



**Town of Oyster Bay**  
Department of Planning and Development  
Town Hall – 74 Audrey Avenue  
Oyster Bay, New York 11771  
(516) 624-6200  
FAX (516) 624-6240  
www.oysterbaytown.com

ELIZABETH L. MACCARONE  
COMMISSIONER

TIMOTHY R. ZIKE  
DEPUTY COMMISSIONER

October 2, 2017

**REQUEST FOR PROPOSALS – STENOGRAPHIC SERVICES**  
**FOR THE ZONING BOARD OF APPEALS – CALENDAR YEAR 2018**

To Whom It May Concern:

The Town of Oyster Bay Department of Planning and Development respectfully requests proposals from certified stenographic companies for a one (1) year agreement with the Town of Oyster Bay Zoning Board of Appeals, with an option, at the discretion of the Town, of extending the services to a second and a third reporting year, should it be mutually agreeable between the successful firm and the Town of Oyster Bay. Said services require attendance at approximately twenty-five (25) Zoning Board of Appeals meetings per year. The meetings convene on Thursday nights, beginning at 7:00 P.M. and attendance by a stenographer is required through the completion of the meeting, including executive sessions when votes are taken. Verbatim transcripts are to be supplied upon request.

Pricing and staffing plans should be proposed for each year of a possible three (3) year contract period. Responses should indicate, at a minimum, set fees for meeting appearances and per page costs of transcripts. Additionally, in accordance with the Town of Oyster Bay Ethics Code, the attached Disclosure Affidavit form needs to be submitted along with your response to demonstrate that there is no conflict of interest between your firm and any employees or other relationships/arrangements/agreements with the Town of Oyster Bay.

Responses are required to be received no later than 4:45 P.M. on Monday, October 16, 2017, and submitted to the following individual at the below noted address:

Elizabeth L. Maccarone, Commissioner  
Department of Planning and Development  
74 Audrey Avenue  
Oyster Bay, New York 11771

If you have further questions regarding this Request for Proposal, please contact Sean Jordan, Secretary to the Zoning Board of Appeals, directly at (516) 624-6229.

Very truly yours,

*Elizabeth L. Maccarone*  
ELIZABETH L. MACCARONE  
COMMISSIONER

ELM:tz

BIDDER'S DISCLOSURE AFFIDAVIT

RFP TITLE: \_\_\_\_\_

STATE OF NEW YORK                                       )  
  )  
COUNTY OF \_\_\_\_\_    ) ss.

\_\_\_\_\_, being duly sworn, deposes and says:

1. That I am \_\_\_\_\_ (age), and reside at \_\_\_\_\_
2. That I am a proposer for the contract which is the subject matter of this application and am familiar with all the facts and circumstances hereinafter set forth.
3. That neither deponent nor any other person mentioned in this affidavit is an officer or employee, or is related to an officer or employee of the Town of Oyster Bay – except: (if any, set forth details)  
\_\_\_\_\_  
\_\_\_\_\_
4. That no officer of the State of New York, or officer or employee of the Town of Oyster Bay, or Nassau County, or person holding any position or office, whether by election, appointment or otherwise, in any party as defined by subdivision 4 of Section 2 of the Election Law, or his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them, is the proposer, or any officer, director or partner, member or employee of the proposer, or legally or beneficially owns or controls one (1) percent or more of the stock of the proposer, or is associated with the proposer in a joint venture, or is a party to an agreement with the proposer, expressed or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable award of such contract – except (if any set forth details – see General Municipal Law Section 809)  
\_\_\_\_\_  
\_\_\_\_\_

5. That in the event there is any change in the matters set forth herein prior to the award of the contract, deponent(s) will file with the Town of Oyster Bay a supplemental affidavit indicating the details of the change within 48 hours of such change.

\_\_\_\_\_  
(signed)

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
NOTARY PUBLIC

CORPORATE DISCLOSURE AFFIDAVIT

RFP TITLE \_\_\_\_\_

STATE OF NEW YORK )

COUNTY OF \_\_\_\_\_ ) ss.

\_\_\_\_\_, being duly sworn, deposes and says:

1. That I am the (office held) \_\_\_\_\_ of (name of corporation) \_\_\_\_\_ and am fully familiar with all the facts and circumstances hereinafter set forth.

2. That the business address of (name of corporation) \_\_\_\_\_ is (address) \_\_\_\_\_

3. That said corporation was incorporated under and pursuant to the Law of the State of \_\_\_\_\_

4. That the following are the names and residences of each officer, director and shareholder: (set forth names, residences and relationship to corporation):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. That the corporate stock of said corporation has not been pledged to any person nor has any agreement been made to pledge the said stock - except (if any, set forth details):

\_\_\_\_\_  
\_\_\_\_\_

6. That neither deponent nor any other person mentioned in this affidavit is an officer or employee, or is related to an officer or employee of the Town of Oyster Bay - except (if any, set forth details):

\_\_\_\_\_  
\_\_\_\_\_

7. That no officer of the State of New York, or officer or employee of the Town of Oyster Bay, or Nassau County, or person holding any position or office, whether by election, appointment or otherwise, in any party as defined by subdivision 4 of Section 2 of the Election Law, or his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them, is the proposer, or any officer, director or partner, member or employee of the proposer, or legally

or beneficially owns or controls one (1) percent or more of the stock of the proposer, or is associated with the applicant in a joint venture, or is a party to an agreement with the proposer, expressed or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the award of such contract - except (if any set forth details - see General Municipal Law Section 809)

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8. That in the event there is any change in the matters set forth herein prior to the award of the contract, deponent(s) will file with the Town of Oyster Bay a supplemental affidavit indicating the details of the change within 48 hours of such change.

\_\_\_\_\_  
(signed)

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC