



STATE OF NEW YORK  
**UNIFIED COURT SYSTEM**  
OFFICE OF COURT ADMINISTRATION  
DIVISION OF ADMINISTRATIVE SERVICES  
CONTRACT & PROCUREMENT ADMINISTRATION UNIT  
42 KARNER ROAD  
ALBANY, NEW YORK 12205  
(518) 869 - 4732

**JONATHAN LIPPMAN**  
Chief Administrative Judge

**LAURA WEIGLEY ROSS**  
Director Division of Administrative Services

**ANN T. PFAU**  
First Deputy Chief Administrative Judge

July 09, 2004

Ms. Angela Hart  
Hart of NY Real Estate  
Rockefeller Plaza  
Suite 2000  
New York, NY 10020

**RE: RFB #OCA/CPA-296 - REBID  
APPELLATE-2ND OFFICE SPACE  
KINGS COUNTY**

Dear Ms. Hart:

The NYS Office of Court Administration - Contract & Procurement Administration Unit is soliciting sealed bids for the purpose of leasing office space in Kings County for the Appellate - 2nd Division.

Bid forms, instructions and specifications may be downloaded at <http://nycourts.gov/admin/bids>. Please ensure that you read the "Bid Instructions" **carefully**.

Bids must be received at the Office of Court Administration, Contract & Procurement Administration Unit, 42 Karner Road, Albany, NY 12205 **on or before 11:00 A.M., July 28, 2004, to receive consideration.**

**Failure to respond may result in removal from bidders list(s).**

Sincerely,

Betty Faltermeier  
Court Analyst