximately 7,341 square foot ground floor retail space and an approximately 6,111 square foot cellar storage and prepared foods "prep" space in a condominium unit within a new approximately 86,000 square foot mixed-use, affordable housing building on an approximately 9,625 square foot parcel of land in Central Harlem, at 2395 Frederick Douglass Boulevard, New York, NY 10027 (the "Facility"). The Facility will be leased and operated by the Company as a FRESH Program Bravo supermarket. **Address:** 2395 Frederick Douglass Boulevard, New York, NY 10027. **Type of Benefits:** Payments in lieu of City real property taxes and exemption from City and State sales and use taxes. **Total Development Cost:** \$1.3 Million. **Projected Jobs:** 0 full time equivalent jobs currently, 19.5 full time equivalent jobs projected. **Hourly Wage Average and Range:** \$19.50/hour, estimated range of \$15.00/hour to \$24.00/hour.

Company Name(s): 327 West 36th Street LLC (the "Company"), is a New York limited liability company engaged in the maintenance, operation and leasing of real property. **Project Description:** The Company seeks financial assistance in connection with the retention of up to approximately 100,000 square feet of fashion manufacturing space in an approximately 115,000 square foot building on an approximately 10,000 square foot parcel of land, located at 327 West 36th Street, New York, NY, in the Garment District of Manhattan (the "Facility"). The Facility is owned and operated by the Company and up to approximately 100,000 square feet therein is expected to be leased by the Company to industrial tenants for fashion manufacturing. **Address:** 327 West 36th Street, New York, NY 10018. **Type of Benefits:** Payments in lieu of City real property taxes. **Estimated Retained Jobs:** 166 existing full time equivalent jobs. **Estimated Hourly Wage Average:** \$40.79/hour.

Company Name(s): 37th Arcade Co. LLC and 247 West 37th Street Associates LLC (collectively the "Companies") are New York limited liability companies engaged in the maintenance, operation and leasing of real property. **Project Description:** The Companies seek financial assistance in connection with the retention of up to approximately 100,000 square feet of fashion manufacturing space across two buildings in the Garment District of Manhattan: (i) an approximately 232,458 square foot building on an approximately 14,900 square foot parcel of land, located at 307 West 36th Street, New York, NY, and (ii) an approximately 214,130 square foot building on an approximately 14,812 square foot parcel of land, located at 247 West 37th Street, New York, NY (collectively, the "Facilities"). The Facilities are owned and operated by the Companies and up to approximately 100,000 square feet therein is expected to be leased by the Companies to industrial tenants for fashion manufacturing. **Addresses:** 307 West 36th Street, New York, NY 10018; 247 West 37th Street, New York, NY 10018. **Type of Benefits:** Payments in lieu of City real property taxes. **Estimated Retained Jobs:** approximately 156 existing full time equivalent jobs. **Estimated Hourly Wage Average:** \$41.23 /hour.

For any updates to project information after the date of this notice, please visit the website of New York City Economic Development Corporation ("NYCEDC") at www.nycedc.com/nycida-project-info.

The Agency is committed to ensuring meaningful access to its programs. If you require any accommodation for language access, including sign language, please contact NYCEDC's Equal Access Officer at (212) 312-3602 or at EqualAccess@edc.nyc.

Pursuant to Section 859a of the General Municipal Law of the State of New York, the Agency will hold a hearing on the proposed financings and transactions set forth above at the Office of NYCEDC, 110 William Street, 4th Floor, New York, NY 10038, commencing at 10:00 A.M. on **Thursday, September 13th, 2018**. 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. 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 fourteen (14) days prior to 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 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 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, NY 10038
 (212) 312-3598

Accessibility questions: NYCEDC's Equal Access Officer at (212) 312-3602 or at EqualAccess@edc.nyc, by: Thursday, September 13, 2018, 10:00 A.M.



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LANDMARKS PRESERVATION COMMISSION

■ PUBLIC HEARINGS

Please be advised that the public hearing on Tuesday, September 4, 2018, has been cancelled. Items scheduled for September 4, 2018 will be heard on September 18, 2018.

a24-s4

COURT NOTICES

SUPREME COURT

RICHMOND COUNTY

■ NOTICE

**RICHMOND COUNTY
 I.A PART 89
 NOTICE OF ACQUISITION
 INDEX NUMBER 4509/2018
 CONDEMNATION PROCEEDING**

IN THE MATTER OF the Application of the CITY OF NEW YORK Relative to Acquiring Title in Fee Simple to Property, located in Staten Island, including All or Parts of

DAHLIA STREET,

Generally bounded by WOODROW ROAD and SHIFT PLACE, in the Borough of Staten Island, City and State of New York.

PLEASE TAKE NOTICE, that by order of the Supreme Court of the State of New York, County of Richmond, IA Part 89 (Hon. Wayne P. Saitta, J.S.C.), duly entered in the office of the Clerk of the County of Richmond on August 9, 2018 and filed on August 16, 2018, the

application of the City of New York to acquire certain interests in real property, where not heretofore acquired for the same purpose, for the acquisition of a fee interest, was granted and the City was thereby authorized to file an acquisition map with the Clerk of Richmond County. Said map, showing the property acquired by the City, was filed by the Clerk of Richmond County on August 16, 2018. Title to the real property vested in the City of New York on August 16, 2018.

PLEASE TAKE FURTHER NOTICE, that the City has acquired the following interests in real property:

DAMAGE PARCEL	BLOCK	LOT	PROPERTY INTEREST ACQUIRED
1	6085	Part of 66	Fee
2	6085	Part of 60	Fee
3	6085	Part of 120	Fee
4	6085	Part of 125	Fee
5	6085	Part of 130	Fee
6	6085	Part of 30	Fee
10	6085	Part of 165	Fee
7A	6085	Adjacent to 25	Fee
8A	6085	Adjacent to 150	Fee
9A	6085	Adjacent to 155	Fee

PLEASE TAKE FURTHER NOTICE, that, pursuant to said Order, and to §§ 503 and 504 of the Eminent Domain Procedure Law of the State of New York, each and every person interested in the real property acquired in the above-referenced proceeding and having any claim or demand on account thereof, shall have a period of one calendar year from the date of service of The Notice of Acquisition for this proceeding, to file a written claim with the Clerk of the Court of Bronx County, and to serve within the same time a copy thereof on the Corporation Counsel of the City of New York, Tax and Bankruptcy Litigation Division, 100 Church Street, New York, NY 10007. Pursuant to EDPL § 504, the claim shall include:

- a. the name and post office address of the condemnee;
- b. reasonable identification by reference to the acquisition map, or otherwise, of the property affected by the acquisition, and the condemnee's interest therein;
- c. a general statement of the nature and type of damages claimed, including a schedule of fixture items which comprise part or all of the damages claimed; and,
- d. if represented by an attorney, the name, address and telephone number of the condemnee's attorney.

Pursuant to EDPL § 503(C), in the event a claim is made for fixtures or for any interest other than the fee in the real property acquired, a copy of the claim, together with the schedule of fixture items, if applicable, shall also be served upon the fee owner of said real property.

PLEASE TAKE FURTHER NOTICE, that, pursuant to § 5-310 of the New York City Administrative Code, proof of title shall be submitted to the Corporation Counsel of the City of New York, Tax and Bankruptcy Litigation Division, 100 Church Street, New York, NY 10007, on or before August 17, 2020 (which is two (2) calendar years from the title vesting date).

Dated: New York, NY
August 17, 2018
ZACHARY W. CARTER
Corporation Counsel of the
City of New York
Attorney for the Condemnor,
100 Church Street
New York, NY 10007
(212) 356-2170

☛ a30-s13

**RICHMOND COUNTY
I.A. PART 89
NOTICE OF ACQUISITION
INDEX NUMBER 4511/2018
CONDEMNATION PROCEEDING**

IN THE MATTER OF the Application of the CITY OF NEW YORK Relative to Acquiring in Fee Simple Absolute to Block 2776, Lot 12, located in Staten Island, for the construction of

TRAVIS NEIGHBORHOOD STORM WATER SEWER PROJECT - STAGE II,

located in the area generally, located at Cannon Avenue, Prices Lane, and Burke Avenue in the Borough of Staten Island, City and State of New York.

PLEASE TAKE NOTICE, that by order of the Supreme Court of the State of New York, County of Richmond, IA Part 89 (Hon. Wayne P. Saitta, J.S.C.), duly entered in the office of the Clerk of the County of Richmond on August 9, 2018 and filed on August 16, 2018, the application of the City of New York to acquire certain interests in real property, where not heretofore acquired for the same purpose, for the acquisition of a fee interest, was granted and the City was thereby authorized to file an acquisition map with the Clerk of Richmond County. Said map, showing the property acquired by the City, was filed by the Clerk of Richmond County on August 16, 2018. Title to the real property vested in the City of New York on August 16, 2018.

Damage Parcel	Block	Lot	Property Interest Acquired
1	2776	12	Fee

PLEASE TAKE FURTHER NOTICE, that, pursuant to said Order, and to §§ 503 and 504 of the Eminent Domain Procedure Law of the State of New York, each and every person interested in the interests in real property acquired in the above-referenced proceeding and having any claim or demand on account thereof has a period of two calendar years from the date of service of the Notice of Acquisition for this proceeding in which to file a written claim with the Clerk of the Court of Richmond County, and to serve within the same time a copy thereof on the Corporation Counsel of the City of New York, Tax and Bankruptcy Litigation Division, 100 Church Street, New York, NY 10007. Pursuant to EDPL § 504, the claim shall include:

- a. the name and post office address of the condemnee;
- b. reasonable identification by reference to the acquisition map, or otherwise, of the property interest affected by the acquisition, and the condemnee's interest therein;
- c. a general statement of the nature and type of damages claimed, including a schedule of fixture items which comprise part or all of the damages claimed; and,
- d. if represented by an attorney, the name, address and telephone number of the condemnee's attorney.

Pursuant to EDPL § 503(C), in the event a claim is made for fixtures or for any interest other than the fee in the real property acquired, a copy of the claim, together with the schedule of fixture items, if applicable, shall also be served upon the fee owner of said real property.

PLEASE TAKE FURTHER NOTICE, that, pursuant to § 5-310 of the New York City Administrative Code, proof of title shall be submitted to the Corporation Counsel of the City of New York, Tax and Bankruptcy Litigation Division, 100 Church Street, New York, NY 10007 on or before August 17, 2020 (which is two (2) calendar years from the title vesting date).

Dated: New York, NY
August 17, 2018
ZACHARY W. CARTER
Corporation Counsel of the
City of New York
Attorney for the Condemnor,
100 Church Street
New York, NY 10007
(212) 356-2170

☛ a30-s13



CITYWIDE ADMINISTRATIVE SERVICES

■ SALE

The City of New York in partnership with PropertyRoom.com posts vehicle and heavy machinery auctions online every week at: <https://www.propertyroom.com/s/nyc+fleet>

All auctions are open to the public and registration is free.

Vehicles can be viewed in person by appointment at:
 Kenben Industries Ltd., 1908 Shore Parkway, Brooklyn, NY 11214.
 Phone: (718) 802-0022

m30-s11

OFFICE OF CITYWIDE PROCUREMENT

■ NOTICE

The Department of Citywide Administrative Services, Office of Citywide Procurement is currently selling surplus assets on the internet. Visit <http://www.publicsurplus.com/sms/nycdcas.ny/browse/home>

To begin bidding, simply click on 'Register' on the home page.

There are no fees to register. Offerings may include but are not limited to: office supplies/equipment, furniture, building supplies, machine tools, HVAC/plumbing/electrical equipment, lab equipment, marine equipment, and more.

Public access to computer workstations and assistance with placing bids is available at the following locations:

- DCAS Central Storehouse, 66-26 Metropolitan Avenue, Middle Village, NY 11379
- DCAS, Office of Citywide Procurement, 1 Centre Street, 18th Floor, New York, NY 10007

j2-d31

HOUSING PRESERVATION AND DEVELOPMENT

■ PUBLIC HEARINGS

All Notices Regarding Housing Preservation and Development Dispositions of City-Owned Property, appear in the Public Hearing Section.

jy6-j7

POLICE

■ NOTICE

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

The following list of properties is in the custody of the Property Clerk Division without claimants:
 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.

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

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):

- Springfield Gardens Auto Pound, 174-20 North Boundary Road, Queens, NY 11430, (718) 553-9555
- Erie Basin Auto Pound, 700 Columbia Street, Brooklyn, NY 11231, (718) 246-2030

FOR ALL OTHER PROPERTY

- Manhattan - 1 Police Plaza, New York, NY 10038, (646) 610-5906
- 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

j2-d31

PROCUREMENT

“Compete To Win” More Contracts!

Thanks to a new City initiative - “Compete To Win” - the NYC Department of Small Business Services offers a new set of FREE services to help create more opportunities for minority and women-owned businesses to compete, connect and grow their business with the City. With NYC Construction Loan, Technical Assistance, NYC Construction Mentorship, Bond Readiness, and NYC Teaming services, the City will be able to help even more small businesses than before.

- *Win More Contracts at nyc.gov/competetowin*

“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.”

HHS ACCELERATOR

To respond to human services Requests for Proposals (RFPs), in accordance with Section 3-16 of the Procurement Policy Board Rules of the City of New York (“PPB Rules”), vendors must first complete and submit an electronic prequalification application using the City’s Health and Human Services (HHS) Accelerator System. The HHS Accelerator System is a web-based system maintained by the City of New York for use by its human services Agencies to manage procurement. The process removes redundancy by capturing information about boards, filings, policies, and general service experience centrally. As a result, specific proposals for funding are more focused on program design, scope, and budget.

Important information about the new method

- Prequalification applications are required every three years.
- Documents related to annual corporate filings must be submitted on an annual basis to remain eligible to compete.
- Prequalification applications will be reviewed to validate compliance with corporate filings, organizational capacity, and relevant service experience.
- Approved organizations will be eligible to compete and would submit electronic proposals through the system.

The Client and Community Service Catalog, which lists all Prequalification service categories and the NYC Procurement Roadmap, which lists all RFPs to be managed by HHS Accelerator may be viewed at <http://www.nyc.gov/html/hhsaccelerator/html/roadmap/roadmap.shtml>. All current and prospective vendors should frequently review information listed on roadmap to take full advantage of upcoming opportunities for funding.

Participating NYC Agencies

HHS Accelerator, led by the Office of the Mayor, is governed by an Executive Steering Committee of Agency Heads who represent the following NYC Agencies:

- Administration for Children’s Services (ACS)
- Department for the Aging (DFTA)
- Department of Consumer Affairs (DCA)
- Department of Corrections (DOC)
- Department of Health and Mental Hygiene (DOHMH)
- Department of Homeless Services (DHS)
- Department of Probation (DOP)
- Department of Small Business Services (SBS)
- Department of Youth and Community Development (DYCD)
- Housing and Preservation Department (HPD)
- Human Resources Administration (HRA)
- Office of the Criminal Justice Coordinator (CJC)

To sign up for training on the new system, and for additional information about HHS Accelerator, including background materials, user guides and video tutorials, please visit www.nyc.gov/hhsaccelerator

CITYWIDE ADMINISTRATIVE SERVICES

OFFICE OF CITYWIDE PROCUREMENT

■ AWARD

Goods

EXPLOSIVES DETECTION CANINE SERVICES - Intergovernmental Purchase - Other - PIN#8571300359 - AMT: \$3,200,000.00 - TO: Michael Stapleton Associates Ltd., 9 Murray Street, 2nd Floor, New York, NY 10007.

GS-07F-0741N

Suppliers wishing to be considered for a contract with the General Services Administration of the Federal Government are advised to contact the Small Business Utilization Center, Jacob K. Javits Federal Building, 26 Federal Plaza, Room 18-130, New York, NY 10278 or by phone, (212) 264-1234.

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TRACKED AERIAL LIFT W/UTILITY TRAILER (RE-AD)

- Competitive Sealed Bids - PIN#8571800284 - AMT: \$858,995.00 - TO: Tracked Lifts Inc., 41 Lincoln Street, Oxford, PA 17350.

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Services (other than human services)

GLASS AND WINDOW REPAIR AND REPLACEMENT - Renewal - PIN#85615B0014001R001 - AMT: \$500,000.00 - TO: Window-Fix, Inc., 337 38th Street, Brooklyn, NY 11232-2511.

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■ SOLICITATION

Goods

HOSE, FIRE - Competitive Sealed Bids - PIN#8571800301 - Due 10-2-18 at 10:30 A.M.

A copy of the bid can be downloaded from the City Record Online at www.nyc.gov/cityrecord. Enrollment is free. Vendor may also request the bid by contacting Vendor Relations via email at dcasdmssbids@dcas.nyc.gov, by telephone at (212) 386-0044.

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.

Citywide Administrative Services, 1 Centre Street, Bid Room, 18th Floor, New York, NY 10007. Ereny Hanna (212) 386-0411; ehanna@dcas.nyc.gov

☛ a30

LUBE OIL FOR GENERAL MOTORS MARINE DIESEL ENGINE

- Competitive Sealed Bids - PIN#8571800292 - Due 10-1-18 at 10:30 A.M.

A copy of this bid solicitation can be downloaded from the City Record online at www.nyc.gov/cityrecord. Enrollment is free. Vendors may also request this bid by contacting Vendor Relations via email at: dcasdmssbids@dcas.nyc.gov or, by telephone at (212) 386-0044.

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.

Citywide Administrative Services, 1 Centre Street, 18th Floor South, New York, NY 10007. Alvin Pettway (212) 386-0478; Fax: (212) 313-3385; apettway@dcas.nyc.gov

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CORRECTION

CENTRAL OFFICE OF PROCUREMENT

■ AWARD

Goods

TOILET PARTITIONS - Innovative Procurement - Other - PIN#072 20191404322 - AMT: \$150,000.00 - TO: Snappy Solutions, Inc., 106 Sycamore Drive, Suite 5B, East Hampton, NY 11937. (M/WBE).

- **STEEL DOORS AND FRAMES** - Innovative Procurement - Other - PIN#072 20191404324 - AMT: \$150,000.00 - TO: Oriental Lumber, Inc, 1154 Flushing Avenue, Brooklyn, NY 11237. (M/WBE).
- **METAL TRACK, STUDS AND FURRING CHANNEL** - Innovative Procurement - Other - PIN#3-1603-0007-2019 - AMT: \$150,000.00 - TO: Oriental Lumber, Inc., 11-54 Flushing Avenue, Brooklyn, NY 11237. M/WBE.
- **METAL TRACK, STUDS AND FURRING CHANNEL** - Innovative Procurement - Other - PIN#20191403181 - AMT: \$150,000.00 - TO: Oriental Lumber, Inc., 11-54 Flushing Avenue, Brooklyn, NY 11237. M/WBE.

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CULTURAL AFFAIRS

■ INTENT TO AWARD

Goods

PIANOS FOR: BLOOMINGDALE SCHOOL OF MUSIC, INC.; BRIC ARTS MEDIA BKLYN, INC.; BROOKLYN QUEENS CONSERVATORY OF MUSIC; AND JAMAICA CENTER FOR ARTS AND LEARNING, INC. - Sole Source - Available only from a single source - PIN# 12619S0001 - Due 9-10-18 at 5:00 P.M.

