



THE CITY RECORD

Official Journal of The City of New York

THE CITY RECORD U.S.P.S. 0114-660
Printed on paper containing 30% post-consumer material

VOLUME CXLIX NUMBER 131

MONDAY, JULY 11, 2022

Price: \$4.00

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THE CITY RECORD

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Published Monday through Friday except legal holidays by the New York City Department of Citywide Administrative Services under Authority of Section 1066 of the New York City Charter.

Subscription \$500 a year, \$4.00 daily (\$5.00 by mail). Periodicals Postage Paid at New York, NY
POSTMASTER: Send address changes to
THE CITY RECORD, 1 Centre Street,
17th Floor, New York, NY 10007-1602

Editorial Office/Subscription Changes:
The City Record, 1 Centre Street, 17th Floor,
New York, NY 10007-1602 (212) 386-0055

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PUBLIC HEARINGS AND MEETINGS

See Also: Procurement; Agency Rules

BOARD MEETINGS

MEETING

City Planning Commission

Meets in NYC City Planning Commission Hearing Room, Lower Concourse, 120 Broadway, New York, NY 10271, twice monthly on Wednesday, at 10:00 A.M., unless otherwise ordered by the Commission.

City Council

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

Contract Awards Public Hearing

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

Civilian Complaint Review Board

Generally meets at 10:00 A.M. on the second Wednesday of each month at 40 Rector Street, 2nd Floor, New York, NY 10006. Visit <http://www.nyc.gov/html/crb/html/meeting.html> for additional information and scheduling changes.

Design Commission

Meets at City Hall, Third Floor, New York, NY 10007. For meeting schedule, please visit nyc.gov/designcommission or call (212) 788-3071.

Department of Education

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

Board of Elections

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

Environmental Control Board

Meets at 100 Church Street, 12th Floor, Training Room #143, New York, NY 10007 at 9:15 A.M. once a month at the call of the Chairman.

Board of Health

Meets at Gotham Center, 42-09 28th Street, Long Island City, NY 11101, at 10:00 A.M., quarterly or at the call of the Chairman.

Health Insurance Board

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

Board of Higher Education

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

Citywide Administrative Services

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

Commission on Human Rights

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

In Rem Foreclosure Release Board

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

Franchise and Concession Review Committee

Meets in Spector Hall, 22 Reade Street, Main Floor, and other days, times and location as warranted.

Real Property Acquisition and Disposition

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

Landmarks Preservation Commission

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

Employees' Retirement System

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

Housing Authority

Board Meetings of the New York City Housing Authority are scheduled for the last Wednesday of each month (except August) at 10:00 A.M. in the Board Room on the 5th Floor of 90 Church Street, New York, NY 10007 (unless otherwise noted). Any changes to the schedule will be posted here and on NYCHA's website at <https://www1.nyc.gov/site/nycha/about/board-meetings.page> to the extent practicable at a reasonable time before the meeting. For additional information, please visit NYCHA's website or contact (212) 306-6088.

Parole Commission

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

Board of Revision of Awards

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

Board of Standards and Appeals

Meets at 22 Reade Street, 1st Floor, in Manhattan on Mondays and Tuesdays at 10:00 A.M. Review sessions are customarily held immediately before the public hearing. For changes in the schedule or additional information, please call the Board's office at (212) 386-0009 or consult the Board's website at www.nyc.gov/bsa.

Tax Commission

Meets in Room 936, Municipal Building, Manhattan, NY 10007, each month at the call of the President. Manhattan, monthly on Wednesdays, commencing 2:30 P.M.

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 remote ULURP hearing on the matters listed below, at 5:30 P.M., on Thursday, July 21, 2022. Please note that this meeting will be recorded for public transparency.

For further information on accessibility or to make a request for accommodations, such as sign language interpretation services, please contact Stephanie Guzman, at stephanie.guzman@brooklynbp.nyc.gov, at least five (5) business days in advance to ensure availability.

The hearing will be conducted through the Webex video conferencing system. Members of the public may join and testify using the following information:

Event Address:

<https://nycbp.webex.com/nycbp/onstage/g.php?MTID=e3ab9d937d726a5898ca68cc1a78416fe>

Event Number: 2349 412 6504

Event Password: BBPOU

Audio Conference: +1-408-418-9388

Access Code: 2349 412 6504

Testimony at the hearing is limited to **2 minutes**, unless extended by the Chair. The Borough President welcomes written testimony on all agenda items. For timely consideration, comments must be submitted to, testimony@brooklynbp.nyc.gov, no later than Thursday, July 26, 2022.

The following agenda items will be heard:

Gateway Site 26a and Phase 5 (220405 HAK 220406 HUK)

An application by the Department of Housing Preservation and Development (HPD), pursuant to articles 15 and 16 of the New York General Municipal Law and Section 197-c of the New York City Charter, seeking:

- a. Urban Development Action Area (UDAA) designation and Urban Development Action Area Project (UDAAP) approval for a development site on Erskine Street between Vandalia and Schroeder avenues, and disposition of these vacant City properties to a developer selected by HPD
- b. A fourth amendment to the Fresh Creek Urban Renewal Plan (FCURP)

These actions would enable an eight-story building on Site 26a with 190 units age-based, income-restricted units (134, pursuant to the Affordable Independent Residences for Seniors (AIRS) program) and 3,431 square feet of community facility space. Approvals would also facilitate 9 four-story buildings with 560 affordable apartments in the northwest portion of the Fresh Creek Urban Renewal Area (FCURA) in Brooklyn Community District 5 (CD 5).

Livonia 4 (220427 HAK 220428 HUK 220429 ZMK 220430 ZRK)

An application by HPD pursuant to articles 15 and 16 of the New York General Municipal Law and Section 197-c of the New York City Charter, seeking:

- a. A zoning map amendment to rezone two project areas on the south side of Livonia Avenue from R6 to R72/C2-4
- b. A zoning text amendment to establish coterminous Mandatory Inclusionary Housing (MIH) areas
- c. UDAA designation and UDAAP approval for four development sites along Livonia Avenue in Brooklyn Community District 16 (CD 16) and disposition of these vacant City properties to a developer selected by HPD
- d. A fourth amendment to the Brownsville II Urban Renewal Plan (URP)

These actions would enable four 11 to 12-story buildings with a total of 498 affordable units, 14,313 sf of commercial space (including a supermarket), 46,747 sf of community facilities (including a senior center), and 15 accessory parking spaces.

Innovative Urban Village [ENY CCC] (220165 LDK, 220312 ZMK, 220313 ZRK, 220311 ZSK, 220314 ZSK)

An application by Innovative Urban Living, LLC, pursuant to sections 197-c and 201 of the New York City Charter affecting a project area bounded by Flatlands, Louisiana, Pennsylvania, and Vandalia avenues in Brooklyn CD 5. The applicant seeks a range of actions, including:

- a. A zoning map amendment to change the underlying R5 district to R7-2/2-4
- b. A zoning text amendment to establish a coterminous MIH area and designate Option 1
- c. A zoning text amendment to extend the Transit Zone boundary over the project area
- d. A special permit to locate buildings within a large-scale general development (LSGD) without regard to building yard, distance, height, and setback regulations and
- e. A special permit to enable a multi-story parking garage with 500 spaces

These actions would facilitate Innovative Urban Village, a 1,737,234-sf mixed-use development of 11 buildings on a 10.5-acre parcel owned by the Christian Cultural Center. The project would deliver 2,050 very low, low, and moderate-income apartments, with 25 percent pursuant to MIH Option 1. The residential component would be augmented by 107,000 sf of commercial uses, 98,000 sf of community facilities, and four acres of open space. The development would provide 386 residential parking spaces and a separate 500-car public garage.

1571 McDonald Avenue Rezoning (210230 ZMK, 210231 ZRK)

An application by 1571 Development, LLC pursuant to sections 197-c and 201 of the New York City Charter affecting 25 tax lots fronting McDonald Avenue, Avenue M, East 2nd Street, and Avenue N. The applicant seeks a zoning map amendment to change the project area from R5/C2-3 to C4-4L, and a zoning text amendment to establish an MIH area. These actions would enable a horizontal and vertical enlargement of an existing one-story commercial building in Brooklyn Community District 12 (CD 12). The resultant mixed-use development would rise to 11 stories with ground-floor commercial space, extensive accessory parking on the second and third story, and 104 units on the floors above. Approximately 37 units would be affordable pursuant to MIH Option 2.

280 Bergen Street Rezoning (220188 ZMK, 220189 ZRK)

An application by BNW3 Re-Gen, LLC pursuant to sections 197-c and 201 of the New York City Charter affecting most of a block bounded by Bergen, Nevins, and Wyckoff streets, and 3rd Avenue. The applicant seeks a zoning map amendment to change the project area from M1-2 to R7A and R7D/C-4, and a zoning text amendment to establish an MIH area. These actions would enable four three and nine-story buildings with 300 apartments (90 units affordable pursuant to MIH Option 2), as well as 19,600 sf of commercial and community facility space in Brooklyn Community District 2 (CD 2).

Accessibility questions: Stephanie Guzman, stephanie.guzman@brooklynbp.nyc.gov, by: Thursday, July 14, 2022, 5:00 P.M.



CITY COUNCIL

PUBLIC HEARINGS

CORRECTED NOTICE

NOTICE IS HEREBY GIVEN that the Council has scheduled the following public hearing on the matter indicated below:

The Subcommittee on Landmarks, Public Sitings, and Dispositions will hold a public hearing, accessible both in person and remotely, commencing at 12:00 P.M., on July 11, 2022, in the Committee Room, City Hall, New York, NY 10007. The hearing will be live-streamed on the Council's website at https://council.nyc.gov/live/. Please visit https://council.nyc.gov/land-use/ in advance for information about how to testify and how to submit written testimony.

APPROXIMATELY 696-SEAT PRIMARY SCHOOL BRONX CB - 8 G 220016 SCX

Application pursuant to Section 1732 of the New York School Construction Authority Act, concerning the proposed site selection for a new, approximately 696-seat primary school facility, located on the east side of Review Place (aka John M. Collins Place), south side of Van Cortlandt Park South, west side of Putman Avenue, and north side of West 239th Street (Block 3271, p/o Lot 150), Borough of the Bronx, Council District 11, Community School District 10.

For questions about accessibility and requests for additional accommodations, please contact swerts@council.nyc.gov, or nbenjamin@council.nyc.gov, or (212) 788-6936, at least three (3) business days before the hearing.

Accessibility questions: Kaitlin Greer, kgreer@council.nyc.gov, by: Wednesday, July 6, 2022, 3:00 P.M.



jy6-11

CITY PLANNING COMMISSION

PUBLIC HEARINGS

The City Planning Commission will hold a remote public hearing, via the teleconferencing application Zoom, at 10:00 A.M. Eastern Daylight Time, on Wednesday, July 13, 2022, regarding the calendar items listed below.

The meeting will be live streamed through Department of City Planning's (DCP's) website and accessible from the following webpage, which contains specific instructions on how to observe and participate, as well as materials relating to the meeting: https://www1.nyc.gov/site/nycengage/events/city-planning-commission-public-meeting/384402/1.

Members of the public should observe the meeting through DCP's website. Testimony can be provided verbally by joining the meeting using either Zoom or by calling the following number and entering the information listed below:

877 853 5247 US Toll-free
888 788 0099 US Toll-free

253 215 8782 US Toll Number
213 338 8477 US Toll Number

Meeting ID: 618 237 7396
[Press # to skip the Participation ID]
Password: 1

To provide verbal testimony via Zoom please follow the instructions available through the above webpage (link above).

Written comments will also be accepted until 11:59 P.M., one week before the date of vote. Please use the CPC Comments form that is accessible through the above webpage.

Please inform the Department of City Planning if you need a reasonable accommodation, such as a sign language interpreter, in order to participate in the meeting. The submission of testimony, verbal or written, in a language other than English, will be accepted, and real time interpretation services will be provided based on available resources. Requests for a reasonable accommodation or foreign language assistance during the meeting should be emailed, to [AccessibilityInfo@planning.nyc.gov], or made by calling, [212-720-3508]. Requests must be submitted at least five business days before the meeting.

BOROUGH OF BROOKLYN Nos. 1 & 2 2080 MCDONALD AVENUE No. 1

CD 11

C 210174 ZMK

IN THE MATTER OF an application submitted by Jackson Ex 2 Avenue S LLC, pursuant to Sections 197-c and 201 of the New York City Charter, for an amendment of the Zoning Map, Section No. 28c:

- 1. changing from an R5B District to a C4-4L District property bounded by a line 170 feet northerly of Avenue S, a line midway between Lake Street and McDonald Avenue, a line 160 feet southerly of Avenue S, and Lake Street; and
2. changing from an M1-1 District to a C4-4L District property bounded by a line 170 feet northerly of Avenue S, McDonald Avenue, a line 160 feet southerly of Avenue S and a line midway between Lake Street and McDonald Avenue;

as shown on a diagram (for illustrative purposes only), dated April 11, 2022, and subject to the conditions of CEQR Declaration E-662.

No. 2

CD 11 N 210175 ZRK

IN THE MATTER OF an application submitted by Jackson Ex 2 Avenue S 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 11

* * *

Map 2 - [date of adoption]

[PROPOSED MAP]



Mandatory Inclusionary Housing Program Area see Section 23-154(d)(3)
Area # - [date of adoption] MIH Program Option 1 and Option 2

Portion of Community District 11, Brooklyn

Sara Avila, Calendar Officer
City Planning Commission
120 Broadway, 31st Floor, New York, NY 10271
Telephone (212) 720-3366

Accessibility questions: (212) 720-3508, AccessibilityInfo@planning.nyc.gov, by: Friday, July 8, 2022, 5:00 P.M.



j28-jy13

BOARD OF CORRECTION

MEETING

The New York City Board of Correction, will hold a public meeting on Tuesday, July 12, 2022, at 9:00 A.M. The Board will discuss issues impacting the New York City jail system. To be determined based on public health guidance.

More information is available on the Board's website, <https://www1.nyc.gov/site/boc/meetings/july-12-2022.page>.

jy6-12

DISTRICTING COMMISSION

■ MEETING

NOTICE OF PUBLIC MEETING – The New York City Districting Commission 2022-23, will hold a Public Meeting, open to the public at 11:00 A.M., on Friday, July 15, 2022, at 22 Reade Street (near Elk Street), New York, NY 10007.

The purpose of this meeting is for the NYC Districting Commission to review and vote on the proposed districting plan that will be made available to the public for inspection and comment. 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. There will be opportunities for testimony by members of the public at future public hearings of the Commission.

