

agency shall also apply to bids received for
 thing supplies, materials and equipment advertised by
 Division of Municipal Supplies, except that all such
 conditions shall be made by the Commissioner of the
 Division of Municipal Supplies with the consent of the
 Comptroller.

That unless a performance bond is required upon the
 execution of a contract for work or labor, in which provi-
 sions have been made for payment by installments, the con-
 tract may be required to deposit not less than approxi-
 mately two per centum, nor more than approximately five
 per centum of the amount of the contract, which deposit
 shall be returned when the amount of the retained percent-
 age under the contract shall equal the amount of the de-
 posit. Such deposit shall consist of a certified check upon
 a national bank or trust company or a check of a
 bank or trust company signed by duly authorized offi-
 cers, drawn to the order of the Comptroller, of
 the obligations of the City which the Comptroller
 shall approve as of equal value the sum so required.
 Such bid shall contain:

The name, residence, and place of business of the per-
 sons making the same;
 The names of all persons interested therein, and if no
 person is so interested, such fact shall be distinctly
 stated to the effect that it is made without any con-
 dition with any other person making a bid for the
 purpose, and is in all respects fair and without colu-
 sion.

The bid shall be verified by the written oath of the
 bidder that the several matters stated therein are in all
 respects true.

Each agency shall keep a proper receipt for the
 receipt and safe keeping of bids. Upon the receipt thereof,
 which are duly presented shall be deposited in such
 sealed envelopes shall be removed therefrom nor shall the
 envelopes in which it is contained be opened, except
 as provided in paragraph (f) of this section.

The bids shall be opened and read publicly at the time
 and place designated in the advertisement, in the presence of
 the Comptroller or his representative and of such of the
 bidders as may desire to be present. The opening of such
 bids shall be postponed if the Comptroller or his
 representative shall, after due notice, fail to attend.
 The regulations shall be published in THE CITY
 RECORD daily. All advertisements for bids by any one
 appearing in any one issue of THE CITY RECORD
 shall be published in sequence by date of opening and shall
 conform to this regulation as advertised in THE CITY
 RECORD. Such regulations shall immediately follow the
 regulations of the agency.

The Commissioner of the Division of Municipal Sup-
 plies in his discretion may dispense with the use of perfor-
 mance and completion bonds and labor and material bonds
 on contracts where he deems it so advisable. Any
 person, in his discretion may dispense with the use of
 performance and completion bonds and labor and material
 bonds prior to bidding for any contract for construction,
 erection, reconstruction or alteration, moderniza-
 tion, repair, maintenance and landscaping work involving
 an expenditure not in excess of fifty thousand dollars
 (\$50,000).

Purchase orders in excess of \$5,000,
 medical, surgical, dental, laboratory supplies and im-
 plants and food supplies involving an expenditure of
 more than \$5,000 may be procured on purchase orders based
 on bids which permit of competition received after
 advertising in at least three successive issues of THE
 CITY RECORD.

Medical repair parts involving an expenditure of
 more than \$5,000 may be procured on purchase orders based
 on bids received after advertising in at least three suc-
 cessive issues of THE CITY RECORD.

Medical supplies involving an expenditure of
 more than \$5,000 for other than snow removal purposes
 may be procured by the Division of Municipal Supplies on
 purchase orders based on bids which permit competi-
 tion received after advertising in at least ten successive
 issues of THE CITY RECORD. Rentals of equipment for
 general purposes shall be effected in accordance with
 Section 756(3)(1) of the Administrative Code.

Emergency purchases.
 Supplies, materials, equipment or services requisitioned
 in an emergency and which involve an amount in excess
 of \$100 may be procured on purchase orders based upon
 bids which permit of competition received after advertising
 in a number of issues of THE CITY RECORD as shall
 be determined by the Corporation Council. However, in a
 special case, the Commissioner, with the approval of the
 Corporation Council, may dispense with the advertising. In
 such a case the Commissioner shall certify in writing the
 reasons why advertising should not be required. No pur-
 chase may be made under the subsection unless the agency
 shall first have certified to the Commissioner of the
 Division of Municipal Supplies all facts constituting the
 emergency.

