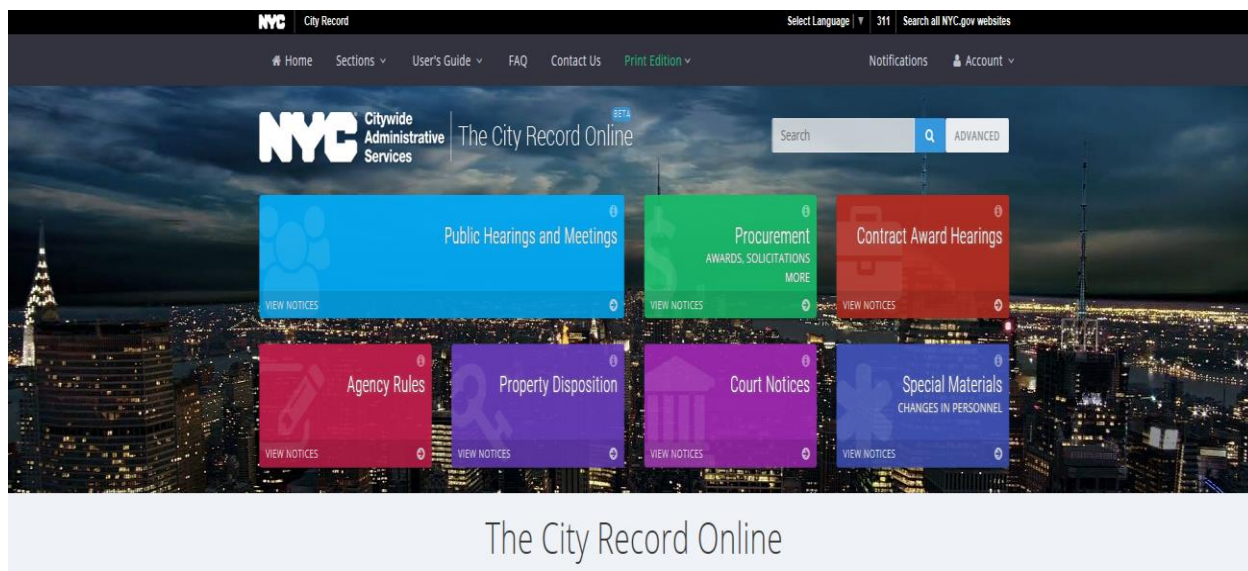# CITY RECORD ONLINE (CROL) USER MANUAL

Agencies **SHOULD NOT submit** notices for publication through this site.

To request access to submit **Non-Procurement Notices** contact the City Record Office at

