



# TOWN OF RIVERHEAD

*Sean M. Walter, Supervisor*  
200 Howell Avenue  
Riverhead, New York 11901-2596  
631-727-3200

BID # \_\_\_\_\_

## **BID FOR: NYS Licensed Real Estate Broker for EPCAL Property**

\_\_\_\_\_  
CONSULTANTS NAME

\_\_\_\_\_  
CONSULTANTS ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
DATE PHONE NUMBER

E-MAIL ADDRESS: \_\_\_\_\_

In compliance with your advertisement for bids to be opened at 11:00am on April 28, 2015 and subject to all conditions thereof, the undersigned hereby proposes to furnish the item(s) and/or service(s) itemized in this proposal in accordance with the Notice to BIDDER, General Information Agreement and Specifications contained herein on the Bid Proposal Form attached.

BIDDER certifies that the prices quoted herein do not include Federal Excise Tax or any Federal, New York State or City Sales Tax and are not higher than prices charged to any governmental or commercial consumer for like merchandise and/or service; and all prices include shipping and freight charges to any Municipal building or site within the Town of Riverhead.

**(THIS PAGE MUST BE COMPLETED, SIGNED, AND RETURNED WITH BID)**

Respectfully submitted,

\_\_\_\_\_  
SIGNED BY

\_\_\_\_\_  
TITLE

**BIDDERS ARE INVITED TO ATTEND BID OPENING**

# **TOWN OF RIVERHEAD BID SPECIFICATION**

## **NYS Licensed Real Estate Broker for EPCAL Property**

### **I. General Description of Project**

The Town Board of the Town of Riverhead (“Town”) is considering the sale of certain Town owned real estate as described below. While the Town could undertake the sale of such property directly the Board has determined that it is in the best interests of the Town to obtain the services of a New York State licensed real estate Broker or firm (CONSULTANT) having experience in commercial transactions to assist the Town. It is the intent of this Request for Proposals (RFP) to have the successful CONSULTANT enter into a Professional Services Contract with the Town to supply real estate services as outlined herein.

### **II. General Scope of Services**

The selected CONSULTANT will be responsible for providing the Town with commercial Brokerage services, representing the Town’s interest in marketing and negotiating contracts of sale for the assigned real estate properties, vetting purchasers and potential tenants, and providing other related commercial real estate services as requested.

The Town is seeking a CONSULTANT with experience in marketing, selling and leasing properties for commercial and municipal owners with diverse portfolios of properties to best position the selected properties in its inventory for sale. The CONSULTANT should have familiarity with laws and practices applicable to municipal real estate matters, including relevant local land use and zoning controls for properties as governed by the Town of Riverhead Code, which is available online at [www.townofriverheadny.gov](http://www.townofriverheadny.gov).

The selected CONSULTANT will be expected to provide the following services:

1. Strategic planning for property sale;
2. Advice regarding building and property rental valuation, including suitability for sale;
3. Progress updates and maintain timely telephone and e-mail contact with assigned staff when there are active interests and transactions;
4. Presentations at public meetings;
5. Consultation with Town Legal, Assessing, Planning, Engineering, Zoning and Building department staff on real property deed restrictions and/or conditions (e.g., easements, covenants, etc.), valuation, and zoning and land use compliance matters;

6. Handle all customary activities and services associated with real estate transactions.

CONSULTANT shall furnish the services set forth and described in detail below for property commonly known and described as "EPCAL"-See Exhibit "A" annexed hereto.

CONSULTANT shall undertake such research necessary to develop a strategy for marketing the property and a plan to implement the marketing strategy. The CONSULTANT shall meet with the Town Board and present the market strategy and plan prior to implementation. As part of the strategic planning, CONSULTANT shall develop and create marketing brochures and print advertisements.