Purchases exempt from the regulations in Section 1
 of this section.

The provisions of Section 1 and Section 9 of these regula-
 tions shall not apply to the purchase of any supplies,
 materials, equipment or service by any contracting officer,
 if the contracting officer shall certify, in writing, that a
 purchase is made for the supplies, materials, equipment or service
 advertised under Section 1 or 9 of these regula-
 tions within the past ninety days, and that no bid or ac-
 ceptable bid was received.

Supplies, materials, equipment or services after cer-
 tification as herein provided, may be procured by the con-
 tracting officer in the open market, and such purchases shall
 be subject to audit by the Comptroller, pursuant to Section
 756(3)(1) of the Administrative Code.

The contracting officer, if he deems it advisable, may
 cause such proposals in THE CITY RECORD for a
 specified number of days.

A certificate of the contracting officer provided herein
 shall be filed in the contracting office and with the
 Comptroller.

In all instances every bidder on the original proposal
 filed under Section 1 or Section 9 of these regula-
 tions shall be invited to resubmit a bid
 for this section.

A section shall expire on June 30, 1984. The request for a
 renewal from the contracting agency may not be for a
 period exceeding one year.

and Departments

CITIES AND DEPARTMENTS

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AL PROJECTS

The City Record
 August 16, 1984
 P 2294

ESTABLISHMENT OF THE OFFICE OF PAYROLL ADMINISTRATION

By the power vested in me as Mayor of the City of New York it is hereby ordered as follows:

Purpose - The Comptroller and the Commissioner of Finance both perform their functions related to payroll administration. The Mayor and Comptroller jointly have developed a computerized Payroll Management System (PMS) designed to ensure prompt and accurate payments of wages or salaries to employees and to provide City agencies with improved and modernized management and accounting payroll information. This can best be achieved by establishing a single entity to administer the various functions related to payroll administration which are currently performed by the Department of Finance and the Comptroller's Office. This order is adopted as a reorganization plan pursuant to subdivision (a) of section 11 of the Charter and creates a new Office of Payroll Administration, consistent with the Agreements between the Mayor and the Comptroller, dated June 29, 1984 and the Mayor and the Commissioner of Finance, dated June 29, 1984. The Office will serve as the administrative mechanism through which this system will be effectuated.

Section 1. Office Established

There is hereby established an Office of Payroll Administration (Office).

Section 2. Functions

The Office shall:

- a) Support the development and continued implementation of a computerized payroll management system;
- b) Coordinate payroll-related matters between central overhead departments and agencies of the City and public corporations and develop uniform procedures for payroll processing and development;
- c) Distribute and account for payroll and administer payroll deductions;
- d) Maintain the integrity and accuracy of the payroll system.

Section 3. Directors

- a) The Office shall be headed by two (2) Directors, appointed by the Mayor, one of whom shall be appointed upon the recommendation of the Comptroller.
- b) The Directors shall receive no compensation for their services to the Office (except that a City employee may continue to receive his or her regular compensation), but shall be compensated for expenses actually and necessarily incurred in the performance of their duties.

Section 4. Officers and Employees

- a) Upon the recommendation to the Mayor by the Directors, the Mayor shall appoint an Executive Director who, under the supervision and direction of the Directors, shall be responsible for management of the day-to-day activities of the Office in implementing and carrying out its functions.
- b) The Office shall employ such other officers and employees as may be required to perform its duties as delineated herein.

Section 5. Assistance of Agencies and Departments

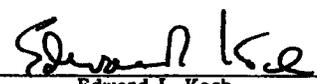
- a) All City agencies are directed to cooperate with the Office, consistent with the law, in order to ensure efficient operation of the PMS.

Section 6. Public Corporations

The Office may also render services to, and receive information and assistance from, public corporations upon such terms and conditions as may be agreed upon by the Office and each such corporation.

Section 7. Effective Date

This order shall take effect immediately.


 Edward I. Koch
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