



## **NOTICE OF INTENT TO ENTER INTO NEGOTIATIONS**

Pursuant to Section 1-14(f) of the Concession Rules of the City of New York, the Department of Citywide Administrative Services (DCAS) intends to enter into negotiations with Skaggs Walsh, Inc. (Skaggs Walsh) to utilize approximately 4,295 square feet of upland waterfront property and approximately 13,000 square feet of land under water, located at 119<sup>th</sup> Street and 23<sup>rd</sup> Avenue, in Queens.

The property will be utilized pursuant to an occupancy permit issued by DCAS; no leasehold or other proprietary right is offered. The term is for three (3) years, unless terminated by the City upon twenty-four (24) hour written notice. The concession term will commence on approximately September 1, 2013 and end on August 31, 2016. DCAS projects approximately \$26,940 in annual concession revenue to the City.

DCAS has determined that it is not in the best interest of the City to award this concession pursuant to a competitive process because of the unique location of the property, which is adjacent to property privately owned and utilized by Skaggs Walsh and is only accessible through said private property. The occupancy permit will authorize Skaggs Walsh to continue to use this property for the purpose of unloading and loading fuel oil, and accessory business parking.

This concession has been determined not to be a major concession as defined by Chapter 7 of the Rules of the City Planning Commission.

Questions regarding instructions and information for potential concessionaires concerning how they may express interest in the proposed concession and/or how they may obtain additional information concerning the proposed concession should be directed to Shameka Blount, Director, Short Term Leasing, Asset Management, at (212) 386-602, or via email at [sblount@dcas.nyc.gov](mailto:sblount@dcas.nyc.gov). To ensure the consideration by DCAS of any "expressions of interest" resulting from this notification, please contact Shameka Blount by June 7, 2013. DCAS will evaluate any proposals received in response to this solicitation on the basis of the fee offered and the intended use of the concession property by the proposed concessionaire. Where applicable, DCAS may condition the award of this concession upon the successful completion of VENDEX Questionnaires (Vendor and Principal Questionnaires) and review of that information by the Department of Investigation.

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "person" that has "business dealings with the city" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, potential concessionaires responding to this Notice are required to complete the attached Doing Business Data Form and

return it with their proposal and should do so in a separate envelope. (If the potential concessionaire is a proposed joint venture, the entities that comprise the proposed joint venture must each complete a Data Form.) If the City determines that a potential concessionaire has failed to submit a Data Form or has submitted a Data Form that is not complete, the potential concessionaire will be notified by the agency and will be given four (4) calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to the agency. Failure to do so will result in a determination that the proposal is non-responsive. Receipt of notification is defined as the day notice is e-mailed or faxed (if the potential concessionaire has provided an e-mail address or fax number), or no later than five (5) days from the date of mailing or upon delivery, if delivered.

This concession is subject to applicable provisions of Federal, State, and Local laws and executive orders requiring affirmative action and equal employment opportunity. Please note that the New York City Comptroller is charged with the audit of concession agreements in New York City. Any person or entity who believes that there has been unfairness, favoritism or impropriety in the proposal process should inform the Comptroller, Office of Contract Administration, 1 Centre Street, New York, New York 10007, telephone number (212) 669-2323.