CROLUpdates@dcas.nyc.gov

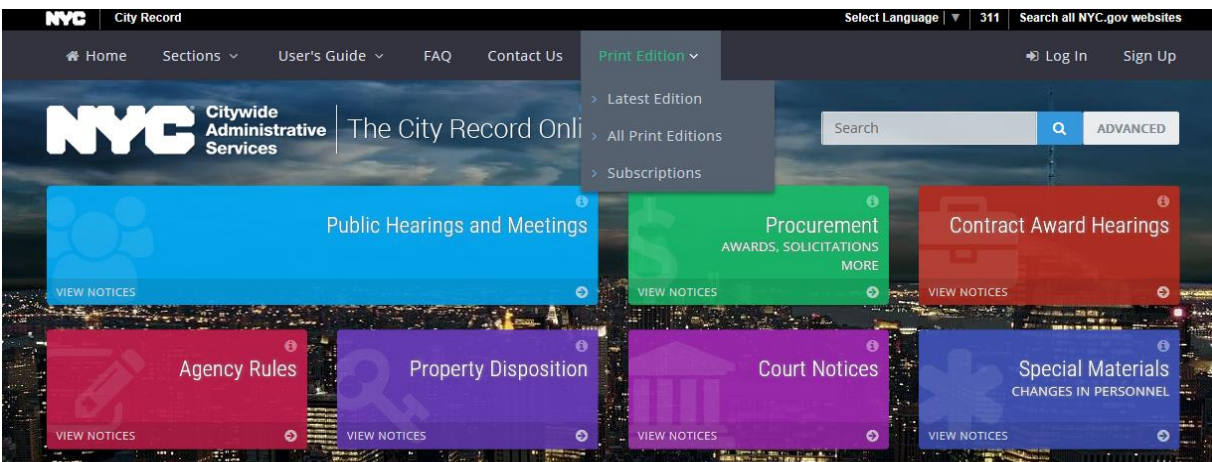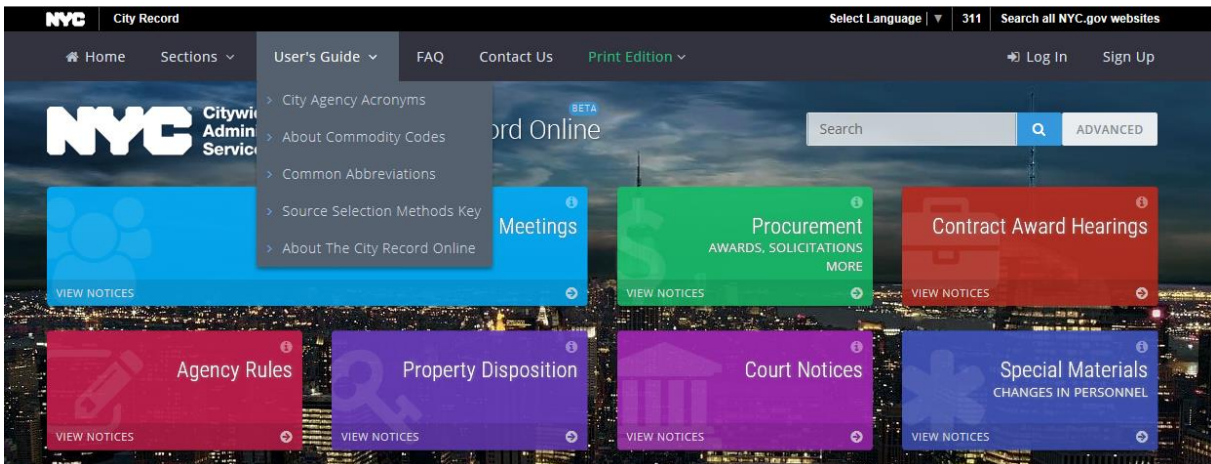To request access to submit **Procurement Notices** contact the City Record Office at

Cityrecord@dcas.nyc.gov

# Table of Contents

Home Screen

This site features a simple, yet attractive user-friendly menu with undeniably easy navigation. Under the City Record headline is the dropdown menu where you can select the corresponding area you'd like to visit.

Sections

The City Record Online (CROL) is divided into sections, Agency Rules, Contract Award Hearings, Court Notices, Procurement, Property Disposition, Public Hearings and Meetings, and Special Materials. Sections can be accessed by clicking on the top of the screen, or one of the color blocks on the home screen .
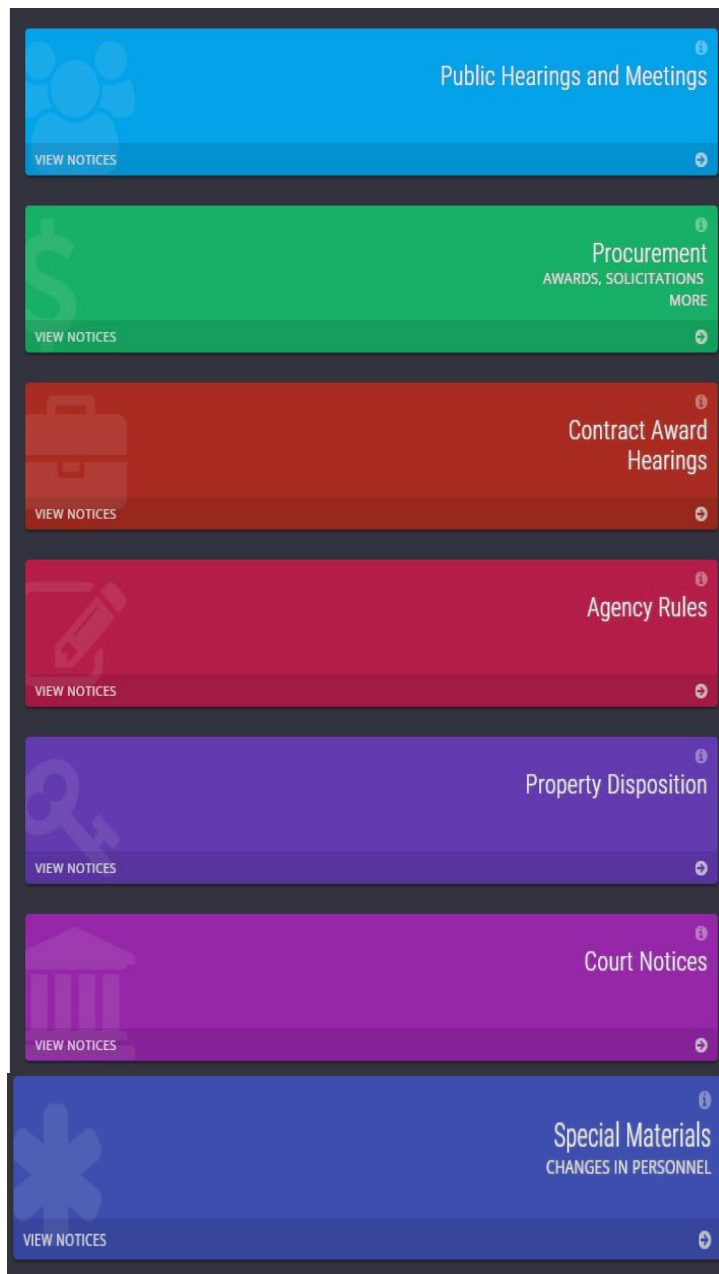
Public Hearings and Meetings open to the public.

