



MEMORANDUM from
Gordon Tung
Executive Vice President

Friday, March 27, 2020

NOTICE OF DIRECTION

Your firm is in receipt of this notice because it is currently performing work under an active contract with the New York City School Construction Authority (“SCA”). As you have heard, the SCA has received direction from the Governor of the State of New York pursuant to Executive Order 206.6 that all construction projects other than Emergency projects are to be placed on “pause” until further notice.

As your firm is currently in construction on an active SCA job site you are hereby directed to reach out to your CM or SCA Project Officer **and to commence demobilization and temporary shut down of your job site immediately**. The SCA is directing that all non-emergency job sites be shut down as quickly as possible while complying with all applicable DOB/OSHA and SCA Safety Manual requirements. All firms must continue to comply with the guidance and directives for maintaining a clean and safe work environment issued by the New York State Department of Health and the Centers for Disease Control and Prevention.

The SCA will continue to process payments in the ordinary course and will be available for open dialogue during this time.

If you have a question about your contract in general, please reach out to Stacey Tyson, Senior Director of Contract Administration and Contractor Qualification via email (styson@nycsca.org). Please put CONTRACT QUESTION in the subject line so that we can address or route your questions more quickly. Stacey is also reachable via phone at 718-472-8234, but email is preferred. For questions with regard to your specific **project** please reach out to your respective CPO as soon as possible. Contact information is as follows:

BROOKLYN - Colin Albert: calbert@nycsca.org; 718-472-8095

MANHATTAN - Sridhar Dulipeta-Rama: sdulipeta-rama@nycsca.org; 718-472-8858

STATEN ISLAND - Dean Johanson: djohanson@nycsca.org; 718-472-8387

BRONX - Robert Murphy: rmurphy@nycsca.org; 718-472-5681

QUEENS - Joseph Scalisi: jscalisi@nycsca.org; 718-472-8603

Gordon Tung, VP of Construction Management (gtung@nycsca.org; 718-472-5868) is also available for questions and concerns.

For additional questions our Contracts Hotline (718-472-8230), our Business Development Hotline (718-472-8899), and our Pre-Qualification Hotline (718-472-8877) are fully staffed. We appreciate the work that our hundreds of contractors, consultants and vendors perform under these unprecedented conditions.