



➤ NOTE THIS FORM MUST BE SUBMITTED TO THE DYCD PROGRAM OPERATIONS UNIT

Department of Youth and Community Development Procurement Affirmation Equipment Vehicle Approval

Funding Recipient hereby affirms that it has read all of the provisions and acknowledges its obligation to abide by the terms and requirements with respect to the procurement of the City-Funded Equipment and/or Vehicles.

Note: One (1) form per equipment/vehicle seeking approval is required

Before purchasing the City-Funded Equipment or procuring services for amounts in excess of \$25,000, Funding Recipient shall obtain quotes from at least three (3) vendors and shall accept the lowest quote for all items to be reimbursed by the City. Unless Funding Recipient first obtains the City's written consent, Funding Recipient shall not: (a) transfer ownership or control (by sale, lease, loan or otherwise) in and to any City-Funded Vehicles to any Person, (b) dispose of or exchange any City-Funded Vehicles without specific instructions from **DYCD**, or (c) create, permit, or suffer to exist any Lien against any City-Funded Vehicles, except Liens in favor of the City. Non-depreciated equipment that still has a useful life and was purchased with **DYCD** funds must be returned to **DYCD** at the end of the contract term.

The City-Funded Vehicle shall be used and operated by the Funding Recipient only in the ordinary course of business in accordance with all applicable operating instructions and applicable legal requirements. Funding Recipient shall not allow use or operation of any City-Funded Vehicles/Equipment by any unrelated Person, i.e.: any Person who is not affiliated with Funding Recipient as an employee, volunteer, client, or member of Funding Recipient's intended service population.

For any approved vehicle/equipment purchase license/registration information, photographs, and receipts are required within 30 days of purchase (post purchase form will be provided).

For any approved vehicle purchase a mileage log, and dates and time the vehicle is in use to conduct business related to the funded program is required quarterly and provide a compiled list at the end of the contract term (form will be provided).

Please provide information, documentation, and photographs related to any accidents, including minor accidents at the time of any occurrence (forms will be provided).

1. Equipment/Vehicle approval for program/contract specification:

Contract Term:	
EPIN/Contract Number:	
Program Name:	
Budget Name:	

2. **Quote Requirement:** Has your organization received quotes from at least three (3) vendors with respect to all of the City-Funded Equipment and/or Vehicles noted in the program budget?

☐ YES

☐ NO

- a. If Yes, please list the names of **at least** three (3) vendors, include vehicle/type of equipment, year of manufacture, make and model, and price for each quote received (**attach document from each of the vendors with equipment costs breakdown**)

Vendor	Vehicle/Equipment	Year/Make/Model	Price

- b. If No, please state below why your organization did not receive three (3) quotes.

Explanation:

3. **Vendor Selection Rationale:** Does your organization plan to purchase the item from the lowest quotes from at least three (3) vendors with respect to all of the City-Funded Equipment and/or Vehicles noted in the program budget?

YES ☐ NO ☐

If No, please select the reason below that best matches your organization's rationale and also attach a detailed written explanation why your organization did not choose the lowest bidder.

- ☐ Product specification(s) best met organization's needs.
- ☐ Needed to match compatibility with existing equipment and/or vehicles.
- ☐ Sole provider or manufacturer of necessary item.
- ☐ Pursuant to a City, State or National Purchasing Contract.
- ☐ Other reasons (specify):

Explanation:

4. **Vendor Justification:** Please identify the vendor that your organization has chosen or intends to select for the program.

Please identify the item specifications that your organization has chosen or intends to select for the specified program/contract.

Vendor	Vehicle/Equipment	Year/Make/Model	Price

Narrative Checklist

- Which vehicle was chosen and why?
- Include that the specified equipment is to be used 100% for the City of New York DYCD Office of Neighborhood Safety programs/contracts.
- Acknowledgement that the equipment remains property of the City of New York DYCD Office of Neighborhood Safety programs
- Why equipment purchase/lease is necessary?
- What will the equipment purchase/lease be used for?
- How will the program benefit from this purchase/lease?
- Include all vehicle or equipment costs breakdown and explanation of each of the costs, and total to match the amount to be claimed in proposed budget.

Explanation:

5. **Vendor Affiliation:** Is the selected vendor affiliated to your organization and/or any of your organization's staff?

YES ☐ NO ☐

- a. If Yes, you must first obtain the DYCD's written approval. If so, please explain how the transaction consists of an arms-length transaction.

Arm's length is an expression which is commonly used to refer to transactions in which two or more unrelated and unaffiliated parties agree to do business, acting independently and *in* their self-interest.

Explanation:

I solemnly declare and affirm under penalties of perjury that the contents of this affirmation and its attachments are true and correct to the best of my knowledge and information. I also hereby affirm that I am the Chief Financial Officer of the Funding Recipient and that I possess the legal authority to make this affirmation on behalf of the Funding Recipient.

Funding Recipients
Chief Financial Officer

Subscribed and sworn to before me:

This _____ day of _____ 20____

Vendor: _____

Name: _____

Title: _____

Signature: _____

Date: _____

Notary

Commission Expires: _____

Program Team Approval

Name: _____

Title: _____

Date: _____

I hereby affirm that the vehicle purchase form has been appropriately applied to this contract.