Solicitation notices allows vendors to compete for New York City's contracts. Award notices display the notices of contracts awarded to vendors. Vendors cannot bid on an award notice.

Contract Awards Hearings are open to the public.

Agency Rules includes Proposed, Adopted and Amended Rules and Regulatory Agendas.

Property Disposition includes Public Auctions and Sales.

Court Notices include Petitions, Acquisitions, Foreclosures and related maps.

Special Materials includes Public Notices, Fuel Oil Prices, Concept Papers and Changes in Personnel.

Registration and Sign Up

To receive email notifications and view/print procurement documents, follow the Sign Up guidelines.

New CROL Users must create an account and password in order to access CROL's email notification settings and view bid documents. You do not have to create an account if you are only interested in viewing notices.

If you are a Previous CROL User, in order to access your previous notification settings, you will be asked to revalidate your registered account on our updated site. You will need to complete the sign up process using the email linked to your former account.

To begin registration click Sign Up.

New Users: You are being re-directed to the NYC Identity Management page of the City's website NYC.gov to create an account and password. This account and password will allow you access to CROL as well as other City government services through NYC.gov. After validating your account via e-mail you will then be directed to the enrollment form for CROL to set up personalized notifications for your areas of interest.

If you have already created a user account through NYC.gov please log into your account to set up your notification preferences.

Previous CROL Users: In order to access your previous notification settings, you are being asked to revalidate your registered account on our new site. You will need to complete the sign up process using the email linked to your former account.

Note: During sign up, if you receive a message that your "email address is already in use," go to **log in**, and click the "forgot password link."

CONTINUE →

Read and click CONTINUE →

It is strongly recommended you create an account with an email address so you can reset your password by email.

In the event a username is used to create an account, a Username Warning will appear advising to use an email address. Click CONTINUE WITH USERNAME or USE EMAIL to go back and enter an email address.

Username Warning

We've detected you would like to create an account without an email address. We strongly recommend you create an account with an email address so you can reset your password by email.

CONTINUE WITH USERNAME   USE EMAIL

Select three (3) security questions and provide the answers. This information will be used to reset password.

Click and read (highlighted in blue) NYC.ID Terms of Use, overall Terms of Use for NYC.gov, and Privacy Policy. To agree to the Terms of Use check the box. Click **CREATE ACCOUNT** to continue with sign up.

After creating the account, a confirmation email will be sent to the registered email address. It is necessary to log in to your email address and follow instructions in the confirmation email.

NOTE: Created City Record account will not be accessible unless the user confirms the email address.

Confirmation Email Sent

Welcome! Your account was created. You cannot log in until your email address is confirmed. To confirm your email address, click on the link in the email that was sent to you. If you have not received the email, check your spam/junk folder.

NYC.gov - Confirm Your Email Address   Inbox   x

nyc.gov <noreply@nyc.gov>   2:55 PM (48 minutes ago)

to me

You have just created a user account with City of New York. If this was not authorized, **report the incident**.

Click this link to confirm your email address.