CONSULTANT shall provide advice regarding building and property rental and sale valuation, including suitability for leasing and/or sale. CONSULTANT shall meet with staff members of the Community Development Agency, Office of the Town Attorney, Assessor's Office, Planning Department, Engineering Department, and Building Department on real property deed restrictions and/or conditions (e.g., easements, covenants, etc.), valuation, and zoning and land use compliance matters.

CONSULTANT shall make every effort to ensure the TOWN is aware of active interests and potential/contemplated transaction and the economic substance of any transactions contemplated herein. CONSULTANT shall provide progress updates and maintain timely telephone and e-mail contact with such staff as designated by the Town Board. Throughout the term of this agreement and upon the request of the Town Board, the CONSULTANT shall make presentations at public meetings.

The CONSULTANT shall handle all customary activities and services associated with real estate transactions, including but not limited to, marketing of the property; solicitation of new prospective commercial clients; receive and review all offers to lease or purchase submitted by buyers or buyers' agents; evaluate offer(s) and prepare a "net sheet" on each for the TOWN for comparison purposes; counsel TOWN on offers with explanation of the merits and weakness of each component of each offer; contact buyers' agents to review buyer's qualifications and discuss offer; subject to direction and approval of the Town Board negotiate all offers on TOWN's behalf; prepare and convey any counter offers, acceptance or amendments to buyer's agent; coordinate efforts with the Office of the Town Attorney regarding preparation and delivery of lease or purchase contracts; advise TOWN in handling additional offers to purchase submitted between contract and closing.

*TOWN Reservation of Right to Negotiate for Sale to Identified Potential Buyers*

The TOWN has actively marketed the EPCAL property, including issuance of request for proposals, community development outreach, and various forms of solicitation. As a result of such marketing the Town has met with several firms interested in the sale or lease of a site(s) located within EPCAL. It is understood and agreed by and between TOWN and CONSULTANT that the TOWN has actively marketed the EPCAL property to the individuals and entities listed in Exhibit "B" and as such CONSULTANT shall not be entitled to any commission related to the sale or lease of property to any individual or entity identified or affiliated with the individual or

entity identified on Exhibit "B" effective for the entire term of the agreement and at all times thereafter.

The details and means of performing the services referenced above shall be exclusively and solely determined by CONSULTANT such that CONSULTANT may at its expense, employ such assistants and outside contractors as CONSULTANT deems necessary to perform the services.

CONSULTANT warrants that CONSULTANT shall conduct its business, as it relates to the services set forth herein, in a commercially reasonable, professional, legal and ethical manner.

### **III. General Bid Specifications**

#### **1. Bid Criteria**

To be considered, all bids must be submitted in writing and respond to the items outlined in the bid specifications. The Town reserves the right to reject any non-responsive or non-conforming bids. All properly sealed and marked bids are to be sent to the Town of Riverhead marked “**NYS LICENSED REAL ESTATE BROKER FOR EPCAL PROPERTY**” and received no later than **11:00 am on April 28, 2015** at the Office of the Town Clerk, 200 Howell Avenue, Riverhead, NY. Any bid received after this date and time shall not be considered and shall be returned unopened. The proposing CONSULTANT bears the risk of delays in delivery. Upon receipt of bids, each CONSULTANT shall be presumed to be thoroughly familiar with all specifications and requirements of the bid requirements. The failure or omission to examine any form, instrument or document shall in no way relieve CONSULTANT from any obligation in respect to this contract.

#### **2. Bid Modifications**

Any changes, amendments or modifications to a bid must be made in writing, submitted in the same manner as the original response and conspicuously labeled as a change, amendment or modification to a previously submitted bid. Changes, amendments or modifications to bids shall not be accepted or considered after the hour and date specified as the deadline for submission of bids.

#### **3. Bid Costs and Expenses**

The Town of Riverhead will not pay any costs incurred by any CONSULTANT associated with any aspect of responding to the request for bids, including bid preparation, printing or delivery, or negotiation process.

#### **4. Bid Expiration Date**

Prices quoted in the bid shall remain fixed and binding on the CONSULTANT for at least one (1) year from the date of the signed contract. The Town of Riverhead reserves the right to ask for an extension of time if needed.

#### **5. Non-Conforming Bids**

Non-conforming Bids will not be considered. Non-conforming bids are defined as those that do not meet the requirements of the bid specification. The determination of whether a bid requirement is substantive or a mere formality shall reside solely within the Town of Riverhead.

## **6. Discrepancies and Omissions**

CONSULTANT is fully responsible for the completeness and accuracy of their bid, and for examining this bid and all addenda. Failure to do so will be at the sole risk of CONSULTANT. Should CONSULTANT find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any questions arise concerning this request for bid, CONSULTANT shall notify the Town Clerk of the Town of Riverhead, in writing, of such findings at least five (5) days before the bid opening. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective bid and exposure of CONSULTANT'S bid upon which award could not be made. All unresolved issues should be addressed in the bid. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Designated Contact, in writing, no later than five (5) calendar days prior to the time set for opening of the bids.

## **7. Town's Right to Reject Bids**

The Town reserves the right to accept or reject any or all bids or any part of any bid, to waive defects, technicalities or any specifications (whether they be in the Town's specifications or CONSULTANT'S response), to sit and act as sole judge of the merit and qualifications of each product offered, or to solicit new bids on the same project or on a modified project which may include portions of the originally proposed project as the Town may deem necessary in the best interest of the Town.

## **8. Town's Right to Cancel Solicitation**

The Town reserves the right to cancel this solicitation at any time during the procurement process, for any reason or for no reason. The Town makes no commitments expressed or implied, that this process will result in a business transaction with any CONSULTANT.

## **9. Notification of Withdrawal of Bid**

CONSULTANT may modify or withdraw its bid by written request, provided that both bid and request is received by the Town prior to the bid due date. Bids may be re-submitted in accordance with the Bid Notice due date in order to be considered further. Bids become the property of the Town at the bid submission deadline. All bids received are considered firm offers at that time.

## **10. Exceptions to the Bid Specifications**

Any exceptions to the Bid Specifications or the Town's terms and conditions, must be highlighted and included in writing in the bid. Acceptance of exceptions is within the sole discretion of the evaluation of the Town.

## **11. Award of Contract**

The final award of a contract is subject to approval by the Town. The Town has the sole right to select the successful CONSULTANT for award, to reject any bid as unsatisfactory or non-responsive, to award a contract to other than the lowest priced bid, to award multiple contracts, or not to award a contract. Notice in writing to a CONSULTANT of the acceptance of its bid by the Town will constitute a contract, and no CONSULTANT will acquire any legal or equitable rights or privileges until the occurrence of such event.

## **12. Contract Terms and Conditions**

The term of the contract between the successful CONSULTANT and the Town shall be for one (1) year. At the end of the contract period, the contract may be extended (not to exceed one (1) extension for a one (1) year period) upon the same terms and conditions at the sole discretion of the Town of Riverhead and with the consent of the CONSULTANT. The Town also reserves the right to cancel this contract upon 60 days written notice.

## **13. Independent Consultant**

The parties to the contract shall be independent CONSULTANT to one another, and nothing herein shall be deemed to cause this agreement to create an agency, partnership, joint venture or employment relationship between parties. Each party shall be responsible for compliance with all applicable workers compensation, unemployment, disability insurance, social security withholding and all other similar matters. Neither party shall be liable for any debts, accounts, obligations or other liability whatsoever of the other party or any other obligation of the other party to pay on the behalf of its employees or to withhold from any compensation paid to such employees any social benefits, workers compensation insurance premiums or any income or other similar taxes.

