



**NEW YORK CITY HOUSING AUTHORITY  
SMALL PROCUREMENT UNIT**

23-02 49<sup>th</sup> Avenue  
LIC, NEW YORK 11101

**Tino Hernandez**  
Chairman  
**Earl Andrews, Jr.**  
Vice-Chairman  
**JoAnna Ariello**  
Member  
**Douglas Apple**  
General Manager  
**Frank Marlo**  
Secretary

Date: December 3, 2004

Dear Sir / Madam,

The New York City Housing Authority has developed a Small Procurement Unit within the Operations Services Department that will be specializing in the solicitation of bids for emergency and small procurement purchases up to \$50,000.

As such we are developing a contractor / vendor database that will be used for solicitations based on specialty and responsiveness to bid requests. If your firm is interested in being placed on our active bidders list, we ask that you complete the form enclosed with this letter. This information will enable us to better focus our solicitations to the appropriate vendors. The form may be mailed or faxed back to us. Our fax number is (718) 707-5950.

Upon completion of our review process, your firm will be contacted.

Yours truly,

Shaun Hession  
Deputy Director  
Operations Services