If the above link does not work, paste the following address into your browser:

https://www1.nyc.gov/account/validateToken.htm?token=81971fdbaeb44866b853efa8300a85fa&emailAddress=candidaskinner%40gmail.com&lang=en

We ask you to confirm your email to ensure our emails will be delivered. This is the address you will log in with, and the address to which we will deliver all email messages regarding invitations and requests, and other system mail.

You can change your email address at any time, but will only be able to log in with it once you have confirmed the email address by clicking the link.

Thank you for using NYC.gov.

Do Not Reply - Automatic Email
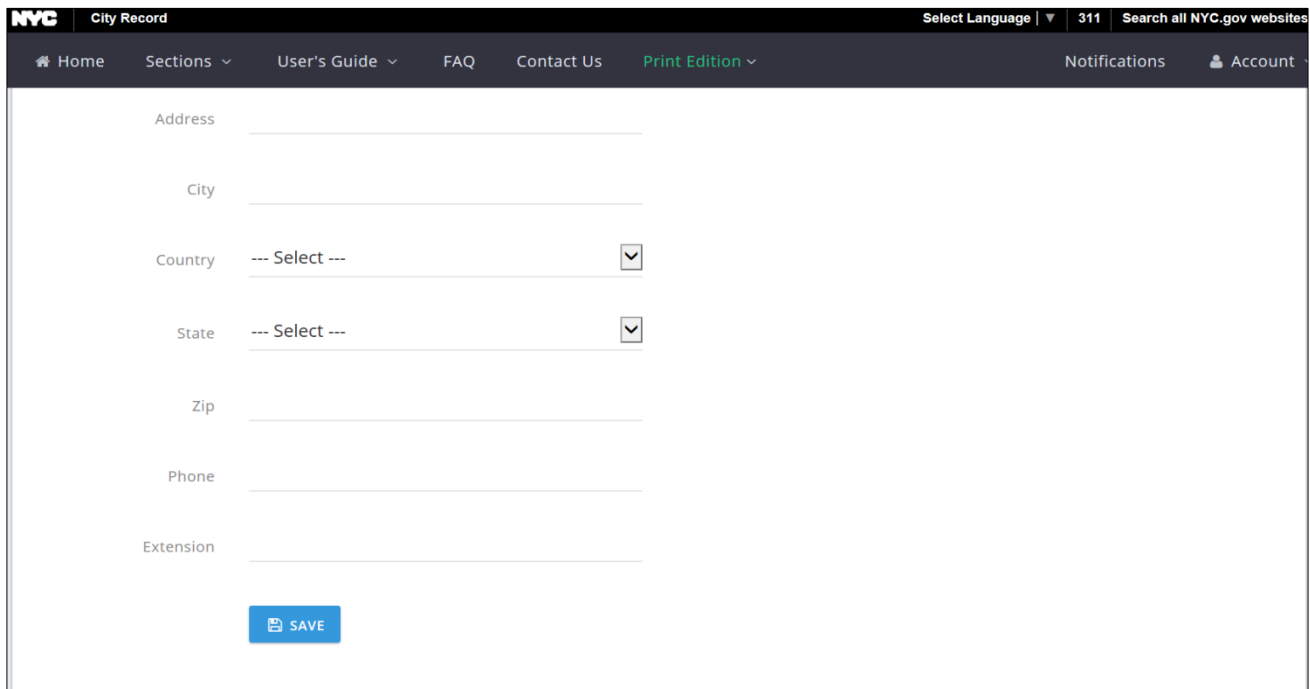

Once the email address is confirmed, you will be able to log into the City Record Online (CROL).

