



Town of Oyster Bay
Department of Planning and Development
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COMMISSIONER

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DEPUTY COMMISSIONER

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DEPUTY COMMISSIONER

September 15, 2023

REQUEST FOR PROPOSALS (P&D 2-2023) – STENOGRAPHIC SERVICES
FOR THE ZONING BOARD OF APPEALS – CALENDAR YEAR 2024

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 contract agreement with the Town of Oyster Bay Zoning Board of Appeals with an option 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 the first year contract period and for the possibility of a second and a third year contract period. Responses must indicate set fees for meeting appearances and per page costs of transcripts. Additionally, related experience and references should be included on all responses.

Responses are required to be received no later than 4:00 P.M. on Friday, September 29, 2023, and submitted to the following individual at the below noted address:

Harold B. Mayer, Jr., Commissioner
Department of Planning and Development
74 Audrey Avenue
Oyster Bay, New York 11771

If you have any further questions regarding this Request for Proposal, please contact Susan Cloninger, Secretary to the Zoning Board of Appeals, directly at (516) 624-6229 or by e-mail at scloninger@oysterbay-ny.gov.

Very truly yours,

HAROLD B. MAYER, JR.
COMMISSIONER

Timothy R. Zike
Deputy Commissioner

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