## **14. Licenses and Permits**

In performance of the contract and to the extent applicable, the CONSULTANT will be required to comply with all applicable federal, state and local laws, ordinances, codes, and regulations. The cost of permits and other relevant costs required in the performance of the contract shall be

borne by the successful CONSULTANT. The CONSULTANT shall be properly licensed and authorized to transact business in the State of New York.

## **15. Notice**

Any notice to the Town of Riverhead required under the contract shall be sent to:

**Office of the Town Attorney  
200 Howell Avenue  
Riverhead, NY 11901**

## **16. Indemnification**

### **a. General Indemnification:**

By submitting a bid, the proposing CONSULTANT agrees that in the event it is awarded a contract, it will indemnify and otherwise hold harmless the Town of Riverhead, its agents and employees from any and all liability, suits, actions, or claims, together with all costs, expenses for attorney's fees, arising out of the CONSULTANT'S its agents and employees' performance work or services in connection with the contract, regardless of whether such suits, actions, claims or liabilities are based upon acts or failures to act attributable, sole or part, to the Town, its employees or agents.

### **b. Insurance**

i. CONSULTANT recognizes that it is operating as an independent CONSULTANT and that it is liable for any and all losses, penalties, damages, expenses, attorney's fees, judgments, and/or settlements incurred by reason of injury to or death of any and all persons, or injury to any and all property, of any nature, arising out of the CONSULTANT'S negligent performance under this contract, and particularly without limiting the foregoing, caused by, resulting from, or arising out of any act of omission on the part of the CONSULTANT in their negligent performance under this contract.

ii. The CONSULTANT shall maintain such insurance as will protect against claims under Worker's Compensation Act and from any other claims for damages for personal injury, including death, which may arise from operations under this contract. The CONSULTANT is an independent CONSULTANT and is not an employee of the Town of Riverhead.

iii. During the term of this contract, the CONSULTANT shall, at its own expense, carry insurance minimum limits as set forth above.

#### **IV. Required Information for Submission of Bid Proposal**

The following information shall be provided in each bid in the order listed below. The bid proposal must be signed by an authorized company representative. Failure to respond to any request for information may result in rejection of the bid at the sole discretion of the Town. A CONSULTANT'S submission of qualifications must address all the items. The submission must indicate any exception(s) to these requirements.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**V. BID**  
**NYS LICENSED REAL ESTATE BROKER**  
**TOWN OF RIVERHEAD**

In order to assist the Town with the evaluation of proposals that are received each proposal shall use the following format:

***Statement of Qualifications***

A description of the CONSULTANT submitting the proposal, including: full business name, legal status (corporate, partnership or sole proprietor), number and type of employees, specialties, and longevity. List similar projects and the specific personnel who worked on them that are proposed to work on this project.

***Project Team Members (Curriculum Vitae)***

List any specialties and or strengths that make the CONSULTANT and the personnel assigned to this project uniquely suited to the task of performing the work as outlined in this RFP. Provide an organizational chart of the employees proposed to work on this project, including the Project Manager who would be assigned to this project and who shall be the Town's main point of contact with the CONSULTANT. This shall include a listing of each individual's relevant project experience in regard to the tasks and responsibilities they would perform in this project.

***Cost & Payment Schedule***

The CONSULTANT will be compensated strictly on a commission basis to be paid at the time of closing of title. The CONSULTANT shall state its proposed commission as a percentage of the sale price or lease price.

***Alternative work items***

The proposal may include a list of alternative work items listed as an additional expense. Each additional work item shall be clearly identified and related to the full description provided in the CONSULTANT's technical proposal.

***Non-Collusion Certification***

Each proposal shall include a signed original of the Non-Collusion Certification attached hereto and made part of this RFP.

***Number of copies***

One original and nine (9) copies of the proposal shall be submitted no later than 11:00 a.m. on April 28, 2015. The proposal shall be delivered in a sealed envelope and filed with the Town Clerk, 200 Howell Avenue, Riverhead, New York 11901 either by U.S. Mail, overnight delivery, or in person at the Town Hall by the stated deadline.

### *Questions regarding the RFP*

Specific questions regarding this RFP shall be submitted in writing and directed to the attention of Riverhead Town Clerk either by U.S. Mail, overnight delivery, or in person at the Town Hall, 200 Howell Avenue, Riverhead, New York 11901, or by email directed to [wilhelm@townofriverheadny.gov](mailto:wilhelm@townofriverheadny.gov). In order to provide sufficient time for the Town to receive, assess, and prepare a response to questions, all written questions must be received no later than five (5) calendar days prior to the deadline for receipt of proposals. Each written question will be posted on the Town web-site and a written reply will be mailed to the CONSULTANT from whom the question was received with a copy of the reply posted on the Town web-site. It shall be the responsibility of each CONSULTANT replying to this RFP to check the Town web-site for questions and replies. Questions and comments that are not in writing will not be accepted and will not receive a reply. The Town reserves the right to extend the time period for receipt of proposals in order to respond to one or more written question(s) and to provide adequate time for responding CONSULTANTS to consider the reply(s) to such question(s). If the Town chooses to exercise this right, it will endeavor to do so three (3) days before the scheduled date for receipt of proposals. It is the responsibility of all interested CONSULTANTS to contact the Town Clerk for notice of any extensions in the scheduled date for the receipt of proposals. Notice of such changes will also be posted on the Town website.

### *Format of submittals*

In addition to the stated number of printed copies of the RFP submission, all materials are to be submitted in a portable document format (file type .pdf) on a CD disc or flash drive.

### **Insurance Requirements**

Upon award, the successful CONSULTANT shall supply and maintain insurance that indemnifies and holds harmless the Town, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly out of acts or omissions here under by the contractor or third party under the direction or control of the contractor. The successful CONSULTANT must furnish the Town with Certificates of Insurance and name the Town of Riverhead as additional insured` prior to commencement of work. The minimum required coverage shall be as follows:

Workers Compensation	Statutory Requirements
New York State Disability	Statutory Requirements
General Liability/Property Damage	\$2,000,000 combined single limit policy
Automobile Liability	\$1,000,000
Contractual Liability	\$2,000,000

**TOWN OF RIVERHEAD  
NOTICE TO BIDDERS**

Sealed proposals for **NYS LICENSED REAL ESTATE BROKER FOR EPCAL PROPERTY** will be received by the Town Clerk of the Town of Riverhead at Town Hall, 200 Howell Avenue, Riverhead, New York until **11:00 am on April 28, 2015** at which time they will be publicly opened and read aloud.

Specification and guidelines for submission of proposals will be available on **March 26, 2015** on the Town of Riverhead website at [www.townofriverheadny.gov](http://www.townofriverheadny.gov) and click on Bid Requests.

Each proposal must be submitted in a sealed envelope clearly marked **NYS LICENSED REAL ESTATE BROKER FOR EPCAL PROPERTY**. Proposals must be received by the Office of the Town Clerk by no later than **11:00 am on April 28, 2015**.

Any and all exceptions to the Specifications must be listed on a separate sheet of paper, bearing the designation "EXCEPTIONS TO THE SPECIFICATIONS" and be attached to the bid form.

This RFP is not an offer or a binding commitment to contract on the part of the Town. The Town retains the right to postpone or cancel the RFP or to reject all proposals if the Town determines, in its sole discretion, that the best interests of the Town will be served thereby.