DCLA intends to enter into Sole Source Negotiations, with Steinway and Sons, for the purchase of Steinway pianos. Steinway and Sons is the only authorized distributor and only source for the purchase of new Steinway pianos. Vendors may express their interests in providing similar goods in the future, by contacting DCLA by email.

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.

Cultural Affairs, 31 Chambers Street, 2nd Floor, New York, NY 10007. Sei Young Kim (212) 513-9314; skim@culture.nyc.gov

a27-31

DESIGN AND CONSTRUCTION

■ VENDOR LIST

Construction / Construction Services

PRE-SOLICITATION CONFERENCE FOR PROGRAM AND PROJECT MANAGEMENT SERVICES FOR DESIGN BUILD PROJECTS

The New York City Department of Design and Construction (DDC) invites you to attend a Pre-Solicitation Conference, on Tuesday, September 18th, 2018, at 10:00 A.M., in DDC's Atrium, located on the First Floor, at 30-30 Thomson Avenue, Long Island City, NY 11101. DDC, intends to issue a Request for Proposals (RFP), to obtain proposals for program and project management consulting services to assist DDC in developing and implementing a program for the administration and management of Design-Build projects procured, in accordance with the New York City Rikers Island Jail Complex Replacement Act (Projects). For further details, please visit the following link, on DDC's website, to view the Letter of Intent: <https://www.ddcanywhere.nyc/DesignBuild/>. Please click the following link for registration information: <https://www.eventbrite.com/e/pre-solicitation-conference-off-rikers-program-tickets-49334112659>.

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.

Design and Construction, 30-30 Thomson Avenue, 4th Floor, Long Island City, NY 11101. Anna Zardiashvili (718) 391-1297; Fax: (718) 391-1886; zardiashvilia@ddc.nyc.gov

a27-s17

ENVIRONMENTAL PROTECTION

AGENCY CHIEF CONTRACTING OFFICE

■ INTENT TO AWARD

Services (other than human services)

BPS-1602: X-RAY SCREENING EQUIPMENT MAINTENANCE FOR THE BUREAU OF POLICE AND SECURITY - Sole Source - Available only from a single source - PIN# 82616S0010 - Due 9-20-18 at 4:00 P.M.

DEP, intends to enter into a Sole Source agreement with American Science and Engineering Inc., for BPS-1602: Screening Equipment Maintenance for the bureau of Police and Security. As part of the high security at the CAT/DEL UV Plant, these systems are a critical part of the security for the facility for which ongoing maintenance is required, to ensure they are functioning properly. Any firm which believes it can also provide the required service IN THE FUTURE is invited to do so, indicated by letter which must be received no later than September 20, 2018, 4:00 P.M., at: Department of Environmental Protection, Agency Chief Contracting Officer, 59-17 Junction Boulevard, 17th Floor, Flushing, NY 11373, Attention: Ms. Glorivee Roman, glroman@dep.nyc.gov, (718) 595-3226.

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.

Environmental Protection, 59-17 Junction Boulevard, 17th Floor, Flushing, NY 11373. Glorivee Roman (718) 595-3226; Fax: (718) 595-3208; glroman@dep.nyc.gov

◀ a30-s6

PURCHASING MANAGEMENT

■ AWARD

Goods

COPPER TUBING - Innovative Procurement - Other - PIN#9004014 - AMT: \$35,006.50 - TO: NY Plumbing Wholesale and Supply Inc., 933 Columbus Avenue, New York, NY 10025. MWBE Innovative Procurement.

◀ a30

HEALTH AND MENTAL HYGIENE

■ AWARD

Goods

SOFTWARE - VORMETRIC KEY MANAGEMENT AGENT AND SUPPORT - Innovative Procurement - Other - PIN# IITD-19-1222-N00 - AMT: \$26,562.00 - TO: Shi International Corp., 290 Davidson Avenue, Somerset, NJ 08873.

◀ a30

FINANCE

■ INTENT TO AWARD

Human Services/Client Services

NYC SUPPORT CENTER/NYC WELL – A TOLL-FREE MENTAL HEALTH HOTLINE - Negotiated Acquisition - Other - PIN# 19AZ011301R0X00 - Due 9-10-18 at 10:00 A.M.

Pursuant to Section of 3-04 of the Procurement Policy Board Rules, the NYC Department of Health and Mental Hygiene, intends to enter into a Negotiated Acquisition with The Mental Health Association of New York City, Inc., dba Vibrant Emotional Health, to provide a mental health hotline that offers crisis and suicide prevention counseling, behavioral health referrals, mobile crisis teams, follow-up support, brief counseling, and peer support. The hotline can be accessed via phone, text, or chat in different languages. The contract term will be from 1/1/2019 through 6/30/2019, with two (2) three-year renewal options.

Limited Pool; Agency has determined that only vendors previously awarded contracts through competitive process conducted by DOHMH's Master Administrator are eligible for award.

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, 42-09 28th Street, 17th Floor, WS-17-85, Long Island City, NY 11101. Yau Cheung Tsang (347) 396-6661; Fax: (347) 396-6758; ytsang@health.nyc.gov

a24-30

AGENCY CHIEF CONTRACTING OFFICER

■ INTENT TO AWARD

Goods and Services

MAYOR'S NEIGHBORHOOD RAT REDUCTION (NRR) INITIATIVE - Sole Source - Available only from a single source - PIN# 19EN022001R0X00 - Due 9-10-18 at 12:00 P.M.

DOHMH, intends to enter into a Sole Source agreement with Big Belly Solar Inc., to continue the Mayor's Neighborhood Rat Reduction (NRR) initiative. Through this initiative, DOHMH will purchase Big Belly Solar compacting litter receptacles, which includes maintenance, for the boroughs of Manhattan, Brooklyn, and Bronx to increase street and park cleanliness, which will reduce food availability to rats. DOHMH has determined that Big Belly Solar Inc. is the sole provider of the Bigbelly smart Waste and Recycling System and CLEAN monitoring software, which includes solar-powered compacting and non-compacting public space receptacles with data collection and monitoring capability for waste and recycling operations. Bigbelly has developed and maintains a portfolio of exclusive intellectual property and proprietary use rights, including: Patents – U.S. and international (both granted and pending), as well as, Copyrights and Trademarks. As the only distributor currently authorized to sell Bigbelly products to the Customer, Bigbelly is the Customer's only other source for procurement of the Bigbelly smart Waste and Recycling System and CLEAN monitoring software.

Any vendor who believes that they may also be able to provide these services, is welcome to submit an expression of interest via email. All questions and concerns should also be submitted via email.

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, 42-09 28th Street, 17th Floor, Queens, NY 11101-4132. Marcella Napolitano (347) 396-6680; Fax: (347) 396-6759; mnapolitano@health.nyc.gov

a27-31

HOUSING PRESERVATION AND DEVELOPMENT

OFFICE OF NEIGHBORHOOD STRATEGIES

■ AWARD

Human Services/Client Services

HOUSING PRESERVATION INITIATIVE - Line Item Appropriation or Discretionary Funds - Specifications cannot be made sufficiently definite - PIN# 80618L0039001 - AMT: \$193,000.00 - TO: Neighborhood Housing Services of Brooklyn CDC Inc., 2806 Church Avenue, Brooklyn, NY 11226. Provision of Case MGT Services.

◀ a30

HUMAN RESOURCES ADMINISTRATION

■ INTENT TO AWARD

Human Services/Client Services

SERVICES TO PREVENT FAMILY HOMELESSNESS AND EVICTION - Negotiated Acquisition - Other - PIN# 09619N0001 - Due 8-31-18 at 2:00 P.M.

For Informational Purposes Only

HRA intends to enter into a Negotiated Acquisition, with the following six vendors under EPIN: 09619N0001 for a contract total of \$6,029,086.00. Contract Term: 10/1/2018 - 6/30/2020. The vendor names are listed below:

- Bronxworks Inc.
- Camba Inc.
- Catholic Charities Community Service
- Neighborhood Association for Intercultural Affairs Inc.
- Queens Community House Inc.
- The Partnership for the Homeless Inc.

Under this negotiated acquisition, the vendors will continue to provide services under the Family Homeless Eviction Prevention Supplement (FHEPS) program, until an RFP is released for families experiencing or at risk of homelessness, due to eviction and families who are experiencing or at risk of homelessness, due to domestic violence.

Vendors interested in responding to this or other future solicitations for these types of services, may express their interest by filing with the New York City Vendor Enrollment Center at (212) 857-1680, or via email at vendorenrollmen@cityhall.nyc.gov. For Human Service contracts go to <http://www.nyc.gov/html/hhsaccelerator/html/roadmap/roadmap.shtml>.

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, 4 WTC, 150 Greenwich Street, 37th Floor, New York, NY 10007. Jacques Frazier (929) 221-5554

a24-30

AWARD

Human Services/Client Services

PROVISION OF CASE MANAGEMENT SUPPORT PROGRAM FOR REGION I - MANHATTAN AND STATEN ISLAND - Competitive Sealed Proposals - Other - PIN#0961610014001 - AMT: \$8,043,990.00 - TO: Visiting Nurse Service of New York Homecare II, 1250 Broadway, 26th Floor, New York, NY 10001.

Term: 7/1/2018 - 6/30/2021

a30

Services (other than human services)

AMENDMENT TO THE SHARED SERVICES/SAVE FOR BUSINESS CONSULTANTS - Competitive Sealed Proposals - Other - PIN#09613P0005006A002 - AMT: \$353,625.00 - TO: Price Water House Coopers LLP, 300 Madison Avenue, 26th Floor, New York, NY 10017.

Term: 4/1/2018 - 3/14/2020

a30

SOLICITATION

Services (other than human services)

MAINTENANCE AND REPAIR OF EMERGENCY GENERATORS - Competitive Sealed Bids - PIN#17BSEDM06401 - Due 10-10-18 at 11:00 A.M.

Bidders are hereby notified that this contract is subject to Local Law 1, Minority-Owned and Women-Owned Business Enterprises (MWBE) Requirements and Prevailing Wage Rates. EPIN: 07117B0018

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, 150 Greenwich Street, 37th Floor, New York, NY 10007. Polina Fuki (929) 221-6425; Fax: (929) 221-0756; fukip@dss.nyc.gov

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PARKS AND RECREATION

VENDOR LIST

Construction Related Services

PREQUALIFIED VENDOR LIST: GENERAL CONSTRUCTION, NON-COMPLEX GENERAL CONSTRUCTION SITE WORK ASSOCIATED WITH NEW YORK CITY DEPARTMENT OF PARKS AND RECREATION ("DPR") AND/OR "PARKS") PARKS AND PLAYGROUNDS CONSTRUCTION AND RECONSTRUCTION PROJECTS.

DPR is seeking to evaluate and pre-qualify a list of general contractors (a "PQL") exclusively to conduct non-complex general construction site work involving the construction and reconstruction of DPR parks and playgrounds projects not exceeding \$3 million per contract ("General Construction").

By establishing contractor's qualification and experience in advance, DPR will have a pool of competent contractors from which it can draw to promptly and effectively reconstruct and construct its parks, playgrounds, beaches, gardens and green-streets. DPR will select contractors from the General Construction PQL for non-complex general construction site work of up to \$3,000,000.00 per contract, through the use of a Competitive Sealed Bid solicited from the PQL generated from this RFQ.

The vendors selected for inclusion in the General Construction PQL will be invited to participate in the NYC Construction Mentorship. NYC Construction Mentorship focuses on increasing the use of small NYC contracts, and winning larger contracts with larger values. Firms participating in NYC Construction Mentorship will have the opportunity to take management classes and receive on-the-job training provided by a construction management firm.

DPR will only consider applications for this General Construction PQL from contractors who meet any one of the following criteria:

- 1) The submitting entity must be a Certified Minority/Woman Business enterprise (M/WBE)*;
2) The submitting entity must be a registered joint venture or have a valid legal agreement as a joint venture, with at least one of the entities in the joint venture being a certified M/WBE*;
3) The submitting entity must indicate a commitment to sub-contract no less than 50 percent of any awarded job to a certified M/WBE for every work order awarded.

* Firms that are in the process of becoming a New York City-Certified M/WBE, may submit a PQL application and submit a M/WBE Acknowledgement Letter, which states the Department of Small Business Services has begun the Certification process.

Application documents may also be obtained online at: <http://a856-internet.nyc.gov/nycvendoronline/home.asap>; or <http://www.nycgovparks.org/opportunities/business>.

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 Annex, Flushing Meadows-Corona Park, Flushing, NY 11368. Alicia H. Williams (718) 760-6925; Fax: (718) 760-6885; dmwbe.capital@parks.nyc.gov

j2-d31

SOLICITATION

Goods and Services

MACOMBS DAM PARK SNACK BAR, BRONX - Request for Proposals - PIN# X30-SB - Due 10-5-18 at 3:00 P.M.

In accordance with Section 1-13 of the Concession Rules of the City of New York, the New York City Department of Parks and Recreation ("Parks") is issuing, a RFP for the development, operation and maintenance of a snack bar and up to three (3) mobile food units, at Macombs Dam Park, in the borough of the Bronx.

There will be a recommended on-site proposer meeting and site tour on Wednesday, September 12, 2018, at 12:00 P.M. We will be meeting at the proposed concession site, which is located adjacent to the Yancey Track and Field comfort stations (See exhibit A of the RFP, Primary Snack Bar kiosk location), in front of the comfort stations. If you are considering responding to this RFP, please make every effort to attend this recommended meeting and site tour.

Hard copies of the RFP can be obtained, at no cost, commencing August 22, 2018, through September 28, 2018, between the hours of 9:00 A.M. and 5:00 P.M., excluding weekends and holidays, at the Revenue Division of the New York City Department of Parks and Recreation, which is located, at 830 Fifth Avenue, Room 407, New York, NY 10065. All proposals submitted in response to this RFP must be submitted by no later than Friday, September 28, 2018, at 3:00 P.M.

The RFP is also available for download, August 22, 2018, through September 28, 2018, at Parks' website. To download the RFP, visit www.nyc.gov/parks/businessopportunities, click on the link for "Concessions Opportunities at Parks" and, after logging in, click on the "download" link that appears adjacent to the RFP's description.

For more information related to the RFP, contact Glenn Kaalund, at (212) 360-1397, or via email: glenn.kaalund@parks.nyc.gov.

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, 830 Fifth Avenue, Room 407, New York, NY 10065. Glenn Kaalund (212) 360-1397; Fax: (212) 360-3434; glenn.kaalund@parks.nyc.gov

Accessibility questions: Glenn A Kaalund (212) 360-1397, by: Wednesday, September 26, 2018, 3:00 P.M



a22-s5

Services (other than human services)

DEVELOPMENT, OPERATION AND MAINTENANCE OF A CAFÉ AT THE OLD CROTON AQUEDUCT GATEHOUSE, MANHATTAN - Request for Proposals - PIN# M320-SB - Due 10-15-18 at 3:00 P.M.

In accordance with Section 1-13 of the Rules of the Franchise and Concession Review Committee ("FCRC"), the New York City Department of Parks and Recreation ("Parks") is issuing, as of the date of this notice, a Request for Proposals (RFP) for the development, operation and maintenance of a Café at the Old Croton Aqueduct Gatehouse, Manhattan.

All proposals submitted in response to this RFP must be submitted no later than Monday, October 15, 2018, at 3:00 P.M. There will be a recommended proposer meeting and site tour on Thursday, September 13th, 2018, at 3:30 P.M. We will be meeting at the proposed concession site (Block # 1962 and Lot # 35), which is located at, 432-434 West 119th Street, New York, NY 10027. We will be meeting in front of the Gatehouse. If you are considering responding to this RFP, please make every effort to attend this recommended meeting and site tour.

Hard copies of the RFP can be obtained, at no cost, commencing on Thursday, August 30, 2018 through Monday, October 15th, 2018, between the hours of 9:00 A.M. and 5:00 P.M., excluding weekends and holidays, at the Revenue Division of the New York City Department of Parks and Recreation, which is located at, 830 Fifth Avenue, Room 407, New York, NY 10065.

The RFP is also available for download, commencing on Thursday, August 30, 2018 through Monday, October 15, 2018, on Parks' website. To download the RFP, visit <http://www.nyc.gov/parks/businessopportunities> and click on the "Concessions Opportunities at Parks" link. Once you have logged in, click on the "download" link that appears adjacent to the RFP's description.

For more information or to request to receive a copy of the RFP by mail, prospective proposers may contact the Revenue Division's Project Manager, Angel Williams, at (212) 360-3495, or at Angel.Williams@parks.nyc.gov.

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, 830 5th Avenue, New York, NY 10065. Angel Williams (212) 360-3495; Fax: (917) 849-6627; angel.williams@parks.nyc.gov

◀ a30-s13

REVENUE

■ SOLICITATION

Services (other than human services)

TENNIS FACILITY AT THE PARADE GROUND IN PROSPECT PARK - Competitive Sealed Proposals - Judgment required in evaluating proposals - PIN# B68-IT-2018 - Due 9-28-18 at 3:00 P.M.

In accordance with Section 1-13 of the Concession Rules of the City of New York, the New York City Department of Parks and Recreation ("Parks") is issuing, as of the date of this notice, a significant Request for Proposals ("RFP") for the operation, maintenance, and management of a year-round tennis facility, at the Parade Ground in Prospect Park, Brooklyn.

There will be a recommended proposer site tour on Friday, September 14th, 2018, at 11:00 A.M. We will be meeting at the proposed concession site (Block # 5051 and Lot #1), which is located at, 50 Parkside Avenue, Brooklyn, NY 11226. If you are considering responding to this RFP, please make every effort to attend this recommended meeting. All proposals submitted in response to this RFP must be submitted no later than Friday, September 28th, 2018, at 3:00 P.M.

Hard copies of the RFP can be obtained, at no cost, commencing on Friday, August 17th, 2018 through Friday, September 28th, 2018, between the hours of 9:00 A.M. and 5:00 P.M., excluding weekends and holidays, at the Revenue Division of the New York City Department of Parks and Recreation, which is located at 830 Fifth Avenue, Room 407, New York, NY 10065.

The RFP is also available for download, on Friday, August 17th, 2018 through Friday, September 28th, 2018, on Parks' website. To download the RFP, visit <http://www.nyc.gov/parks/businessopportunities>, and click on the "Concessions Opportunities at Parks" link. Once you have logged in, click on the "download" link that appears adjacent to the RFP's description.

For more information or to request to receive a copy of the RFP by mail, prospective proposers may contact Eric Weiss, Project Manager, at (212) 360-3483, or at eric.weiss@parks.nyc.gov.

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 10065. Eric Weiss (212) 360-3483; Fax: (917) 849-6639; eric.weiss@parks.nyc.gov

a17-30

M5-F-R-2018 RENOVATION, OPERATION AND MAINTENANCE OF A WATERFRONT RESTAURANT AT THE BATTERY, MANHATTAN - Request for Proposals - PIN# M5-F-R-2018 - Due 10-1-18 at 3:00 P.M.

In accordance with Section 1-13 of the Concession Rules of the City of New York, the New York City Department of Parks and Recreation ("Parks") is issuing, as of the date of this notice a significant Request for Proposals ("RFP") for the renovation, operation and maintenance of a waterfront restaurant, at The Battery, Manhattan.

There will be a recommended On-Site Proposer Meeting and Site Tour on Friday, September 7, 2018, at 11:00 A.M. A second On-Site Proposer Meeting and Site Tour will be offered on Tuesday, September 18, 2018, at 11:00 A.M. We will be meeting at the proposed concession site (Block #3 and Lot #1), which is located at, The Battery and is accessible via South Street or State Street and Water Street. We will meet in front of the concession's main entrance, at the northwest side of the building. If you are considering responding to this RFP, please make every effort to attend one of these recommended meetings and site tours. All proposals submitted in response to this RFP must be submitted no later than Monday, October 1, 2018, at 3:00 P.M.

Hard copies of the RFP can be obtained, at no cost, commencing on August 21, 2018 through October 1, 2018, between the hours of 9:00 A.M. and 5:00 P.M., excluding weekends and holidays, at the Revenue Division of the New York City Department of Parks and Recreation, which is located at, 830 Fifth Avenue, Room 407, New York, NY 10065.

The RFP is also available for download, on August 21, 2018 through October 1, 2018, on Parks' website. To download the RFP, visit <http://www.nyc.gov/parks/businessopportunities>, and click on the "Concessions Opportunities at Parks" link. Once you have logged in, click on the "download" link that appears adjacent to the RFP's description.

For more information or to request to receive a copy of the RFP by mail, prospective proposers may contact Jocelyn Lee, Project Manager, at (212) 360-3407, or at jocelyn.lee@parks.nyc.gov.

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 10065. Jocelyn Lee (212) 360-3407; jocelyn.lee@parks.nyc.gov

a21-s4

POLICE

■ AWARD

Goods

TAP ADAPTERS - Innovative Procurement - Other - PIN# 93850016 - AMT: \$26,100.00 - TO: HP Electric Sales Co, 7221 Kennedy Boulevard, PO Box 5107, North Bergen, NJ 07047-0799.

M/WBE MicroPurchase, via the Innovative Procurement Award Method.

☛ a30

Goods and Services

5 MSI LAPTOPS - Innovative Procurement - Other - PIN#96220057 - AMT: \$29,901.65 - TO: Compulink Technologies Inc., 260 West 39th Street, Suite 302, New York, NY 10018-4434.
M/WBE Micropurchase, via Innovative Procurement Award Method.

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PROBATION

■ AWARD

Goods and Services

CASELOAD EXPLORER MAINTENANCE, SUBSCRIPTIONS AND CONSULTING - Sole Source - Available only from a single source - PIN# 78118S0001001 - AMT: \$521,746.25 - TO: Automon LLC, 6621 North Scottsdale Road, Scottsdale, AZ 82520-4421.

Notice of intent, to enter into Sole Source Negotiations was published in the City Record starting on March 23, 2018. Automon LLC is the sole owner of the Caseload Explorer System and all associated code, it is thereby the only vendor capable of providing the needed maintenance, subscriptions for CE Check-In Web, CE Check-In Kiosk, and CE Field, as well as all associated consulting/configuration services.

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SANITATION

AGENCY CHIEF CONTRACTING OFFICER

■ SOLICITATION

Construction / Construction Services

REQUIREMENTS CONTRACT FOR REHABILITATING ROOFS AND MINOR ROOF REPAIRS - Competitive Sealed Bids - PIN# 82718RR0026 - Due 10-18-18 at 11:00 A.M.

Bid Estimate – \$10,000,000.00. There is a \$100.00 refundable fee for this bid document, Post office money order, please make payable to “Comptroller, City of New York”.

Pre-Bid Conference, September 13, 2018, at 2:30 P.M., 44 Beaver Street, 12th Floor, Conference Room, New York, NY 10004. Last day for questions is 9/21/2018, at 3:00 P.M., please contact Frank Mitchell, at (212) 437-4542, or email at fmitchell@dsny.nyc.gov.

In accordance with Schedule A of the bid document, if your bid is over \$1,000,000, you must submit a Bid Bond with Penal Sum equal to 10 percent of the Bid amount. “This Procurement is subject to MWBE Local Law 1”. There is a 40 percent MWBE goal. “This Procurement is Subject to a Project Labor Agreement (PLA)”. VSID#: 93647

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.

Sanitation, 44 Beaver Street, Room 203, New York, NY 10004. Agency Chief Contracting Officer (212) 437-5057.

Accessibility questions: Frank Mitchell (212) 437-4542, fmitchell@dsny.nyc.gov, by: Wednesday, September 12, 2018, 3:00 P.M.



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TRANSPORTATION

HUMAN RESOURCES AND FACILITIES

■ AWARD

Services (other than human services)

AIR DUCT CLEANING SERVICES AT 66-26 METROPOLITAN AVENUE AND 345 E. 59TH STREET - Innovative Procurement

- Other - PIN#RFQ -841-5-25FAC - AMT: \$42,865.00 - TO: SaniTech Services, 110 Lake Avenue South, Suite 40, Nesconset, NY 11767 .
● **AIR DUCT CLEANING SERVICES AT 66-26 METROPOLITAN AVENUE AND 345 E. 59TH STREET** - Innovative Procurement - Other - PIN#RFQ -841-5-25FAC - AMT: \$150,000.00 - TO: EPRO Safety Solutions, PO Box 391, Centreville, VA 20122.

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TRIBOROUGH BRIDGE AND TUNNEL AUTHORITY

■ SOLICITATION

Construction Related Services

2019 BIENNIAL BRIDGE INSPECTION AND DESIGN OF MISC. STRUCTURAL REPAIRS - Competitive Sealed Proposals - Judgment required in evaluating proposals - PIN#PSC183017000 - Due 9-18-18 at 3:30 P.M.

At the Throgs Neck, Bronx-Whitestone, Marine Parkway, Cross Bay, Henry Hudson Bridges and the Queens Midtown Tunnel Approach.

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.

Triborough Bridge and Tunnel Authority, 2 Broadway, New York, NY 10004. Victoria Warren (646) 252-7092; Fax: (646) 252-7077; vprocure@mtabt.org

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CONTRACT AWARD HEARINGS

NOTE: LOCATION(S) ARE ACCESSIBLE TO INDIVIDUALS USING WHEELCHAIRS OR OTHER MOBILITY DEVICES. FOR FURTHER INFORMATION ON ACCESSIBILITY OR TO MAKE A REQUEST FOR ACCOMMODATIONS, SUCH AS SIGN LANGUAGE INTERPRETATION SERVICES, PLEASE CONTACT THE MAYOR’S OFFICE OF CONTRACT SERVICES (MOCS) VIA EMAIL AT DISABILITYAFFAIRS@MOCS.NYC.GOV OR VIA PHONE AT (212) 788-0010. ANY PERSON REQUIRING REASONABLE ACCOMMODATION FOR THE PUBLIC HEARING SHOULD CONTACT MOCS AT LEAST THREE (3) BUSINESS DAYS IN ADVANCE OF THE HEARING TO ENSURE AVAILABILITY.



CORRECTION

■ PUBLIC HEARINGS

NOTICE IS HEREBY GIVEN that a Public Hearing will be held on September 12, 2018, at 75-20 Astoria Boulevard, Suite 160, Borough of Queens commencing at 11:00 A.M. on the following:

IN THE MATTER OF a proposed Purchase Order/Contract between the Department of Correction of the City of New York and Empire Electronics Inc., located at 103 Fort Salonga Road, Suite 10, Northport, NY 11768, for X-Band Microwave Intrusion Link. The amount of this Purchase Order/Contract will be \$150,000.00. The term will be from the contract registration to June 30, 2018. PIN #: 072 3-0408-0003-2019.

The Vendor has been selected, pursuant to Section 3-12 (e) of the Procurement Policy Board Rules.

A draft copy of the Purchase Order/Contract will be available for public inspection at the Office of NYC Department of Correction, Central Office of Procurement, 75-20 Astoria Boulevard, Suite 160, East Elmhurst, NY 11370, from September 2, 2018 to September 12, 2018, excluding weekends and holidays, from 9:00 A.M. and 4:00 P.M.

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AGENCY RULES

FIRE DEPARTMENT

■ NOTICE

Notice of Adoption of
Amendments to
Fire Department Rule 3 RCNY 408-02,
Renumbered as 3 RCNY §401-06, and entitled
“Fire and Emergency Preparedness Guide and Notices”

NOTICE IS HEREBY GIVEN PURSUANT TO THE AUTHORITY VESTED IN THE Fire Commissioner of the City of New York pursuant to Sections FC102.6.3 and FC901.6 of the New York City Fire Code (Title 29 of 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 New York City Fire Department has adopted the above final rule.

The public hearing was held on July 17, 2018. The rule shall take effect on October 1, 2018, except that the time for distribution of the Fire and Emergency Preparedness Guide for the 2018-2019 cycle only (October 2018/January 2019) pursuant to 3 RCNY 401-06(c)(5)(A)(1) is extended to April 30, 2019.

The Notice of Adoption, final rule and the Statement of Basis and Purpose of Final Rule, will be available on the Fire Department’s website (www.nyc.gov/fdny) and NYCRULES (www.nyc.gov/NYCRULES).

Statement of Basis and Purpose of Final Rule

Background

Since 2000, New York City has required apartment building owners to print and distribute residential fire safety guides to apartment building residents and building staff, and to post fire safety notices on the inside of dwelling unit entrance doors and in building lobbies. The purpose of these fire safety guides and notices is to:

- promote fire safety and fire prevention in apartment buildings;
- educate residents and building staff about the design and construction of their building, including construction type, fire protection systems and means of egress; and
- outline emergency procedures to assist them in the event that they are confronted by a fire and need to determine what action to take to protect themselves and their families.

The format, content, distribution and posting requirements for the fire safety guide and notices were incorporated into the 2008 Fire Code (in FC408.9) and in Fire Department rule 3 RCNY §408-02, which the rule now amends.

New Fire and Emergency Preparedness Guide

The 2014 Fire Code comprehensively revised Chapter 4, which governs emergency planning and preparedness, and moved the fire safety guide and notice requirements to FC401.6. The 2014 Fire Code expanded the scope of the guide to encompass non-fire emergencies, such as medical

emergencies, severe weather emergencies, power outages, hazardous materials releases, and terrorism-related incidents.

This rule would implement the 2014 Fire Code by replacing the existing Fire Safety Guide with a new Fire and Emergency Preparedness Guide (“FEP Guide”) entitled “New York City Apartment Building Emergency Preparedness Guide” (Appendix 1 to the renumbered §401-06). Like its predecessor, the FEP Guide consists of two parts. Part I is the Building Information Section, a form completed by the owner for each building indicating the building’s construction, fire protection systems, means of egress and other information specific to the building for which it is prepared. The rule would not substantially change the existing content requirements for this obligation, except to require the owner to indicate whether there is an emergency voice communication system in the building.

Part II of the FEP Guide is designed to educate all building occupants about ways to prepare for emergencies, prevent fires, and protect themselves from various fire and non-fire emergencies. In addition, the FEP Guide emphasizes emergency preparedness planning for persons with functional or access needs who will need assistance if they must evacuate the building in an emergency. During most non-fire emergencies, the elevator is available to evacuate persons unable to walk down stairs without assistance, and in modern buildings of non-combustible construction, all residents are generally advised to shelter in place during the fire. The Guide explains the importance of developing an individualized evacuation plan and a network of supports who can assist persons with functional or access needs in the event of an emergency in which they need to evacuate and they cannot use the elevator, such as in the case of a fire in their apartment.

Revised FEP Guide Distribution Requirements

Currently, the Fire Safety Guide must be provided to apartment building residents at time of occupancy (when they first move into the building) and must be distributed again every year. The Fire Department proposes to require distribution of the new FEP Guide at time of occupancy and again as part of a building-wide distribution every three years. During the off-years, the rule would require building owners to distribute a short informational bulletin (4 pages or less), which would be used to highlight and reinforce an important, timely fire safety or other emergency preparedness message. This would take advantage of an opportunity to communicate lessons learned or other message when the issue is fresh in the public’s mind because of a recent fire or other incident. The informational bulletin will remind apartment building residents to familiarize themselves with the contents of the FEP Guide and advise them on how to obtain a copy if they have not received one.

Additionally, the Fire Department proposes to authorize electronic distribution of the FEP Guide (by email or other form of electronic transmission) to apartment residents and building staff. This would encourage development of electronic communications between owners and residents that can be used for other emergency preparedness communications and in actual emergencies.

Other Considerations

The rule would not change the fire safety notices (Appendix 2 to the renumbered §401-06) that building owners are required to post.

Response to Public Comments

Public comment was received suggesting that the public will not read a lengthy booklet and the Fire Department should only require that it be made available upon request. The Fire Department declines to adopt this suggestion. The information presented in the Guide directly relates to individual safety and is something every New Yorker should know. The Fire Department has endeavored to make the Guide more reader-friendly and, using modern electronic communications, more accessible and easier to distribute. Placing the Guide in the hands of the millions of New Yorkers who live in apartment buildings ensures the widest access to this information and the greatest likelihood that that the information will be disseminated. The fact that not every person will read it does not argue for limiting its distribution.

Public comment was received inquiring as to the timeframe for compliance with the rule, given that the rule requires distribution of the Fire and Emergency Preparedness Guide in October or January. The Fire Department has adopted this rule effective October 1, 2018, but in response to this concern, states in the Notice of Adoption that the time for compliance with the distribution requirement for the 2018-2019 cycle (only) is extended to April 30, 2019.

Public comment was received indicating that owners should be able to distribute the guide to building residents with whom they have email communications, without having to formally elect to receive the guide in that manner. The rule has been revised to allow email transmission to any building resident who has provided an email address for the purpose of receiving building-related email communications.

In response to a request to specify a date by which the Fire Department will post the annual fire safety bulletins, the rule has been revised to specify August 15th of every year.

With respect to retention and recordkeeping, the Fire Department notes that it is only requiring retention of recordkeeping for the Guide to two distribution cycles, not three, as previously, although the retention period is longer. The term “approved” enables the Department to enforce clear and reliable recordkeeping and typically does not require any formal submission to the Department.

Various comments were received from an organization that advocates for the disabled. These include the following assertions:

- The Guide and fire safety notices are not available in large print.

A large print Guide will be posted on the Fire Department’s website, and reference to posting a large print notice has been included in the rule. The Fire Department will also post an accessible PDF version of the Guide.

The rule does not limit the size of fire safety notices. The owner can prepare a large-type fire safety notice to accommodate the needs of a person with limited vision. In addition,

by allowing the Guide to be emailed to apartment residents, the Guide can be read using screen viewer technology by persons who are blind or have low vision.

- The Guide relies on the kindness of neighbors and family members.

Response: The Guide relies on establishing a network of supports to facilitate timely *evacuation* by building residents. The comment fails to recognize that in apartment buildings other resources frequently are not available. Many apartment buildings do not have staff or have a limited staff presence.

In a fire (the most likely circumstance in which immediate evacuation may be required), building staff may not be in close proximity or able to provide assistance to all building residents and/or may themselves need to evacuate. Promoting false reliance is the least desirable course of action. Even in office buildings, reliance is generally placed primarily on work colleagues to assist persons with limited mobility or other physical limitations. As this Guide encourages residents to communicate their needs to building management, the NYC Department of Housing Preservation and Development (HPD) will be amending its ABCs of Housing Guide to encourage owners and building residents to discuss emergency preparedness and building evacuation issues, as outlined in the Guide.

- The Guide fails to address provision of evacuation devices or training individuals to use them.

Response: The Guide makes mention of the availability of evacuation devices and notes that one may wish to consider keeping a lightweight travel wheelchair or evacuation chair in one's apartment as part of an individual's emergency preparedness plan. The Emergency Preparedness Resources Section of the Guide references informational materials regarding the use of such devices.

- The Guide fails to mandate certain design requirements for building egress, fire alarm and communication systems.

Response: The Guide addresses building construction, means of egress and fire protection systems in order to inform apartment residents' response to emergencies. The Building Code governs building design and systems and its accessibility provisions are generally beyond the scope of the Guide.

- The Guide does not address use of elevators or notice to building residents of elevator shutdowns.

Response: The Guide does address the use (and non-use) of elevators. In most emergencies, building residents are advised to remain in the building, and in most non-fire emergencies, elevators are available for use.

Notice requirements relating to elevator shutdowns are established by HPD. The Guide references the fact that owners are required to post notices, but more importantly encourages building residents to establish communications with the owner to ensure that they are made aware whenever elevators may be taken out of service.

- The active shooter advice is inapplicable to persons in wheelchairs. Building owners should develop other procedures to address such scenarios.

Response: The comment is incorrect. The actions recommended by the Guide with respect to active shooter emergencies (“Avoid, Barricade, Confront”) is applicable to all persons, including persons in wheelchairs. The guidance addresses situations that both able-bodied and persons with disabilities may encounter, including the inability to safely leave an area.

- City shelters should be open in any emergency, not just coastal storms.

Response: The City’s provision of shelters is generally too incident-specific to include in the Guide. The Guide references the availability of City shelters during a coastal storm because such shelters are operated whenever area evacuations are ordered. Public announcements and/or individual notification will be made when shelter is available during other emergencies. The Guide has been revised to make reference to such announcements and notifications.

- Persons may not have the financial resources to maintain readiness supplies.

Response: The Guide is an informational document designed to inform individual emergency preparedness planning and responses. Individual financial resources or other means to obtain these items is beyond the scope of the Guide.

- Persons should not be separated from their service animals and it is “unrealistic” to expect people to carry photos of their service animals in case of separation.

Response: The Guide references both pets and service animals. Whether persons would be separated from service animals is beyond the scope of the Guide, but it is a reasonable precaution to keep a photograph of a service animal in a phone or wallet (as pet owners commonly do with their pets) if that circumstance arises. The Fire Department disagrees with the comment that this is an unrealistic requirement.

- The Guide should clarify that registering with a utility company as a person on life-sustaining equipment is for notification purposes only and does not mean they will receive assistance with building evacuation.

Response: The Guide states that a person listed as a life-sustaining equipment (LSE) customer will be contacted in the event of a power emergency. This is the wording from a utility website and does not imply any further assistance.

New material is underlined. Material to be deleted is in [brackets].

The underlining of words highlighted in green does not indicate a text change, but rather that the text of the existing rule is underlined. The green highlighting indicates that the underlining should be retained in the publication of the final rule.

The underlining of words highlighted in blue indicates new text is being added to the rule. The blue highlighting indicates that the underlining should be retained in the publication of the final rule.

Guidance with respect to the interpretation of the Fire Code and Fire Department rules may be obtained using the Public Inquiry Form on the Fire Department's website, <http://www1.nyc.gov/site/fdny/about/resources/code-and-rules/nyc-fire-code.page>.

