

**TO:** Director, Housing Management Bureau  
NYS Division of Housing and Community Renewal  
25 Beaver Street, NY, NY 10004

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

**HM-180**

**FROM:** Housing Authority/Company \_\_\_\_\_ **DHCR #** \_\_\_\_\_

**SUBJECT:** NOTICE OF INTENT TO SOLICIT BIDS/APPROVAL OF PLANS AND SPECIFICATIONS for  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSTRUCTIONS:**

1. PRIOR WRITTEN APPROVAL OF DHCR MUST BE OBTAINED BEFORE PROPOSALS CAN BE SOLICITED for Housing Company contracts in excess of \$100,000, or for Housing Authority construction contracts in excess of \$50,000 or purchase contracts in excess of \$25,000.
2. Submit original and two (2) copies of this form and attach two sets of plans and specifications; include a copy of proposed ad when public bidding is required by regulation or program policy.
3. Notwithstanding the value of the purchase or contract, where any work involves the integrity of the building structure, building system, or site component, contract documents including plans and specifications for such work must be prepared by a licensed and currently registered engineer, architect or landscape architect specializing in the field for such work. SUCH CONTRACT DOCUMENTS MUST BE REVIEWED BY THE DIVISION PRIOR TO THE EXECUTION of any purchase or contract by a Housing Company.

**ESTIMATED COST \$** \_\_\_\_\_ **FUNDING SOURCE:** \_\_\_\_\_

<u>Firm Name and Address of Proposed Contractors</u>	<u>Note "MBE" if firm is Minority, "WBE" if Women-Owned.</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

**Name/Title:** \_\_\_\_\_  
(please print)

<b>(FOR DHCR USE ONLY)</b>	<b>Date:</b>
The Division [ ] Approves [ ] Disapproves (see comments below).....Solicitation of bids for the above.	
The Division [ ] Approves [ ] Disapproves (see comments below).....Plans and specifications.	
[ ] Listing of additional Contractors including minority and women-owned firms is attached. Include these contractors in your solicitation of bids.	
<b>Comments:</b>	
Reviewed by: _____ Title: _____	
Circle Distribution: H. C. Pres., M.G.P., Man. Agt., H.A. Chairperson, Exec. Dir., MGMT, A&E, FHEO, File	
<b>DATE STAMP</b>	