If you are not able to attend, but wish to watch the meeting, a video recording will be found on the Commission's website as soon as practicable here: www.nyc.gov/districting. This location indicated at the beginning of this notice is accessible to individuals using wheelchairs or other mobility devices. With advance notice, American Sign Language interpreters will be available and members of the public may request induction loop devices and language translation services. Please make induction loop, language translation or additional accessibility requests by 5:00 p.m. Wednesday, July 13, 2022, by emailing the Commission at NYCRedistricting@redistricting.nyc.gov or calling 212-676-3090. All requests will be accommodated to the extent possible. Find out more about the NYC Districting Commission 2022 by visiting us at our website: www.nyc.gov/districting.

Accessibility questions: NYCRedistricting@redistricting.nyc.gov or calling (212) 676-3090, by: Wednesday, July 13, 2022, 5:00 P.M.



jy8-15

HOUSING AUTHORITY

■ MEETING

The next Board Meeting of the New York City Housing Authority, is scheduled for Wednesday, July 27, 2022 at 10:00 A.M., in the Ceremonial Room, on the 5th Floor, of 90 Church Street, New York, NY (unless otherwise noted). Copies of the Calendar will be available on NYCHA's Website or may be picked up at the Office of the Corporate Secretary at 90 Church Street, 5th Floor, New York, NY, no earlier than 24 hours before the upcoming Board Meeting. Copies of the Minutes will also be available on NYCHA's Website, or may be picked up at the Office of the Corporate Secretary, no earlier than 3:00 P.M., on the Thursday following the Board Meeting.

Any changes to the schedule will be posted here and on NYCHA's Website, at <https://www1.nyc.gov/site/nycha/about/board-meetings.page>, to the extent practicable at a reasonable time before the meeting.

The meeting is open to the public. Pre-registration, at least 45 minutes before the scheduled Board Meeting, is required by all speakers. Comments are limited to the items on the Calendar. Speaking time will be limited to three minutes. The public comment period will conclude upon all speakers being heard or at the expiration of 30 minutes allotted by law for public comment, whichever occurs first.

The meeting will be streamed live on NYCHA's YouTube Channel, at <https://www.youtube.com/c/nycha>, and NYCHA's Website, at <https://www1.nyc.gov/site/nycha/about/board-meetings.page>.

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

jy6-27

LANDMARKS PRESERVATION COMMISSION

■ PUBLIC HEARINGS

NOTICE IS HEREBY GIVEN that, pursuant to the provisions of Title 25, Chapter 3 of the Administrative Code of the City of New York (Sections 25-303, 25-307, 25-308, 25-309, 25-313, 25-318, 25-320) on

Tuesday, July 19, 2022, the Landmarks Preservation Commission (LPC or agency) will hold a public hearing by teleconference with respect to the properties list below, and then followed by a public meeting.

The final order and estimated times for each application will be posted on the Landmarks Preservation Commission website, the Friday before the hearing. Please note that the order and estimated times are subject to change. The teleconference will be by the Zoom app and will be live-streamed on the LPC's YouTube channel, www.youtube.com/nyc.lpc. Members of the public should observe the meeting on the YouTube channel, and may testify on particular matters by joining the meeting using either the Zoom app or by calling in from any phone. Specific instructions on how to observe and testify, including the meeting ID and password, and the call-in number, will be posted on the agency's website, under the "Hearings" tab, <https://www1.nyc.gov/site/lpc/hearings/hearings.page>, on the Monday before the public hearing. Any person requiring language assistance services or other reasonable accommodation in order to participate in the hearing or attend the meeting should contact the LPC by contacting Sonia Guior, Community and Intergovernmental Affairs Coordinator, at SGuior@lpc.nyc.gov, at least five (5) business days before the hearing or meeting. Please note: Due to the City's response to COVID-19, this public hearing and meeting is subject to change and/or cancellation.

108 Shore Road - Douglaston Historic District
LPC-22-11753 - Block 8040 - Lot 1 - Zoning: R1-1, R1-2
CERTIFICATE OF APPROPRIATENESS

A vernacular Colonial Revival style house, designed by George J. Hardway and built in 1915. Application is to alter and enlarge the house.

511 East 16th Street - Ditmas Park Historic District
LPC-22-09901 - Block 5202 - Lot 57 - Zoning: R1-2
CERTIFICATE OF APPROPRIATENESS

A Bungalow style house, designed by Arlington D. Isham and built in 1909. Application is to replace entrance stairs.

4617 Waldo Avenue - Fieldston Historic District
LPC-22-08557 - Block 5818 - Lot 2072 - Zoning: R1-2
CERTIFICATE OF APPROPRIATENESS

A Late-20th-Century Modern style house, designed by David Paul Helper Associates and built in 1979-80. Application is to remove a retaining wall and paint the house.

140 West Broadway (aka 140-142 West Broadway and 82 Thomas Street) - Tribeca West Historic District
LPC-21-04082 - Block 144 - Lot 26 - Zoning: C6-2A
CERTIFICATE OF APPROPRIATENESS

An Italianate/Neo-Grec style store and loft building, designed by Carl Pfeiffer and built in 1866. Application is to remove and relocate vault lights and replace the sidewalk and loading dock.

176-178 Waverly Place - Greenwich Village Historic District
LPC-22-09131 - Block 610 - Lot 25 - Zoning: R6
CERTIFICATE OF APPROPRIATENESS

A pair of Greek Revival style houses, built in 1839. Application is to construct rooftop and rear yard additions, excavate the cellar and rear yard, and alter the rear façade.

34 West 12th Street - Greenwich Village Historic District
LPC-22-08210 - Block 575 - Lot 37 - Zoning: R6
CERTIFICATE OF APPROPRIATENESS

A late Italianate style rowhouse, built in 1860 and altered by the 1940s. Application is to construct a stoop, install ironwork, and alter the rear façade.

230 Park Avenue - Individual and Interior Landmark
LPC-22-11658 - Block 1300 - Lot 1 - Zoning: C5-3
MISCELLANEOUS - AMENDMENT

A Beaux-Arts style office building, designed by Warren & Wetmore and built in 1927-29. Application is to amend a storefront and signage Master Plans approved under Certificate of Appropriateness 19-12183 and Certificate of Appropriateness 04-3007 and to install ramp.

229 West 71st Street - West End - Collegiate Historic District Extension
LPC-22-08431 - Block 1163 - Lot 119 - Zoning: R8B
CERTIFICATE OF APPROPRIATENESS

A rowhouse, built in 1884 and altered in 1946-1948 with a new facade attributed to Irving Kudroff. Application is to substantially demolish the existing building and construct a new building.

353 Riverside Drive - Riverside - West End Historic District Extension II
LPC-22-10740 - Block 1892 - Lot 66 - Zoning: R8
CERTIFICATE OF APPROPRIATENESS

A Beaux-Arts style rowhouse, designed by Robert D. Kohn and built in 1899-1901. Application is to enlarge an elevator bulkhead.

18 East 68th Street - Upper East Side Historic District
LPC-22-10859 - Block 1382 - Lot 60 - Zoning: R8B
CERTIFICATE OF APPROPRIATENESS

A Beaux-Arts style residence, designed by C.P.H. Gilbert and built in 1904-05. Application is to install a gate at the stoop.

2 East 88th Street - Expanded Carnegie Hill Historic District

LPC-22-09956 - Block 1499 - Lot 69 - Zoning: R10

CERTIFICATE OF APPROPRIATENESS

An Art Moderne style apartment, designed by Pennington and Lewis, and built in 1929-30. Application is to alter the penthouse.

4881 Broadway - Dyckman House

LPC-22-11047 - Block 2241 - Lot 35 - Zoning: PARK

BINDING REPORT

A Dutch Colonial style farmhouse, built c. 1785. Application is to construct an addition and provide barrier-free access to the house and the site.

65 Jumel Terrace - Jumel Terrace Historic District

LPC-22-11104 - Block 2109 - Lot 106 - Zoning: PARK

BINDING REPORT

A Georgian style mansion, built in 1765, and remodeled in the Napoleonic Empire style with Federal style details. Application is to provide barrier-free access to the building; and replace rooftop railings.

jy6-19

NOTICE IS HEREBY GIVEN that, pursuant to the provisions of Title 25, Chapter 3 of the Administrative Code of the City of New York (Sections 25-303, 25-307, 25-308, 25-309, 25-313, 25-318, 25-320) on Tuesday, July 12, 2022, the Landmarks Preservation Commission (LPC or agency) will hold a public hearing by teleconference with respect to the properties list below, and then followed by a public meeting.

The final order and estimated times for each application will be posted on the Landmarks Preservation Commission website, the Friday before the hearing. Please note that the order and estimated times are subject to change. The teleconference will be by the Zoom app and will be live-streamed on the LPC's YouTube channel, www.youtube.com/nyclpc. Members of the public should observe the meeting on the YouTube channel and may testify on particular matters by joining the meeting using either the Zoom app or by calling in from any phone. Specific instructions on how to observe and testify, including the meeting ID and password, and the call-in number, will be posted on the agency's website, under the "Hearings" tab, <https://www1.nyc.gov/site/lpc/hearings/hearings.page>, on the Monday before the public hearing. Any person requiring language assistance services or other reasonable accommodation in order to participate in the hearing or attend the meeting should contact the LPC by contacting Sonia Guior, Community and Intergovernmental Affairs Coordinator, at SGuior@lpc.nyc.gov, at least five (5) business days before the hearing or meeting. Please note: Due to the City's response to COVID-19, this public hearing and meeting is subject to change and/or cancellation.

35-14 88th Street - Jackson Heights Historic District

LPC-22-08797 - Block 1461 - Lot 11 - Zoning: R5

CERTIFICATE OF APPROPRIATENESS

An Anglo-American Garden style rowhouse, designed by C.L. Varrone and built in 1925. Application is to legalize the replacement of windows and installation of bay windows without Landmarks Preservation Commission permit(s).

60-62 70th Avenue - Central Ridgewood Historic District

LPC-22-02467 - Block 3537 - Lot 4 - Zoning: R6B

CERTIFICATE OF APPROPRIATENESS

A Renaissance Revival style two-family house, designed by Louis Berger & Company and built in 1909. Application is to legalize the removal of a rear porch without Landmarks Preservation Commission Permit(s).

30 Remsen Street - Brooklyn Heights Historic District

LPC-22-07195 - Block 251 - Lot 22 - Zoning: R6

CERTIFICATE OF APPROPRIATENESS

An eclectic rowhouse, built c. 1861-79. Application is to replace a studio window.

73 Bainbridge Street (aka 427 Lewis Avenue) - Bedford Historic District

LPC-22-11489 - Block 1680 - Lot 79 - Zoning: R6B

CERTIFICATE OF APPROPRIATENESS

A rowhouse, designed by Magnus Dahlander built in 1892. Application is to legalize the removal of the turret without Landmarks Preservation Commission permit(s) and to install garage doors.

66 Greene Avenue - Fort Greene Historic District

LPC-22-11536 - Block 1958 - Lot 25 - Zoning: R6B

CERTIFICATE OF APPROPRIATENESS

An Italianate style rowhouse, built c. 1868. Application is to construct a rear yard addition.

6301 12th Avenue, aka 6301-6323 12th Avenue, 1202-1216 63rd Street, and 1201-1215 64th Street - Individual Landmark

LPC-22-08731 - Block 5739 - Lot 1 - Zoning: R5B

CERTIFICATE OF APPROPRIATENESS

A Renaissance Revival/Beaux-Arts style orphanage building, designed by George H. Streeton and built in 1899, with additions built c. 1910. Application is to remove religious iconography, including crosses and

stained glass, replace entrance infill and windows; construct a rooftop elevator bulkhead and courtyard additions, install rooftop mechanical equipment and railings, modify ironwork, install a fire stair, security booth and ramp, alter the hardscape and boundary walls, and install signage and light fixtures.

352 East 25th Street - East 25th Street Historic District

LPC-22-02609 - Block 5190 - Lot 28 - Zoning: R6

CERTIFICATE OF APPROPRIATENESS

A Renaissance Revival style rowhouse, designed by Glucroft & Glucroft and building c. 1909-1912. Application is to replace a door.

Prospect Park - Scenic Landmark

LPC-22-11416 - Block 1117 - Lot 1 - Zoning: Park

ADVISORY REPORT

A naturalistic park built in 1866-73, designed by Frederick Law Olmsted and Calvert Vaux. The application is to construct a horseback riding facility.

458-460 West 23rd Street - Chelsea Historic District Extension

LPC-22-09297 - Block 720 - Lot 76 - Zoning: R7B

CERTIFICATE OF APPROPRIATENESS

Two rowhouses, built c. 1857 and later altered. Application is to replace windows.

6 West 95th Street - Upper West Side/Central Park West Historic District

LPC-22-07709 - Block 1208 - Lot 137 - Zoning: R10A

CERTIFICATE OF APPROPRIATENESS

A Renaissance Revival style rowhouse with Churrigueresque style elements, designed by Horace Edgar Hartwell and built in 1893-1894. Application is to construct rear yard and rooftop additions, modify a masonry opening, install mechanical equipment, and raise parapets.

2090 7th Avenue - Individual Landmark

LPC-22-03300 - Block 1930 - Lot 30 - Zoning: C6-3

CERTIFICATE OF APPROPRIATENESS

A Neo-Renaissance style apartment hotel, designed by George & Edward Blum and built in 1912-13. Application is to establish a master plan governing the future replacement of terra cotta units.

j28-jy12

NOTICE IS HEREBY GIVEN that, pursuant to the provisions of Title 25, Chapter 3 of the Administrative Code of the City of New York (Sections 25-303, 25-307, 25-308, 25-309, 25-313, 25-318, 25-320) on Tuesday, July 12, 2022, the Landmarks Preservation Commission (LPC or Agency) will hold a public hearing by teleconference with respect to the properties list below, and then followed by a public meeting.

The final order and estimated times for each application will be posted on the Landmarks Preservation Commission website, the Friday before the hearing. Please note that the order and estimated times are subject to change. The teleconference will be by the Zoom app and will be live-streamed on the LPC's YouTube channel, www.youtube.com/nyclpc. Members of the public should observe the meeting on the YouTube channel and may testify on particular matters by joining the meeting using either the Zoom app or by calling in from any phone. Specific instructions on how to observe and testify, including the meeting ID and password, and the call-in number, will be posted on the agency's website, under the "Hearings" tab, <https://www1.nyc.gov/site/lpc/hearings/hearings.page>, on the Monday before the public hearing.