Section 1. Section 408-02 of Chapter 4 of Title 3 of the Rules of the City of New York is renumbered as § 401-06, and amended to read as follows:

§ [408-02] 401-06 Fire [Safety] and Emergency Preparedness Guide[s] and Notices

- (a) Scope. This section sets forth standards, requirements and procedures for the preparation, posting and[/or] distribution of [residential] apartment building fire [safety] and emergency preparedness guides and notices [required] pursuant to [FC408.9] FC401.6.
- (b) General Provisions
- (1) Applicability. This section applies to all buildings [or parts thereof] and occupancies classified in Occupancy *Group R-2*, except:
- (A) [buildings or parts thereof subject to the provisions of FC404.2.1(8)] any building or occupancy that is occupied as a homeless shelter and that has a *fire alarm system with voice communication capability*; and
- (B) school dormitories, [and] college and university dormitories, [unless such dormitories are required to comply with this section pursuant to FC408.10] and student apartments (as that term is defined in New York City Housing Maintenance Code 27-2004(g) and *Building Code* Section 907.2.9.1).
- (2) Fire [safety] and emergency preparedness guide[s]. The *owner* of a building or [part thereof] occupancy subject to this section shall prepare [a fire safety guide and distribute such guide to the occupants thereof] and distribute to building residents and building staff a fire and emergency preparedness guide, including a building information section completed by the *owner*, in compliance with the requirements of [FC408.9] FC401.6 and [R408-02(c)] R401-06(c).
- (3) Annual fire and emergency preparedness bulletin. The *owner* of a building or occupancy subject to this section shall reproduce and distribute to building residents and building staff an annual fire and emergency preparedness bulletin in compliance with the requirements of R401-06(d).
- (4) Fire [safety] and emergency preparedness notices. The *owner* of a building or [part thereof] occupancy subject to this section shall prepare, post and maintain fire [safety] and emergency preparedness notices in compliance with the requirements of [FC408.9 and R408-02(d)] R401-06(e).

[(4)] (5) Access to dwelling units. Tenants and other occupants of dwelling units in buildings and [parts thereof] occupancies subject to this section shall allow the *owner* of such *premises* access to such dwelling unit, upon reasonable notice, for purposes of compliance with this section.

(c) Fire [Safety] and Emergency Preparedness Guide Requirements

(1) Purpose. The fire [safety] and emergency preparedness guide [shall] serve to inform [occupants of the] building residents[, including] and building [service employees] staff[, of] about the building's construction, *fire protection systems*, *voice communications systems*, and *means of egress*[, and evacuation and other procedures to be followed in the event of *fire* in the building]; promote fire prevention and emergency preparedness; and set forth evacuation procedures and other guidance in the event of a *fire* or *non-fire emergency*.

(2) Form. A fire [safety] and emergency preparedness guide shall be:

(A) identical in content and substantially similar in format to the sample fire [safety] and emergency preparedness guide annexed to this section as Appendix 1, including the building information section (Part I) and fire and emergency preparedness information (Part II)[, and include all of the information contained in such sample fire safety guide];

(B) printed as a single-sided or double-sided document, stapled or bound, in full-page or booklet format[, on paper] with a page size not smaller than 8½ inches by 11 inches nor larger than 8½ inches by 14 inches [in size];

(C) printed such that all text is clearly legible, using contrasting lettering and a type size not smaller than eleven (11) point Times New Roman or equivalent. A large-print guide will be posted on the *Department's* website, <http://www.nyc.gov/fdny>; and

(D) printed in English. The *owner* may [print] distribute the fire [safety] and emergency preparedness guide in such other additional languages [(including symbols)] as the *owner* concludes would benefit building [occupants] residents and building staff. The guide is available in other languages on the *Department's* website, <http://www.nyc.gov/fdny>.

(3) Content. The fire [safety] and emergency preparedness guide shall consist of two (2) sections: a building information section and a fire and emergency preparedness information section. The fire and emergency preparedness information section shall reproduce the entire text of [that section as set forth in] the sample [fire safety] guide annexed hereto as Appendix 1. The sample guide may be downloaded from the *Department's* website, <http://www.nyc.gov/fdny>. The building information section shall be completed by the *owner* with the following information:

- (A) The address of the premises. A separate fire [safety] and emergency preparedness guide shall be prepared for each building, except buildings that have common *means of egress*.
- (B) The name and address of the *owner* of the building or the *owner's* representative, unless the fire [safety] and emergency preparedness guide is prepared on a letterhead containing such information. For purposes of the fire [safety] and emergency preparedness guide, the *owner's* representative shall be any person or company authorized by the *owner* to receive and respond to complaints, violations or questions regarding building fire safety and emergency preparedness.
- (C) The number of floors in the building, above and below ground level.
- (D) The year the building was constructed.
- (E) Whether the building is of combustible or non-combustible construction. For purposes of the fire [safety] and emergency preparedness guide, all buildings, including non-residential buildings containing residential occupancies, shall be deemed to be of “combustible construction” unless:
- (1) The current Certificate of Occupancy for the building issued by the *Department of Buildings* or a Letter of No Objection by same indicates that the building is of “non-combustible” construction or “fireproof” construction; or
 - (2) If there is no Certificate of Occupancy or Letter of No Objection for the building, a *registered design professional* has provided written certification that the building is of “non-combustible” construction within the meaning of the 1968 or [2008] subsequent Building Code, or “fireproof” construction within the meaning of [the] a Building Code in effect prior to 1968.
- (F) Whether the building is equipped with a *sprinkler system*, and if so, whether such *sprinkler system* protects the entire building or only certain areas, and, if only certain areas, specifying those areas (for example, “the compactor chute on each floor and the compactor room and boiler room in the basement”).
- (G) Whether the building is equipped with a *fire alarm system*, and if so:
- (1) the general location of the *manual fire alarm boxes* of such system (for example, “by the main entrance of building and next to the stairwell at each end of the corridor on each floor”); and
 - (2) whether the *manual fire alarm boxes*, when activated, transmit an alarm to an *approved central station* that notifies the *Department*.

- (H) Whether the building is equipped with [a one-way voice communication] an emergency voice communication system pursuant to 2014 Building Code Section 907.5.2.2 or 2008 Building Code Section 907.2.12.2 (Exception 3), or other public address system (apart from any intercom system), and if so, the location of the speakers.
- (I) All *means of egress* from the building, and the general location and any identification number of such *means of egress*, including:
- (1) unenclosed interior stairwells;
 - (2) enclosed interior stairwells;
 - (3) exterior stairwells;
 - (4) fire tower stairwells;
 - (5) fire escapes;
 - (6) all exits from the building (for example, “main entrance on first floor exiting onto 1st Avenue; service entrance from basement level exiting by ramp onto 5th Street; emergency exit (with alarm) from stairwell exiting on north side of building with access to 5th Street; rear entrance at basement level to rear yard with no access to street; emergency exit (with alarm) at top of stairwell to roof with no access to ground or adjoining buildings.”);
- (J) The date the fire [safety] and emergency preparedness guide was prepared; and
- (K) Any other fire safety or emergency preparedness information or requirements (including lease provisions, house rules or other private building regulations) that the owner may wish to include, such as restrictions on storage or decorations. Any private building regulations shall be clearly identified as such.
- (4) Accuracy of information. The *owner* of each building shall be responsible for the accuracy of the information contained in the building information [section of the fire safety guide] form and for the accurate reproduction of the [fire emergency section] content of such fire [safety] and emergency preparedness guide.
- (5) Distribution. The fire [safety] and emergency preparedness guide shall be distributed as follows:
- (A) The fire and emergency preparedness guide shall be distributed [T]to each dwelling unit in the building, or an occupant thereof, and to each building [service employee] staff member, as follows:

- [(B)] (1) [on an annual basis] At least once every three calendar years, by hand delivery or mailing a copy by first class mail, or by email or other form of electronic transmission, as set forth in R401-06(c)(5)(B). Such distribution shall occur during Fire Prevention Week (observed during the month of October), or, if the fire [safety] and emergency preparedness guide is distributed together with the window guard notices required by New York City Administrative Code §17-123, at such time as the rules of the New York City Department of Health and Mental Hygiene require the annual distribution of such window guard notices to be made; [and]
- [(C)] (2) [w]Within 60 days of any material change in building conditions affecting the content of the fire [safety] and emergency preparedness guide, other than temporary repairs or maintenance work. Nothing contained herein shall be construed to relieve an owner of any [residential] building or [part thereof] occupancy subject to this section of any duty to notify building occupants, the Department or other party pursuant to FC901.7 [that any] when a fire protection system is not functional[.];
- [(D)] (3) To a new [occupant] building resident, by providing a copy at the time the lease, sublease or other agreement allowing occupancy of the dwelling unit is presented to the occupant for signature, or, if there is no written agreement, not later than [at] the date upon which the [occupant] building resident assumes occupancy of the premises[.]; and
- [(E)] (4) To a new building [service employee] staff member, by providing a copy to such employee not later than the date upon which the employee actually commences to perform duties at the *premises*.
- (B) Instead of a printed copy, the owner may distribute the fire and emergency preparedness guide by email or other form of electronic transmission if the building resident has provided an email address to the owner for the purpose of receiving building-related communications, otherwise elects in writing to receive the guide in such manner, or participates in any other form of electronic communication established by owner for all building residents which enables building residents to receive, read and download documents. The owner shall additionally:
- (1) deliver or mail the guide in the event of an unsuccessful email or other electronic transmission;
- (2) retransmit it upon request; and
- (3) provide, upon request, a printed copy of the fire and emergency preparedness guide to any building resident who received it electronically. A notice to that effect shall be included on the email or other form of electronic transmission.
- [(F)](C) Each distribution of the fire [safety] and emergency preparedness guide shall be documented by a United States Postal Service certificate of

mailing or other [official] proof of mailing, or, if hand delivered, by receipt signed by [an occupant of the dwelling unit] the building resident or the building [service employee] staff member, or by sworn affidavit of the employee or agent of the *owner* who actually delivered the fire [safety] and emergency preparedness guide, or other form of approved recordkeeping, identifying the date and manner of delivery and the dwelling units to which it was delivered or the names of the [occupants] building residents or building staff who received it. A printed record of the distribution of fire and emergency preparedness guides by electronic transmission shall be maintained unless such electronic communications system can reliably maintain such information and readily generate an approved record that can be provided to the Department upon request.

- (6) Inspection. The *owner* shall make available for inspection upon request of any *Department* representative a copy of the last [three (3)] two (2) annual fire [safety] and emergency preparedness guides and proof of distribution.

(d) Annual Fire and Emergency Preparedness Bulletin Requirements

- (1) Purpose. The annual fire and emergency preparedness bulletin serves to supplement the fire and emergency preparedness guide with timely fire and/or emergency preparedness information and guidance.

- (2) Website Posting. No later than August 15th of each year, the *Department* will post on its website, <http://www.nyc.gov/fdny>, in one or more standard document formats, the fire and emergency preparedness bulletin to be reproduced and distributed by *owners* in the upcoming year to building residents and building staff. The bulletin will not exceed four (4) pages in length when printed in Times New Roman 11 point font on 8½ x 11 inch paper. It may include photographs or other pictorial information.

- (3) Distribution. The *owner* shall reproduce all of the content of the annual fire and emergency preparedness bulletin posted on the *Department's* website in a form substantially similar to the posted bulletin, and distribute it during the following Fire Prevention Week (or at the time of the window guard notice distribution) in the same manner as set forth in R401-06(c)(5).

- (4) Inspection. The *owner* shall make available for inspection upon request of any *Department* representative a copy of the last two (2) annual fire and emergency preparedness bulletins and proof of distribution.

(e) Fire [Safety Notice] and Emergency Preparedness Notice Requirements

- (1) Purpose. The fire [safety] and emergency preparedness notice [shall] serve to inform [occupants of the] building residents[, including building service employees and visitors, as to the] and building staff about evacuation [and other] procedures and to provide other guidance [to be followed] in the event of a fire or non-fire emergency in the building or occupancy.

- (2) Form. Each fire [safety] and emergency preparedness notice shall be:
- (A) substantially similar in format to the applicable sample fire [safety] and emergency preparedness notice annexed to this section as Appendix 2, and include all of the information contained in such sample [fire safety] notice;
 - (B) printed on a single-sided sheet of paper framed under a clear plexiglas cover or laminated with a firm backing and designed to be affixed by mounting hardware or an adhesive, or printed on a matte-finish vinyl adhesive-backed decal not less than three (3) mils in thickness, using thermalprinting, screenprinting or other permanent, water-resistant printing technique;
 - (C) 5½ inches by 8½ inches in size (excluding any frame), except that fire [safety] and emergency preparedness notices to be posted in the common area of the residential building or [part] occupancy thereof may be up to 8½ by 11 inches in size. The size of the notice may be increased to accommodate a building resident's request for a large print notice;
 - (D) printed such that all text is clearly legible, using contrasting lettering and a type size not smaller than ten (10) point Times New Roman or equivalent; and
 - (E) printed in the English language. The *owner* may print the fire [safety] and emergency preparedness notice in such other additional languages (including symbols) as the *owner* concludes would benefit the building occupants. In such event, the fire [safety] and emergency preparedness notice may exceed 5½ inches by 8½ inches in size. The fire and emergency preparedness notices are available in other languages on the Department's website, <http://www.nyc.gov/fdny>.
- (3) Content. The fire [safety] and emergency preparedness notice shall reproduce the entire [text] content of the sample [fire safety] notice annexed hereto as Appendix 2 that is applicable to the building or occupancy, as follows:
- (A) Noncombustible construction. The [text] content of this notice shall be used for dwelling unit doors and common areas when the building is of noncombustible construction within the meaning set forth in [R408-02] R401-06(c)(3)(E).
 - (B) Combustible construction. The [text] content of this notice shall be used for dwelling unit doors and common areas when the building is of combustible construction within the meaning set forth in [R408-02] R401-06(c)(3)(E).
- (4) Accuracy of information. The *owner* of each residential building or [part thereof] occupancy subject to the requirements of this section [shall be] is responsible for the accurate reproduction of the fire [safety] and emergency preparedness notices.

- (5) Posting. Fire and emergency preparedness notices shall be posted in accordance with the following requirements:
- (A) Location. A fire [safety] and emergency preparedness notice shall be posted in each of the following locations:
- (1) Dwelling unit door. On the inside surface of the front or main entrance door of each dwelling unit in the building.
- (2) Common area. In a conspicuous location near any common mailbox area customarily used by building occupants, or if there is no common mailbox area, in a conspicuous location in or near the elevators or main stairwell.
- (B) Method of posting. Each fire [safety] and emergency preparedness notice shall be securely affixed, by mounting hardware or an adhesive, to the door or wall such that no part of the fire [safety] and emergency preparedness notice (excluding any frame) is lower than four (4) feet from the floor, nor higher than five and a half (5½) feet from the floor.
- (C) Posting of [B]building [I]information [S]section. A copy of Part I of the fire [safety] and emergency preparedness guide (the building information section completed by the owner) shall be posted with the fire [safety] and emergency preparedness notice in the common area. [Such posting shall be in the same form as the fire safety notice.]
- (6) Maintenance and replacement. The *owner* shall maintain the fire [safety] and emergency preparedness notice and the building information section (Part I of the fire and emergency preparedness guide) in the common area [and]. The *owner* shall prepare, distribute and post any amended [(Part I (]building information section[)] of the fire safety guide] within sixty days of any material change in building conditions requiring such [amended fire safety guide] amendment. The *owner* shall replace any missing or damaged notice on the dwelling unit door prior to any lawful change in occupancy of the dwelling unit. The *owner* shall replace any missing or damaged notice at any other time upon written request of the [tenant] building resident. The [tenant] building resident may be charged the reasonable cost of replacement.

§ 2. Part II of Appendix 1 of §408-02 of Chapter 4 of Title 3 of the Rules of the City of New, renumbered as §401-06, is repealed, and such Appendix 1 is amended to read as follows:

APPENDIX 1

Instructions: To be reproduced and distributed by the owner in accordance with 3 RCNY §401-06.

**[FIRE SAFETY GUIDE]
PART I – BUILDING INFORMATION SECTION**

**NEW YORK CITY APARTMENT BUILDING
EMERGENCY PREPAREDNESS GUIDE
BUILDING INFORMATION**

BUILDING ADDRESS: _____

BUILDING OWNER/REPRESENTATIVE:

Name: _____

Address: _____

Telephone: _____

BUILDING INFORMATION:

Year of Construction: _____

Type of Construction: Combustible Non-Combustible

Number of Floors: _____ Aboveground _____ Belowground

Sprinkler System: Yes No

Sprinkler System Coverage: Entire Building Partial (*complete all that apply*):

- Dwelling Units: _____
- Hallways: _____
- Stairwells: _____
- Compactor Chute: _____
- Other: _____

Fire Alarm: Yes Transmits Alarm to [Fire Dept/]Fire Alarm [Co]Central Monitoring Station
 No

Location of Manual Pull Stations: _____

Emergency Voice Communication System: Yes No

Public Address System: Yes No

Location of Speakers: Stairwell Hallway Dwelling Unit Other: _____

Means of Egress (e.g., Unenclosed/Enclosed Interior Stairs, Exterior Stairs, Fire Tower Stairs, Fire Escapes, Exits):

Type of Egress	Identification	Location	Leads to

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Other Information: _____

DATE PREPARED: _____]

PART II – FIRE AND EMERGENCY PREPAREDNESS INFORMATION

NEW YORK CITY
APARTMENT BUILDING
EMERGENCY PREPAREDNESS GUIDE

For Apartment Building Residents and Staff

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This emergency preparedness guide has been developed by the New York City Fire Department for distribution to apartment building residents and staff.

It is designed to educate you about your building and what you and the members of your household can do to prepare for emergencies, prevent fires and protect yourselves during a fire or non-fire emergency.

If you receive this guide from the building owner or manager, it will include a Building Information Sheet prepared by the building owner describing the construction of your building, building fire protection systems and exits, and other information that will inform your emergency planning.

1. **EMERGENCY PREPAREDNESS BASICS**

A. **Stay Informed/Emergency Notification Systems**

B. **Sheltering In Place/Emergency Supply Kit**

C. **When To Evacuate/Emergency Shelter**

D. **Reconnecting With Your Family**

A. **Stay Informed/Emergency Notification Systems**

1. Notify NYC is the City's official source of emergency information, including weather emergencies and subway and road closures.
2. Sign up for free emergency alerts or to download the Notify NYC application for mobile applications.
3. Visit NYC.gov/notifynyc, call 311 (for Video Relay Service: 212-639-9675; for TTY: 212-504-4115), or follow @NotifyNYC on Twitter
4. During an emergency, follow instructions from on-scene emergency responders or, if the emergency is not at your building, monitor NotifyNYC, local radio, television and internet news services for the latest information, including information about emergency shelter.

B. **Sheltering in Place**

1. During some emergencies, officials may advise you to stay where you are (shelter in place). Generally, this means that it is safest for you to remain in your apartment while firefighters put out a fire or emergency responders clear a nearby hazard.
2. The emergency procedures discussed in this Guide (see Section 6, What to Do in a Fire or Non-Fire Emergency) will explain when to leave and when to shelter in place. In all cases, follow the instructions of on-scene police, firefighters or other emergency responders.
3. If an emergency requires that you shelter in place, do not leave your place of safety to pick your children up from school until the danger has passed and shelter-in-place orders have been lifted. Schools have their own shelter-in-place procedures. You will only endanger yourself by leaving a safe area during the emergency.
4. For weather emergencies and other emergencies that may require that you stay at home for several days, keep an emergency supply kit. See Section 3(A), Home Emergency Supply Kit.