Email Address Confirmed

Congratulations, we successfully confirmed your email address. You may now log in.
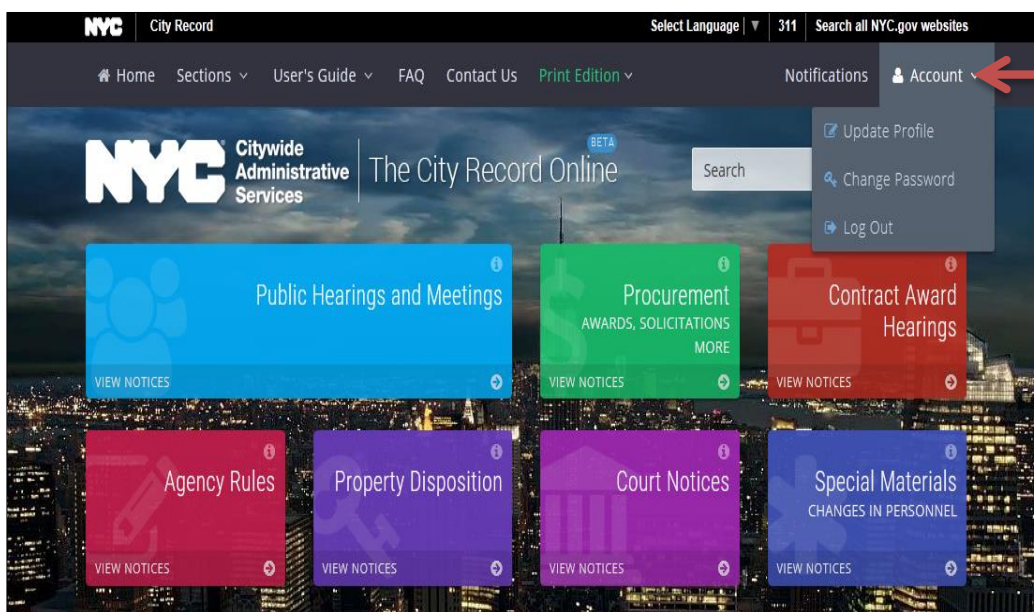
CONTINUE

Visit **www.nyc.gov/cityrecord** to complete sign-up process and select email notification preferences. Enter the required information and click SAVE to continue.

<u>Updating Account Information</u>

To access account information, click Account, and select from the drop-down menu.

The Official Website of the City of New York   NYC   Translate | ▼   Text Size

Account Profile: cskinner@dcas.nyc.gov

EMAIL ADDRESS   PASSWORD   NAME   SECURITY QUESTIONS

New Email Address: [   ]
Confirm New Email Address: [   ]

SAVE CHANGES

EMAIL ADDRESS   PASSWORD   NAME   SECURITY QUESTIONS

Current Password: [   ]
(?) New Password: [   ]
Confirm New Password: [   ]

SAVE CHANGES

EMAIL ADDRESS   PASSWORD   NAME   SECURITY QUESTIONS

First Name: [candida]
Middle Initial: [m]
Last Name: [skinner]

SAVE CHANGES

EMAIL ADDRESS   PASSWORD   NAME   SECURITY QUESTIONS

Select three security questions and provide answers to them. Answers are not case sensitive. They must be different, be between 3 and 255 characters and cannot include < ". If you are on a public computer, we recommend you mask your answers by selecting 'Hide' below.

Security Question 1: [▼]
Answer 1: [   ]
Security Question 2: [▼]
Answer 2: [   ]
Security Question 3: [▼]
Answer 3: [   ]
Display Answers: ● Show   ○ Hide
Password: [   ]