Any person requiring language assistance services or other reasonable accommodation in order to participate in the hearing or attend the meeting, should contact the LPC by contacting Sonia Guior, Community and Intergovernmental Affairs Coordinator, at SGuior@lpc.nyc.gov, at least five (5) business days before the hearing or meeting. Please note: **Due to the City's response to COVID-19, this public hearing and meeting is subject to change and/or cancellation.**

441 Willoughby Avenue (aka 441-443 Willoughby Avenue,**163-167 Nostrand Avenue) - Jacob Dangler House**

LP-2661 - Block 1758 - Lot 1

ITEM TO BE HEARD

A mansion, designed in the Chateausque style by Theobald Englehardt and built c. 1897-98 for the merchant Jacob Dangler.

j28-jy12

OFFICE OF THE MAYOR**■ MEETING**

The Report and Advisory Board Review Commission (RABRC), will hold a public meeting on Wednesday, July 13, 2022 at 2:00 P.M.

The meeting will take place virtually on Zoom.

<https://us06web.zoom.us/j/83691192391>

Meeting ID: 836 9119 2391

RABRC is charter-mandated (Chapter 49, Section 1113), to review all instances where a Local Law or the Charter requires a reporting requirement or advisory board and meet on a regular basis and make recommendations regarding waivers to reporting requirements. RABRC is convening to discuss the 2022 waiver cycle and candidates submitted by agencies.

jy7-13

COURT NOTICES

SUPREME COURT

RICHMOND COUNTY

■ NOTICE

**RICHMOND COUNTY
I.A.S. PART 89
NOTICE OF ACQUISITION
INDEX NUMBER CY4521/2021
CONDEMNATION PROCEEDING**

IN THE MATTER OF the Application of the CITY OF NEW YORK Relative to Acquiring Title in Fee Simple Absolute to certain real property, located in Staten Island for:

SOUTH BEACH AVENUE – STAGE 2

in the area generally, bounded by McClean Avenue, to the north, Norway Avenue, to the west, Olympia Boulevard, to the south and Hickory Avenue, to the east, 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 (Hon. Wayne P. Saitta, J.S.C.), duly entered in the office of the Clerk of the County of Richmond on June 13, 2022 (“Order”), the application of the CITY OF NEW YORK (“City”) to acquire certain real property, where not heretofore acquired for the same purpose, required for the reconstruction of roadways, sidewalks and curbs, and the installation of sanitary and storm sewers, water mains and appurtenances, was granted and the City was thereby authorized to file an acquisition map with the Office of the Clerk of Richmond County (“Map”). Said Map, showing the property acquired by the City, was filed with the Office of the Clerk of Richmond County. Title, to the real property vested in the City of New York on June 22, 2022 (“Vesting Date”).

PLEASE TAKE FURTHER NOTICE, that the City has acquired the parcels of real property as shown on the Map and described in the annexed Schedule A in fee simple absolute:

PLEASE TAKE FURTHER NOTICE, that, pursuant to said Order and to §§ 503 and 504 of the Eminent Domain Procedure Law (“EDPL”) 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 three years from the Vesting Date for this proceeding to file a written claim with the Clerk of the Court of Richmond County, and to serve within the same timeframe 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.

Dated: New York, NY
June 28, 2022

HON. SYLVIA O. HINDS-RADIX
Corporation Counsel of the City of New York
100 Church Street
New York, NY 10007
Tel. (212) 356-4064
By: Stephanie M. Fitos
Assistant Corporation Counsel

SCHEDULE A PROPERTIES ACQUIRED

Partial Lots Acquired		
Damage Parcel No.	Block No.	Part of Lot No.
170	3252	P/O 35
298	3404	P/O 1
299	3410	P/O 12
300	3410	P/O 8
301	3410	P/O 5
302	3410	P/O 1
303	3411	P/O 10
304	3411	P/O 9
305	3411	P/O 8
306	3411	P/O 6
307	3411	P/O 5
308	3411	P/O 4
309	3411	P/O 3
310	3411	P/O 1
311	3412	P/O 9
312	3412	P/O 7
316	3417	P/O 105
317	3417	P/O 103
318	3417	P/O 101

Unlotted Street Beds Acquired		
Damage Parcel No.	Adjacent Block No.	Adjacent Lot No.
1A	3243	100R
2A	3246	7
3A	3246	5
4A	3246	1
5A	3247	1
6A	3270	1
7A	3269	9
8A	3269	7
9A	3269	5
10A	3269	3
11A	3269	1
12A	3268	9
13A	3275	35
14A	3276	43
15A	3276	41
16A	3276	39
17A	3276	37
18A	3276	35
19A	3276	32
20A	3276	30

Unlotted Street Beds Acquired		
Damage Parcel No.	Adjacent Block No.	Adjacent Lot No.
21A	3276	27
22A	3276	25
23A	3276	24
24A	3276	23
25A	3276	20
26A	3276	18
27A	3276	16
28A	3276	15
29A	3276	13
30A	3276	12
31A	3276	9
31B	3276	9
32A	3277	1
32B	3277	1
33A	3277	70
34A	3277	68
35A	3277	66
36A	3277	63
37A	3277	61
38A	3277	59
39A	3277	58
40A	3277	55
41A	3277	53
42A	3277	49
43A	3277	47
44A	3277	46
45A	3277	45
46A	3277	43
47A	3277	42
48A	3277	40
49A	3277	38
50A	3277	36
51A	3277	33
52A	3277	31
53A	3277	29
54A	3277	26
55A	3277	24
56A	3277	23
57A	3277	22
58A	3277	20
59A	3277	17
60A	3277	14
61A	3277	12
62A	3277	7
62B	3277	7
63A	3251	36
63B	3251	36
64A	3251	34
65A	3251	33
66A	3251	31
67A	3251	29
68A	3251	26
69A	3251	23
70A	3251	20
71A	3251	18
72A	3251	16
73A	3251	14
74A	3251	12
75A	3251	8
76A	3251	5
77A	3251	4
78A	3251	1
79A	3251	68
80A	3251	66

Unlotted Street Beds Acquired		
Damage Parcel No.	Adjacent Block No.	Adjacent Lot No.
81A	3251	64
82A	3251	62
83A	3251	60
84A	3251	58
85A	3251	55
86A	3251	53
87A	3251	50
88A	3251	47
89A	3251	43
89B	3251	43
90A	3250	36
90B	3250	36
91A	3250	34
92A	3250	32
93A	3250	29
94A	3250	25
95A	3250	23
96A	3250	21
97A	3250	19
98A	3250	17
99A	3250	15
100A	3250	13
101A	3250	8
102A	3250	5
103A	3250	3
104A	3250	1
105A	3250	70
106A	3250	68
107A	3250	66
108A	3250	64
109A	3250	62
110A	3250	60
111A	3250	58
112A	3250	56
113A	3250	54
114A	3250	51
115A	3250	49
116A	3250	47
117A	3250	43
117B	3250	43
118A	3249	36
118B	3249	36
119A	3249	34
120A	3249	32
121A	3249	30
122A	3249	28
123A	3249	26
124A	3249	24
125A	3249	22
126A	3249	20
127A	3249	18
128A	3249	16
129A	3249	14
130A	3249	12
131A	3249	9
132A	3249	7
133A	3249	5
134A	3249	3
135A	3249	1
136A	3249	70
137A	3249	68
138A	3249	66
139A	3249	65
140A	3249	63

Unlotted Street Beds Acquired		
Damage Parcel No.	Adjacent Block No.	Adjacent Lot No.
141A	3249	62
142A	3249	61
143A	3249	60
144A	3249	58
145A	3249	56
146A	3249	54
147A	3249	52
148A	3249	50
149A	3249	48
150A	3249	43
150B	3249	43
151A	3248	42
151B	3248	42
152A	3248	41
153A	3248	39
154A	3248	38
155A	3248	35
156A	3248	33
157A	3248	31
158A	3248	30
159A	3248	29
160A	3248	27
161A	3248	24
162A	3248	20
163A	3248	17
164A	3248	14
165A	3248	13
166A	3248	11
167A	3248	10
168A	3248	9
169A	3248	1
170A	3252	35
171A	3252	33
172A	3252	31
173A	3252	29
174A	3252	27
175A	3252	24
176A	3252	22
177A	3252	20
178A	3252	18
179A	3252	16
180A	3252	14
181A	3252	12
182A	3252	7
182B	3252	7
183A	3253	1
183B	3253	1
184A	3253	57
185A	3253	55
186A	3253	53
187A	3253	51
188A	3253	49
189A	3253	47
190A	3253	45
191A	3253	44
192A	3253	42
193A	3253	38
194A	3253	37
195A	3253	35
196A	3253	31
197A	3253	27
198A	3253	25
199A	3253	24
200A	3253	23

Unlotted Street Beds Acquired		
Damage Parcel No.	Adjacent Block No.	Adjacent Lot No.
201A	3253	22
202A	3253	21
203A	3253	18
204A	3253	16
205A	3253	15
206A	3253	13
207A	3253	12
208A	3253	9
208B	3253	9
209A	3254	1
209B	3254	1
210A	3254	62
211A	3254	61
212A	3254	59
213A	3254	57
214A	3254	54
215A	3254	52
216A	3254	50
217A	3254	49
218A	3254	48
219A	3254	47
220A	3254	45
221A	3254	44
222A	3254	43
223A	3254	41
224A	3254	38
225A	3254	36
226A	3254	32
227A	3254	30
228A	3254	28
229A	3254	26
230A	3254	24
231A	3254	23
232A	3254	22
233A	3254	21
234A	3254	19
235A	3254	18
236A	3254	16
237A	3254	15
238A	3254	12
239A	3254	9
239B	3254	9
240A	3255	1
240B	3255	1
241A	3255	52
242A	3255	51
243A	3255	49
244A	3255	48
245A	3255	47
246A	3255	45
247A	3255	44
248A	3255	42
249A	3255	40
250A	3255	32
251A	3255	30
252A	3255	28
253A	3255	25
254A	3255	24
255A	3255	23
256A	3255	22
257A	3255	19
258A	3255	17
259A	3255	15
260A	3255	12

Unlotted Street Beds Acquired		
Damage Parcel No.	Adjacent Block No.	Adjacent Lot No.
261A	3255	8
261B	3255	8
262A	3256	28
262B	3256	28
263A	3256	24
264A	3256	22
265A	3256	20
266A	3256	18
267A	3256	16
268A	3256	14
269A	3256	13
270A	3256	9
272A	3256	8
273A	3256	6
274A	3256	4
275A	3256	2
276A	3256	1
277A	3256	48
278A	3256	46
279A	3256	44
280A	3256	43
281A	3256	40
282A	3256	38
283A	3256	C175
283B	3256	C175
284A	3257	25
284B	3257	25
285A	3257	20
286A	3257	18
287A	3257	16
288A	3257	14
289A	3257	13
290A	3257	12
291A	3257	9
292A	3257	7
293A	3257	5
294A	3257	3
295A	3257	1
296A	3278	5
297A	3404	4
298A	3404	1
299A	3410	12
300A	3410	8
301A	3410	5
302A	3410	1
303A	3411	10
304A	3411	9
305A	3411	8
306A	3411	6
307A	3411	5
308A	3411	4
309A	3411	3
310A	3411	1
311A	3412	9
312A	3412	7
313A	3412	5
314A	3412	3
315A	3412	1
316A	3417	105
317A	3417	103
318A	3417	101
319A	3417	98
320A	3417	97
321A	3417	95

Unlotted Street Beds Acquired		
Damage Parcel No.	Adjacent Block No.	Adjacent Lot No.
322A	3417	93
323A	3417	91
324A	3418	21
325A	3418	20
326A	3418	18
327A	3418	16
328A	3418	14
329A	3418	12
330A	3248	44
331A	3249	41
332A	3249	38
333A	3250	40
334A	3250	38
335A	3251	41
336A	3251	38
337A	3277	6
338A	3277	4
339A	3277	3
340A	3276	7
341A	3276	5
342A	3276	3
343A	3276	1
344A	3275	10
345A	3278	20
346A	3257	32
347A	3257	30
348A	3257	28
349A	3257	26
350A	3256	31
351A	3256	29
352A	3255	7
353A	3255	6
354A	3255	3
355A	3254	6
356A	3254	5
357A	3253	5
358A	3253	4
359A	3252	5
360A	3252	3
361A	3252	2
362A	3252	1

jy8-21



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, at: Kenben Industries Ltd., 1908 Shore Parkway, Brooklyn, NY 11214 Phone: (718) 802-0022

No previous arrangements or phone calls are needed to preview. Hours are Monday and Tuesday from 10:00 A.M. – 2:00 P.M.

HOUSING PRESERVATION AND DEVELOPMENT

PUBLIC HEARINGS

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

j5-d30

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.

- 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.

HHS ACCELERATOR PREQUALIFICATION

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 HHS Accelerator Prequalification Application using the City’s PASSPort system.

CITYWIDE ADMINISTRATIVE SERVICES

AWARD

Goods

DISPLACEMENT METERS - Competitive Sealed Bids - PIN# 85722B0128001 - AMT: \$8,105,560.47 - TO: Badger Meter Inc., 4545 West Brown Deer Road, Milwaukee, WI 53223-2479.

jy11

ADMINISTRATION

INTENT TO AWARD

Services (other than human services)

NYVIP3 EQUIPMENT - - Sole Source - Available only from a single source - PIN#85622S0023 - Due 7-27-22 at 10:30 A.M.

Vendor: Opus Inspection, Inc.

Any and all solicitations are done through PASSPort. The proposed contractor has been selected by Sole Source Method, pursuant to Section 3-05 of the Procurement Policy Board Rules.

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, New York, NY 10007. Shade James (212) 386-0467; shajames@dcas.nyc.gov

jy7-13

CORRECTION

INTENT TO AWARD

Services (other than human services)

07222Y0066-ADMINS SYSTEM MAINTENANCE - Request for Information - PIN# 07222Y0066 - Due 7-20-22 at 2:00 P.M.

Pursuant to Section 3-05 of the NYC Procurement Policy Board Rules, it is the intent of The New York City Department of Correction to enter into a Sole Source negotiation, with ADMINS, INC., with offices located at 219 Lewis Wharf, Boston, MA 02110-3927, for maintenance and support of licenses, upgrades for the Department’s use of ADMINS Software in support of ongoing operations of the DOC Inmate Information System (IIS).