C. **When to Evacuate/Emergency Shelter**

1. Evacuate immediately when you:
 - Are in immediate danger.
 - Are in a type of building in which evacuation is recommended and you can safely do so. See Section 7(A).
 - Are instructed to do so by an on-scene emergency responder.
 - Are ordered to do so by the Mayor or other public authority.
2. If you must evacuate your building or are directed by authorities to evacuate, make arrangements to stay with friends or family. During a coastal storm evacuation, the City and/or its partners will open evacuation centers throughout the five boroughs. Know which evacuation center is closest to you by visiting NYC.gov/knowyourzone, or calling 311 (for Video Relay Service: 212-639-9675; TTY: 212-504-4115).

D. Reconnecting With Your Family

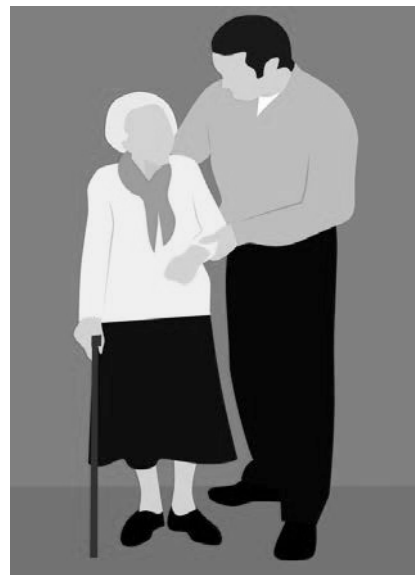
Discuss with your family and household members where to meet if you have to evacuate your building and cannot return.

1. Identify two places to meet: one near your home and one outside your neighborhood.
2. Designate an out-of-area friend or relative who household members can call if separated during a disaster. Long-distance calls may be easier to make than local calls. This out-of-area contact can help you communicate with others.

2. PEOPLE WHO NEED ASSISTANCE

A. If you need help

1. If you will have difficulty leaving the building (or going elsewhere once you are out of the building) without assistance, make a plan in advance and identify people who could help you.
 - If you live alone, or your household members work or are not capable of assisting you, consider asking neighbors to help you down the stairs (in case of fire or power failure). Keep their telephone numbers and other contact information handy.
 - If you rely on the elevator for evacuation, ask the building owner or manager if they will notify you in advance before they take the elevator out of service during an emergency (or for maintenance in normal circumstances).
 - If your building has staff, ask your building owner or manager if the staff can alert emergency responders and/or assist you, if possible.
 - Take into consideration the factors outlined in Section 6(A)(2) Evacuation Assistance.
2. Keep a whistle in your apartment or bang pots together in case you need to signal to neighbors or others that you need assistance.
3. Prepare and have ready a written note explaining your communication needs if you will need assistance understanding others or others will need assistance understanding you. If you communicate in writing, purchase and keep a portable white board, chalk board or other personal communications device.
4. If you use a scooter or wheelchair, know the size and weight of your device, and whether it is collapsible, to assist in making transportation arrangements.



B. If you can provide help

1. Be a caring neighbor. During an emergency, if safe to do so, check on neighbors who may need assistance, especially seniors and persons with disabilities, who may need to be warned.

2. If you can safely do so and are physically able, assist a neighbor in evacuating a building. Do not use elevators during a fire. See Section 6(A), Evacuation Assistance.

3. When providing assistance, listen carefully to what your neighbor has to say about how they should be lifted or moved.

3. **READINESS SUPPLIES (FOR HOME EMERGENCIES AND YOUR GO BAG)**

A. **Home Emergency Supply Kit**

Keep enough supplies in your home to survive for up to seven days. Below are suggested items to keep in an easily accessible container (replace expired items from time to time):

- ✓ One gallon of drinking water per person per day
- ✓ Nonperishable, ready-to-eat canned foods and manual can opener
- ✓ First aid kit
- ✓ Flashlight
- ✓ Battery-operated AM/FM radio and extra batteries
- ✓ Whistle to signal for help from neighbors
- ✓ Personal hygiene items: soap, feminine hygiene products, toothbrush, toothpaste, etc.
- ✓ Cell phone charging cord and portable battery pack
- ✓ Child care supplies or other special care items
- ✓ Pet food and supplies
- ✓ At least a week's supply of any medication or medical supplies you use regularly
- ✓ Spare eyeglasses or contact lens supplies
- ✓ Extra batteries for hearing aids
- ✓ Back-up equipment or extra supplies for any other home medical or communication devices



B. **Go Bag**

Your Go Bag should be sturdy and easy to carry, like a backpack or a small suitcase on wheels. You'll need to customize your Go Bag for your personal needs, but some of the important things you need in your Go Bag include:

- ✓ Copies of your important documents in a waterproof and portable container (insurance cards, birth certificates, deeds, photo IDs, proof of address, etc.)
- ✓ Extra set of car and house keys
- ✓ Copies of credit/ATM cards
- ✓ Cash (in small bills)
- ✓ Bottled water and nonperishable food, such as energy or granola bars
- ✓ Flashlight



- ✓ Battery-operated AM/FM radio
- ✓ Extra batteries/chargers
- ✓ Medical items, including:
 - First-aid kit
 - At least a week's supply of any medication or medical supplies you use regularly
 - Medical insurance, Medicare and Medicaid cards
 - A list of medications (and dosages)
 - Names of physicians and contact information
 - Information about medical conditions, allergies and medical equipment.
- ✓ Toiletries
- ✓ Notepad and pen
- ✓ Contact and meeting place information for your household
- ✓ Lightweight raingear and blanket
- ✓ Items to comfort or distract you, such as a book or deck of cards
- ✓ Child care supplies, including games and small toys.
- ✓ For pets and service animals:
 - A current color photograph of your pet or service animal (or even better, one of you together, in case you are separated)
 - Name of veterinarian and contact information
 - Ownership, registration, microchip and vaccination information.
 - Food and water dishes
 - Leash and (if needed) muzzle
 - Cotton sheet to place over carrier to help keep your pet or service animal calm
 - Plastic bags for clean-up

4. HOME SAFETY AND FIRE PREVENTION

- Home Safety Devices
- Safe Home Heating
- Fire Prevention Tips
- Extinguishing Small Fires

You can prevent a fire or other emergency by making sure your home is protected by working home safety devices, by heating your home safely, and by preventing fires before they start.

A. Home Safety Devices

1. Smoke and carbon monoxide alarms

- Make sure you have smoke alarms (also called smoke detectors) and carbon monoxide alarms in your apartment. New York City law requires landlords and other owners to install smoke and carbon monoxide alarms within 15 feet of the entrance to each sleeping room and in the basement. (New buildings must also have one within each sleeping room.)
- Combined smoke/carbon monoxide alarms may be used.
- Make sure the alarms are still working. Tenants are responsible for maintaining the smoke and carbon monoxide alarms in their apartments.
- Test the devices at least once a month by pressing the test button.



- Newer models are powered by electricity or have a built-in 10-year battery.
- Older models have removable batteries. Replace the batteries at least twice a year (when you change the clocks in the spring and fall is a good time). Replace the battery right away if the alarm makes a sound that indicates that the battery is low.
- Smoke and carbon monoxide alarms must be replaced in accordance with the manufacturer's recommendation, but at least once every 10 years.

2. Assistive devices

- If you or a member of your household is deaf or has limited hearing, consult with the building owner or manager regarding installation of smoke/carbon monoxide detector devices that activate a visual (strobe) or tactile (vibration) alert.
- For more information, see Section 7, Emergency Preparedness Resources.

B. Safe Home Heating

1. Call 311 (for Video Relay Service: 212-639-9675; TTY: 212-504-4115) for a fire inspection if you are unsure your heat source is safe.
2. If you need a portable heater, only use portable electrical heaters approved for indoor use (with enclosed heating elements). Do NOT use your stove or oven to heat your apartment. Do NOT use kerosene or propane heaters, which are dangerous and illegal for indoor use in New York City.
3. Check the power current required to operate the portable heater. Make sure that it can safely operate on a standard household electrical circuit. See Section 4(C), Fire Prevention Tips.
4. Check the heater from time to time when it is on, and turn it off when you leave the apartment or when you go to sleep. Never leave children alone in a room when a portable space heater is on.
5. Keep all household materials that can catch on fire, including furniture, drapes, carpeting and paper, at least three feet away from the heat source. Never drape clothes over a space heater to dry.

C. Fire Prevention Tips

1. Discarded, accidentally left lit and carelessly handled cigarettes are the leading cause of fire deaths. Never smoke in bed or when you are drowsy, and be especially careful when smoking on a sofa or other upholstered furniture. Be sure that you completely extinguish every cigarette in an ashtray that is deep and won't tip over. Never leave a lit or smoldering cigarette on furniture.
2. Matches and lighters can be deadly in the hands of children. Store them out of reach of children and teach them about the danger of fire.
3. Do not leave cooking unattended. Keep stove tops clean and free of items that can catch on fire. Before you go to bed, check your kitchen to ensure that your stove and oven are off.

4. Monitor coffee pots, hot plates and other electrical devices with heating elements. Don't leave them on when not needed. Make sure to turn them off at night or when no one is home.
5. Never plug too many devices into electrical outlets. Most household outlets provide 15 amperes of electrical current, except outlets designated for large household appliances or air conditioners. Do not operate household equipment, including microwaves, toasters, coffee pots, hot plates and other devices that use a significant amount of current on the same electrical outlet without first checking the amount of current they use.
6. Replace any electrical cord that is cracked or frayed. Never run extension cords under rugs. Use only power strips with circuit-breakers.
7. Keep all doorways, and all windows leading to fire escapes, free of obstructions.
8. Report to the building owner or manager any obstructions or accumulations of rubbish in the hallways, stairwells, fire escapes or other means of egress.
9. Window gates should be installed only when absolutely necessary for security reasons. Install only Fire Department-approved window gates.
 - Do not install window gates with key or combination locks. A delay in finding or using the key or combination could cost lives.
 - Familiarize yourself and the members of your household with the operation of the window gate.
 - Maintain the window gate's operating mechanism so it opens smoothly. Don't place any furniture or personal items where they would prevent the window gates from opening.
10. Familiarize yourself and members of your household with the location of all building stairwells, fire escapes and exits and the route to get to them.
11. With the members of your household, prepare an emergency escape route to use in the event of a fire in the building. Choose a meeting place a safe distance from your building where you should all meet in case you get separated during a fire.
12. Exercise care in the use and placement of fresh cut decorative greens, including Christmas trees and holiday wreaths. If possible, keep them planted or in water. Do not place them in public hallways or where they might block egress from your apartment if they catch on fire. Keep them away from any flame, including candles and fireplaces. Do not keep for extended period of time; as they dry, decorative greens become easily combustible.
13. Never use a propane, charcoal or other portable grill indoors.
14. Decorative fireplaces that use liquid alcohol or other flammable liquid are a potential fire hazard. The liquid is easy to spill and quick to ignite. See Section 7, Emergency Preparedness Resources, for more information.

D. Extinguishing a Small Fire

1. You are not expected to put out a fire once it has spread. Instead:
 - Get everyone out of the apartment.
 - Leave immediately and close the apartment door behind you. (This is very important.)
 - Report the fire by calling 911 as soon as you reach a safe location. (If your building has a fire alarm system, use the manual pull station to activate the fire alarm as you leave the building.)
 - Notify any building staff.

2. For a fire that has not spread, you can use a portable fire extinguisher. Standard ABC-type (dry chemical) portable fire extinguishers are designed for household fires, except for stove-top fires. Cover the pan or pot and/or use a baking soda or wet portable fire extinguisher (labeled Class K) for stove-top grease/oil fires.

3. To use a portable fire extinguisher, remember P.A.S.S.:
 - Pull
 - Aim
 - Squeeze
 - Sweep



5. KNOW YOUR BUILDING

Learn about your building's construction and types of fire protection systems. This will help you make informed decisions in the event of a fire or non-fire emergency in your building.

- Building construction: Is your building made of fireproof (non-combustible) material or non-fireproof (combustible) material?
- Building fire protection systems: Is your building protected by a sprinkler system? Does it have a fire alarm system or a building communications system?
- Getting out safely (means of egress): How can I get out of the building in case of emergency? Where do the stairwells and other exits leave me: on the street, in the lobby, in the rear yard or other location?

Review the Building Information Sheet you receive from your building owner. Owners of apartment buildings (three or more apartments) are required to prepare and distribute a Building Information Sheet and New York City Apartment Building Emergency Preparedness Guide to all residents and

building staff. They are also required to post an Emergency Preparedness Notice on the inside of your apartment entrance door, and in the lobby or common area.

A. Building Construction

1. Non-Combustible Buildings. A “non-combustible” or “fireproof” building is a building whose structural components (the supporting elements of the building, such as steel or reinforced concrete beams and floors) are constructed of materials that do not burn or are resistant to fire and therefore will not contribute to the spread of the fire. In such buildings, fires are more likely to be contained in the apartment or part thereof in which they start and less likely to spread beyond the building walls to other apartments and floors.

- THIS DOES NOT MEAN THAT A NON-COMBUSTIBLE BUILDING IS IMMUNE FROM FIRE. While the structural components of the building may not catch fire, all of the contents of the building (including furniture, carpeting, wood floors, decorations and personal belongings) may catch on fire and generate flame, heat and large amounts of smoke and carbon monoxide, which can travel throughout the building, especially if apartment or stairwell doors are left open.

2. Combustible Buildings. A “combustible” or “non-fireproof” building has a wood or other structure that will burn if exposed to fire. A fire that spreads from the burning contents of an apartment into the building walls can spread within the walls and endanger the entire building.



Check the Building Information Sheet for your building to see whether it is combustible or non-combustible construction.

B. Fire Protection Systems

Regardless of the type of construction it is, your building may be protected by fire protection systems that detect and/or help prevent fires, and provide early warning to building occupants.

1. Fire Separations. Most apartments have sheetrock walls and ceilings and fire-rated metal doors. Many buildings also have enclosed stairwells (enclosed within their own walls and doors). Sheetrock and fire-rated doors are “passive” fire protection systems designed to contain the fire for some amount of time, to allow the Fire Department to respond and extinguish the fire and rescue building occupants.

- ALWAYS close the door to your apartment as you leave if there is a fire in the apartment. LEAVING THE APARTMENT DOOR OPEN WHEN THE APARTMENT IS ON FIRE ALLOWS THE FIRE TO SPREAD OUTSIDE OF THE APARTMENT.
- NEVER block/chock open stairwell doors. Stairwell doors should be kept closed at all times.

2. Sprinkler Systems. A sprinkler system is designed to extinguish a fire by spraying water on it. A sprinkler head on the ceiling detects the heat of a fire and automatically releases the water from the pipe in the ceiling. It also sounds an alarm at street level, or, in most newer buildings, transmits an alarm to a fire alarm company central monitoring station.

- Sprinklers are good at preventing a fire from spreading, but the fire may still generate a large quantity of smoke. Smoke spread can be life-threatening to other building occupants. Always close the apartment door as you leave.
- Apartment buildings constructed since 2000 generally are protected by a sprinkler system. Earlier buildings generally do not have a sprinkler system throughout the building. Some have partial sprinkler systems in open stairwells, compactor rooms or other areas.



3. Emergency Voice Communication Systems. Most high-rise apartment buildings constructed since 2009 that are taller than 12 stories or 125 feet are equipped with a building-wide emergency voice communication system that allows Fire Department personnel to make announcements in the stairwells and in each dwelling unit from a central location, usually the building lobby.
4. Fire Alarm Systems. All apartment buildings have smoke alarms and carbon monoxide alarms in individual apartments (see Home Safety Devices, Section 4(a) above). These alarms are not connected to a building fire alarm system and do not automatically notify a fire alarm company central station; they only sound in the apartment.

Some buildings have fire alarm systems, but they may be limited in the areas they cover and may not activate an alarm throughout the building.

- Most apartment buildings built since 2009 have a building fire alarm system, but it is limited to smoke detection in mechanical and electrical rooms. Any alarm in those rooms is automatically transmitted to a fire alarm company central monitoring station, which notifies the Fire Department.
- Some older buildings have an interior fire alarm system with loudspeakers designed to warn building occupants of a fire in the building and manual pull stations that can be used to activate the fire alarm system. The manual pull stations are usually located near the main entrance and by each stairwell door. The manual pull stations generally do not automatically transmit a signal to a fire alarm company central monitoring station.

If you see or hear any of these devices sound an alarm, call 911. Do not assume that the Fire Department has been notified.

4. Public Address Systems

Although generally not required, some residential buildings are equipped with public address systems that enable voice communications from a central location, usually the building lobby. Public address systems are different from building intercoms, and usually consist of loudspeakers in building hallways and/or stairwells.

Check the Building Information Sheet for your building to see whether there is a sprinkler system, fire alarm system, emergency voice communication system or public address system in your building.

C. Getting Out Safely (Means of Egress)

Almost all residential apartment buildings have at least two means of egress (way of exiting the building). There are several different types of egress:

1. **Interior Stairs.** All buildings have stairs leading to the street level. These stairs may be enclosed or unenclosed.
 - Enclosed stairwells are more likely to allow safe egress from the building, if the doors are kept closed.
 - Unenclosed stairs do not prevent the spread of flame, heat and smoke. Flames, heat and smoke from a fire will rise up the stairs and prevent safe egress down the stairs from floors above the fire.
2. **Exterior Stairs.** Some buildings provide access to the apartments by means of outdoor stairs and corridors. The fact that they are outdoors and do not trap heat and smoke enhance their safety in the event of a fire, provided that they are not obstructed.
3. **Fire Tower Stairs.** These are generally enclosed stairwells in a “tower” separated from the building by air shafts open to the outside. The open air shafts allow the heat and smoke to escape, keeping the stairwell safe.
4. **Fire Escapes.** Older buildings may have a fire escape on the outside of the building, which is accessed through a window or balcony. Fire escapes should be used only if the primary means of egress from the building (stairwells) have become unsafe because they are obstructed by flame, heat or smoke.
5. **Exits.** Almost all buildings have more than one exit to the outdoors. In addition to the main entrance to the building, there may be side exits, rear exits, basement exits, and exits to the street from stairwells. You should know which exits lead to the street or other safe place, and how to get to them from your apartment.
 - Some of these exits may have alarms and should only be used in an emergency.
 - Roof access doors are not exits and may or may not allow access to adjoining buildings. Roofs are dangerous places, especially at night or in a fire. They usually have limited or no lighting and often have tripping hazards and unprotected drop-offs. Do not use roof access as an exit except as a last resort and only if there is safe access to an adjoining building.



Check the Building Information Sheet for your building to see the different means of egress from your building and where they exit the building.

D. APARTMENT IDENTIFICATION AND FIRE EMERGENCY MARKINGS

All apartments are required to have the apartment number clearly marked at eye level on the main entrance door to the apartment, in the building corridor. This will help the Fire Department and other first responders quickly locate your apartment in an emergency.

In addition, many apartment buildings are now required to post or mark the apartment number on the door jamb, at floor level. These reflective or luminous “fire emergency markings” will help the Fire Department locate your apartment during a fire or smoke condition when the eye-level door numbers are not visible. All duplex and other multi-floor apartments, and all apartment buildings that are not protected by a sprinkler system and have more than 8 apartments on a floor, are required to install the fire emergency markings on apartment and stairwell door jambs. For more information, see Section 7, Emergency Preparedness Resources.