SAVE CHANGES

Click the required tab, enter corrected information, and click **SAVE CHANGES**

Add Notifications

Once selected, information from all sections can be emailed. To select the type of notification to be received via email, click **+ ADD** and select the section choice (Procurement will be used for demonstration).
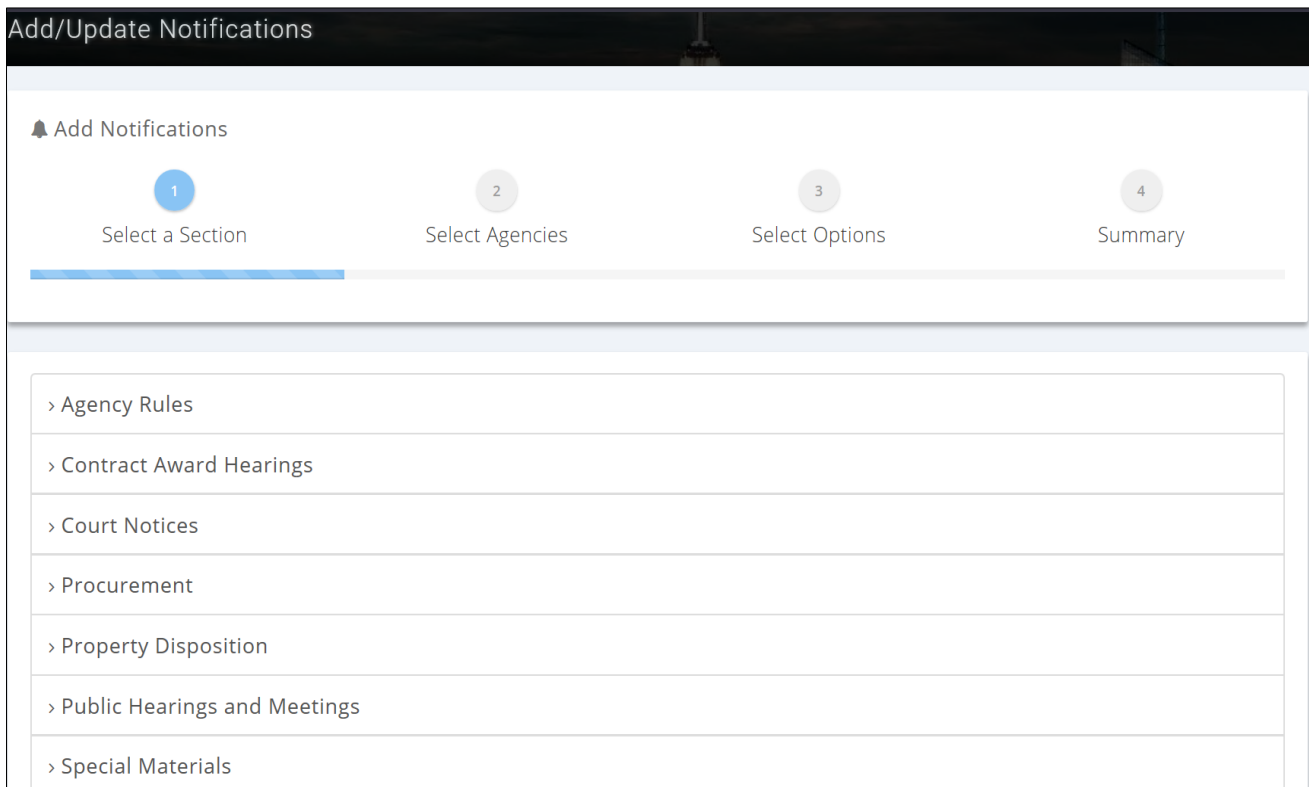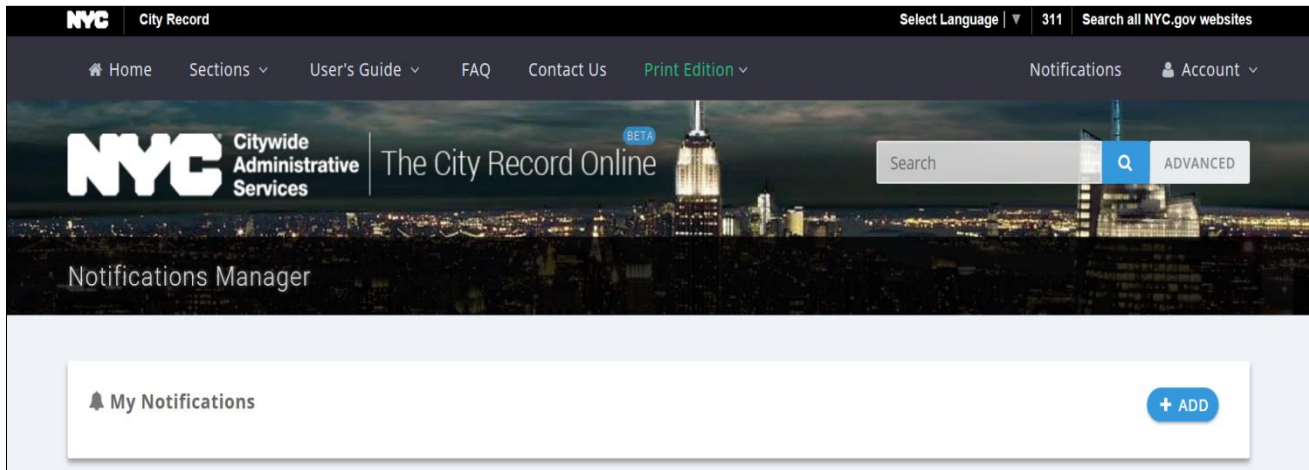
Select by checking the box next to the agency. To select all agencies, check the first box next to Agency Name.

Email notifications will be sent from the chosen agencies ONLY.

Or

Click on ☐ Agency Name to select all agencies.