BY ORDER OF THE TOWN BOARD  
OF THE TOWN OF RIVERHEAD  
Diane M. Wilhelm, Town Clerk

**NON-COLLUSIVE CERTIFICATE**  
**(MUST BE COMPLETED. SIGNED. NOTARIZED AND RETURNED WITH BID)**

UNDER PENALTIES OF PERJURY:

\_\_\_\_\_ (CONSULTANT), being duly sworn, deposes and says:

- A) This bid or proposal has been independently arrived at without collusion with any other BIDDER or with any competitor or potential competitor;
- B) This bid or proposal has not knowingly been disclosed, prior to the opening of bids or proposals for this project, to any other BIDDER, competitor, or potential competitor;
- C) No attempt has been made or will be made to induce any other person, partnership, or corporation to submit or not to submit a bid or proposal;
- D) The person signing this bid or proposal certifies that he has been fully informed regarding the accuracy of the statements contained in this certification, and under penalties of perjury, affirms the truth thereof, such penalties being applicable to the BIDDER as the person signing on its behalf; and
- E) That the attached hereto (if a corporate BIDDER) is a certified copy of a resolution authorizing the execution of this certificate by the signatory of this bid or proposal on behalf of the corporate BIDDER.

Corporation: \_\_\_\_\_  
(PRINT CORPORATION NAME)

By: \_\_\_\_\_  
(SIGNATURE)  
(TITLE)

Address: \_\_\_\_\_  
\_\_\_\_\_

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Notary Public

I/WE FULLY UNDERSTAND THAT THE ACCEPTANCE OF THIS BID IS SUBJECT TO THE PROVISIONS OF SECTION 103A AND 103B OF THE GENERAL MUNICIPAL LAW.

NAME OF AGENT/DEALER : \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE OF AGENT/DEALER: \_\_\_\_\_

## **IRAN DIVESTMENT ACT CERTIFICATION**

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act’s effective date, at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, BIDDER/CONSULTANT (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any CONSULTANT that is identified on the prohibited entities list.

Additionally, BIDDER/CONSULTANT is advised that once the list is posted on the OGS website, any CONSULTANT seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should the TOWN OF RIVERHEAD receive information that a person is in violation of the above-referenced certification, the TOWN OF RIVERHEAD will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the TOWN OF RIVERHEAD shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the CONSULTANT in default.

The TOWN OF RIVERHEAD reserves the right to reject any bid or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT B**

ATK

Advanced Solar

Alternative Business Solutions

Baja Construction

Bloom Energy Corp.

Caithness Energy

Calpine

Dr. Taro Kim

Eldor

FAA & any private partners

First Century Energy

Fuel Cell Energy

Georgia Malone/Amir Korangy

GJHA, Inc.

Harbet/Phoenix

Haugland Group

Hecate Energy

Hudson Energy

Invenergy, LLC

Japan Rail

KumoTek

MagLev 2000

Martin Bernsley

Newmark Grub Knight Franc

NivekTec Business Services

Phoenix Power Group

Posillico Civil, Inc.

Raytheon

Reflex Energy

Robotics New York

Rohan Engineering

Silverado

True Green Capital

Young Racing International

Federal, State & Local Entities

**EXHIBIT B**

ATK

Advanced Solar

Alternative Business Solutions

Baja Construction

Bloom Energy Corp.

Caithness Energy

Calpine

Dr. Taro Kim

Eldor

FAA & any private partners

First Century Energy

Fuel Cell Energy

Georgia Malone/Amir Korangy

GJHA, Inc.

Harbet/Phoenix

Haugland Group

Hecate Energy

Hudson Energy

Invenergy, LLC

Japan Rail

KumoTek

MagLev 2000

Martin Bernsley

Newmark Grub Knight Franc

NivekTec Business Services

Phoenix Power Group

Posillico Civil, Inc.