Make sure your apartment number is on your apartment door. Check whether fire emergency markings are required in your apartment building.

6. WHAT TO DO IN A FIRE OR NON-FIRE EMERGENCY

A. FIRES

In the event of a fire, follow the directions of Fire Department personnel. However, there may be emergency situations in which you may be required to decide on a course of action to protect yourself and the other members of your household before Fire Department personnel arrive on scene or can provide guidance.

1. Emergency Fire Safety Instructions

The instructions below are intended to assist you in selecting the safest course of action. Please note that no instruction can account for all of the possible factors and changing conditions; you will have to decide for yourself what is the safest course of action under the circumstances.

- Stay calm. Do not panic. Notify the Fire Department as soon as possible. Firefighters will be on the scene of a fire within minutes of receiving an alarm.
- Because flame, heat and smoke rise, generally a fire on a floor below your apartment presents a greater threat to your safety than a fire on a floor above your apartment.
- Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished. Do not attempt to put the fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have a clear path of retreat from the room.
- If you decide to exit the building during a fire, close all doors as you exit to confine the fire. NEVER USE THE ELEVATOR. It could stop between floors or take you to where the fire is, and can become filled with smoke or heat.
- Heat, smoke and gases emitted by burning materials can quickly choke you. If you are caught in a heavy smoke condition, get down on the floor and crawl, keeping your head close to the floor. Take short breaths, breathing through your nose.
- If your clothes catch fire, don't run. Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs and roll over to smother the flames.

If the fire is in your apartment:

- Close the door to the room where the fire is, and leave the apartment.
- Make sure EVERYONE leaves the apartment with you.
- Take your keys.
- Close, but do not lock, the apartment door.
- Use the nearest stairwell that is free of smoke to exit the building.
- DO NOT USE THE ELEVATOR.
- Call 911 as soon as you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
- Meet the members of your household at a predetermined location outside the building. Notify responding firefighters if anyone is unaccounted for.

If the fire is not in your apartment (in NON-COMBUSTIBLE OR FIREPROOF BUILDINGS):

- Stay inside your apartment (shelter in place) and listen for instructions from firefighters unless conditions become dangerous.
- If you must exit your apartment, first feel the apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
- If you can safely exit your apartment, follow the instructions above for a fire in your apartment.
- If you cannot safely exit your apartment or building, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
- Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
- Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.
- If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

If the fire is not in your apartment (in COMBUSTIBLE OR NON-FIREPROOF BUILDINGS):

- Feel your apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
- Exit your apartment and building if you can safely do so, following the instructions above for a fire in your apartment.
- Alert people on your floor by knocking on their doors on your way to the exit.
- If the hallway or stairwell(s) are not safe because of smoke, heat or fire and you have access to a fire escape; use it to exit the building. Proceed cautiously on the fire escape and always carry or hold onto small children.
- If you cannot use the stairs or fire escape, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
- Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings with plastic and duct tape where smoke may enter.
- Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.
- If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet or blow on a whistle to attract the attention of firefighters.

- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

2. Evacuation Assistance

If you will need assistance in evacuating the building, you should develop a plan in advance and arrange a network of supports to be sure that you will be able to get out. For more information, see Section 2, Persons Who Need Assistance.

In developing your plan, take the following factors into consideration:

- The most common problem in evacuating is inability to walk or difficulty walking. Elevators can be used to evacuate the building in most emergencies, but not during a fire or power outage.
- Relocating within the building below the fire floor or non-fire emergency may be sufficient to protect you from harm.
- If you use a wheelchair, scooter or other motorized device, consider keeping a lightweight travel wheelchair or evacuation chair in your apartment to make it easier for others to assist you when the elevator can't be used. Show how it works to those who will be helping you.
- Carrying a person down flights of stairs is difficult, at best. If you and those who may be helping you think it can be done, educate yourselves as to different ways persons can be carried. For more information, see Section 7, Emergency Preparedness Resources.

As a last resort, if you are unable to evacuate, retreat to the safest area from the fire or other emergency. This could be your apartment, a neighbor's apartment, or the stairwell itself. Some newer buildings may have a room near the stairwell designed as a shelter and equipped with a telephone. Call 911 (or have others call 911) to report your situation.

B. MEDICAL EMERGENCIES

Take a moment to plan ahead for a medical emergency. What should you do if you, a member of your family or a neighbor experience a medical condition that requires emergency ambulance transport to a hospital?

Familiarize yourself with the warning signs of a medical emergency and the information the 911 operator will ask you to provide. Keep handy the phone numbers of someone you can call to meet emergency responders and escort them directly to the patient.

1. Warning signs. The following are warning signs of a medical emergency:

- Burns or smoke inhalation
- Bleeding that will not stop
- Breathing problems, such as difficulty breathing or shortness of breath
- Change in mental status, such as unusual behavior, confusion, difficulty in waking

- Chest pain
 - Choking
 - Coughing up or vomiting blood
 - Fainting or loss of consciousness
 - Feeling of committing suicide or murder
 - Head or spine injury
 - Severe or persistent vomiting
 - Sudden, severe pain anywhere in the body
 - Sudden dizziness, weakness, or change in vision
 - Swallowing a poisonous substance
 - Upper abdominal pain
2. Call 911. Should you or a member of your household experience any of the above symptoms, immediately call 911. Be ready to provide the following information to the 911 operator:
- The address of the building, including the nearest cross-street and apartment number.
 - The best building entrance to use to get to where you are.
 - The number of persons who are ill and your exact location inside or outside of the building.
 - Your chief complaint and/or present condition (e.g. bleeding, breathing/not breathing, conscious/unconscious, etc.).
 - Any disability of which emergency responders should be aware, such as hearing loss, blind or limited vision, or a cognitive disability that will affect the emergency responders ability to communicate with you.
 - Have a family/household member stay with you.
3. Notify Building Staff. After calling 911, notify building staff that you have called 911 for an ambulance. Ask them to meet the emergency responders, let them into the building and assist them in finding your apartment. If you do not have or cannot reach building staff, ask a family member or neighbor to meet and assist the emergency responders.

C. UTILITY EMERGENCIES

Utility disruptions include power outages, carbon dioxide releases, gas leaks and water leaks. They can affect a single apartment, building or block or the entire city.

1. Power Outages

Advance preparation:

- Keep flashlights and spare batteries in your apartment.
- Avoid the use of candles, which can start a fire. For more information about the safe use of candles, see Section 7, Emergency Preparedness Resources.
- If you rely on medical equipment that requires electric power, look into obtaining a back-up power source. Ask your utility company whether your medical equipment qualifies you to be listed as a life-sustaining equipment (LSE) customer who will be contacted in the event of power emergency. See Section 7, Emergency Preparedness Resources.

- Keep your cell phone charged. If you have a battery pack, keep it fully charged as well.

At time of the power disruption:

- Call your utility company immediately to report the outage. See Section 7, Emergency Preparedness Resources.
- Turn off all appliances that will turn on automatically when service is restored, to avoid a power surge that can damage your electrical circuits and appliances.
- Keep refrigerator and freezer doors closed as much as possible to avoid spoilage.
- Do not use generators indoors. They can create dangerous levels of carbon monoxide.
- Do not use propane or kerosene heaters or grills indoors.

2. Carbon Monoxide Release

Carbon monoxide (CO) is a colorless, odorless gas produced by fuel-burning appliances and equipment (such as stoves, furnaces and hot water heaters), fireplaces and vehicle exhaust pipes. The carbon monoxide generated by these appliances should be released outdoors through a chimney, vent pipe or other means. A blocked or cracked chimney or vent pipe can allow carbon monoxide to enter the building, sometimes many floors from the source.

Symptoms of carbon monoxide poisoning are flu-like. They may include headache, dizziness, fatigue, chest pain, vomiting. If not promptly addressed, it can cause death.

IF YOU SUSPECT CARBON MONOXIDE POISONING:

- Open windows.
- Evacuate the building.
- Call 911 as soon as you reach a safe location.
- Call your local utility company.

3. Gas Leaks

Many apartments use piped natural gas from the utility company for cooking and clothes drying. Natural gas is flammable and explosive. If it leaks and collects in an apartment or room, a spark can ignite it, causing an explosion and a fire.

Piped natural gas is given a distinctive, "rotten eggs" smell by the utility company. If you smell natural gas:

- Do not operate any light switches or electrical devices in the apartment, including your cell phone. Any spark could cause a fire.
- Do not smoke and immediately extinguish any smoking materials.
- Evacuate the building, taking all members of your family/household.
- Call 911 to report the emergency when outdoors.
- For more information about building explosions, see Section 6(F).

4. Water Leaks or Interruptions

Water leaking into electrical wiring can cause a fire.

- If water is leaking into your apartment (or from your apartment to others), immediately arrange for repairs or notify the building owner or manager to do so (as applicable).
- If water is entering electrical wiring in the ceiling or walls, call 911.
- If you have no water or very low water pressure, report the condition to 311 (for Video Relay Service: 212-639-9675; TTY: 212-504-4115).
- If you have a concern about drinking water quality, report the condition to 311. Monitor Notify NYC or local radio and TV stations for official guidance as to a widespread drinking water emergency.
- If you see water coming up from the ground or roadway, or suspect a water main break, call 311 (for Video Relay Service: 212-639-9675; TTY: 212-504-4115).

D. WEATHER EMERGENCIES

1. Extreme Heat

During a heat wave your apartment may be unsafe if it is not air conditioned. Infants, the elderly and the ill are particularly vulnerable to the effects of extreme heat.

Monitor Notify NYC and local radio and TV stations for extreme heat warnings.

IN AN EXTREME HEAT EMERGENCY:

- With the approval of the building owner, purchase and install one or more air conditioners. Only install air conditioners if the apartment's electrical wiring can provide adequate power. Make sure that the air conditioners that you purchase do not require more power than your apartment's electrical wiring can provide. Air conditioners should be installed by a trained and knowledgeable person to make sure that they are securely affixed to the building and do not endanger others below.
- Spend as much time as possible, especially during the day, in an air conditioned place. This could be a friend or neighbor's apartment, a restaurant or store, or a cooling center.
- During heat emergencies, New York City operates cooling centers in air-conditioned public facilities. Public pools may also be available. Call 311 (for Video Relay Service: 212-639-9675; TTY: 212-504-4115) or access NYC.gov/emergencymanagement during a heat emergency to find a local cooling center or pool.
- Avoid strenuous activity.
- Drink plenty of water. Avoid alcohol and caffeinated beverages.
- Conserve power: if you have an air conditioner, set it no lower than 78 degrees during a heat wave when you are in your apartment, and turn off nonessential appliances.

2. Blizzards and Other Winter Weather Storms

The public is generally advised to shelter in place in their homes during a winter weather storm. Apartment buildings usually provide a safe environment during storms and persons can remain indoors for several days if necessary if they make adequate provision for food and other supplies.

3. Coastal Storms and Hurricanes

In some extreme weather emergencies, such as hurricanes, the City may order evacuations in areas. If you live in a high rise building, especially on the 10th floor or above, stay away from windows in case they break or shatter, or move to a lower floor.



Advance preparation:

- Before a coastal storm or hurricane, find out if you live in one of New York City's hurricane evacuation zones. See Section 7, Emergency Preparedness Resources, or NYC.gov/knowyourzone.
- Prepare your home and vehicles. Secure outdoor objects, close windows and exterior doors securely, move valuable items to upper floors, and top off your vehicle and generator with fuel.
- Have your Go Bag ready.
- Know where you will go in the event an evacuation order is issued. Stay with family or friends or call 311 for information before, during or after the storm.
- If ordered to evacuate, do so as directed. Use public transportation if possible. Keep in mind that public transportation may shut down several hours before the storm arrives.
- If you need to use the elevator to evacuate and are in an evacuation zone, be sure to evacuate before elevator service is discontinued to protect the elevators from flooding. Building owners are required to post signs in the building lobby or common area in advance (if possible) of a weather emergency if they will be discontinuing elevator service. Advance notification of the building owner/management may help ensure you receive appropriate notification. See Section 2, People Needing Assistance.
- Be prepared for a power interruption by charging your cell phone and other portable devices and adjust the refrigerator setting to a colder temperature.



During the storm:

- Stay indoors.
- Call 911 if you have a medical emergency or are in danger from physical damage to your building or apartment, but be aware that an emergency response may be delayed or unavailable during the storm.
- If you are trapped inside by rising waters, move to a higher floor, but don't retreat into an enclosed attic unless you have a saw or other tool to cut a hole in the roof if necessary. Call 911 and report your situation. Wait for help. Do NOT try to swim to safety. Do not enter a building if it is surrounded by floodwaters.
- Stay away from downed power lines. Water conducts electricity.

4. Earthquakes

Although earthquakes are not common in the New York City area, earthquakes can and have affected our area, and apartment building residents and staff should be prepared.

Depending on its location, even a small earthquake can cause buildings to shake, physically damage buildings (including cracks in walls), and cause objects to move or fall from shelves.

During an earthquake, "drop, cover and hold on":

- Take cover under a sturdy piece of furniture (such as a table) and hold on.
- If you cannot take cover under a piece of furniture, take cover in a corner next to an inside (interior) wall.
- Drop to the floor.
- Cover your head and neck with your arms.
- If you use a wheelchair, take cover in a doorway or next to an interior wall and lock the wheels. Remove from the wheelchair any equipment that is not securely affixed to it. Cover yourself with whatever is available to protect yourself from falling objects.
- If you are unable to move from a bed or chair, protect yourself from falling objects with blankets or pillows.
- If you are outdoors, go to an open area away from trees, utility poles and buildings.
- Stay where you are until the shaking stops.

Be aware that there may be aftershocks, additional earthquake vibrations which often follow an earthquake.

5. Tornados

Although not common in the New York City area, a number of tornados (and microbursts, a similar wind condition) have touched down in New York City in recent years.

In the event of a tornado alert:

- If a tornado is approaching your neighborhood, immediately go to the basement of your building. If your building has no basement, go to the lowest floor of the building.
- Stay next to the wall in an interior room or area away from windows until the tornado has passed.

- Avoid interior spaces with roofs that span a large open space, such as atriums and auditoriums.
- If there is no suitable place to shelter in your building, evacuate your building for a safer location, but only if there is sufficient time to get there.

E. **HAZARDOUS MATERIALS EMERGENCIES**

1. **Chemical**

A hazardous materials emergency can result from an accident, such as an overturned truck or an explosion in a factory, or as a result of criminal activity, such as a terrorist attack.

If the chemical is being dispersed through the air, every effort should be made to avoid breathing it in.

During the emergency:

- Shelter in place. Generally, it is safest to shelter in place in your apartment.
- Turn off all air conditioners and ventilation systems, close windows and seal up all ventilation grilles and other openings that will allow outside air to enter into your apartment.
- Monitor Notify NYC and local radio and TV stations for additional information.

If you are near the area of the chemical release or it has entered your apartment:

- Cover your nose, mouth and as much of your skin as possible.
- Evacuate your apartment and building if it is safe to do so. If not, move to an interior room, such as a bathroom and seal up the windows and doors.

Once the emergency has been resolved, if you have been exposed to, or contaminated by, the chemical:

- Listen for instructions from public authorities and/or first responders.
- Decontaminate yourself as soon as you reach a clean area. Obtain medical assistance if needed.

Monitor Notify NYC for guidance if the hazardous materials release affects the water or food supply.

2. **Radiological Dispersal Device (RDD)**

Radiological dispersal devices (RDDs) use conventional explosives with radioactive material. RDDs are not capable of creating a nuclear explosion: they are not nuclear weapons. They are meant to cause panic and disrupt daily life.

RDDs can cover a wide area with dangerous radioactive material. Radioactive material dispersed from an RDD can settle like dust on your clothing, your body, and other objects.

If you are outside, immediately take shelter in the nearest safe building and monitor. Notify NYC (and local radio and TV stations, if available) for additional information and instructions.

If you or your family are near the location of a confirmed RDD explosion, follow the steps below to reduce any potential radiation exposure. Do not go to a hospital unless you have a medical emergency.

- Take off your outer layer of clothing and your shoes. This can remove up to 90% of any radioactive material. Do not shake or brush off the dust.
- Seal the clothing and shoes you were wearing in a plastic bag or other container and keep them away from people and pets, but do not place them in the garbage.
- Gently blow your nose and wipe your eyes and ears with a clean wet cloth.
- Take a shower with plenty of soap. Wash from your head down. Avoid scratching your skin. Wash your hair using shampoo only. Do not use conditioner because it may cause radioactive material to stick to your hair and skin.
- If you cannot shower, use a dry or wet cloth or wipe to clean skin that was uncovered, including your face and hands. Seal the used cloth or wipes in a bag or container like you did with your contaminated clothes.
- Put on whatever clothing and shoes you have that are not contaminated with dust. If necessary, borrow clothes from a neighbor.
- All personal devices and equipment that may have been exposed to radioactive material, especially wheelchairs and other mobility equipment, should be wiped down with a damp cloth or wipe. Make sure to clean the wheels. Wash your hands afterwards.
- Decontaminate pets and service animals by washing and shampooing them. It is not necessary to shave their fur.

F. BUILDING EXPLOSIONS/COLLAPSE

The most common reason for a building explosion is a gas leak. See Section 6(C)(3), Gas Leaks.

Building explosions can also result from malfunctioning equipment or criminal activity.

Explosions can cause buildings, or portions of buildings, to collapse. Building collapses also result from unlawful or improperly performed alterations to the building structure.

Buildings of noncombustible construction (with concrete or steel structures) are less likely to collapse, except in extraordinary circumstances.



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If there is an explosion in your apartment building:

- Attempt to determine the severity of the damage to the building (such as collapsed or cracked ceilings or walls, clouds of dust, or strong smell of gas) and whether you are in immediate danger.
- If conditions allow, evacuate the building as quickly and calmly as possible.
- Call 911 as soon as you are in a safe location.

- If you cannot safely evacuate or you are not certain it is safe to evacuate, call 911 and follow the instructions they provide.
- If there is a possibility of a collapse of walls or ceilings, take cover under a sturdy piece of furniture (such as a table).

If there is a collapse in your building and you are trapped by debris:

- Cover your nose and mouth with a dry cloth or clothing.
- Move around as little as possible to avoid generating dust, which may be harmful and make it difficult to breathe.
- Tap on a pipe or wall so rescuers can hear where you are. Use a whistle if one is available.

G. TERRORISM

A terrorist's primary objective is to create fear. With accurate information and basic emergency preparedness, you can fight back. Visit PlanNowNYC, a website developed by NYC Emergency Management and the City's other emergency response agencies to help New Yorkers prepare for terrorist attacks. See Section 7, Emergency Preparedness Resources.

1. Know the Facts and Be Responsible

- Keep in mind that terrorism can take many different forms. By preparing for the fire and non-fire emergencies addressed above, you will also be preparing for terrorist attacks.
- Know the facts of a situation and think critically. Confirm reports using a variety of reliable sources of information, such as the government or media. Do not spread rumors.
- Do not accept packages from strangers, and do not leave luggage or bags unattended in public areas such as the subway.
- If you receive a suspicious package or envelope, do not touch it. Call 911 and alert City officials. If you have handled the package, wash your hands with soap and water immediately. Read the US Postal Service's tips for identifying suspicious packages. For more information, see Section 7, Emergency Preparedness Resources.

