



# DIVISION OF SCHOOL FACILITIES

## REQUEST FOR PERMISSION TO PERFORM WORK ON SCHOOL PROPERTY THROUGH AN OUTSIDE CONTRACT

DSF accepts improvement projects with a value under \$100,000. If your project exceeds \$100,000.00, please contact us.

**Third Party Agreements** —In Third Party Agreements the School or District (or others i.e. Parents Association or a non-profit organization) funds the project and selects a contractor to perform the work. DSF assesses the project to insure the proposed work conforms to its building, environmental health and construction standards; that the contractor has appropriate insurance, and is aware of the specific requirements of the Dust Control Protocol. Where the work is funded using public (school or district) funds, the work must be solicited in accordance with the Department's bidding procedures. This requires a full description of the work to be done and a scope referencing the materials or equipment to be used. Contractors must pay the prevailing rate for the trade people working. The school is responsible for obtaining and checking Certified Payroll Forms from the contractor indicating the hours, wages, and benefits paid to the contractor's employees.

DSF approvals must be obtained prior to work. A Borough Contract Manager (and/or Environmental Health and Safety Manager) will review the specifications and drawings and schedule a site visit with the contractor. A written plan of action based on the inspection will be included in an agreement to be signed by the contractor. The agreement incorporates plan of action and contract requirements, including rules and regulations for working at a school site, and an insurance component. Please allow a minimum of ten business days for the Contract Manager to contact you. Go to [http://www.opt-osfns.org/dsf/forms/thirdparty\\_initialrequest.pdf](http://www.opt-osfns.org/dsf/forms/thirdparty_initialrequest.pdf) for more information.

SCHOOL NUMBER/GEOGRAPHIC DISTRICT/BOROUGH		<input type="checkbox"/> LEASED SITE	
SCHOOL NAME			
LOCATION OF WORK			
DESCRIPTION OF WORK			
FUNDING SOURCE	<input type="checkbox"/> PRIVATE (INDIVIDUALS, VOLUNTEERS,	<input type="checkbox"/> PUBLIC (GSD, FMC, GRANT)	
PROJECT LIAISON NAME			EMAIL
PROJECT LIAISON CONTACT INFO	TITLE	TELEPHONE	FAX
PRINCIPAL NAME			EMAIL
PRINCIPAL TELEPHONE / FAX	TELEPHONE	FAX	
CUSTODIAN NAME			EMAIL
CUSTODIAN CONTACT INFO	TELEPHONE	FAX	
CONTRACTOR NAME			
CONTRACTOR LIAISON NAME			EMAIL
CONTRACTOR LIAISON CONTACT INFO	TELEPHONE	FAX	
METHOD OF CONTRACTOR SELECTION	<input type="checkbox"/> SOPM BID	<input type="checkbox"/> FUNDING GROUP	<input type="checkbox"/> PRINCIPAL OR OTHER
SPECIFICATION & DRAWINGS ATTACHED	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> SENT UNDER SEPARATE COVER

Send w/ attachments to: Sandra Bispham-Haywood, Deputy Director, Procurement Unit, 44-36 Vernon Blvd. Room 300, Long Island City NY 11101.  
Tel.: 718-349-5758 Fax: 718-349-5769

APPROVED BY PRINCIPAL

SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY DIRECTOR OF FACILITIES

(The Director of Facilities or designee must execute if the proposed work is a repair, maintenance, or improvement that DOES NOT change the space [i.e. painting, tile work, curtains and drapes, outlets])

SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

Approved by Director of Space Planning

(The Director of Space Planning or designee must execute if the proposed work t changes the use of the space [i.e. classroom to dance studio or office to classroom])

SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_