Any vendor besides ADMINS, INC. that believe it can provide the above referenced services may express interest responding to the RFI E-PIN 07222Y0066 in PASSPort.

jy5-11

DESIGN AND CONSTRUCTION

PROGRAM MANAGEMENT

VENDOR LIST

Construction / Construction Services

PQL: GENERAL CONSTRUCTION MEDIUM PROJECTS

NYC DDC is certifying the GC Medium PQL with the following approved vendors:

- 1. Ashnu International Inc.
2. CDE Air Conditioning Co Inc.
3. C&L Contracting Corp
4. Delric Construction Company,Inc
5. Five Star Contracting Co., Inc
6. Fratello Construction Corp
7. Gryphon Construction Inc
8. Jobco Incorporated
9. Lanmark Group, Inc.
10. Lighthouse Builders, Inc.
11. Metropolitan Construction Corp
12. MPCC Corp
13. Neelam Construction Corp
14. N.S.P. Enterprises, Inc.

- 15. Padilla Construction Services, Inc.. PCS
 - 16. Sea Breeze General Construction, Inc.
 - 17. Sharan Builders Inc
 - 18. XBR Inc.
 - 19. ZHL Group Inc
 - 20. Stalco Construction Inc.
- https://passport-buyer.cityofnewyork.us/page.aspx/en/sup/pql_browse

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, First Floor, Long Island City, NY 11101. (718) 391-2410; rfq_pql@ddc.nyc.gov

jy8-14

EMERGENCY MANAGEMENT

ADMINISTRATION AND FINANCE

■ INTENT TO AWARD

Services (other than human services)

01722Y0046-COMMUNITY PREPAREDNESS DATABASE

- Request for Information - PIN#01722Y0046 - Due 7-22-22 at 2:00 P.M.

Pursuant to Procurement Policy Board Rule Section 3-05, New York City Emergency Management (NYCEM), intends to enter into a sole source agreement with VisionLink, Inc. (VisionLink) for the provision of a database system to be utilized for the agency's Community Preparedness team's canvassing activities during extreme weather emergencies and other team activities.

VisionLink, is the sole provider of the Community Operating System™ platform known as CommunityOS®. This technology was designed to be seamlessly utilized during both "blue-sky" community services operations and for "gray-sky" disaster management. This sole source agreement will allow NYCEM to gain access to this exclusive technology as a management tool for the Agency's Community Emergency Response Team (CERT) programs. The system will also allow volunteer users to access software for the reporting on many key metrics of the CERT program as well. This proprietary CommunityOS® software requires no software integration or custom build-out, which means NYCEM will have immediate access, to the full suite of VisionLink's software, without the timely buildout of a customized database for the agency's needs.

Any firm which believes is qualified, to provide such services is invited to do so. To respond in PASSPort, please complete the Acknowledgment tab and submit a response in the Manage Responses tab. If you have questions about the details of the RFx, please submit through the Discussion with Buyer tab. If you have questions about functionality of PASSPort, please visit <https://mocssupport.atlassian.net/servicedesk/customer/portal/8>.

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.
 Emergency Management, 165 Cadman Plaza East, Brooklyn, NY 11201. Simone Gainey (718) 422-4659; sgainey@oem.nyc.gov

jy8-14

NYC HEALTH + HOSPITALS

CONTRACT SERVICES

■ SOLICITATION

Construction/Construction Services

LINCOLN HOSPITAL-LOCAL LAW 11-FACADE REPAIRS 4.7M - 5.3M - Competitive Sealed Bids - PIN# Lin-Facade - Due 8-10-22 at 1:30 P.M.

Lincoln Hospital, Local Law 11-Facade Repairs, 234 East 149th Street, Bronx, NY 10451.

All Bids shall be in accordance with the terms of the NYC Health and Hospitals (HHC) Project Labor Agreement.

NYC Health + Hospitals, is requiring all vendors and contractors to maintain proof of COVID-19 vaccination for all of their employees who spend time at a NYC Health + Hospitals facility. Proof of COVID-19 vaccination is completion of the vaccination series as outlined by the manufacturer.

Only Bidders who attend one of the mandatory Pre-Bid Meetings will be allowed to bid. Section "A" Bid Forms Fee is waived. However, you must sign the form at the Pre-Bid Meetings and request that the Section "A" Bid Forms be sent to you. Bidders are encouraged to arrive at least 30 minutes before Mandatory Pre-Bid Meetings start time to make purchases. Social distancing protocols must be observed, and limit your staff to one person at the meetings.

Mandatory Meetings/site tours are scheduled for Monday, July 18, 2022, at 10:30 A.M., and Tuesday, July 19, 2022, at 10:30 A.M., Facilities Management, 8th Floor. Conference Room 8D-230.

Technical questions must be submitted in writing by email, no later than five (5) calendar days after the Mandatory Pre-Bid Meetings to, Janet.Oliveraj@nychhc.org, Clifton.Mclaughlin@nychhc.org, and Leithland.Tulloch@nychhc.org. All Bids shall be in accordance with the terms of the NYC Health and Hospitals (HHC) Project Labor Agreement.

Under Article 15A of The State of New York, The Following M/WBE Goals Apply to This Contract, MBE 20 percent and WBE 10 percent. These Goals Apply to any Bid Submitted of \$500,000 or more. Bidders not complying with these Terms will have their bids declared Non-responsive.

Required Trade Licensed where applicable.

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.

NYC Health + Hospitals, 55 Water Street, 25th Floor, New York, NY 10041. Janet Olivera (212) 442-3680; janet.olivera@nychhc.org

◀ jy11

KINGS COUNTY-1ST FLOOR EXPRESS CARE-1M-1.3M -

Competitive Sealed Bids - PIN# Kings-Express Care - Due 8-17-22 at 1:30 P.M.

Kings County Hospital, 1st Floor Express Care Project, 451 Clarkson Avenue, Brooklyn, NY 11203.

All Bids shall be in accordance with the terms of the NYC Health and Hospitals (HHC) Project Labor Agreement. NYC Health + Hospitals is requiring all vendors and contractors to maintain proof of COVID-19 vaccination for all of their employees who spend time at a NYC Health + Hospitals facility.

Proof of COVID-19 vaccination is completion of the vaccination series as outlined by the manufacturer. Only Bidders who attend one of the mandatory pre-bid meetings will be allowed to bid. Section "A" Bid Forms Fee is waived. However, you must sign the form at the Pre-Bid Meetings and request that the Section "A" Bid Forms be sent to you. Bidders are encouraged to arrive at least 30 minutes before Mandatory Pre-Bid Meetings start time to make purchases. Social distancing protocols must be observed, and limit your staff to one person at the meetings.

Requirements for this project: -Minimum 5 radiology projects in the last 3 years in occupied medical facilities. -OSHA 40 required -No extensions of time will be granted. -Bids shall be all inclusive of all scope included in the documents. If conflicting information is present, the more costly option is assumed to be purchased.

Mandatory Meetings/site tours are scheduled for Thursday, July 21st and Friday, July 22nd 2022, at 10:30 A.M., in "E" Building, 2nd Floor, Room 2236, 451 Clarkson Avenue, Brooklyn, NY 11203.

Technical questions must be submitted in writing by email, no later than five (5) calendar days after the Mandatory Pre-Bid Meeting to Clifton.Mclaughlin@nychhc.org, Janet.olivera@nychhc.org and Leithland.Tulloch@nychhc.org

Under Article 15A of The State of New York, The Following M/WBE Goals Apply to This Contract, MBE 20 percent and WBE 10 percent. These Goals Apply to any Bid Submitted of \$500,000 or more. Bidders not complying with these Terms will have their bids declared Non-responsive.

Required Trade Licensed where applicable.

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.

NYC Health + Hospitals, 55 Water Street, 25th Floor, New York, NY 10041. Janet Olivera (212) 442-3680; janet.olivera@nychhc.org

◀ jy11

HARLEM HOSPITAL MLK-CONDENSER WATER PIPING

2.2M-2.6 (INCLUDES HVAC,CG, & ELEC) - Competitive Sealed Bids - PIN# Harlem-Condenser - Due 8-17-22 at 1:30 P.M.

Harlem Hospital, MLK-Condenser Water Piping Project, 506 Lenox Avenue, New York, NY 10037.

All Bids shall be in accordance with the terms of the NYC Health and Hospitals (HHC) Project Labor Agreement.

NYC Health + Hospitals is requiring all vendors and contractors to maintain proof of COVID-19 vaccination for all of their employees who spend time at a NYC Health + Hospitals facility. Proof of COVID-19 vaccination is completion of the vaccination series as outlined by the manufacturer.

Only Bidders who attend one of the mandatory Pre-Bid Meetings will be allowed to bid. Section "A" Bid Forms Fee is waived. However, you must sign the form at the Pre-Bid Meetings and request that the Section "A" Bid Forms be sent to you.

Social distancing protocols must be observed, and limit your staff to one person at the meetings.

Mandatory Meetings/site tours are scheduled for Thursday July 21st and July 22nd, 2022, at 10:30 A.M., 506 Lenox Avenue, New York, NY 10037, Kountz Pavilion, 9th Floor, Conference Room 940.

Technical questions must be submitted in writing by email, no later than five (5) calendar days after the Mandatory Pre-Bid Meeting to Clifton.Mclaughlin@nychhc.org, Janet.olivera@nychhc.org, and Leithland.Tulloch@nychhc.org.

Under Article 15A of The State of New York, The Following M/WBE Goals Apply to This Contract. MBE 20 percent and WBE 10 percent. These Goals Apply to any Bid Submitted of \$500,000 or more. Bidders not complying with these Terms will have their bids declared Non-responsive.

Required Trade Licensed where applicable.

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.

NYC Health + Hospitals, 55 Water Street, 25th Floor, New York, NY 10041. Janet Olivera (212) 442-3680; janet.olivera@nychhc.org

✦ jy11

PARKS AND RECREATION

CAPITAL PROGRAM MANAGEMENT

■ SOLICITATION

Construction / Construction Services

84621B0066 - BG-1019M - BROOKLYN PAVEMENT RECONSTRUCTION - Competitive Sealed Bids - PIN# 84621B0066 - Due 8-3-22 at 3:30 P.M.

BG-1019M: Brooklyn Pavement Reconstruction, Located At: 1. Prospect Park, Zone 8, Brooklyn 2. Parade Ground, Brooklyn 3. Mount Prospect Park, Brooklyn 4. Grand Army Plaza, Brooklyn.

Please note that date of Bid Submission is different than date of Bid Opening. Please refer to website for updated procedures due to pandemic. This procurement is subject to: Apprenticeship Requirements Participation goals for MBEs and/or WBEs, as required by Local Law 1 of 2013 Bid Submission Due Date: 8/3/22, Time: 3:30 P.M., by Passport submission and total/bid security by Mail or Drop Box, at Olmsted Center Annex. Date of Bid Opening (via Zoom Conference): 8/5/22, Time: 10:30 A.M., <https://us02web.zoom.us/j/2290435542?pwd=VFovbDl6UTVFNXl3ZGxPYUVsQU5kZz09>, Meeting ID: 229 043 5542 Passcode: 763351 One tap mobile +19292056099,,2290435542#,,, *763351# US (New York).

The Cost Estimate Range is: \$1,000,000.00 to \$3,000,000.00. Bid documents are available online for free through NYC PASSPort System, <https://www1.nyc.gov/site/mocs/systems/about-go-to-passport.page>. To download the bid solicitation documents (including drawings if any), you must have an NYC ID Account and Login.

✦ jy11

REVENUE AND CONCESSIONS

■ SOLICITATION

Services (other than human services)

PELHAM BAY STABLES - Request for Proposals - PIN# X39-B-ST-2022 - Due 8-1-22 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 Request for

Proposals (RFP), for the renovation, operation, & maintenance of riding stables, at Pelham Bay Park, in the Bronx. There will be a recommended remote proposer meeting, on Wednesday, July 13, 2022, at 12:00 P.M. If you are considering responding to this RFP, please make every effort to attend this recommended remote proposer meeting. The Teams link for the remote proposer meeting is as follows:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzNhMTA5ODEtZTgwNS00ZWVmLW12MGQtZDIiODNkNmVjZDMz%40thread.v2%20?context=%7b%22Tid%22%3a%2232f56fc7-5f81-4e22-a95b-15da66513bef%22%2c%22Oid%22%3a%22d47d17ec-c51f-4e53-ad23-fce00dfe3654%22%7d.

You may also join the remote proposer meeting by phone using the following information: +1 646-893-7101, Phone Conference ID: 671 594 883#

If you cannot attend the remote proposer meeting, please let us know by Monday, July 11, 2022, and subject to availability and by appointment only, we may set up a meeting, at the proposed concession site, Westchester Creek, Hutchinson River Parkway South and southbound I-678, Bronx (Block #5650 & Lot #100). All proposals submitted in response to this RFP must be submitted, no later than Monday, August 1, 2022, at 3:00 P.M. Hard copies of the RFP can be obtained at no cost, commencing Friday, July 1, 2022 through Monday, August 1, 2022, by contacting Angel Williams, Senior Project Manager, at (212)360-3495, or at Angel.Williams@parks.nyc.gov. The RFP is also available for download, on Friday, July 1, 2022 through Monday, August 1, 2022, 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 if you cannot attend the remote proposer meeting, prospective proposers may contact Angel Williams, Senior Project Manager, 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, 830 5th Avenue, New York, NY 10065. Angel Williams (212) 360-3495; Proposals.Revenue@parks.nyc.gov

jy1-15

PROBATION

■ AWARD

Human Services / Client Services

NEON ARTS NAE FY23 - Negotiated Acquisition - Available only from a single source - PIN# 78122N0002001 - AMT: \$630,000.00 - TO: Carnegie Hall Corporation, 881 Seventh Avenue, Floor 8, New York, NY 10019-3293.

✦ jy11

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 E-MAIL AT DISABILITYAFFAIRS@MOCS.NYC.GOV OR VIA PHONE AT (212) 298-0734. 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.



ENVIRONMENTAL PROTECTION

■ PUBLIC HEARINGS

NOTICE IS HEREBY GIVEN that a Public Hearing will be held at the Department of Environmental Protection Offices, 59-17 Junction

Boulevard, Flushing, NY 11373 on July 21, 2022 commencing at 10:00 A.M. on the following:

IN THE MATTER OF a proposed contract between the Department of Environmental Protection and Hazen and Sawyer, DPC, 498 7th Avenue, 11 Floor, New York, New York 10018 for AE1-UPS: Design Build Architecture and Engineering Services for Upstate Infrastructure Projects. The Contract term shall be 1824 consecutive calendar days from the date of the written notice to proceed. The Contract amount shall be \$4,500,000.00—Location: NYC Watershed Region: EPIN: 82621P0059.