2. Active Shooter Emergencies

In an active shooter emergency, one or more armed individuals enter a building or other place with the intention of shooting multiple persons, typically at random.

Active shooter incidents are generally associated with public buildings and places, not apartment buildings. However, an active shooter emergency could occur in or around your apartment building, or where you work, shop, or spend recreational time. It is important that you understand how to respond to such emergencies.

DURING AN ACTIVE SHOOTER EMERGENCY, IT IS RECOMMENDED THAT YOU:

1. Avoid (Run). Get away from the shooter, if you can. Leave your personal belongings behind.
2. Barricade (Hide). If you can't safely leave the area, go into an apartment or other room. Lock the door and/or block it with large, heavy objects to make entry difficult. Hide behind a large, solid item if possible, in case shots are fired through the door or wall. Turn off any source of noise and remain still and quiet. Put your cell phone and other devices on silent, not vibrate.
3. Confront (Fight) - If you and others cannot safely leave the area and there is nowhere to hide, or the shooter enters your apartment or hiding place, use whatever you can to defend yourself. Coordinate your actions with others, if possible. Commit to your actions and act aggressively. Improve weapons and throw items. Yell.
4. Call 911 as soon as it is safe to do so.



Law enforcement personnel responding to an active shooter incident will be focused on identifying and neutralizing the shooter(s). Law enforcement officers will be looking at the hands of all persons they encounter, both to identify the shooter and for their own safety.

1. Keep your hands empty and above your head. Do not carry any items that could be confused with a weapon or a dangerous device.
2. Do not act in a manner that may cause a law enforcement officer to view you as a threat. Do not make any sudden movements. Keep your distance. Do not run towards law enforcement officers or grab them.
3. The law enforcement personnel you first encounter may not be designated to render medical assistance. If possible, proceed to a more secure area before requesting assistance.
4. You may not be allowed to immediately leave the scene of the incident. Be prepared to be detained for questioning.

7. **EMERGENCY PREPAREDNESS RESOURCES**

Emergency Preparedness Basics

Notify NYC: Sign up for Notify NYC to receive notifications by going to NYC.gov/NotifyNYC, follow @NotifyNYC on Twitter, contact 311, or get the free app for your Apple or Android device.

Ready New York (NYC Emergency Management): The Ready New York guides offer tips and information for all types of emergencies. The information in these guides is available in multiple languages and in audio format:

<http://www1.nyc.gov/site/em/ready/guides-resources.page>

Reduce Your Risk Guide (NYC Emergency Management): This guide outlines steps property owners can take to prepare through hazard mitigation — cost-effective and sustained actions taken to reduce the long-term risk to human life or property from hazards:

http://www1.nyc.gov/site/em/ready/guides-resources.page#reduce_your_risk

Information for Apartment Dwellers (NYC Department of Housing Preservation and Development (HPD)): HPD's website discusses how apartment renters can prepare for and respond to weather emergencies, natural disasters, hazards, and power outages. Their website also includes information on the legal obligation that landlords have to maintain habitable conditions in residential buildings, including following storm-related or other damage:

<http://www1.nyc.gov/site/hpd/renters/emergency-preparedness.page>

<http://www1.nyc.gov/site/hpd/owners/disaster-response.page>

People Who Need Assistance

People with Health Issues (NYC Department of Health & Mental Hygiene). The Health Department's website focuses on health emergencies but also covers how to prepare for any emergency if you have specific health issues such as persons on dialysis and persons with limited mobility:

<http://www1.nyc.gov/site/doh/health/emergency-preparedness/individuals-and-families-dme.page>

How to Register as a Life Sustaining Equipment Customer: Con Edison Special Services, 1-800-752-6633 (TTY: 800-642-2308) and website:

<https://www.coned.com/en/accounts-billing/payment-plans-assistance/special-services>

PSE&G Critical Care Program (Rockaways customers): 800-490-0025 (TTY: 631-755-6660) and website:

<https://www.psegliny.com/page.cfm/CustomerService/Special/CriticalCare>

National Grid NYC Customer Service (Brooklyn, Queens, and Staten Island customers): 718-643-4050 (or dial 711 for New York State Relay Service)

National Grid Long Island Customer Service (Rockaways customers): 800-930-5003.

NYC Well: For mental health information, a referral, or if you need to talk to someone, call NYC Well, New York City's confidential, 24-hour Mental Health Hotline: 888-NYC-WELL (1-888-692-9355) or website:

<https://nycwell.cityofnewyork.us/en/>

Home Safety and Fire Prevention

Home Safety:

Smoke Alarms and Carbon Monoxide Detectors (NYC Department of Housing Preservation and Development (HPD)): HPD's website has information about the legal obligations of landlords and tenants to install and maintain smoke alarms and carbon monoxide detectors:

<http://www1.nyc.gov/site/hpd/renters/important-safety-issues-carbon-monoxide-smoke-detectors.page>

Fire Safety Publications (NYC Fire Department): The Fire Department has posted on its website fire safety information on more than 25 different topics, including smoke and carbon monoxide alarms:

<http://www1.nyc.gov/site/fdny/education/fire-and-life-safety/fire-life-safety.page>

<http://www1.nyc.gov/site/fdny/education/fire-and-life-safety/fire-safety-educational-publications.page>

<http://www.fdnysmart.org/>

Smoke Alarms (American Red Cross): The Red Cross's website has information about fire safety and smoke alarm installation. The agency and its partners will install a limited number of free smoke alarms for those who cannot afford to purchase smoke alarms or for those who are physically unable to install a smoke alarm. The Red Cross installs a limited number of specialized bedside alarms for individuals who are deaf or hard-of-hearing.

For general information: <https://www.redcross.org/sound-the-alarm>

For assistance with purchase or installation: <http://www.redcross.org/local/new-york/greater-new-york/home-fire-safety>

Fire Prevention

Fire Safety Publications (NYC Fire Department): The Fire Department has posted on its website fire safety information on more than 25 different topics, including tips on residential fire safety, proper use of fire extinguishers, candle safety, and senior fire safety:

<http://www1.nyc.gov/site/fdny/education/fire-and-life-safety/fire-safety-educational-publications.page>

Fire Code Guide (NYC Fire Department). The Fire Department has posted guidance with respect to the fire safety requirements set forth in the New York City Fire Code and Fire Department

rules, including candle safety and decorative alcohol-fueled fireplaces (Chapter 3), Christmas tree safety (Chapter 8), and prevention of electrical hazards (Chapter 6):

<http://www1.nyc.gov/site/fdny/business/support/fire-code-and-rules-help.page>

Know Your Building

Fire Safety Publications (NYC Fire Department): The Fire Department has posted on its website fire safety information on more than 25 different topics, including building construction:

<http://www1.nyc.gov/site/fdny/education/fire-and-life-safety/fire-safety-educational-publications.page>

Building Construction (FDNY Foundation): The FDNY Foundation is a not-for-profit that promotes fire safety education. Its website has information to help you know whether you live in a fireproof or non-fire proof building:

<http://www.fdnysmart.org/safetytips/fire-proof-or-non-fire-proof/>

Apartment Identification and Fire Emergency Markings (NYC Fire Department). For more information about apartment identification and fire emergency marking requirements, see NYC Fire Code Sections FC505.3 and FC505.4 and Fire Department rules 3 RCNY 505-01 and 505-02. The Fire Department has posted the Fire Code and rules on its website, together with a Fire Code Guide that includes (in Chapter 5) Frequently Asked Questions about these requirements. The link to this information is:

<http://www1.nyc.gov/site/fdny/business/support/fire-code-and-rules-help.page>

What To Do In A Fire or Non-Fire Emergency

Evacuation Assistance: Lift and Carry Techniques (City of Los Angeles): The different ways one or two persons can carry someone, with sketches and instructions: <http://www.cert-la.com/downloads/liftcarry/Liftcarry.pdf>

Evacuation Devices (NYC Mayor's Office for People with Disabilities): The City has posted information about stair chairs and other evacuation devices, including considerations for purchasing an evacuation device for use in your building:

<http://www1.nyc.gov/site/mopd/resources/considerations-for-purchasing-an-evacuation-devise-for-use-in-your-building.page>

Power Outages. Contact numbers to report power outages and other utility emergencies are as follows:

Utility Company Emergency Numbers:

Con Edison 24-hour hotline: 800-752-6633 (TTY: 800-642-2308)

National Grid 24-hour hotline: 800-465-1212

Suspicious Mail or Packages: The U.S. Postal Service has published information on how to protect yourself, your business, and your mailroom from a package that contains a bomb (explosive), radiological, biological, or chemical threat:

<http://about.usps.com/posters/pos84/welcome.htm>

Terrorism

PlanNow NYC (NYC Emergency Management) is the City website that informs New Yorkers about potential terrorist actions and other emergencies. The interactive website is designed to engage New Yorkers about possible emergency scenarios, from an active shooter incident to a radiological, biological or chemical incident: <https://plannownyc.cityofnewyork.us/>

Run Hide Fight (City of Houston): The City of Houston has published a video about how the public should respond to an active shooter incident: <https://www.youtube.com/watch?v=5VcSwejU2D0>

NYPD Shield (NYC Police Department): NYPD Shield is a Police Department program for building owners and other private sector businesses to counter terrorism through information sharing: <https://www.nypdshield.org/public/FileDisplay.aspx?ID=36>

§ 3. Appendix 2 of §408-02 of Chapter 4 of Title 3 of the Rules of the City of New, as renumbered as §401-06, is amended to read as follows:

APPENDIX 2

FIRE SAFETY NOTICES

Instructions: The following fire safety notice shall be posted in buildings of non-combustible construction within the meaning of [R408-02(c)(3)(E) R401-06(c)(3)(E)].

FIRE SAFETY NOTICE

IN THE EVENT OF FIRE, STAY CALM. NOTIFY THE FIRE DEPARTMENT AND FOLLOW THE DIRECTIONS OF FIRE DEPARTMENT PERSONNEL. IF YOU MUST TAKE IMMEDIATE ACTION, USE YOUR JUDGMENT AS TO THE SAFEST COURSE OF ACTION, GUIDED BY THE FOLLOWING INFORMATION:

YOU ARE IN A NON-COMBUSTIBLE (FIREPROOF) BUILDING

If The Fire Is In Your Apartment

- Close the door to the room where the fire is and leave the apartment.
- Make sure **EVERYONE** leaves the apartment with you.
- Take your keys.
- Close, but do not lock, the apartment door.
- Alert people on your floor by knocking on their doors on your way to the exit.
- Use the nearest stairwell to leave the building.
- **DO NOT USE THE ELEVATOR.**
- Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
- Meet the members of your household at a pre-determined location outside the building. Notify the firefighters if anyone is unaccounted for.

If The Fire Is Not In Your Apartment

- Stay inside your apartment and listen for instructions from firefighters unless conditions become dangerous.
- If you must exit your apartment, first feel the apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.

- If you can safely exit your apartment, follow the instructions above for a fire in your apartment.
- If you cannot safely exit your apartment or building, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
- Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
- Open windows a few inches at top and bottom unless flames and smoke are coming from below.
- Do not break any windows.
- If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

Instructions: The following fire safety notice shall be posted in buildings of combustible construction within the meaning of [R408-02(c)(3)(E) R401-06(c)(3)(E)].

FIRE SAFETY NOTICE

IN THE EVENT OF FIRE, STAY CALM. NOTIFY THE FIRE DEPARTMENT AND FOLLOW THE DIRECTIONS OF FIRE DEPARTMENT PERSONNEL. IF YOU MUST TAKE IMMEDIATE ACTION, USE YOUR JUDGMENT AS TO THE SAFEST COURSE OF ACTION, GUIDED BY THE FOLLOWING INFORMATION:

YOU ARE IN A COMBUSTIBLE (NON-FIREPROOF) BUILDING

If The Fire Is In Your Apartment

- Close the door to the room where the fire is and leave the apartment.
- Make sure **EVERYONE** leaves the apartment with you.
- Take your keys.
- Close, but do not lock, the apartment door.
- Alert people on your floor by knocking on their doors on your way to the exit.
- Use the nearest stairwell to leave the building.
- **DO NOT USE THE ELEVATOR.**
- Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
- Meet the members of your household at a pre-determined location outside the building. Notify the firefighters if anyone is unaccounted for.

If The Fire Is Not In Your Apartment

- Feel your apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
- Exit the apartment and building if you can safely do so, following the instructions above for a fire in your apartment.
- If the hallway or stairwell is not safe because of smoke, heat, or fire and you have access to a fire escape, use it to exit the building. Proceed cautiously on the fire escape and always carry or hold onto small children.
- If you cannot use the stairs or the fire escape, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.

- Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
- Open windows a few inches at top and bottom unless flames and smoke are coming from below.
- Do not break any windows.
- If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the flames, heat or smoke.

SPECIAL MATERIALS

CHANGES IN PERSONNEL

FIRE DEPARTMENT FOR PERIOD ENDING 07/27/18

NAME	TITLE	NUM	SALARY	ACTION	PROV	EFF DATE	AGENCY	
SUMMERS	BARBE	E	53053	\$50604.0000	RESIGNED	NO	07/13/18	057
TANSEY	PATRICK	G	70370	\$163454.0000	RETIRED	NO	05/05/18	057
TASH	DAVID	A	70310	\$43904.0000	RESIGNED	NO	07/13/18	057
TAYLOR	ANDREW	L	53054	\$48237.0000	PROMOTED	NO	06/07/18	057
TOTA	JOHN	C	70310	\$85292.0000	RETIRED	NO	04/15/18	057
TURNER	MAHAUJAH	N	53054	\$51854.0000	PROMOTED	NO	06/24/18	057
YOUNG	JOHN	M	70312	\$92397.0000	INCREASE	YES	06/23/18	057

NYC DEPT OF VETERANS' SERVICES FOR PERIOD ENDING 07/27/18

NAME	TITLE	NUM	SALARY	ACTION	PROV	EFF DATE	AGENCY	
DOUGLAS	KWESI		10022	\$92000.0000	INCREASE	YES	07/12/18	063
ESPINAL	AMAURI		56058	\$55000.0000	APPOINTED	YES	06/24/18	063
PARKER	JASON		95615	\$136475.0000	INCREASE	YES	07/11/18	063

ADMIN FOR CHILDREN'S SVCS FOR PERIOD ENDING 07/27/18

NAME	TITLE	NUM	SALARY	ACTION	PROV	EFF DATE	AGENCY	
ALBRITTON	APRIL	C	52366	\$51315.0000	RESIGNED	NO	07/03/18	067
ALICEA	IRVING		10124	\$52295.0000	APPOINTED	NO	06/03/18	067
ALJURE	NIGERIA	S	30087	\$76275.0000	RESIGNED	YES	07/10/18	067
ALLEN	JAUAN	T	52295	\$43448.0000	APPOINTED	YES	07/08/18	067
ANDREWS	SCHMEL	J	52295	\$43448.0000	APPOINTED	YES	07/08/18	067
BANKS	RUTH		52367	\$80146.0000	PROMOTED	NO	03/25/18	067
BASS	SARAH	B	10056	\$109122.0000	INCREASE	NO	07/15/18	067
BAUTISTA	VIRGINIA		56058	\$61280.0000	APPOINTED	YES	07/15/18	067
BETHEL	ROBIN		70810	\$46765.0000	RETIRED	NO	07/03/18	067
BLAKE	AKRIEL	J	52367	\$62734.0000	PROMOTED	NO	06/24/18	067
BONANNO JR	STEVEN	A	30087	\$58716.0000	RESIGNED	YES	07/18/18	067
BOYD	JENELLE	S	95005	\$101786.0000	INCREASE	YES	07/15/18	067
BRANDY	CALVIN	K	13611	\$54967.0000	INCREASE	NO	05/25/18	067
BRISTOW	KERRY	C	52366	\$51315.0000	RESIGNED	NO	07/08/18	067
CAESAR	JANET	F	52367	\$80146.0000	PROMOTED	NO	05/29/18	067
CALDWELL	KIMKECHA	V	95600	\$105373.0000	INCREASE	YES	06/24/18	067
CAMPBELL	LAKESHA	C	52367	\$80146.0000	PROMOTED	NO	06/24/18	067
CANNADY	JAMES	B	52295	\$43448.0000	APPOINTED	YES	07/08/18	067
CARDENAS	MARLENY	A	52366	\$51315.0000	RESIGNED	NO	07/08/18	067
CHARLES	KIA	S	52366	\$51315.0000	RESIGNED	NO	07/18/18	067
CHUI	MICHELE		30087	\$85029.0000	INCREASE	YES	07/08/18	067

ADMIN FOR CHILDREN'S SVCS FOR PERIOD ENDING 07/27/18

NAME	TITLE	NUM	SALARY	ACTION	PROV	EFF DATE	AGENCY	
CIMAFonte	LUCAS	C	52295	\$43448.0000	APPOINTED	YES	07/08/18	067
COHEN	JUDITH	S	30087	\$66326.0000	INCREASE	YES	07/08/18	067
COOTE	ROBYN	C	30087	\$67523.0000	RESIGNED	YES	07/15/18	067