Raytheon

Reflex Energy

Robotics New York

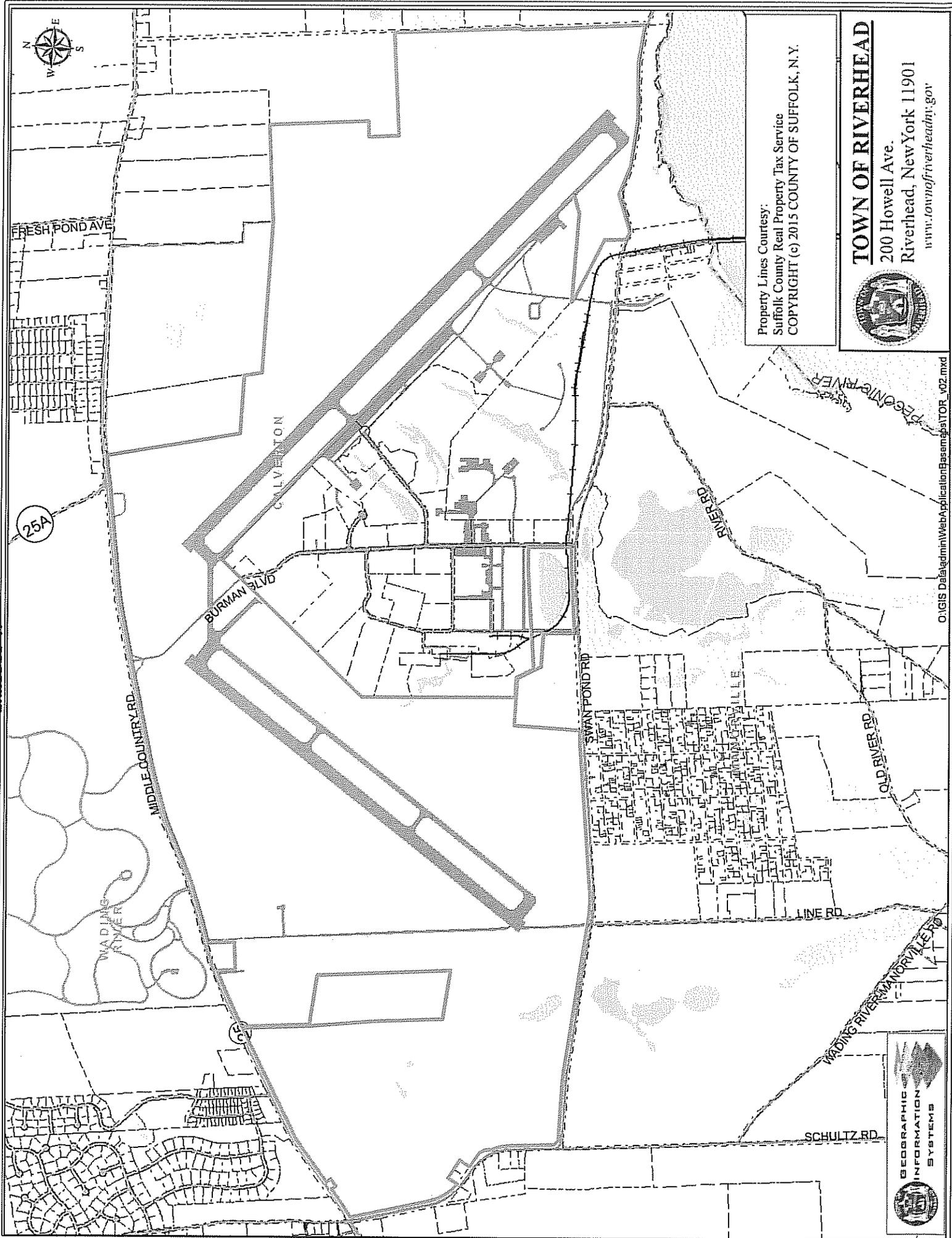
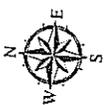
Rohan Engineering

Silverado

True Green Capital

Young Racing International

Federal, State & Local Entities



Property Lines Courtesy:  
Suffolk County Real Property Tax Service  
COPYRIGHT (c) 2015 COUNTY OF SUFFOLK, N.Y.



**TOWN OF RIVERHEAD**  
200 Howell Ave.  
Riverhead, New York 11901  
[www.townofriverheadny.gov](http://www.townofriverheadny.gov)

