

CHEF CLASSIFIED

HELP WANTED

Contract Specialist (Procurement)

The Queens County District Attorney's Office (QDA) is seeking a Contract Specialist for its Purchasing Department. The Contract Specialist will assist with various procurement functions including drafting bid documents, requests for proposals (RFPs), sole source documents, etc., in accordance with applicable City, State and Federal regulations. The Contract Specialist's duties will include, but are not limited to:

- Assist the Director of Purchasing on all aspects of the procurement process.
- Coordinate with staff in developing and drafting scopes of work required for RFPs.
- Work with vendors to negotiate and draft contract terms and conditions.
- Prepare, review, and distribute vendor pre-solicitations and bid specifications for related RFIs, RFPs, and RFQs, working in conjunction with the Director of Purchasing.
- Advertise solicitations and awards in The City Record and conduct public hearings.
- Conduct comprehensive vendor checks including Environmental Control Board (ECB) and tax compliance, as well as IRS Taxpayer Identification Number (TIN) matching.
- Assist vendors with registration in the Payee Information Portal (PIP) and Procurement and Sourcing Solutions Portal (PassPort).
- Work with the NYC Law Department on drafting agreements and obtaining needed approvals on contracts.
- Compile and submit comprehensive procurement packages to the NYC Comptroller's Office for approval.
- Maintain detailed records of all subscription and contract renewals.
- Maintain comprehensive and detailed records of requisitions, purchase orders, contracts, and related procurement documentation.
- Review procurement paperwork for accuracy, completeness, and compliance with applicable City, State and Federal procurement guidelines.
- Conduct data entry in the New York City Financial Management System (FMS) and PassPort.
- Follow up with vendors on the status of orders.
- Assist with travel reservations for agency employees.
- Verify vendor MWBE certifications via the Department of Small Business Services online portal and obtain vendor quotes in MWBE procurements.
- Conduct vendor evaluations and ensure compliance with PassPort requirements.
- Perform other related duties, as required.

Preferred Education and Qualification Requirements:

A baccalaureate degree from an accredited college and two years of experience or a high school diploma and six years of experience is required.

Strong preference will be given to candidates with at least four years of New York City government procurement experience, specifically in processing CT1 and CTA1 contracts and those who are experienced using NYC's FMS and PassPort systems.

Candidates must be proficient in Microsoft Word and Excel, have excellent written, verbal, organizational, and communication skills, be detail-oriented, a team player, and have the ability to multi-task and work under tight deadlines. For current New York City employees, a permanent civil service title is preferred but not required.

Application Information:

Salary Range: \$70,000 - \$90,000 (commensurate with experience)
Comprehensive benefits package including health insurance, 401K and more.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

To apply, please submit a resume and cover letter, by clicking on the link below:
<https://queensda.applicantstack.com/x/openings-queensda>

KINGS COUNTY DISTRICT ATTORNEY'S OFFICE LAW ENFORCEMENT POSITION

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutors' offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all. KCDA has an exciting opportunity to work as a Senior Rackets Investigator to work in the Investigators Bureau. This position assists prosecuting attorneys with investigating cases involving burglaries, civil rights violations, crimes against children, cybercrime, domestic violence, financial crimes, fraud, homicides, major narcotics offenses, organized gang activities and traditional organized crime activity, robberies and sex crimes.

To Apply:

Please submit your cover letter/resume electronically using one of the following methods:

CITY EMPLOYEES: Apply through Employee Self Service (ESS). www.nyc.gov/ess.

ALL OTHER APPLICANTS: Go to www.nyc.gov/careers/search.

Search for Job ID#: 685037 - Senior Rackets Investigator

The Kings County District Attorney's Office is an Equal Employment Opportunity Employer.



"Serving Those Who Served"

Title: Supervisor Veterans Home Fiscal Administration-NY HELPS M-1 NU 06

Salary: \$90,931 - \$114,940 annually + \$3,400 Annual Location Pay

Minimum qualifications: HELPS min quals: Nine years of professional experience in finance in a healthcare field. One year must be at the supervisor level. An associate degree in a related field can substitute for two years of specialized experience; a bachelor's degree in a related field can substitute for four years of experience; a master's degree in a related field can substitute for five years of experience; and a doctorate in a related field can substitute for six years of experience. Or a Bachelor's degree in healthcare administration, business administration, finance, accounting, or a related field, AND four years of professional financial experience in a healthcare field. One year of the experience must have been at a supervisory level.