COYNE	DIANA		06771	\$72146.0000	APPOINTED	YES	07/08/18	067
CRAVEY	KEVIN	F	52295	\$43448.0000	APPOINTED	YES	07/08/18	067
D?ATRI	RADMILA		06771	\$62192.0000	APPOINTED	YES	07/08/18	067
DAVIS	TIMOTHY	O	52295	\$43448.0000	APPOINTED	YES	07/08/18	067
DONOVAN	MARYLU	E	52366	\$51315.0000	RESIGNED	NO	07/08/18	067
DURANT	LUCYANN	O	13611	\$54967.0000	INCREASE	NO	05/18/18	067
DUVIELLA-ST SUR	JOSEPHIN	S	52366	\$54720.0000	RESIGNED	NO	07/18/18	067
EDOUARD	JUNIOR	B	52295	\$43448.0000	APPOINTED	YES	07/08/18	067
ELDER	ERIC	C	52295	\$43448.0000	APPOINTED	YES	07/08/18	067
ESPINAL	STEPHANI		52366	\$47250.0000	RESIGNED	NO	07/08/18	067
EVANS	TWAN	J	10056	\$86036.0000	INCREASE	NO	07/15/18	067
EVANS JR	GLEN	R	52295	\$43448.0000	APPOINTED	YES	07/08/18	067
FARMER	MARILYN	A	82981	\$75632.0000	RETIRED	YES	06/17/12	067
FARRAT	JORGE	A	53047	\$188000.0000	APPOINTED	YES	07/15/18	067
FEMIA	PETER	J	70817	\$68778.0000	APPOINTED	YES	07/08/18	067
FERGUSON	FITZROY	F	52295	\$43448.0000	APPOINTED	YES	07/08/18	067
FIELDS	MICHAEL		52295	\$43448.0000	APPOINTED	YES	07/08/18	067
FLEMING	MICHELLE	A	95600	\$105343.0000	INCREASE	YES	07/01/18	067
FRANCIS	ROGER	D	52295	\$43448.0000	APPOINTED	YES	07/08/18	067
FREEMAN	KHALEIFA	F	52366	\$47250.0000	RESIGNED	NO	07/15/18	067
GARCIA	JANICE		52366	\$54720.0000	RESIGNED	NO	07/15/18	067
GATES	SHATANES	M	52366	\$47250.0000	RESIGNED	NO	07/08/18	067
GAYNOR	ZACHARY	D	30087	\$76275.0000	RESIGNED	YES	07/08/18	067
GIST	DOMINIQUE	S	52367	\$80146.0000	PROMOTED	NO	02/11/18	067
GONZALEZ	MELISSA		52369	\$59019.0000	INCREASE	YES	07/08/18	067
GOTARD	CLIFFORD	C	10124	\$50763.0000	APPOINTED	NO	06/03/18	067
GRETZ	LAURA	A	30087	\$58716.0000	RESIGNED	YES	07/14/18	067
GROSSMAN	ALLYSON	J	30087	\$85029.0000	INCREASE	YES	07/08/18	067
HARARI	THERESA	U	52366	\$54720.0000	TERMINATED	NO	07/15/18	067
HAYWOOD	KIMBERLY	L	52367	\$62734.0000	PROMOTED	NO	04/29/18	067
HERRON	CHANTEL	A	56058	\$57916.0000	RESIGNED	YES	06/24/18	067
HERRON	CHANTEL	A	10252	\$30683.0000	RESIGNED	NO	06/24/18	067
HILL	BRANDON	H	30087	\$76275.0000	RESIGNED	YES	07/08/18	067
HOLLAND	JOR-EL	W	52295	\$45000.0000	APPOINTED	YES	07/08/18	067
HUDSON	DARONNE	K	52295	\$43448.0000	APPOINTED	YES	07/08/18	067
IPPOLITO	MELISSA		52367	\$80146.0000	PROMOTED	NO	06/24/18	067
JENKINS	NATASHA	L	52295	\$43448.0000	APPOINTED	YES	07/08/18	067
JOHNSON	MAYETHA	D	10124	\$50763.0000	DECEASED	NO	07/11/18	067
JOHNSON	VERNON	R	52295	\$43448.0000	APPOINTED	YES	07/08/18	067
JOHNSON-SAMUELS	TRACY-AN	N	10056	\$84488.0000	INCREASE	NO	07/01/18	067
KAMBOJ	NISHAKAR		83008	\$93000.0000	INCREASE	YES	07/08/18	067
LABOSSIERE	SAMANTHA	J	30087	\$67523.0000	RESIGNED	YES	07/08/18	067
LEE	KRASHAWN		52367	\$80146.0000	PROMOTED	NO	06/24/18	067
LEOUTSAKOS	CRISTIN	I	10124	\$61800.0000	APPOINTED	NO	06/03/18	067
LEWIS	KEDNE	D	12626	\$57590.0000	APPOINTED	NO	06/17/18	067
MAHARAJ	NISHANT		13400	\$85000.0000	APPOINTED	YES	07/15/18	067
MAHMUD	JOSEPH		52295	\$43448.0000	APPOINTED	YES	07/08/18	067
MANIGAULT	BRIDGETT	Y	52367	\$80146.0000	PROMOTED	NO	03/25/18	067

ADMIN FOR CHILDREN'S SVCS FOR PERIOD ENDING 07/27/18

NAME	TITLE	NUM	SALARY	ACTION	PROV	EFF DATE	AGENCY	
MANRIQUE-FRANCI	MICHELLE	S	52367	\$80146.0000	PROMOTED	NO	02/11/18	067
MARITZ	ELIAN	B	30087	\$100000.0000	APPOINTED	YES	07/08/18	067
MARTINEZ	YUMARI	L	10056	\$134291.0000	RESIGNED	YES	03/04/18	067
MARTINEZ HERNAN	LUISA	M	52366	\$51315.0000	RESIGNED	NO	07/08/18	067
MCCLAIN	ANDREW	T	52295	\$43448.0000	APPOINTED	YES	07/08/18	067
MCCLLOUD	ANTONIO		10016	\$84412.0000	INCREASE	NO	07/08/18	067
MCKELLAR JR	DAVID	D	52295	\$43448.0000	APPOINTED	YES	07/08/18	067
MCRAE	KAREEM	B	13611	\$58815.0000	INCREASE	NO	05/18/18	067
MENDEZ	INA	M	10056	\$113337.0000	INCREASE	NO	07/01/18	067
MEREDITH	WINSOME		52366	\$54720.0000	RESIGNED	NO	07/19/18	067
MILLER	RONALD	L	52295	\$43448.0000	APPOINTED	YES	07/08/18	067
MONTANEZ	ZULMA	Y	30087	\$88808.0000	INCREASE	YES	07/08/18	067
MONTAQUE	DUANE		52295	\$43448.0000	APPOINTED	YES	07/08/18	067
MOORE	ZAKIYYAH	M	52295	\$43448.0000	APPOINTED	YES	07/08/18	067
MYRICK	FRANKLIN		91212	\$46558.0000	RETIRED	NO	07/15/18	067
NICOLAS	CATHERIN		52366	\$47250.0000	RESIGNED	NO	07/08/18	067
O'BRIEN	JAMES		12627	\$75591.0000	APPOINTED	NO	06/24/18	067
PASCALL	DERRICK	F	56058	\$78177.0000	INCREASE	YES	07/08/18	067
PAYNE	ISHVARA	P	13611	\$54967.0000	INCREASE	NO	05/25/18	067

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Lists employees such as PEGUERO, JOHAN, DENNIS, etc.

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Lists employees such as NAHAR, AVNI, NUNEZ, etc.

ADMIN FOR CHILDREN'S SVCS FOR PERIOD ENDING 07/27/18

DEPT. OF HOMELESS SERVICES FOR PERIOD ENDING 07/27/18

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Lists employees such as THOMPSON, DARYL, ESTHER, etc.

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Lists employees such as AGOSTO, VANNESSA, ANSORGE, etc.

HRA/DEPT OF SOCIAL SERVICES FOR PERIOD ENDING 07/27/18

DEPARTMENT OF CORRECTION FOR PERIOD ENDING 07/27/18

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Lists employees such as ADEBO, ADEMI, ADEMI, etc.

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Lists employees such as ADHIKARI, PUSKAR, AGUGGIA, etc.

HRA/DEPT OF SOCIAL SERVICES FOR PERIOD ENDING 07/27/18

DEPARTMENT OF CORRECTION FOR PERIOD ENDING 07/27/18

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Lists employees such as JONES, NAKIA, KHALIL, etc.

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Lists employees such as CHAUDHRY, FARUKH, CHIEMEL-JOSEPH, etc.

Table listing personnel for the Department of Correction for period ending 07/27/18. Columns include Name, Title, Salary, Action, Prov, Eff Date, and Agency.

Table listing personnel for the Department of Correction for period ending 07/27/18. Columns include Name, Title, Salary, Action, Prov, Eff Date, and Agency.

Table listing personnel for the Mayors Office of Contract Svcs for period ending 07/27/18. Columns include Name, Title, Salary, Action, Prov, Eff Date, and Agency.

Table listing personnel for the Public Advocate office for period ending 07/27/18. Columns include Name, Title, Salary, Action, Prov, Eff Date, and Agency.

Table listing personnel for the City Council for period ending 07/27/18. Columns include Name, Title, Salary, Action, Prov, Eff Date, and Agency.

Table listing personnel for the City Council for period ending 07/27/18. Columns include Name, Title, Salary, Action, Prov, Eff Date, and Agency.

Table listing personnel for the Department for the Aging for period ending 07/27/18. Columns include Name, Title, Salary, Action, Prov, Eff Date, and Agency.

Table listing personnel for the Financial Info Svcs Agency for period ending 07/27/18. Columns include Name, Title, Salary, Action, Prov, Eff Date, and Agency.

Table listing personnel for the Department of Juvenile Justice for period ending 07/27/18. Columns include Name, Title, Salary, Action, Prov, Eff Date, and Agency.

Table listing personnel for the Equal Employ Practices Comm and Landmarks Preservation Comm for period ending 07/27/18. Columns include Name, Title, Salary, Action, Prov, Eff Date, and Agency.

DIKER	ELIZABET S	92237	\$55000.0000	APPOINTED	YES	07/15/18	136
GIBBS-KING	CHARLENE D	56057	\$37000.0000	RESIGNED	YES	07/17/18	136
NEEDHAM	OLIVIA K	92237	\$55000.0000	APPOINTED	YES	07/15/18	136

TAXI & LIMOUSINE COMMISSION
FOR PERIOD ENDING 07/27/18

NAME		TITLE	NUM	SALARY	ACTION	PROV	EFF DATE	AGENCY
ALI	USMAN		35116	\$39350.0000	RESIGNED	NO	07/17/18	156
BHUIYAN	MD A		35116	\$38305.0000	RESIGNED	NO	03/21/18	156
COOTE	ROBYN C		30087	\$70899.0000	APPOINTED	YES	07/15/18	156
FORTILUS JR.	DANIEL		56058	\$60812.0000	INCREASE	YES	06/24/18	156
HANSEN	RAPHAELL H		12626	\$57590.0000	INCREASE	NO	07/11/18	156
KESSLER	LUCAS J		30087	\$58716.0000	RESIGNED	YES	07/06/18	156
MOLINA	LOUIS		10079	\$160000.0000	RESIGNED	YES	03/11/18	156
ORTIZ	EFRAIN		35116	\$43285.0000	RESIGNED	NO	06/24/18	156
RAJPUT	SAROTJ		10251	\$28366.0000	RESIGNED	NO	06/24/18	156
TISDALE	TIFFANY N		12200	\$31142.0000	APPOINTED	NO	07/15/18	156
WHITE	JOSEPH		10605	\$39113.0000	RETIRED	NO	07/20/18	156

PUBLIC SERVICE CORPS
FOR PERIOD ENDING 07/27/18

NAME		TITLE	NUM	SALARY	ACTION	PROV	EFF DATE	AGENCY
DE UGARTE LLLUC	BORJA		10209	\$13.5000	APPOINTED	YES	06/18/18	210
VICTORIO	CAROLINA D		10209	\$14.5000	APPOINTED	YES	07/09/18	210

OFFICE OF LABOR RELATIONS
FOR PERIOD ENDING 07/27/18

NAME		TITLE	NUM	SALARY	ACTION	PROV	EFF DATE	AGENCY
CHAU	MAI H		13368	\$58352.0000	INCREASE	YES	06/13/18	214

HUMAN RIGHTS COMMISSION
FOR PERIOD ENDING 07/27/18

NAME		TITLE	NUM	SALARY	ACTION	PROV	EFF DATE	AGENCY
AHUJA	HARBANI K		30087	\$58761.0000	RESIGNED	YES	07/17/18	226
KAUR	GURJOT		95005	\$95000.0000	INCREASE	YES	07/08/18	226
LERMAN	KEVIN E		30087	\$58716.0000	RESIGNED	YES	07/18/18	226
PHILLIPS	SHANE		56056	\$14.5000	RESIGNED	YES	07/15/18	226

LATE NOTICE

ECONOMIC DEVELOPMENT CORPORATION

CONTRACTS

■ SOLICITATION

Goods and Services

INTERNAL AUDIT CONSULTING SERVICES - Request for Proposals - PIN# 76010001 - Due 10-4-18 at 4:00 P.M.

New York City Economic Development Corporation (NYCEDC), is seeking a consultant or consultant team, to perform internal audit and consultant services. NYCEDC Internal Audit Departments' mission is to provide the NYCEDC with independent, objective assurance and consulting services, designed to add value and improve NYCEDC's operations. Internal Audit Department assists Management and the Audit Committee of the Board of Directors in identifying, avoiding and mitigating risks by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, control and governance processes.

NYCEDC plans to select a consultant on the basis of factors stated in the RFP, which include, but are not limited to: the quality of the proposal, experience of key staff identified in the proposal, experience and quality of any subcontractors proposed, demonstrated successful experience in performing services similar to those encompassed in the RFP and the proposed fee, if applicable.

It is the policy of NYCEDC to comply with all Federal, State and City laws and regulations which prohibit unlawful discrimination because of race, creed, color, national origin, sex, age, disability, marital status and other protected category and to take affirmative action in working with contracting parties to ensure certified Minority and Women-Owned Business Enterprises (MWBEs) share in the economic opportunities generated by NYCEDC's projects and initiatives. Please refer to the Equal Employment and Affirmative Compliance for Non-Construction Contracts Addendum in the 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 <http://www.nycedc.com/opportunitymwbe>.

Respondents may submit questions and/or request clarifications from NYCEDC no later than 5:00 P.M., on Thursday, September 20, 2018. Questions regarding the subject matter of this RFP should be directed to InternalAudit2018RFP@edc.nyc. For all questions that do not pertain to the subject matter of this RFP please contact NYCEDC's Contracts Hotline at (212) 312-3969. Answers to all questions will be posted by Thursday, September 27, 2018, to www.nycedc.com/RFP. Please submit six (6) sets of your proposal.

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 Corporation, 110 William Street, 4th Floor, New York, NY 10038. Maryann Catalano (212) 312-3969; Fax: (212) 312-3918; internalaudit2018rfp@edc.nyc

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OFFICE OF THE MAYOR

■ NOTICE

NOTICE OF A PUBLIC HEARING
ON PROPOSED LOCAL LAW

PURSUANT TO STATUTORY REQUIREMENT, NOTICE IS

HEREBY GIVEN that proposed local law numbered and titled hereinafter has been passed by the Council, and that a public hearing on such proposed local law will be held in the Blue Room, at City Hall, Borough of Manhattan, New York City, on September 4, 2018, at 10:30 A.M.

Prec. Int. 1089 - A Local Law to amend the administrative code of the City of New York, in relation to imposing liability on vehicle owners for failure to comply with maximum speed limits in school speed zones:

Bill de Blasio
Mayor

NOTE: Individuals requesting Sign Language Interpreters should contact the Mayor's Office of City Legislative Affairs, 253 Broadway, 4th Floor, New York, NY 10007, (212) 788-3678, no later than five days prior to the public hearing.

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SCHOOL CONSTRUCTION AUTHORITY

■ NOTICE

NOTICE OF FILING

Pursuant to §1731 of the New York City School Construction Authority Act, notice has been filed for the proposed site selection of Block 1192, Lots 41, 47, 48 & 54 and any other property in the immediate vicinity which may be necessary for the proposed project, located in the Borough of Queens, for the construction of a new, approximately 2,500-seat high school facility in Community School District No. 30.

The proposed site is privately owned and contains approximately 136,895 square feet (3.14 acres) of lot area. It is located at the corner of Northern Boulevard and 54th Street in the Woodside section of Queens. The site plan and supplemental materials summarizing the proposed action are available at:

New York City School Construction Authority
30-30 Thomson Avenue
Long Island City, NY 11101
Attention: Ross J. Holden

Comments on the proposed actions are to be submitted to the New York City School Construction Authority, at the above address or by email to sites@nycsca.org, and will be accepted until October 15, 2018.

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READER'S GUIDE

The City Record (CR) is published each business day. The Procurement section of the City Record is comprised of notices of proposed New York City procurement actions, contract awards, and other procurement-related information. Notice of solicitations and other notices for most procurement methods valued at or above \$100,000 for goods, services, and construction must be published once in the City Record, among other requirements. Other procurement methods authorized by law, such as sole source procurements, require notice in the City Record for five consecutive editions. Unless otherwise specified, the agencies and offices listed are open for business Monday through Friday from 9:00 A.M. to 5:00 P.M., except on 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 Comptroller's Office at www.comptroller.nyc.gov, and click on Prevailing Wage Schedules to view rates.

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 \$17 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. Registration for these lists is free of charge. To register for these lists, prospective suppliers should fill out and submit the NYC-FMS Vendor Enrollment application, which can be found online at www.nyc.gov/selltonyc. To request a paper copy of the application, or if you are uncertain whether you have already submitted an application, call the Vendor Enrollment Center 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 at 110 William Street, New York, NY 10038. Sessions are convened on the second Tuesday of each month from 10:00 A.M. to 12:00 P.M. For more information, and to register, call (212) 618-8845 or visit www.nyc.gov/html/sbs/nycbiz and click on Summary of Services, followed by Selling to Government.

PRE-QUALIFIED LISTS

New York City procurement policy permits agencies to develop and solicit from pre-qualified lists of vendors, under prescribed circumstances. When an agency decides 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 lists 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 an Agency 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 3-10 of the Procurement Policy Board Rules describes the criteria for the general use of pre-qualified lists. For information regarding specific pre-qualified lists, please visit www.nyc.gov/selltonyc.

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, and the Housing Authority. Suppliers interested in applying for inclusion on bidders lists for Non-Mayoral entities should contact these

entities directly at the addresses given in the Vendor Information Manual.

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 9:30 A.M. to 5:00 P.M., except on legal holidays. For more information, contact the Mayor's Office of Contract Services at (212) 341-0933 or visit www.nyc.gov/mocs.

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 this program, contact the Department of Small Business Services at (212) 513-6311 or visit www.nyc.gov/sbs and click on M/WBE Certification and Access.

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 pays interest on all late invoices. 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's website at www.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:

ACCO	Agency Chief Contracting Officer
AMT	Amount of Contract
CSB	Competitive Sealed Bid including multi-step
CSP	Competitive Sealed Proposal including multi-step
CR	The City Record newspaper
DP	Demonstration Project
DUE	Bid/Proposal due date; bid opening date
EM	Emergency Procurement
FCRC	Franchise and Concession Review Committee
IFB	Invitation to Bid
IG	Intergovernmental Purchasing
LBE	Locally Based Business Enterprise
M/WBE	Minority/Women's Business Enterprise
NA	Negotiated Acquisition
OLB	Award to Other Than Lowest Responsive Bidder/Proposer
PIN	Procurement Identification Number
PPB	Procurement Policy Board
PQL	Pre-qualified Vendors List
RFEI	Request for Expressions of Interest
RFI	Request for Information
RFP	Request for Proposals
RFQ	Request for Qualifications
SS	Sole Source Procurement
ST/FED	Subject to State and/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:
CSP	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	CSB or CSP from Pre-qualified Vendor List/ Advance qualification screening needed
CP/PQ/4	Demonstration Project
DP	Sole Source Procurement/only one source
RS	Procurement from a Required Source/ST/FED
NA	Negotiated Acquisition
NA/8	For ongoing construction project only: Compelling programmatic needs
NA/9	New 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; CSP not advantageous
WA	Solicitation Based on Waiver/Summary of Circumstances (Client Services/CSB or CSP only)
WA1	Preventing loss of sudden outside funding
WA2	Existing contractor unavailable/immediate need
WA3	Unsuccessful efforts to contract/need continues
IG	Intergovernmental Purchasing (award only)
IG/F	Federal
IG/S	State
IG/O	Other
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) anti-apartheid preference
OLB/a	local vendor preference
OLB/b	recycled preference
OLB/c	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 A.M.	Bid submission due 4-21-03 by 11:00 A.M.; bid opening date/time is the same.
Use the following address unless otherwise specified or submit bid/proposal documents; etc.	Paragraph at the end of Agency Division listing providing Agency
◀	Indicates New Ad
m27-30	Date that notice appears in The City Record