

Division of Municipal Supplies, be advertised in at least seven consecutive issues of THE CITY RECORD. Bids shall be publicly opened on the day of the last insertion of the advertisement.

(b) Except with the approval of the Corporation Counsel, the advertising shall include only:

1. The place where the contract documents may be obtained;
2. The place where and the day and the hour when the bids will be publicly opened;
3. A brief description of the supplies, materials and equipment to be furnished and of the work or labor to be done.

(c) Proposals for bids shall be in such form as may be prescribed by the agency issuing the same and shall state:

1. That the person making the bid shall deliver it in a sealed envelope, addressed to the head of the appropriate agency on or before the time and at the place designated in the advertisement;
2. That the sealed envelope shall be endorsed with the name or names of the person or persons presenting the same, the date of its presentation and the title of the proposals;
3. The place where and the day and hour when the bids will be publicly opened;
4. The quantity and quality of the supplies, materials or equipment to be furnished and the nature and extent of the work or labor to be done;
5. That every bid in excess of \$5,000 shall be accompanied by a bid bond in the amount fixed in the contract documents or, in the alternative, by a deposit amount of such bid; except that in the case of a proposal for a single item or class of items, the deposit, shall be approximately two per centum of the contracting agency's estimated cost of the supplies, materials or equipment to be furnished and the work or labor, to be done, and except further where a bid is in excess of \$5,000 and less than \$100,000 any agency head in his discretion may dispense with the requirements for a bid bond or bid deposit prior to the bidding. Such deposit shall consist of a certified check upon a state or national bank or trust company or a check of such bank or trust company signed by a duly authorized officer thereof, drawn to the order of the Comptroller, or money, or of the obligation of the City which the Comptroller shall approve as of equal value with the sum so required, except that the check, submitted as security deposit with a bid for supplies, materials or equipment need not be certified.
6. (a) That in the event of the failure of the bidder to execute the contract within five days after notice of the award of the contract to him, his deposit or so much thereof as shall be

orders based on the order after advertisement in at least ten successive issues of THE CITY RECORD. Rentals of equipment for snow removal purposes shall be effected in accordance with Section 755(3)1.0 of the Administrative Code.

§10. Emergency purchases.

(c) Supplies, materials, equipment or services requisitioned in an emergency and which involve an amount in excess of \$5,000 may be procured on purchase orders based upon bids which permit of competition received after advertising in such number of issues of THE CITY RECORD as shall be approved by the Corporation Counsel. However, in a special case, the Commissioner, with the approval of the Corporation Counsel, may dispense with the advertising. In such case the Commissioner shall certify in writing the reasons why advertising should not be required. Nor purchase may be made under the subsection unless the using agency shall first have certified to the Commissioner of the Division of Municipal Supplies all facts constituting the emergency.

§15. Purchases exempt from the regulations in Section 1 and Section 9.

The provisions of Section 1 and Section 9 of these regulations shall not apply to the purchase of any supplies, materials, equipment or service by any contracting officer, when the contracting officer shall certify, in writing, that a proposal for the supplies, materials, equipment or service had been advertised under Section 1 or 9 of these regulations, within the past ninety days, and that no bid or no acceptable bid was received.

Such supplied, materials, equipment or service after certification as herein provided, may be procured by the contracting officer in the open market, and such purchase shall be subject to audit by the Comptroller, pursuant to Section 93d-1.0 of the Administrative Code.

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

The certificate of the contracting officer provided herein must be filed in the contracting office and with the Comptroller.

In all instances every bidder on the original proposal advertised under Section 1 or Section 9 of these regulations must be invited to resubmit a bid on the proposal which is let under this section.

This section shall expire June 30, 1986. The request for a renewal from the contracting agency may not be for a period exceeding one year.

OFFICE OF THE MAYOR



THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N. Y. 10007

EXECUTIVE ORDER NO. 91

April 30, 1986

ANNUAL FINANCIAL REPORTING OF INCOME, ASSETS AND LIABILITIES OF CITY OFFICIALS

BY THE POWER VESTED IN ME AS MAYOR OF THE CITY OF NEW YORK, it is hereby ordered:

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Section 1. Annual Financial Reporting of Net Worth and Income Required. The Mayor, deputy mayors, agency heads, deputy agency heads, city employees in mayoral agencies who serve in the exempt or noncompetitive classes of civil service or who are provisional appointees and whose duties directly involve the negotiation, authorization or approval of contracts, leases, franchises, revocable consents, concessions and applications for zoning changes, variances and special permits, and any other city employees in mayoral agencies who serve in the exempt or noncompetitive classes of civil service or who are provisional appointees, who are requested by the Department of Investigation to comply with the provisions of this Order, shall annually file with the Department of Investigation a report on such form as shall be provided, setting forth assets and liabilities held during that year and the income received during the same period, by the employee and his or her spouse. This annual report shall be filed for each calendar year and shall be submitted to the Department of Investigation no later than March 15 of the following year. For calendar year 1985, reports shall be filed no later than July 1, 1986. Persons leaving city service shall file a report for the previous year, if they have not already done so, and for that portion of the calendar year in which they served in office, within 60 days of separation of service or by March 15 of the following year, whichever is earlier.