Duties: Establishes and maintains accounting systems that accurately reflect facility income, operating costs, and financial condition, and ensures that residents' personal accounts are appropriately managed.

Location: NYS Veterans Home at St. Albans 178-50 Linden Boulevard, Jamaica, NY 11434

Send resume to: RecruitmentStAlbans@nysvets.org

LEGAL NOTICES

NOTICE OF FORMATION OF CECCHITTI COMMUNICATIONS, LLC. Articles of Organization filed with the Secretary of State of NY (SSNY) on 6/21/2024. Office location: New York County. SSNY has been designated as agent upon whom process against it may be served. The Post Office address to which the SSNY shall mail a copy of any process against the LLC served upon him/her is 226 E. 25th St., 4C, New York, New York 10010. The principal business address of the LLC is 226 E. 25th St., 4C, New York, New York 10010. Purpose: Speech Therapy. 11/8/24-12/13/24

NOTICE OF FORMATION OF LEFTY GELATERIA LLC. Articles of Organization filed with the Secretary of State of NY (SSNY) on 8/13/2024. Office location: New York County. SSNY has been designated as agent upon whom process against it may be served. The Post Office address to which the SSNY shall mail a copy of any process against the LLC served upon him/her is 370 1st Ave., Apt. 13C, New York, NY 10010. The principal business address of the LLC is 370 1st Ave., Apt. 13C, New York, NY 10010. Purpose: any lawful act or activity. 11/8/24-12/13/24

CARLY TEITELBAUM TRAVELS, LLC. Art. Of Org. filed with SSNY 10/15/24. Office Location: NY County. SSNY designated as agent for process. SSNY shall mail a copy of any process to: c/o THE LLC, 60 East 8th St., Apt. 29D, NY, NY, 10003. Purpose: Any lawful act or activity. 11/8/24-12/13/24

Notice is hereby given that a ON-PREMISES RESTAURANT-WINE license, application number NA-0240-24-105585 has been applied for by EL MESON II RESTAURANT INC., to sell at retail, WINE with BEER and CIDER, in a RESTAURANT establishment, under the Alcoholic Beverage Control law at 3517 Broadway New York, NY 10031 for on premises consumption. 11/15/24-11/22/24

NOTICE OF FORMATION OF Grand St. Pictures, LLC. Articles of Organization filed with the Secretary of State of NY (SSNY) on 10/06/2024. Office location: New York County. SSNY has been designated as agent upon whom process against it may be served. The Post Office address to which the SSNY shall mail a copy of any process against the LLC served upon him/her is 70 La Salle Street, Apt. 15A, New York, NY 10027. The principal business address of the LLC is 70 La Salle Street, Apt. 15A, New York, NY 10027. Purpose: Film Production. 11/8/24-12/13/24

NOTICE OF FORMATION OF Urban Leo Brands, LLC. Articles of Organization filed with the Secretary of State of NY (SSNY) on 10/20/2024. Office location: New York County. SSNY has been designated as agent upon whom process against it may be served. The Post Office address to which the SSNY shall mail a copy of any process against the LLC served upon him/her is 376 Bleecker St., Apt. PH, New York, NY 10014. The principal business address of the LLC is 376 Bleecker St., Apt. PH, New York, NY 10014. Purpose: any lawful act or activity. 11/15/24-12/20/24

Notice is hereby given that a license, number to be assigned, has been applied for by Club Julians Inc for Beer, Wine and Liquor at retail in a Bar for on premises consumption under the Alcoholic Beverage Control law at 971 Rogers Ave., Brooklyn, NY 11226. 11/15/24-11/22/24

NOTICE OF FORMATION OF Roland Games LLC. Articles of Organization filed with the Secretary of State of NY (SSNY) on 9/12/2024. Office location: New York County. SSNY has been designated as agent upon whom process against it may

LEGAL NOTICES

be served. The Post Office address to which the SSNY shall mail a copy of any process against it may be served. The Post Office address to which the SSNY shall mail a copy of any process against the LLC served upon him/her is 226 E. 25th St., 4C, New York, NY 10010. Purpose: any lawful act or activity. 11/15/24-12/20/24