This contract was selected by Competitive Sealed Proposal pursuant to Section 3-03 of the PPB Rules.

Note: Individuals requesting Sign Language Interpreters should contact Ms. Jeanne Schreiber, Office of the ACCO, 59-17 Junction Boulevard, 17th Floor, Flushing, New York 11373, (718) 595-3456, no later than FIVE(5) BUSINESS DAYS PRIOR TO THE PUBLIC HEARING.



◀ jy11

THIS PUBLIC HEARING HAS BEEN CANCELED

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Department of Environmental Protection via conference call on July 12, 2022, commencing at 10:00 A.M. on the following:

IN THE MATTER OF a proposed Purchase Order/Contract between the Department of Environmental Protection and Forensic Intelligence LLC, located at 674 Prospect Ave #101, Hartford, CT 06117 for Threat Assessment Program The Contract term shall be two calendar years from the date of the written notice to proceed. The Contract amount shall be \$115,850.00 Location: 59-17 Junction Blvd, Flushing, NY 11373 PIN#3700002X

The Vendor was selected by MWBE Noncompetitive Small Purchase pursuant to Section 3-08(c)(1)(iv) of the PPB Rules.

In order to access the Public Hearing and testify, please call 1-347-921-5612, Access Code: 51590323# no later than 9:55 A.M. If you need further accommodations, please let us know at least five business days in advance of the Public Hearing via e-mail at noahs@dep.nyc.gov.

Pursuant to Section 2-11(c)(3) of the Procurement Policy Board Rules, if DEP does not receive, by July 1, 2022, from any individual a written request to speak at this hearing, then DEP need not conduct this hearing. Requests should be made to Mr. Noah Shieh via email at noahs@dep.nyc.gov.

◀ jy11



CONSUMER AND WORKER PROTECTION

■ NOTICE

Notice of Public Hearing and Opportunity to Comment on Proposed Rules

What are we proposing? The Department of Consumer and Worker Protection (“DCWP” or “Department”) is proposing to amend rules applicable to process servers that are licensed by DCWP to implement Chapter 189 of the Laws of 2022, which amended General Business Law 89-cc, and to make additional clarifications for consistency and clarity throughout.

When and where is the hearing? DCWP will hold a public hearing on the proposed rule. The public hearing will take place at 11:00am on Wednesday, August 10, 2022. The public hearing will be accessible by phone and videoconference.

- To participate in the public hearing via phone, please dial 646 558 8656
 - o Meeting ID: 852 4814 5278
- To participate in the public hearing via videoconference, please follow the online link: <https://us02web.zoom.us/j/85248145278?pwd=BWKle7U260IHDyDUncYLTlhM5Rxxg.1>
 - o Meeting ID: 852 4814 5278

How do I comment on the proposed rules? Anyone can comment on the proposed rules by:

- **Website.** You can submit comments to DCWP through the NYC rules website at <http://rules.cityofnewyork.us>.
- **Email.** You can email comments to Rulecomments@dcwp.nyc.gov.
- **By speaking at the hearing.** Anyone who wants to comment on the proposed rule at the public hearing must sign up to speak. You can sign up before the hearing by calling (212) 436-0396. You can also sign up on the phone or videoconference before the hearing begins at 11:00 am on Wednesday, August 10, 2022. You can speak for up to three minutes.

Is there a deadline to submit comments? Yes. You must submit any comments to the proposed rule on or before Wednesday, August 10, 2022.

What if I need assistance to participate in the hearing? You must tell DCWP’s External Affairs division if you need a reasonable accommodation of a disability at the hearing. You must tell us if you need a sign language interpreter. You may tell us by telephone at (212) 436-0396 or by email at Rulecomments@dcwp.nyc.gov. Advance notice is requested to allow sufficient time to arrange the accommodation. Please tell us by noon on Monday, August 1, 2022.

Can I review the comments made on the proposed rules? You can review the comments made online on the proposed rules by going to the website at <http://rules.cityofnewyork.us/>. A few days after the hearing, all comments received by DCWP on the proposed rule will be made available to the public online at <http://www1.nyc.gov/site/dca/about/public-hearings-comments.page>.

What authorizes DCWP to make this rule? Sections 1043, 2203(f) and 2203(h)(1) of the New York City Charter and section 20-104 of the New York City Administrative Code authorize the Department of Consumer and Worker Protection to make these proposed rules. This proposed rule was not included in the Department of Consumer and Worker Protection’s regulatory agenda for this Fiscal Year because it was not contemplated when the Department published the agenda.

Where can I find DCWP’s rules? The Department’s rules are in title 6 of the Rules of the City of New York.

What laws govern the rulemaking process? DCWP must meet the requirements of section 1043 of the City Charter when creating or changing rules. This notice is made according to the requirements of section 1043 of the City Charter.

Statement of Basis and Purpose of Proposed Rule

The Department of Consumer and Worker Protection (“DCWP” or “Department”) is proposing to amend rules applicable to process servers that are licensed by DCWP.

This proposed rule amendment would implement Chapter 189 of the Laws of 2022, which amended General Business Law 89-cc, allowing process servers to fulfill the requirement of maintaining “legible records” of all service they make by submitting electronic recorded entries to a third party contractor, rather than requiring them to maintain a hand-written logbook. The proposed rule would give process servers a choice between the two options.

The proposed rule also streamlines process server and process serving agency requirements for the content, storage, retention, and production of records and electronic records, by repealing § 2-233 and § 2-233a, and consolidating such requirements into a new § 2-233.

Finally, the proposed rule makes additional revisions for consistency and clarity throughout the Department rules related to process servers.

Sections 1043, 2203(f) and 2203(h)(1) of the New York City Charter and section 20-104 of the New York City Administrative Code authorize the Department of Consumer and Worker Protection to make these proposed rules.

New material is underlined.

[Deleted material is in brackets.]

“Shall” and “must” denote mandatory requirements and may be used interchangeably in the rules of this department, unless otherwise specified or unless the context clearly indicates otherwise.

Section 1. Section 231 of Chapter 2 of Title 6 of the Rules of the City of New York is amended as follows:

§ 2-231. Definitions.

For the purposes of the application of Subchapter 23 of Chapter 2 of Title 20 of the Administrative Code, (unless the context indicates otherwise), the following definitions apply.

Agency service. “Agency service” means delivering process intended to be served on: (1) the agent for service of the person to be served as designated under CPLR 318, which allows a person, corporation or a partnership to designate an agent for service in

a writing filed with the county clerk; (2) an attorney designated as an agent of service as permitted by and in accordance with the provisions of CPLR 303; or (3) a non-resident by service on the Secretary of State as permitted by and in accordance with the provisions of Vehicle and Traffic Law § 253.

Bound paginated volume. “Bound paginated volume” means a book or ledger that at the time of purchase contains a specified number of unfolded sheets of paper or other material that are permanently secured to covers by stitching, glue or any other such method that is calculated to make readily discernible the removal or insertion of one or more sheets after the first use of such volume and that that each page in such book or ledger is sequentially numbered starting with the number “1” or contains an indelible label stating the number of pages the volume originally contained.

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

Conspicuous service. “Conspicuous service” means affixing the process to the door of either the actual place of business, dwelling place or usual place of abode within the state of the person to be served; or affixing a copy of the notice and petition upon a conspicuous part of the property sought to be recovered or placing a copy under the entrance door of such premises.

Contemporaneous. “Contemporaneous” in relation to entries in records means at or near the time of the event as to which an entry is recorded, or within a reasonable time thereafter.

Corporate service. “Corporate service” means service of process on a domestic or foreign corporation in accordance with the provisions of CPLR § 311 or RPAPL § 735; or governmental subdivision (including the City of New York) in accordance with the provisions of CPLR § 311; or a domestic or foreign limited liability in accordance with the provisions of CPLR § 311-a; or the state in accordance with the provisions of CPLR § 307.

Department. “Department” means the New York City Department of Consumer and Worker Protection.

Engaged in the business of serving. “Engaged in the business of serving” means the following:

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

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

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

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

Partnership service. “Partnership service” means service of process on persons conducting a business as a partnership in accordance with the provisions of CPLR § 310, or on a domestic or foreign limited partnership in accordance with the provisions of CPLR § 310-a.

Person. “Person” [shall] means any individual, firm, company, partnership, corporation, association or other organization.

Personal service. “Personal service” means delivering process within the state to the individual intended to be served process.

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

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

Process Server. “Process Server” [shall mean] means a person

engaged in the business of serving process upon any person, corporation, governmental or political subdivision or agency.

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

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

Substituted service. “Substituted service” means delivering process within the state to an individual of suitable age and discretion at the actual place of business, dwelling place or usual place of abode of the individual to be served; or, as applicable, on an individual of suitable age and discretion who resides or is employed at the property sought to be recovered.

Section 2. 2-232c of Title 6 of the Rules of the City of New York is amended as follows:

§ 2-232c. Process Server Trust Fund.

- (a) Establishment. There is hereby established a Process Server Trust Fund (hereinafter, “the Fund”) to provide for the payment of outstanding awards to aggrieved consumers and fines owed to the City. The Fund [shall] will be administered by the Comptroller of the City of New York pursuant to § 93 (h) of the New York City Charter.
- (b) Participation in the Fund.
 - (1) To qualify for participation in the Fund, an applicant for a process server license or renewal therefore [shall] must submit with such server’s application a copy of its completed application to two sureties approved by the Commissioner for the bond required by § 20-406.1 of the Administrative Code of the City of New York and the original copies of the rejection or denial of such application by such sureties. Pursuant to such section, process serving agencies [shall] are not [be] eligible to participate in the Fund.
 - (2) Any process server who qualifies for participation in the fund may participate by submitting with the application for a process server license or renewal thereof a certified check or money order in the amount \$1,000, made payable to the New York City [Consumer Affairs Department] Department of Consumer and Worker Protection for depositing the amount in such Fund.
 - (3) A bonded licensee may participate in the Fund in lieu of continued compliance with the bond requirement of §20-406.1(a) of such Code by submitting proof that consists of an original copy from the process server’s current surety denying renewal and the completed applications and original denials from two additional sureties approved by the Commissioner, and upon submitting to the Department a certified check or money order in the amount of \$1,000 made payable to the New York City Department of Consumer [Affairs] and Worker Protection, prior to the expiration or cancellation of the licensee’s bond.
 - (4) The required deposit to be made by applicants to participate in the Fund [shall] may not be refundable upon the issuance of a process server license. If the Department denies issuance of a license or renewal thereof, the deposit made by the applicant [shall] must be refunded within thirty days after the application for a license or renewal thereof is denied.
 - (5) Participation in the Fund does not relieve a licensee of any obligation to pay awards or fines imposed by the Department or judgments or arbitration awards rendered against the licensee by a court of competent jurisdiction. [In the event that] If a process server’s license is revoked, surrendered or the process server fails to renew its license, and the Fund is invaded to pay an award, fine or judgment that was rendered against such process server pursuant to the provisions of the Code or these rules, no license [shall] may be issued or reinstated to such process server unless the amount(s) paid out of the Fund on behalf of such process server is reimbursed by such process server in full.
- (c) Invasion of the Fund.
 - (1) If the Department has revoked a process server’s license or the licensee has surrendered or failed to renew the license, the Commissioner may require that disbursements be made from the Fund to pay to the City any fine, penalty or other obligation the City imposes relating to the violation of

subchapter 23 of Chapter 2, Title 20 of the Administrative Code of the City of New York and any rules promulgated thereunder or to pay a final outstanding judgment recovered in an action arising out of the violation of the provisions of such subchapter.

- (2) No disbursement [shall] may be made from the Fund to pay an award, fine or judgment that is rendered against a licensee who has furnished a bond pursuant to the requirements of § 20-406.1(a) of the Administrative Code of the City of New York or against a process server who was not licensed by the Department or a participant in the Fund at the time of the violation.
 - (3) Disbursement from the Fund [shall] may be made at the discretion of the Commissioner or his or her designee, provided, however, that invasion of the fund [shall] must be limited to no more than \$10,000 for all awards, fines or judgments arising out of a single service of process.
 - (4) The Commissioner or his or her designee may order that partial payment of awards, fines, or judgments be made from the Fund.
 - (5) Nothing contained herein [shall] may be construed to limit the rights and remedies of any party, including the Department, to pursue a cause of action against a process server who is a participant in the Fund.
 - (6) Nothing contained herein [shall] may be construed to provide for the payment of awards or judgments rendered against Fund participants in personal injury actions.
- (d) Accounting. The Commissioner [shall] must, by January 31 of each year, cause an accounting to be made of all of the Fund's activities during the preceding calendar year.

Section 3. Section 2-233 of Title 6 of the Rules of the City of New York is repealed in its entirety and replaced as follows:

§ 2-233 Records

(a) **Duty of individual process server to keep records.** Each process server must maintain records of all service made by them in compliance with the provisions of section 89-cc of the New York General Business Law and section 20-406.3 of chapter 20 of the Administrative Code of the City of New York, as follows:

(1) **Maintenance of records of service.** Process servers must maintain records of all service and attempted service by keeping bound paginated volumes or by storing electronic records with a third party contractor.

(i) **Bound paginated volumes.** Where a process server maintains records in bound paginated volumes, the process server must record each entry separately in chronological order contemporaneous with service or attempted service. The process server must make entries in only one volume at a time, which must contain every attempted and effected service made by the process server, until all of the available space in the volume is filled. A process server who maintains records in bound paginated volumes must also maintain an electronic copy of such volumes by scanning records into an image file that legibly reproduces in all details the original record the process server maintains in bound paginated volumes. Such electronic record must be kept as follows:

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

(B) such scanning must be done within three business days from the last event recorded in the records; and

(C) the process server must save the scanned image file in a manner that:

(I) ensures the authenticity, reliability and integrity of the scanned image file;

(II) permits the efficient retrieval of the scanned image file;

(III) contains a backup support system such that the scanned image file must be capable of being reconstructed if an electronic or computer malfunction or unforeseen accident resulting in the destruction of the system or the information contained therein; and

(D) where the process server stores scanned image files on a portable media device, such portable media device must be labeled with the process server's last name, license number, and the date range of the records stored on the device;

(ii) **Electronic records with a third party contractor.**

Where a process server maintains electronic records with a third

party contractor, the process server must submit recorded entries in chronological order to such contractor within three business days of service or attempted service. The process server must enter a contract with a contractor pursuant to which such contractor must be required to provide services and perform functions consistent with 6 RCNY § 2-233(c), provided, however, the process server may use the services and functions for electronic record storage that a process serving agency has made available to process servers under a contract with a third party contractor.

