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HUGH L. CAREY BATTERY PARK CITY AUTHORITY - ELECTRIC SUBMETERING AUDIT FYE 06/30/08

Description:

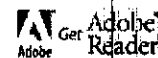
Hugh L. Carey Battery Park City Authority ("the Authority") requests proposals for audit services for the Electric Submetering Operation of a housing apartment complex located in Battery Park City ("The Housing Co.") for the fiscal year ended June 30, 2008. Each apartment is metered directly to a central computer which records the electric consumption and generates monthly billings for electric service. The objective of the audit is to determine compliance with the Submetering Agreement dated May 14, 1982 between the Housing Co. and the Authority. The audit should be performed in accordance with generally accepted auditing standards and should include tests of accounting records and other procedures necessary to express an opinion that the statement is presented in conformity with the accounting practices specified in the Submetering Agreement.

The audit should determine if:

1. The Housing Co. is making a profit on the electric submetering operations.
2. Payments made by residential tenants for the submetered electric service is based on actual costs of electricity; and expenses are properly allocated to the cost of administration.
3. Electric billing rates charged by the Housing Co. to its residential tenants did not exceed that which the local utility company (Consolidated Edison) would have charged if the tenants were metered directly.
4. Residential tenant electric security deposits are not used to offset delinquent rent or painting or damage charges.
5. Profits earned and other overcharges in the prior year were rebated to the appropriate residential tenants.

The "Statement of Revenues and Expenditures" and the "Schedule of the Cost of Administration" submitted by the Housing Co. should be examined and appropriate adjustments be made to comply with the provisions in the Submetering Agreement. The Proposer is expected to provide three bound copies of the report (along with a ".pdf" file) and verbally present the results of the audit to the Authority and to the Housing Co. at the completion of the audit.

The Authority reserves the right, in its sole discretion, to reject at any time and any or all proposals, to withdraw this Request without notice and to negotiate with one or more Proposer's submitting Proposals (including parties other than those responding to this Request) on terms other than those set forth herein. The Authority reserves the right to waive compliance with and/or change



any of the terms and conditions of this Request. Under no circumstances will the Authority pay any costs incurred by a Proposer in responding to this Request.

The auditing firm must be able to understand the local public utility's commercial and residential electric billing rates applicable to the Housing Company and its residential tenants and be able to apply the rates to the kilowatts used by both parties. A company profile should be submitted along with your proposal. Resumes of all persons who will work on the project should also be included. The fee section of the proposal should list the proposed staff title along with the corresponding billing rates and hours and a "not to exceed" amount for labor and for reimbursable expenses, if any. Progress billings during the project must show the actual hours worked, along with applicable billing rates.

All proposals must be submitted in a sealed envelope clearly marked "Proposal for Electric Submetering Audit," and must be delivered to the Authority by messenger, overnight courier or certified mail, by no later than 4PM (EST) on the Proposal Due Date, to the Designated Contact and at the address indicated by this ad. Proposals submitted by fax or electronic transmission will not be accepted.

Applicants are restricted from making contact with anyone other than the Designated Contact (identified in this ad) during the Restricted Period (from the time of publication of this advertisement through approval of the procurement contract by the Authority). Employees of the Authority 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.

Prime or Joint Ventures are welcomed. The 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.

Mandatory forms packet must be filled out and included with the proposal for consideration. The forms can be found at: http://www.batteryparkcity.org/pdf/mandatory_forms.pdf.

In accordance with Article 15-A of the New York State Executive Law and regulations adopted pursuant thereto, Battery Park City Authority has established separate goals for participation of New York State Certified minority and women-owned business enterprises for all State contracts. We are 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 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.

For more information about our Affirmative Action program mandates, please call Mr. Anthony Peterson at (212) 417-2337, the designated contact for Affirmative Action matters.

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

Proposal Due: 7/15/2008

Contract Term: Twenty weeks from commencement.

Location: Battery Park City, New York, NY and in Queens, NY

**Contact: Denise Talton, Administrative Assistant
Internal Audit**

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