Section 2. Financial Information to be Contained in Report. (a) Such annual financial report shall contain the following information:

1. The name, address and type of practice of any business, professional organization or other entity in which the person reporting, or his or her spouse, is an officer, director, partner, proprietor or employee, or serves in an advisory capacity, from which income of one thousand dollars or more was derived during the preceding calendar year.

2. The source of each of the following items received during the preceding calendar year by the person reporting or his or her spouse:

(a) any income for services rendered, including city salary, other than any source of income otherwise disclosed pursuant to subdivision one of this section, of one thousand dollars or more;

(b) any capital gain from a single source of one thousand dollars or more, including the sale or redemption of stocks, bonds or other securities, the sale or exchange of real property and the sale or exchange of other property;

(c) reimbursement for expenditures of one thousand dollars or more in each instance;

(d) honoraria from a single source in the aggregate amount of five hundred dollars or more;

(e) any gift in the aggregate amount or value of five hundred dollars or more from any single source received during the preceding year, except as otherwise provided under the election law covering campaign contributions.

(e) any gift in the aggregate amount of value of five hundred dollars or more from any single source received during the preceding year, except as otherwise provided under the election law covering campaign contributions.

3. Each creditor to whom the person reporting or his or her spouse was indebted, for a period for ninety consecutive days or more during the preceding calendar year, in an amount of five thousand dollars or more. Debts to be listed include real estate mortgages, and other secured and unsecured loans and include debts of which the person reporting or his or her spouse was co-signer or guarantor.

4. The identity of each investment, including bank accounts and certificates of deposit, and each parcel of real property in which a value of ten thousand dollars or more was held by the person reporting, or his or her spouse, at any time during the preceding calendar year, based on the estimated value as of December 31 of the reporting year.

5. The identity of each trust or other fiduciary relation in which the person reporting or his or her spouse held a beneficial interest having a value of ten thousand dollars or more during the preceding calendar year.

6. The identity of each note receivable or other outstanding loan in the amount of five thousand dollars or more held by the person reporting or his or her spouse during the preceding calendar year, including notes secured by a mortgage, and other secured and unsecured notes.

7. (a) State the amount of income received from each and every source listed pursuant to the provisions of subdivisions one and two of this section.

(b) State the amount, as precisely as possible, of each and every debt, each and every investment and real property interest and each and every beneficial interest listed pursuant to the provisions of subdivisions three, four, five and six. The amount of each investment and real property interest shall be its estimated value as of December 31 of the reporting year.

8. Include such other information regarding income, assets and liabilities as the Department of Investigation shall require.

Section 3. Annual Financial Disclosure Requirements Continued. Filing pursuant to this Order shall be in addition to compliance with New York City Administrative Code Section 1106-5.0, by those employees required to file a financial disclosure report pursuant to that section.

Section 4. Determination of Persons Required to File. The Department of Investigation shall, after consultation with each agency head, determine which persons occupy positions that fall within the scope of this Order whose duties directly involve the negotiation, authorization or approval of contracts, leases, franchises, revocable consents, concessions and applications for zoning changes, variances, special permits, and shall determine which

supplies and expenditure of base orders based after advertisement CITY RECORD. expenditure of more orders based on three successive expenditure of more purposes may be based on purchase petition received ve issues of THE now removal Section 755(3)1.0

services requisitioned amount in excess of based upon bids advertising in RD as shall be ever, in a special of the Corporation g. In such case the reasons why advertising may be made they shall first have on of Municipal cy. ons in Section 1 and

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LIABILITIES

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other city employees in mayoral agencies shall comply with the provisions of this Order and shall inform such employees of their obligation to report no later than December 31 of each reporting year. For reporting year 1985, such determination shall be made and covered employees informed by June 1, 1986. The determination by the Department of Investigation that a particular employee is covered by the provisions of this Order shall not be subject to review.

Section 5. Noncompliance. Failure to file, late filing or intentional misstatements on the part of a covered employee shall constitute grounds for imposition of disciplinary penalties, including removal from office. The Inspector General of each agency shall be responsible for assuring that each covered employee timely files the report required by this Order and the report required by New York City Administrative Code Section 1106-5.0.

Section 6. Public Disclosure. The reports filed pursuant to this Order with the Department of Investigation shall not be subject to public disclosure.

Section 7. Effective Date. This Order shall take effect immediately.


Edward I. Koch
MAYOR

POLICE DEPARTMENT

TOW CAR REGULATIONS

Notice of Opportunity to Comment on proposed amendment to regulations pertaining to towing cars, towing car owners and towing car drivers.

In compliance with New York City Charter Section 1105, and exercising the authority vested in me as Commissioner of Police by Section 434 of said Charter, and Section 436-7.0 of Chapter 18 of the Administrative Code of the City of New York, notice of intention to amend regulations pertaining to towing cars, towing car owners and towing car drivers is hereby given.

Written comments must be submitted to the undersigned on or before May 14, 1986.

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