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- [Post Bid Results](#)
- [NYS Finance Law Reports Schedule](#)
- [FAQ](#)
- [Upload RFP Documents](#)
- [Agency Home](#)
- [Procurement Information](#)

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- [Current Solicitations](#)
- [Open Solicitations](#)
- [Archived Solicitations](#)
- [Bid Results](#)
- [Search](#)
- [Manage My Account](#)
- [Agency Report Listings](#)
- [Home](#)
- [Help](#)

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- [New Registration](#)
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- [Announcements](#)
- [Contract Categories](#)
- [Procurement Resources](#)
- [Publication Schedule](#)
- [News Letter Sign-up](#)
- [Agency Application](#)
- [FAQ](#)
- [Home](#)
- [Login Help](#)
- [Agency Reports](#)
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[back](#)[Next](#)

Category: Printing, Publishing, Graphic Arts & Supplies

12

Issue Date: 2/10/2011

Contract Number: N/A

Hugh L. Carey Battery Park City Authority - Graphic Design Services

Description:

The Battery Park City Authority ("BPCA" or "the Authority") is a public benefit corporation created by the New York State Legislature in 1968 to develop a 92-acre site at the southwestern tip of Lower Manhattan. Parcels are leased to developers who build in accordance with BPCA guidelines, which incorporate "green" provisions mandating state-of-the-art environmental specifications to maximize energy efficiency and minimize water usage. Under an executive agreement, excess revenue generated by the Authority is given to New York City for use in its public coffers. Over the last thirty years, the BPCA has transferred nearly \$1 billion to New York City.

Currently, BPCA is seeking to retain the services of a graphics design firm to produce and/or design material including but not limited to brochures, advertising, corporate identity pieces, websites, invitations, programs, etc., on an as needed basis. The selected firm must be skilled in expressing strategic thinking, fresh perspectives, and compelling design. The selected vendor must convey total and unlimited intellectual property rights in the project work in perpetuity, and worldwide, to the BPCA. There is no Additional Bid Package. Proposal must be sent by mail ONLY with the proposal project title printed on envelope. Graphic Designers Only Please, no printers or copy houses.

Interested firms (or individuals) should download and complete the "Mandatory Forms Packet" located on the BPCA website http://www.batteryparkcity.org/pdf_n/Mandatory_Forms_Packet.pdf. The completed forms are a required part of your proposal submission and must be included with the following: fee structure based on an hourly rate, recent samples of above mentioned materials, a statement of qualification, client listings and references. Minority business subcontracting goals are required.

For questions on M/WBE participation and sub-contracting goals, please contact Mr. Anthony Peterson at (212) 417-2337. No proposals will be considered without the completed mandatory forms. Failure to provide any of the above stated materials will result in automatic disqualification. Late proposals will not be considered. Information about BPCA can be found at www.batteryparkcity.org.

Applicants are restricted from making contact with anyone other than the Contact Person specified above during the period (the "Restricted Period") from the time of publication of this advertisement through approval of the procurement contract by BPCA. "Contacts" shall mean any oral, written or electronic communication with a governmental entity under circumstances where a reasonable person would infer that the communication was intended to influence the governmental entity's conduct or decision regarding the governmental procurement. Employees of BPCA are required to obtain and record certain contracts during the Restricted Period, and to make a determination of responsibility based, in part, upon any such contact. Failure to abide by this process may result in a finding of non-responsibility.

"Proposer will submit with their proposal a copy of the company's EEO or Affirmative Action policy along with a breakdown of all company staff by job classification, race and gender"

M/WBE UTILIZATION GOAL REQUIREMENTS FOR BPCA CONTRACTS

In accordance with Article 15-A of the New York State Executive Law and regulations adopted pursuant thereto, BPCA has established separate goals for participation of New York State Certified minority and women-owned business enterprises for all State contracts. BPCA is required to implement the provisions of Article 15-A and 5 NYCRR Part 143 for all state contracts (1) in excess of \$25,000 for labor, services, equipment, materials or any combination for the foregoing and (2) in excess of \$100,000 for real property renovations and construction. For purposes of this procurement, BPCA hereby establishes a goal of TBD% for Minority-owned Business Enterprises (MBE) participation and TBD% for Women-owned Business Enterprises (WBE) participation. As a condition of this procurement, the contractor and BPCA agree to be bound by the provisions of §316 of Article 15-A of the Executive Law regarding enforcement. Contractors must document "good faith efforts" to provide meaningful participation by certified M/WBE subcontractors or suppliers in the performance of this contract. For guidance on how BPCA will determine a contractor's "good faith efforts", refer to 5 NYCRR §143.8. Additionally, Offerors must refer to Mandatory Forms of this document for a list of forms that must be provided in order to fully comply with Article 15-A of the New York State Executive Law and 5 NYCRR Part 143.

Minority Sub-Contracting Goal: TBD%

Women Owned Sub-Contracting Goal: TBD%

Due Date: 3/3/2011 4:00 PM

Contract Term: 3 years

Location: Hugh L. Carey Battery Park City Authority One World Financial Center, 24th fl. New York, NY 10281

Contact: Margarita Santana, Administrative Assistant Diversify Program
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