(2) **Content of records of service.** Each record of service and attempted service must include, at a minimum, the following information:

- (i) name of the process server, which will be entered as last name, first name, provided, however, that where a process server keeps records in bound paginated volumes, the name of such process server may be entered on the first page of each bound paginated volume, rather than each record;
- (ii) the license number of the process server, which will be specified as a seven-digit number, where the first number must be zero if the process server's license number is less than seven digits, provided, however, that where a process server keeps records in bound paginated volumes, the license number of such process server may be entered on the first page of each bound paginated volume, rather than each record;
- (iii) the name and license number of the process serving agency from whom the process served was received, or if not received from a process serving agency, of such other person or firm from whom the process served was received;
- (iv) whether service was effected, as indicated by a Y for yes or N for no;
- (v) the title of the action or proceeding or a reasonable abbreviation thereof;
- (vi) the name of the intended recipient of the process, which must be entered in two data fields such that the first data field is the last name of the intended recipient, or, if not a natural person, the name of the entity, and the second data field is the first name of the intended recipient if a natural person;
- (vii) the name of the individual to whom process was delivered, which must be entered in two data fields such that the first data field is the last name of the individual, and the second data field is the first name of the individual;
- (viii) the date that service was attempted or effected, which must be entered as MM/DD/YYYY;
- (ix) the time service was attempted or effected, which must be entered as military time;
- (x) the address where service was attempted or effected, which must be entered as three different fields such that one field will be for the street address and any apartment, suite, or room number, the second field will be for the city or borough, and the third field will be for the zip code;
- (xi) the nature of the papers served;
- (xii) the court in which the action has been commenced, which must be entered as either Civil Court NYC, Civil Supreme, Criminal, Housing (L/T), or District Court, followed by the county of the court, the judicial department if appellate, or the federal district;
- (xiii) the full index number, which must be entered with all information necessary to identify the case, such as XXXXX/XX, unless the case is a Civil Local matter, in which case, it will include the prefix of CV, CC, LT, MI, NC, RE, SC, or TS;
- (xiv) if service was effected pursuant to subdivisions (1) through (3) of CPLR § 308, a description of the person served which must consist of seven fields, including sex, color of skin, hair color, approximate age, height, weight, and any other identifying features provided by the process server;
- (xv) the type of service delivery, which must be entered as a P for personal service, an S for substituted service, a C for conspicuous service, a CO for corporate service, a PA for partnership service, and an A for agency service;
- (xvi) if service was effected pursuant to subdivision (4) of CPLR § 308 or subdivision (1) of RPAPL § 735, a description of the door and the area adjacent including the color and composition of hallway walls, color and composition of hallway floor or doorstep, and location of premises in relation to stairs, elevator or entranceway;
- (xvii) if service is effected pursuant to RPAPL § 735(1) using registered or certified mail, the postal receipt number of

registered or certified mail; and

- (xviii) if an affidavit of service is filed with the court by the process server, the record shall include the date of such filing.

(b) Duty of licensed process serving agencies to keep records.

Every process serving agency must keep complete and accurate records for each individual process server to whom it assigns or distributes process to be served. Such records must be kept in a searchable manner that permits ready identification of (i) the daily activity of each such individual process server and (ii) any or all process assigned or distributed for service by the name of the person or entity from whom the process serving agency received such papers for service.

- (1) **Maintenance of records.** Process serving agencies must maintain electronic records by copying records to an electronic records management system or by submitting records to a third party contractor.

(i) **Electronic records management system.** If the process serving agency elects to store records itself rather than through a third party contractor, it must save the record to an electronic records management system within three business days from the last event recorded in the record. Such electronic records management system must maintain electronic records, including the required records described in 6 RCNY § 2-233(b)(2), in a manner that:

- (A) ensures the authenticity, reliability and integrity of the electronic records;
- (B) permits the efficient retrieval of electronic records;
- (C) contains a backup support system such that the electronic records must be capable of being reconstructed if an electronic or computer malfunction or unforeseen accident results in the destruction of the system or the information contained therein.

(ii) **Third party contractor.** Where a process serving agency maintains its records with a third party contractor, the process serving agency must submit records to such contractor within three business days from the last event recorded in the record. The process serving agency must enter into a contract with such contractor pursuant to which such contractor must be required to provide services and perform functions consistent with 6 RCNY § 2-233(c).

- (2) **Required records.** Process serving agencies must maintain, at a minimum, the following records:

- (i) An electronic file that legibly reproduces the original record of service or attempted service containing all of the individual process server's records maintained pursuant to 6 RCNY § 2-233(a) of this rule for each day on which the individual process server attempted or effected service of the process assigned or distributed to the individual process server by the process serving agency;
- (ii) A copy of every routing sheet, work order or other written instruction given to the individual process server;
- (iii) Copies of any notes, memoranda or other writings submitted by the individual process server containing information related to the attempted or effected service of process assigned by the process serving agency;
- (iv) A copy of every affidavit of service signed by the individual process server for service assigned by the process serving agency;
- (v) if an affidavit of service is filed with the court by the process serving agency, the record must also include the date of such filing.

(c) Storage of records with a third party contractor. Where a process server or process serving agency uses a third party contractor to maintain records consistent with 6 RCNY § 2-233(a)(1)(ii) or 6 RCNY § 2-233(b)(1)(ii), respectively, such process server or process serving agency must enter a contract with such contractor pursuant to which such contractor must be required to provide services and perform functions that include, but are not limited to:

- (1) maintain a daily backup of all submitted data, and ensure all data is available for review upon request of any and all interested parties;
- (2) maintain the original electronic record submitted by the process server unaltered for a period of not less than seven years;

- (3) prohibit the process server, the process serving agency or any person to alter the original record;
- (4) maintain the records in a manner that will permit retrieval by the DCWP license number of the process server, the DCWP license number of the process serving agency that has distributed the process for service, the name of the plaintiff or petitioner, the name of the defendant or respondent, the docket number (if any), the name of the person to whom process is delivered and a unique file identifier of the process being served;
- (5) maintain the records in a manner that will ensure that their integrity is adequate for admissibility in a judicial proceeding under the rules of evidence applicable in the state of New York;
- (6) provide a backup support system such that the electronic records must be capable of being reconstructed if an electronic or computer malfunction or unforeseen accident results in the destruction of the system or the information contained therein;
- (7) produce upon request by the Department, a copy of the electronic records, or any reasonably described part involved, certified to be true and accurate;
- (8) produce to the Department upon request an MS Excel spreadsheet of the electronic records containing the fields and data format set forth in § 2-233(a)(2).

(d) Integrity of records. Corrections to bound paginated volumes and electronic records with a third party contractor must be made only as follows:

- (1) **Bound paginated volumes.** A process server may only make corrections in bound paginated volumes by drawing a straight line through the inaccurate entry and clearly printing the accurate information directly above the inaccurate entry. All other methods of correction, including but not limited to erasing, opaquing, obliterating or redacting, are prohibited.
- (2) **Electronic records with a third party contractor.** A process server and process serving agency must ensure that permissions pertaining to electronic records submitted to a third party contractor will be secured so that the data cannot be deleted upon submission to such contractor. No process server or process serving agency may tamper with data or properties of any electronic record kept pursuant to this section after a file is made by modifying, amending, deleting, rearranging or in any other way altering any such data or properties including, but not limited to, using a meta data scrubber or similar device or program. If a typographical error has occurred or if data contained in the process server or process serving agency's record was accidentally omitted from the electronic data entry, the process server or process serving agency must bring the matter to the attention of the third party contractor, who must make an amendment by creating a new entry in which the original record must be identified by reference in italics within the new entry. Only the process server who attempted or effected process may request that a third party contractor make an amendment to a record of service.

(e) Retention and production of records.

- (1) Process servers and process serving agencies must retain all records required to be maintained pursuant to this section for a period of seven years from the date of service. Where a process server is employed as a process server by any person, a copy of such records must also be maintained by such person at such person's principal office for the same period;
- (2) Upon request by the Department, process servers and process serving agencies must produce a copy of any record they are required to maintain pursuant to this section, or any reasonably described part involved, certified to be true and accurate;
- (3) Except where a process server maintains records in bound paginated volumes, process servers must produce, upon request by the Department, the information required to be maintained pursuant to 6 RCNY § 2-233(a)(2) as an MS Excel spreadsheet in a format provided by the Department on its website;
- (4) Upon request by the Department, process serving agencies must produce the information required to be maintained pursuant to 6 RCNY § 2-233(a)(2) as an MS Excel spreadsheet in a format provided by the Department on its website.

Section 4, Section 2-233a of Title 6 of the Rules of the City of New York is repealed in its entirety.

Section 5, Section 2-233b of Title 6 of the Rules of the City of New York is amended as follows:

§ 2-233b. Electronic Record of Service/GPS Requirements.

(a) General Requirements for GPS. A process server licensed pursuant to this subchapter must comply with the requirement of section 20-410 of the Code to carry at all times during the commission of his or her licensed activities, and operate at the time process is served or attempted, a device to establish electronically and record the time, date, and location of service or attempted service as follows:

(1) Equipment.

- (i) The process server must obtain a mobile device, such as a telephone or personal digital assistant, that utilizes the software necessary to make an electronic record of the location where, and the time and date when, the record is made as determined by Global Positioning System ("GPS") technology or Assisted-Global Positioning System ("A-GPS") technology, and labels the record with the network date and time maintained by the mobile device, the [DCA] DCWP license number of the process server, the [DCA] DCWP license number of the process serving agency that has distributed the process for service, the name of the plaintiff or petitioner, the name of the defendant or respondent, the docket number (if any), the name of the person to whom process is delivered and a unique file identifier of the process being served.
- (ii) The mobile device must be equipped with the software necessary to make an electronic record of the location where and time and date when the record is made, as determined by triangulated cell tower signals, [in the event that] if at the time of the effected or attempted service of process a GPS signal is not available.
- (iii) The mobile device software must automatically add that location, time and date information to the electronic record as soon as a GPS or cellular signal reaches the device if neither a GPS nor a cellular signal is present at the time the process server causes the electronic record to be made.

(2) Operation of Equipment.

- (i) On every occasion that a process server attempts or effects service of process, the process server must ensure that the mobile device makes an electronic record of the GPS location, time and date of the attempted or effected service immediately after attempting or effecting service. [In the event that] If no GPS signal is available at the time of attempted or effected service of process, the location, time and date will be determined by triangulated cell tower signals.
- (ii) Each electronic record must be labeled with the following:
 - a) the GPS or cellular network date and military time maintained by the mobile device;
 - b) the [DCA] DCWP license number of the process server;
 - c) the [DCA] DCWP license number of the process serving agency that distributed the process for service;
 - d) the name of the plaintiff or petitioner;
 - e) the name of the defendant or respondent;
 - f) the docket number, if any;
 - g) the name of the person to whom process is delivered; and
 - h) a unique file identifier of the process being served.

(3) **Contract for Services.** The process server must enter into a contract with an independent third party ["the Contractor"] pursuant to which the Contractor who will provide services and perform functions described in paragraph (4) of this subdivision that enable the process server to meet the data storage and retrieval requirements set forth in such paragraph ["the GPS Contractor"], provided, however, that if the process server performs process serving activities distributed to him or her by a licensed process serving agency, the process server may utilize the device and facilities for the electronic record of service that the process serving agency obtains under a contract with a GPS Contractor.

(4) **Data Storage and Retrieval.** The electronic record must be automatically transmitted electronically from the mobile device to the GPS Contractor as soon as a GPS or cellular signal is available and location, date and time are entered into the electronic record. The GPS Contractor must store the

electronic record according to the following terms:

- (i) the original digital file must be maintained by the GPS Contractor unaltered for a period of not less than seven years;
- (ii) neither the process server nor the process serving agency will be permitted to alter the original data, but may obtain copies of the original data file;
- (iii) the GPS Contractor must maintain the records in a manner that will permit retrieval by the [DCA] DCWP license number of the process server, which will be specified as a seven-digit number, where the first number must be zero if the process server's license number is less than seven digits, the [DCA] DCWP license number of the process serving agency [that has distributed the process for service, from whom the process served was received, or, if not received from a process serving agency, the name of such other person or firm from whom the process served was received, the name of the plaintiff or petitioner, the name of the defendant or respondent, the docket number (if any), the name of the person to whom process is delivered and a unique file identifier of the process being served;
- (iv) the GPS Contractor must maintain the records in a manner that will ensure that their integrity is adequate for admissibility in a judicial proceeding under the rules of evidence applicable in the state of New York;
- (v) the GPS Contractor must produce upon request by the Department, and to any other party according to an appropriate order or subpoena, a copy of the electronic records, or any reasonably described part involved, certified to be true and accurate;
- (vi) the GPS Contractor must provide to the Department upon request a street map in hard copy format and access to an interactive electronic street map that display the locations where the digital records were recorded with a date and time provided by GPS or cellular date and time;
- (vii) the GPS Contractor must provide to the Department upon request, and to any other party according to an appropriate order or subpoena, such software as may be necessary to display the electronic records in an MS Excel spreadsheet, 2003 version or later, with the following fields and in the following data formats:
 - a) Plaintiff or petitioner, which must be specified by the last name of the first plaintiff, or, if not a natural person, the name of the entity, except that the field may contain the name of every plaintiff or petitioner in the case, provided that the entire record is searchable by a wildcard search of the name of any plaintiff or petitioner;
 - b) Defendant or respondent, which must be specified by the last name of the first defendant, or, if not a natural person, the name of the entity, except that the field may contain the name of every defendant or respondent in the case, provided that the entire record is searchable by a wildcard search of the name of any defendant or respondent;
 - c) the full [docket] index number, [which must be] entered with all information necessary to identify the case, such as XXXXXX/XX, unless the case is a Civil Local matter, in which case, it will include the prefix of CV, CC, LT, MI, NC, RE, SC, or TS;
 - d) the date that service was effected or attempted according to the device, [which must be] entered as MM/DD/YYYY;
 - e) the time that service was effected or attempted according to the device, [which must be] entered in military time;
 - f) the date that service was effected or attempted according to GPS or cellular signals, [which must be] entered as MM/DD/YYYY;
 - g) the time that service was effected or attempted according to GPS or cellular signals, [which must be] entered as military time;
 - h) the address where service was effected or attempted, [which must] entered as [consist of four] three different fields [in the following order:] such that one field will be for the street address and any apartment, room, or suite number, the second field will be for the city or borough, and the

third field will be for the zip code. [building number, street name, city; and zip code, which must be five digits.] All address information must be CASS (Coding Accuracy Support System) processed to insure its accuracy with software graded to be CASS Certified by the National Customer Support Center of the United States Postal Service;

- i) the name of the intended recipient of the process, which must be entered in two data fields such that the first data field is the last name of the intended recipient, or, if not a natural person, the name of the entity, and the second data field is the first name of the intended recipient if a natural person;
 - j) the name of the person to whom process was delivered, which must be entered in two data fields such that the first data field is the last name of the person, and the second data field is the first name of the person[.]; and
 - k) the DCWP license number of the process server, which will be specified as a seven-digit number, where the first number must be zero if the process server's license number is less than seven digits, the DCWP license number of the process serving agency from whom the process was received or, if not received from a process serving agency, the name of such other person or firm from whom the process served was received.
- (b) Provision of Equipment and Services by Process Serving Agency. A process serving agency licensed according to this subchapter may provide to licensed process servers the device and services required by subparagraph (a) according to a contract with an independent third party. For purposes of this Rule, a third party will not be considered independent if any officer or owner of ten percent or more of the shares of the licensed process serving agency has any interest, direct or indirect, in the third party.
- (c) Report to Department.
- (1) Within sixty days after the effective date of this Rule a licensed process server must submit to the Department in a form approved by the Commissioner a certification that he or she has secured the contract required by this Rule and identifying the name, address and account number of the GPS Contractor(s) providing the required device and services. After sixty days after the effective date of this Rule, no process server license will be issued or renewed unless the applicant submits such a certificate.
 - (2) A licensed process server must submit to the Department an amended certification within two days of entering into a contract with a different GPS Contractor.
 - (3) In place of submitting the certificates required by the preceding provisions, the licensed process server may submit a certification in a form approved by the Commissioner affirmed by an owner or officer of a licensed process serving agency that the device and services the process server is required to obtain are provided by the agency under a contract with an independent third party.
- (d) Compliance with all laws. Compliance with the requirements of this Rule does not relieve a licensed process server of the obligation to make or maintain records required by any other federal, state, or local law, rule or regulation.

