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User: margarita.santana@batteryparkcity.org

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Issue Date: 12/21/2009

Contract Number: N/A

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## HUGH L. CAREY BATTERY PARK CITY AUTHORITY - ESCROW AGENT SERVICES

### Description:

The Hugh L. Carey Battery Park City Authority ("BPCA") is seeking one or more Escrow Agents to appear at condominium unit closings and act on behalf of and as agent for BPCA to process and collect documents and fees, and perform related tasks as necessary.

Applicants with experience in title matters, real estate closings or real estate law are preferred. Applicants should submit a personal resume and, if applicable, a firm/company resume, as well as three references. Applicants also should submit a price for services, on a per closing basis, not to exceed \$200 per closing, taking into account that closings typically take two to four hours.

Interested applicants MUST fill out and submit the Mandatory Forms Packet located on the Battery Park City Authority website: [http://www.batteryparkcity.org/pdf\\_n/vendor\\_mandatory\\_forms.pdf](http://www.batteryparkcity.org/pdf_n/vendor_mandatory_forms.pdf)

All proposals must be submitted in a sealed envelope clearly marked "Escrow Agent Services," and must be delivered to BPCA by messenger, overnight courier or certified mail, by no later than 5 PM (EST) on the Proposal Due Date listed below, to the Contact listed below (the "Designated Contact"), at One World Financial Center, 24<sup>th</sup> Floor reception desk. Proposals submitted by fax or electronic transmission will not be accepted.

Applicants are restricted from making contact with anyone other than the Designated Contact during the period (the "Restricted Period") from the time of publication of this advertisement through approval of the procurement contract by BPCA. Employees of BPCA are required to obtain and record certain contacts 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.

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 for all State contracts. BPCA is required 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 Businesses 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 the Mandatory Forms Packet referred to above 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.

Designated Contacts for questions regarding Affirmative Action, including questions on M/WBE participation and sub-contracting goals, contact Mr. Anthony Peterson at (212) 417-2337 and

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Hector Calderon at (212) 417-2280.

Designated Contacts for all other matters are Michelle Burgos and Megan Churnetski.

**Minority Sub-Contracting Goal:** TBD%

**Women Owned Sub-Contracting Goal:** TBD%

**Proposal Due Date:** 1/11/2010 4:00 PM

**Contract Term:** One year with tow possible one-year extensions.

**Location:** One World Financial Center, 24th floor New York, NY

**Contact:** Megan A. Churnetski, Assistant General Counsel Legal  
Hugh L. Carey Battery Park City Authority  
One World Financial Center  
24th floor  
New York, NY 10281-1097  
Phone: (212) 417-4411  
[megan.churnetski@batteryparkcity.org](mailto:megan.churnetski@batteryparkcity.org)  
[www.batteryparkcity.org](http://www.batteryparkcity.org)

**Submit To:** Michelle L. Burgos, Paralegal Legal  
Hugh L. Battery Park City Authority  
One World Financial Center  
24th floor  
New York, NY 10281-1097  
Phone: (212) 417-4235  
[michelle.burgos@batteryparkcity.org](mailto:michelle.burgos@batteryparkcity.org)

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