NOTICE OF FORMATION OF YR 20 RIVER TERRACE LLC. Articles of Organization filed with the Secretary of State of NY (SSNY) on 10/30/24. Office location: New York County. SSNY has been designated as agent upon whom process against it may be served. The Post Office address to which the SSNY shall mail a copy of any process against the LLC served upon him/her is 20 River Terrace, 10B, New York, NY 10282. The principal business address of the LLC is 20 River Terrace, 10B, New York, NY 10282. Purpose: any lawful act or activity. 11/15/24-12/20/24

ACCOUNTING PROCEEDING. FILE NO. 2020-3308/A. CITATION. THE PEOPLE OF THE STATE OF NEW YORK TO: Unknown distributees; Attorney General of the State of New York; 172 East 91st Street, LLC; and to all other heirs at law, next of kin and distributees of Mary O'Loughlin, a/k/a Mary Ellen O'Loughlin, a/k/a Mary A. O'Loughlin, the decedent herein, if living and if any of them be dead, to their heirs at law, next of kin, distributees, legatees, executors, administrators, assignees and successors in interest whose names and places of residence are unknown and cannot, after diligent inquiry, be ascertained by the petitioner herein; being the persons interested as creditors, legatees, distributees, or otherwise in the estate of Mary O'Loughlin, a/k/a Mary Ellen O'Loughlin, a/k/a Mary A. O'Loughlin, deceased, who at the time of her death was a resident of 172 East 91st Street, New York, New York 10128; A petition having been duly filed by the Public Administrator of the County of New York, who maintains an office at 31 Chambers Street, Room 311, New York, New York 10007. YOU ARE HEREBY CITED TO SHOW CAUSE before the New York County Surrogate's Court at 31 Chambers Street, New York, New York, on December 19th, 2024 at 9:30 A.M., in room 503, why the following relief stated in the account of proceedings, a copy of the summary statement thereof being attached hereto, of the Public Administrator of the County of New York as administrator of the goods, chattels and credits of said deceased, should not be granted: (i) that her account be judicially settled; (ii) that a hearing be held to determine the identity of the distributees at which time proof pursuant to SCPA § 2225 may be presented, or in the alternative, that the balance of the funds be deposited with the Commissioner of Finance of the City of New York for the benefit of the decedent's unknown distributees; (iii) that the Surrogate approve the reasonable amount of compensation as reported in Schedules C and C-1 of the account of proceedings to the attorney for the petitioner for legal expenses rendered to the petitioner herein; (iv) that the claim of 172 East 91st Street, LLC in the amount of \$3,225.40 for unpaid apartment rental expenses for the period covering 8/2019 through release of apartment back to the building in 12/2019, be allowed and paid; (v) that the persons above mentioned and all necessary and proper persons be cited to show cause why such relief should not be granted; (vi) that an order be granted pursuant to SCPA §307 where required or directed; and (vii) for such other and further relief as the Court may deem just and proper. HON. RITA MELLA Surrogate Dated, Attested and Sealed, November 4th, 2024 (Seal) Diana Sanabria Chief Clerk Schram Graber & Opell P.C. Counsel to the Public Administrator, New York County 11 Park Place, Suite 1008 New York, New York 10007 (212) 896-3310 Note: This citation is served upon you as required by law. You are not required to appear. If you fail to appear it will be assumed that you do not object to the relief requested. You

have the right to have an attorney-at-law appear for you and you or your attorney may request a copy of the full account from the petitioner or petitioner's attorney. 11/15/24-12/6/24