Section 6. Section 2-234a of Title 6 of the Rules of the City of New York is amended as follows:

§ 2-234a. Duties of Process Serving Agencies.

- (a) Assignment of Process to Individual Process Servers. A process serving agency [shall] must not assign or distribute process for service to an individual process server who:
 - (1) is not licensed to serve process;
 - (2) has not complied with the requirements of Section 20-406.1 of the Administrative Code;
 - (3) does not display integrity and honesty in his or her process serving activities; and
 - (4) does not comply with the recordkeeping requirements applicable to the service of process in the City of New York, including maintaining an electronic record of service.
- (b) Compliance Plan. A process serving agency [shall] must develop and implement policies and procedures set forth in a written Compliance Plan to ensure that an individual process server acts with integrity and honesty and complies with the recordkeeping requirements applicable to process servers. Such Compliance Plan, must include, but not be limited to, the following

requirements for process serving agencies:

- (1) The process serving agency [shall] must take appropriate disciplinary action against an individual process server who fails to comply with the law, including, but not limited to, suspending or terminating its employment, agency or other relationship with the individual process server;
 - (2) [The policies and procedures to review the individual] To ensure each process server's compliance with recordkeeping requirements, [shall require] the process serving agency [to] must:
 - (i) at least once each month, review for completeness and accuracy the records of each individual process server to whom it assigns or distributes process;
 - (ii) prepare a monthly written report of its review of the records maintained pursuant to section 2-233 of these Rules of each individual process server to whom it assigns or distributes process during that month;
 - (iii) maintain each monthly report for at least seven years;
 - (iv) maintain records of any disciplinary actions taken against the individual licensed process server;
 - (v) report to the Department in writing the name and license number of each individual licensed process server who does not comply with the law governing process servers within ten (10) days of learning of such non-compliance;
 - (vi) make available, upon request, to the Department a copy of its record review procedures, any written reports of the reviews it maintains, and copies of any referrals of individual process servers to the Department.
 - (c) Implementation Affirmation. A process serving agency in possession of a license issued by the Department on the effective date of this Rule [shall] must submit an affirmation to the Department that it has adopted a written Compliance Plan within sixty (60) days of such effective date. After the effective day of this Rule, no license [shall] will be issued or renewed until the process serving agency files with the Department an affirmation that it has adopted a Compliance Plan.
 - (d) Persons to Whom the Agency Assigns Service.
 - (1) A process serving agency must notify the Department in [writing] a manner designated on its website at the time of the process serving agency's application or renewal, or at such times as requested by the Department of:
 - (i) the names, addresses, and Department license numbers of each process server who serves process exclusively as an employee of the process serving agency; and
 - (ii) the names, addresses, and Department license numbers of each process server who serves process on behalf of the process serving agency.
 - (2) If additional process servers are assigned process by the process serving agency or a new process server is hired to serve process exclusively as an employee of the process serving agency after the date of such application or renewal, the licensee must notify the Department in [writing] a manner designated on its website within five (5) days of the new assignment or employee with the names, addresses and Department license numbers of such additional process servers.
 - (3) If a process server ceases to serve process exclusively as an employee of a process serving agency after the date of such application or renewal, the process serving agency must notify the Department in [writing] a manner designated on its website within five (5) days that the process server ceases to serve process exclusively as an employee with the name, address and Department license number of such process server.
 - (4) The process serving agency must advise the Department of any process server who is misrepresenting his or her license status or his or her compliance with the requirements of Section 20-406.1 of the Administrative Code.
- Section 7. Section 2-234b of Title 6 of the Rules of the City of New York is amended as follows:
- #### § 2-234b. Duty of Process Servers to Report Agencies That Assign Service.
- (a) A process server must [report] notify the Department in a manner designated on its website of the name and license number of the process serving agency for whom he or she serves process exclusively as an employee when applying for a license or renewal thereof.

- (b) A process server must [report] notify the Department in a manner designated on its website of [to the Department in writing] when he or she ceases to exclusively serve process as an employee of a process serving agency within five (5) days that he or she ceases such employment. The process server must include the name and license number of any other process serving agency that he serves process exclusively as an employee.
- (c) When applying for a license or renewal thereof, a process server [shall report] must notify the Department in a manner designated on its website of the name and license number of every process serving agency which he or she has reason to believe assigns process for service to the applicant.
- (d) A process server applying for a renewal of a licensee [shall report] must notify the Department in a manner designated on its website of the name and license number of every process serving agency from which it has accepted assignment of service of process within the previous two years.
- (e) A process server [shall] must keep a list of the name and address of each process serving agency that assigns service to the process server. The process server [shall] must maintain the list for seven years and produce it upon request by the Department.

Section 8. Section 2-235 of Title 6 of the Rules of the City of New York is amended as follows:

§ 2-235. Preparation of Affidavits of Service.

No licensee [shall] may sign or notarize or cause to be signed or notarized an affidavit of service until all factual averments have been set forth. The licensee must not make a false statement in an affidavit of service. The licensee [shall] must include his/her license number on all affidavits of service signed by him/her. The licensee [shall] must maintain a copy of every affidavit of service for at least seven years in electronic form or as a paper copy.

Section 9. Section 2-236 of Title 6 of the Rules of the City of New York is amended as follows:

§ 2-236. Duty to Report Hearings Contesting Service.

- (a) Whenever a process server or process serving agency receives any type of notice, including an oral communication, that a court has scheduled a hearing to determine whether service of process made or assigned by such licensee was effective, the licensee [shall] must submit a report to the Department [(attention of Counsel's Office), in writing, by certified mail, or by email to an address] in the manner designated by the Department on its website within ten days of receiving such notice. Such written report [shall] must include:
- (1) the title and index number of the action;
 - (2) the court and the judge before whom the hearing is scheduled;
 - (3) the date(s) of the hearing; and
 - (4) the name and license number of every licensee who effected service or assigned or distributed the process for service.
- (b) On request, such licensee must provide copies of all records, including but not limited to, routing sheets, the pages of the licensee's logbook for each day on which service of the process in issue was attempted or effected, and all affidavits of service, pertaining to the contested service.
- (c) (1) The licensee [shall] must attempt to learn the result of such hearing, including any judicial order or voluntary settlement resolving the challenge to service of process, by making a written or email request to the party on whose behalf the challenged service of process was made or the party's attorney for a written report of the result of the hearing. Sixty days after the date of the scheduled hearing, if the party or its attorney has not provided to the licensee a written report of the result of such hearing, the licensee [shall] must search for the result in the file in the office of the clerk of the court where such hearing was scheduled to occur. If the clerk's file does not contain a result sixty days after the hearing, the licensee [shall] must search for the result in the clerk's file ninety days after the scheduled date of such hearing.
- (2) The licensee [shall] must report to the Department [by certified mail or email] in the manner designated by the Department on its website (i) within ten days of learning the result, or (ii) that it made attempts to learn the result and was unable to do so not later than one-hundred days after the scheduled date of such hearing.

Section 10. Section 2-238 of Title 6 of the Rules of the City of New York is amended as follows:

§ 2-238. Use of Zip Codes.

All additional copies of process mailed pursuant to the requirements of CPLR § 308(4) or RPAPL § 735(1) [shall] must include on the envelope as part of the address the proper zip code of the person served.

Section 11. Section 2-240 of Title 6 of the Rules of the City of New York is amended as follows:

§ 2-240. Audits.

- (a) Pursuant to subdivision c of section 20-406.3 of the Administrative Code, the Department may audit any process server that has served at least one summons, subpoena, notice, citation or other process, directing an appearance or response to a legal action, legal proceeding or administrative proceeding that is subject to the provisions of section 110 of the civil court act. In conducting such an audit, the Department may issue a subpoena by email to a process server for [a two-month] the period identified by the Department in such subpoena for the following records:
- (1) Records that a process server is required to maintain pursuant to 6 RCNY § [2-233a] 2-233(a);
 - (2) Affidavits of service filed with a court by a process server or on behalf of a process server related to service;
 - (3) Records of the GPS location, time and date of attempted or effected service of process made pursuant to 6 RCNY § 2-233b(a)(2); and
 - (4) Documents sufficient to identify all traverse hearings scheduled to occur, whether or not held, by any court, including courts outside of New York City, concerning process served or attempted to be served, and any result of such hearings.
- (b) Records described by paragraphs one through three of subdivision a of this section must be produced in electronic form, unless otherwise specified by the Department, and records described by paragraph four of subdivision a of this section may be produced in paper or electronic form. Records described in paragraph two of subdivision a of this section must be produced in chronological order.
- (c) A process server must comply with a subpoena from the Department within twenty days of the date on which the subpoena was issued, provided that the monetary penalties authorized by 6 RCNY § 6-30 for violation of 6 RCNY § 2-240 [shall] will not apply while such subpoena is the subject of a pending judicial proceeding.
- (d) By February 1st and August 1st of each calendar year, a process server must submit, by electronic means, a certification to the Department stating whether it has served at least one summons, subpoena, notice, citation or other process, directing an appearance or response to a legal action, legal proceeding or administrative proceeding that is subject to the provisions of section 110 of the civil court act in the most recent six-month period, as follows: the February 1st certification [shall] must cover the six-month period from July through December of the previous year; the August 1st certification [shall] must cover the six-month period from January through June of the current year.
- (e) Nothing in this section limits the Department's authority to request or inspect records or information pursuant to any other provisions of law or rule, including, but not limited to, the Commissioner's authority to conduct audits of process servers and process serving agencies pursuant to the first sentence of subdivision c of section 20-406.3 of the Administrative Code.
- (f) A process server or process serving agency must produce all subpoenaed or requested documents and records they are required to maintain pursuant to law or rule, even where they maintain their records with a third party.

Section 12. Section 6-30 of Title 6 of the Rules of the City of New York is amended as follows:

§ 6-30 Process Servers Penalty Schedule

All citations are to Title 20 of the Administrative Code of the City of New York or Title 6 of the Rules of the City of New York.

Unless otherwise specified, the penalties set forth for each section of law or rule [shall] also apply to all subdivisions, paragraphs, subparagraphs, clauses, items, or any other provision contained therein. Each subdivision, paragraph, subparagraph, clause, item, or other provision charged in the Notice of Violation [shall constitute] constitutes a separate violation of the law or rule.

In certain cases, the Department may ask for license suspension or revocation, as permitted by statute. If a respondent is found in violation of multiple provisions that require a suspension period, the suspension periods [shall] run concurrently.

Unless otherwise specified by law, a second or third or subsequent violation means a violation by the same respondent, whether by pleading guilty, being found guilty in a decision, or entering into a settlement agreement for violating the same provision of law or rule, within two years of the prior violation(s).

Citation	Violation Description	First Violation	First Default	Second Violation	Second Default	Third and Subsequent Violation	Third and Subsequent Default
Admin. Code § 20-403	Operated as an unlicensed process server or process serving agency.	\$100 per day	\$100 per day	\$100 per day	\$100 per day	\$100 per day	\$100 per day
Admin. Code § 20-406.2	Failure to comply with the responsibilities of process serving agencies	\$750	\$1,000	\$900	\$1,000	\$1,000	\$1,000
Admin. Code § 20-406.3	Failure to maintain proper records	\$750	\$1,000	\$900	\$1,000	\$1,000	\$1,000
Admin. Code § 20-410	Failure to maintain electronic record of service	\$750	\$1,000	\$900	\$1,000	\$1,000	\$1,000
6 RCNY § 2-233	Failure to comply with recordkeeping requirements	\$750	\$1,000	\$900	\$1,000	\$1,000	\$1,000
[6 RCNY § 2-233a]	[Failure to comply with electronic recordkeeping requirements]	[\$750]	[\$1,000]	[\$900]	[\$1,000]	[\$1,000]	[\$1,000]
6 RCNY § 2-233b	Failure to comply with global positioning system recordkeeping requirements	\$750	\$1,000	\$900	\$1,000	\$1,000	\$1,000
6 RCNY § 2-234	Failure to comply with all federal, state and municipal laws, rules, regulations and requirements	\$750	\$1,000	\$900	\$1,000	\$1,000	\$1,000
6 RCNY § 2-234a	Failure to comply with the duties of process serving agencies	\$750	\$1,000	\$900	\$1,000	\$1,000	\$1,000
6 RCNY § 2-234b	Failure to comply with the duty of process servers to report agencies that assign service	\$750	\$1,000	\$900	\$1,000	\$1,000	\$1,000
6 RCNY § 2-235	Improper preparation or maintenance of affidavit of service	\$750	\$1,000	\$900	\$1,000	\$1,000	\$1,000
6 RCNY § 2-236	Failure to comply with the duty to report hearings contesting service	\$750	\$1,000	\$900	\$1,000	\$1,000	\$1,000
6 RCNY § 2-237	Improper wearing of insignia	\$750	\$1,000	\$900	\$1,000	\$1,000	\$1,000
6 RCNY § 2-238	Improper use of zip codes	\$750	\$1,000	\$900	\$1,000	\$1,000	\$1,000
6 RCNY § 2-239	Failure to comply with email requirements	\$750	\$1,000	\$900	\$1,000	\$1,000	\$1,000
6 RCNY § 2-240	Failure to comply with audit requirements	\$750	\$1,000	\$900	\$1,000	\$1,000	\$1,000

**NEW YORK CITY LAW DEPARTMENT
DIVISION OF LEGAL COUNSEL
100 CHURCH STREET
NEW YORK, NY 10007
212-356-4028**

**CERTIFICATION PURSUANT TO
CHARTER §1043(d)**

RULE TITLE: Amendment of Rules Relating to Process Servers

REFERENCE NUMBER: 2022 RG 048

RULEMAKING AGENCY: Department of Consumer and Worker Protection

I certify that this office has reviewed the above-referenced proposed rule as required by section 1043(d) of the New York City Charter, and that the above-referenced proposed rule:

- (i) is drafted so as to accomplish the purpose of the authorizing provisions of law;
- (ii) is not in conflict with other applicable rules;
- (iii) to the extent practicable and appropriate, is narrowly drawn to achieve its stated purpose; and
- (iv) to the extent practicable and appropriate, contains a statement of basis and purpose that provides a clear explanation of the rule and the requirements imposed by the rule.

/s/ STEVEN GOULDEN
Acting Corporation Counsel

Date: June 28, 2022

**NEW YORK CITY MAYOR'S OFFICE OF OPERATIONS
253 BROADWAY, 10th FLOOR
NEW YORK, NY 10007
212-788-1400**

**CERTIFICATION / ANALYSIS
PURSUANT TO CHARTER SECTION 1043(d)**

RULE TITLE: Amendment of Rules Relating to Process Servers

REFERENCE NUMBER: DCWP-19

RULEMAKING AGENCY: Department of Consumer and Worker Protection

I certify that this office has analyzed the proposed rule referenced above as required by Section 1043(d) of the New York City Charter, and that the proposed rule referenced above:

- (i) Is understandable and written in plain language for the discrete regulated community or communities;
- (ii) Minimizes compliance costs for the discrete regulated community or communities consistent with achieving the stated purpose of the rule; and
- (iii) Does not provide a cure period because it does not establish a violation, modification of a violation, or modification of the penalties associated with a violation.

/s/ Francisco X. Navarro
Mayor's Office of Operations

June 28, 2022
Date

Accessibility questions: Charlie Driver, cdriver@dcwp.nyc.gov, by: Monday, August 1, 2022, 12:00 P.M.



SPECIAL MATERIALS

COMPTROLLER

■ NOTICE

NOTICE OF ADVANCE PAYMENT OF AWARDS, PURSUANT TO THE STATUTES IN SUCH cases made and provided, notice is hereby given that the Comptroller of the City of New York, will be ready to pay, at 1 Centre Street, Room 629, New York, NY 10007, on **7/21/2022**, to the person or persons legally entitled an amount, as certified to the Comptroller by the Corporation Counsel on damage parcels, as follows:

Damage Parcel No.	Block	Lot
26-29, 31, 26A, & 31A	3664	5-8, & 10

Acquired in the proceeding entitled: **NEW CREEK BLUEBELT, PHASE 4** subject to any liens and encumbrances of record on such property. The amount advanced shall cease to bear interest on the specified date above.

BRAD S. LANDER
Comptroller
jy7-20

NOTICE OF ADVANCE PAYMENT OF AWARDS, PURSUANT TO THE STATUTES IN SUCH cases made and provided, notice is hereby given that the Comptroller of the City of New York, will be ready to pay, at 1 Centre Street, Room 629, New York, NY 10007, on **7/21/2022**, to the person or persons legally entitled an amount as certified to the Comptroller by the Corporation Counsel on damage parcels, as follows:

Damage Parcel No.	Adjacent to Block	Adjacent to Lot
141A & 141B	4065	1
142A & 142B	4067	42
195A	4069	82
197A	4069	79
202A	4069	72
203A	4069	70
204A	4069	69
205A	4069	67
206A	4069	65
207A	4069	64
208A	4069	63

Acquired in the proceeding entitled: **ROMA AND HETT** subject to any liens and encumbrances of record on such property. The amount advanced shall cease to bear interest on the specified date above.

BRAD S. LANDER
Comptroller
jy7-20

HEALTH AND MENTAL HYGIENE

■ NOTICE

Notice of Concept Paper

The purpose of the concept paper is to clearly outline the Division of Family and Child Health's projected long-term plans to procure vision screening and optometric exams services via qualified vendors, for the School Years 2023-2032.

The purpose of the OSH Vision Program is to identify and ensure treatment for students who are at risk for amblyopia, myopia, astigmatism, hyperopia, and any other eye conditions that may potentially impact aspects of their development. Early detection and treatment of vision problems can prevent monocular blindness and

other vision problems. Vision screenings are provided to students enrolled in Pre-Kindergarten through 1st Grade, in public and private schools, City-Wide. The results are entered into the Automated Student Entry System (ASHR) in the student's health record and accessible by school staff.

Provider Conference

DOHMH will hold a conference for interested providers to obtain feedback and input from the provider community to gain additional information.

The conference will be held on July 18, 2022, at 1:30 P.M. – 3:00 P.M. The conference link, bridge number and participation code will be sent out on July 17, 2022. If you plan to attend this meeting, please email RFP@health.nyc.gov, on or before July 17, 2022, at 2:00 P.M. with the attendee's name and include **"Vision Screening and Optometric Services for Students, City-wide RSVP"** in the subject line.

jy8-14

CHANGES IN PERSONNEL

BOARD OF ELECTION POLL WORKERS FOR PERIOD ENDING 05/13/22							
NAME		TITLE		SALARY	ACTION	PROV EFF DATE	AGENCY
		NUM					
NEERUKONDA	SHASHI	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
NEWKIRK	LECELLE	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
NG	MARGARET	9POLL		\$1.0000	APPOINTED	YES 04/29/22	300
NUNEZ	ALTAGRAC	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
OLIVERAS	JOANA	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
PEAYS	LOREEN	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
PENG	JINGLIN	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
PEREZ	ANTHONY	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
PEREZ	EDGAR	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
PETTYJOHN	JEFFREY	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
PIRA	LUIISA	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
PROCOPIO	BRUNO	H 9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
PULLA	TATTY	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
RAMIREZ	PAULINA	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
RIVERA	JERRY	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
RIVERA	JOE	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
ROBINSON	ALVA	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
ROGERS	PRINCE	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
RUSSELL	NATHIFA	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
SACO	HALEY	M 9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
SAINTE	CHRISTEL	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
SAMENT	BRIAN	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
SCIARRA	JOHN	J 9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
SCOTT-AILLSON	NATASSIA	I 9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
SEALEY	ALONZO	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
SIMPSON-SANTORO	INGRID	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
SLOVIS	HARVEY	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
SMITH	JALEN	M 9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
SNOWDEN	JELANI	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
STEPHENSON	JOAN	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
SUKHOV	VALENTYN	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
SULAIMON II	OLABISI	S 9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
SWINTON	VERA	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
TALLEY	LANYZJAH	9POLL		\$1.0000	APPOINTED	YES 04/25/22	300
TEJADA	ROSA	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
TENSLEY	EDDIE	J 9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
THOMAS	TIYANA	S 9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
TORRES	JORGE	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
TSUI	KIN	W 9POLL		\$1.0000	APPOINTED	YES 01/01/22	300

BOARD OF ELECTION POLL WORKERS FOR PERIOD ENDING 05/13/22							
NAME		TITLE		SALARY	ACTION	PROV EFF DATE	AGENCY
		NUM					
UBILES	RENEB	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
WALKER	JAR-QUIS	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
WANG	MANDY	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
WANG	RORY	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
WELLS	SUZANNE	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
WEN	JENNY	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
WONG	SPENCER	K 9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
XU	SIYING	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
YAYA	ISSA	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
YING	JLEWEN	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
YU	QIAN	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
ZEIGLER	DAVID	9POLL		\$1.0000	APPOINTED	YES 05/03/22	300
ZHAO	YAOQIONG	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300
ZHEN	MICHAEL	9POLL		\$1.0000	APPOINTED	YES 01/01/22	300

QUEENS COMMUNITY BOARD #8 FOR PERIOD ENDING 05/13/22							
NAME		TITLE		SALARY	ACTION	PROV EFF DATE	AGENCY
		NUM					
AIKENS-WILLIAMS	SANDRA	D	56057	\$33520.0000	APPOINTED	YES 04/24/22	438

GUTTMAN COMMUNITY COLLEGE
FOR PERIOD ENDING 05/13/22

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Rows include ACCARDO, CARINO, FRITZ, GALAN, RAHMAN, TERCERO.

COMMUNITY COLLEGE (BRONX)
FOR PERIOD ENDING 05/13/22

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Rows include AJAYI, BAGER, BLACKSTONE, HARRYSINGH, JALJAIRAM, MORILLO, PERKINS, RAHEEM, RIVAS, RODRIGUEZ, RUSSELL, SEN, TICKE, VASCONCELLOS, ZIEGLER.

COMMUNITY COLLEGE (QUEENSBORO)
FOR PERIOD ENDING 05/13/22

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Rows include BAMWO, BERNARD, BLOISE, FLYNN-BISSON, GARCIA, GUAMAN, JARAMILLO ESTRE, KAZEEM, LANDRUM, LAWRENCE, MARTINAVICIUTE, MORETTI, SCHADE, SU.

COMMUNITY COLLEGE (KINGSBORO)
FOR PERIOD ENDING 05/13/22

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Rows include ADELSTEIN, ALVAREZ, BEVENS, BOYD, CROMIE, DE LA CRUZ, GRANCIO, GUALTIERI, LEUNG, LI WU, MOTAWEA, MOURSALOV, OLVINA, SMITH, TAVAREZ, WEEKES.

COMMUNITY COLLEGE (MANHATTAN)
FOR PERIOD ENDING 05/13/22

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Rows include ANDERSON, ASSMANN, BATCHELDER, BATRA, BOLLINO, BRANCH, BURTON, CIRILO, DEAN, DEMING, FAVORS, FLORES, PORTERE, FOSTER-BURGESS, GIORDANO, HIDALGO-TORRES, HUMPHREYS, ILLESCAS, JEAN, JOST-SINODINOS, LEUNG, LIANG, LOIS, MARNER-BROOKS, MARTINEZ.

COMMUNITY COLLEGE (MANHATTAN)
FOR PERIOD ENDING 05/13/22

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Rows include MCLAWRENCE, MCNAIR, MINGO, MONTERROSO, NORELL, OLALEYE, OLIVER, PAUL, PEREZ, ROBINSON, RODRIGUEZ, ROSS, SCHOUTEN, SHUME, SOLORIO, VARMAR, VIEN, VILLATORO, WILLIAMS, YAGUAL.

CUNY CENTRAL OFFICE
FOR PERIOD ENDING 05/13/22

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Rows include DIOP, MYERS, NG.

COMMUNITY COLLEGE (HOSTOS)
FOR PERIOD ENDING 05/13/22

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Rows include ARAUJO PAYANO, AROCHO, BEAZER, CARRINGTON, DIAZ, FOSTER-BURGESS, GAO, GOMEZ-RAMOS, GUICE, MENDEZ, OLAN, PEART, PIMENTEL, RAYGOZA ALVAREZ, SINGH, SMITH, VALERIO, VARGAS.

COMMUNITY COLLEGE (LAGUARDIA)
FOR PERIOD ENDING 05/13/22

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Rows include ABUIRQEEBA, ALIFANZ, ASIMENIOS, BELLISSIMO, BENITEZ, BLANCO, BRITTON, DAWKINS, DEY-PATEL, EDWARDS, ERNST, ESTERENE, GONZALEZ-FIGUER, HERRERA, KRAATZ, LEE, LOPEZ, MOHUNDRO, NIEVES, ORGILLE, OROPEZA, PALMA, PRUITT.

COMMUNITY COLLEGE (LAGUARDIA)
FOR PERIOD ENDING 05/13/22

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Rows include RAHMANI, RIVAS FERNANDEZ, ROBERTS, ROBINSON, ROSPID, SAVVA, TAPIA, TARASKIEWICH, VOJVODIC, XHOLI.

HUNTER COLLEGE HIGH SCHOOL FOR PERIOD ENDING 05/13/22

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Lists employees like DONOVAN, MONTESDEOCA, MOZES, etc.

BROOKLYN COMMUNITY BOARD #17 FOR PERIOD ENDING 05/13/22

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Lists employee SHAKIRA MCINTOSH.

DEPARTMENT OF EDUCATION ADMIN FOR PERIOD ENDING 05/13/22

Large table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Lists numerous employees including ABDUL MALIK, AGRUSTI, ALVAREZ-VALENTI, etc.

DEPARTMENT OF EDUCATION ADMIN FOR PERIOD ENDING 05/13/22

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Lists employees like KHAN, LALLI, LAROKKO, etc.

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Lists employees like POMARICO, PUPELLO, QUINTANILLA, etc.

DEPARTMENT OF EDUCATION ADMIN FOR PERIOD ENDING 05/13/22

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Lists employees WILLIAMS, ZHENG, ZUYEL.

DEPARTMENT OF PROBATION FOR PERIOD ENDING 05/13/22

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Lists employees BARNETT, BELOZEROVA, CAESAR, etc.

DEPARTMENT OF BUSINESS SERV. FOR PERIOD ENDING 05/13/22

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Lists employees CATO, EDWARDS.

HOUSING PRESERVATION & DVLPMNT FOR PERIOD ENDING 05/13/22

Table with columns: NAME, TITLE, NUM, SALARY, ACTION, PROV, EFF DATE, AGENCY. Lists employees ABDELMALIK, BROOKS, CLARKE, etc.

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
	<i>For ongoing construction project only:</i>
NA/8	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
	<i>For Legal services only:</i>

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.
<i>Use the following address unless otherwise specified or submit bid/proposal documents; etc.</i>	Paragraph at the end of Agency Division listing providing Agency
◀	Indicates New Ad
m27-30	Date that notice appears in The City Record