LEGAL NOTICES

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ACCOUNTING PROCEEDING. FILE NO. 2020-3308/A. CITATION. THE PEOPLE OF THE STATE OF NEW YORK TO: Unknown distributees; Attorney General of the State of New York; 172 East 91st Street, LLC; and to all other heirs at law, next of kin and distributees of Mary O'Loughlin, a/k/a Mary Ellen O'Loughlin, a/k/a Mary A. O'Loughlin, the decedent herein, if living and if any of them be dead, to their heirs at law, next of kin, distributees, legatees, executors, administrators, assignees and successors in interest whose names and places of residence are unknown and cannot, after diligent inquiry, be ascertained by the petitioner herein; being the persons interested as creditors, legatees, devisees, beneficiaries, distributees, or otherwise in the estate of Alan Peters, a/k/a Alan Paul Peters, deceased, who at the time of his death was a resident of 120 Duane Street, New York, New York 10007; A petition having been duly filed by the Public Administrator of the County of New York, who maintains an office at 31 Chambers Street, Room 311, New York, New York 10007. YOU ARE HEREBY CITED TO SHOW CAUSE before the New York County Surrogate's Court at 31 Chambers Street, New York, New York, on December 19th, 2024 at 9:30 A.M., in room 503, why the following relief stated in the account of proceedings, a copy of the summary statement thereof being attached hereto, of the Public Administrator of the County of New York as administrator of the goods, chattels and credits of said deceased, should not be granted: (i) that her account be judicially settled; (ii) that a hearing be held to determine the identity of the distributees at which time proof pursuant to SCPA § 2225 may be presented, or in the alternative, that the balance of the funds be deposited with the Commissioner of Finance of the City of New York for the benefit of the decedent's unknown distributees; (iii) that the Surrogate approve the reasonable amount of compensation as reported in Schedules C and C-1 of the account of proceedings to the attorney for the petitioner for legal expenses rendered to the petitioner herein; (iv) that the claim of 172 East 91st Street, LLC in the amount of \$3,225.40 for unpaid apartment rental expenses for the period covering 8/2019 through release of apartment back to the building in 12/2019, be allowed and paid; (v) that the persons above mentioned and all necessary and proper persons be cited to show cause why such relief should not be granted; (vi) that an order be granted pursuant to SCPA §307 where required or directed; and (vii) for such other and further relief as the Court may deem just and proper. HON. RITA MELLA Surrogate Dated, Attested and Sealed, November 4th, 2024 (Seal) Diana Sanabria Chief Clerk Schram Graber & Opell P.C. Counsel to the Public Administrator, New York County 11 Park Place, Suite 1008 New York, New York 10007 (212) 896-3310 Note: This citation is served upon you as required by law. You are not required to appear. If you fail to appear it will be assumed that you do not object to the relief requested. You

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LEGAL NOTICES

you fail to appear it will be assumed that you do not object to the relief requested. You have the right to have an attorney-at-law appear for you and you or your attorney may request a copy of the full account from the petitioner or petitioner's attorney. 11/15/24-12/6/24

NOTICE OF FORMATION OF JM Equity Oversight LLC. Articles of Organization filed with the Secretary of State of NY (SSNY) on 8/28/2024. Office location: New York County. SSNY has been designated as agent upon whom process against it may be served. The Post Office address to which the SSNY shall mail a copy of any process against the LLC served upon him/her is 7014 Corporate Avenue, Suite 202, Brooklyn, NY 11228. The principal business address of the LLC is 228 Park Avenue South, #684143, NY, NY 10003. Purpose: any lawful act or activity. 11/15/24-12/20/24

NOTICE OF FORMATION OF SPARED VENTURES & ADVISORY, LLC. Articles of Organization filed with the Secretary of State of NY (SSNY) on 9/17/2024. Office location: New York County. SSNY has been designated as agent upon whom process against it may be served. The Post Office address to which the SSNY shall mail a copy of any process against the LLC served upon him/her is 10 Barclay Street, Apt 47B, New York, NY 10007. The principal business address of the LLC is 10 Barclay Street, Apt 47B, New York, NY 10007. Purpose: Investment & Advisory. 11/15/24-12/20/24

NOTICE OF FORMATION OF PKST YAPHANK SILLS LLC. Authority filed with NY Secy of State (SSNY) on 10/25/24. Office location: New York County. LLC formed in Delaware (DE) on 10/15/24. SSNY is designated as agent of LLC upon whom process against it may be served. SSNY shall mail process to: 28 Liberty St, NY, NY 10005. DE address of LLC: 1209 Orange St, Wilmington, DE 19801. Cert. of Formation filed with DE Secy of State, 401 Federal St, Ste 4, Dover, DE 19901. The name and address of the Reg. Agent is C T Corporation System, 28 Liberty St, NY, NY 10005. Purpose: any lawful activity. 11/15/24-12/20/24

Notice of Qualification of Red Hawk Properties LLC. The fictitious business name is Red Hawk Properties (NY) LLC Authority filed with NY Secy of State (SSNY) on 10/2