Or

Type the name of the agency in [office of the r X] to quickly find an agency. Click CONTINUE →

Commodities

For the list of the commodities category click Select a Category.

Select a category from the list. ABRASIVES (005) will be used for demonstration.

Select commodities by clicking **Add**. Multiple commodities can be selected.

Users can view selected commodities in "Your enrolled commodities" field. Unwanted commodities can be removed by clicking **Remove**.

To add other commodities in another category go back to Select a Category and repeat the steps.

To complete the summary of selected commodities and agencies, click

NOTE: Notices with selected commodities will be sent via email ONLY when available.

To subscribe to receive email notifications, click Yes
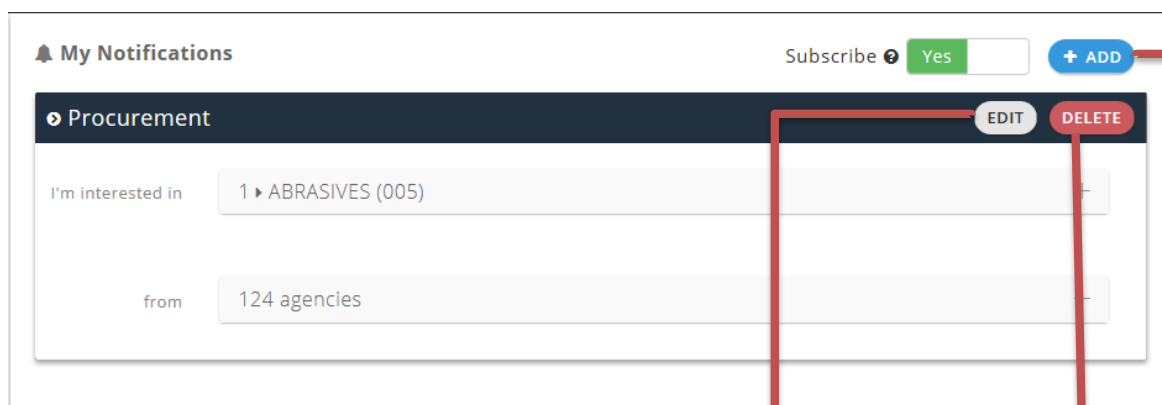
Updating Email Notifications
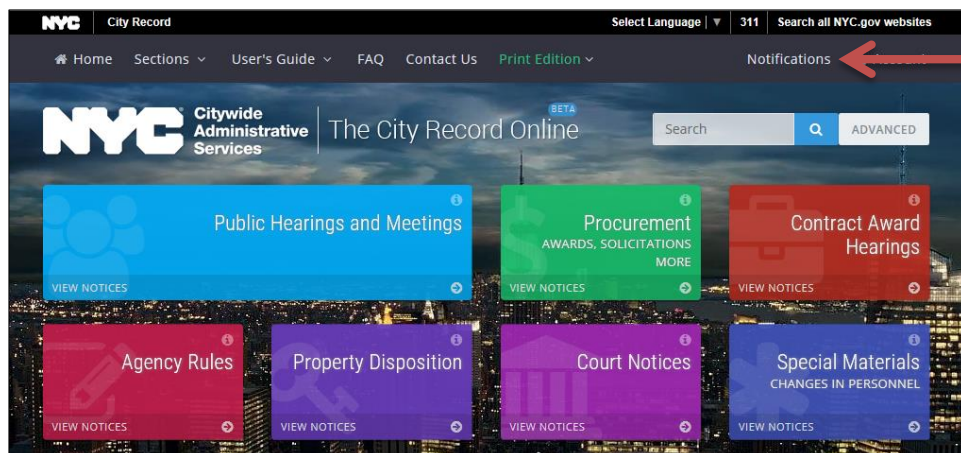
To view, add, edit or delete the type of notice you would like to receive via email click Notifications.

Click **EDIT** to update previous commodity selections.

Click **DELETE** to remove the entire list of selected commodities.

Click **+ ADD** to subscribe to new notification types and commodities.

Search and Download Procurement Notices

To view bid attachments to procurement notices posted on the City Record Online you will be required to log in. You can create one on our website at http://www.nyc.gov/cityrecord. Click the link "SIGN-UP" to begin the process.

When attempting to download documents, please make sure the Pop-up Blocker on your computer is turned off. You can also try holding down your Ctrl key on your keyboard and click on the document link.
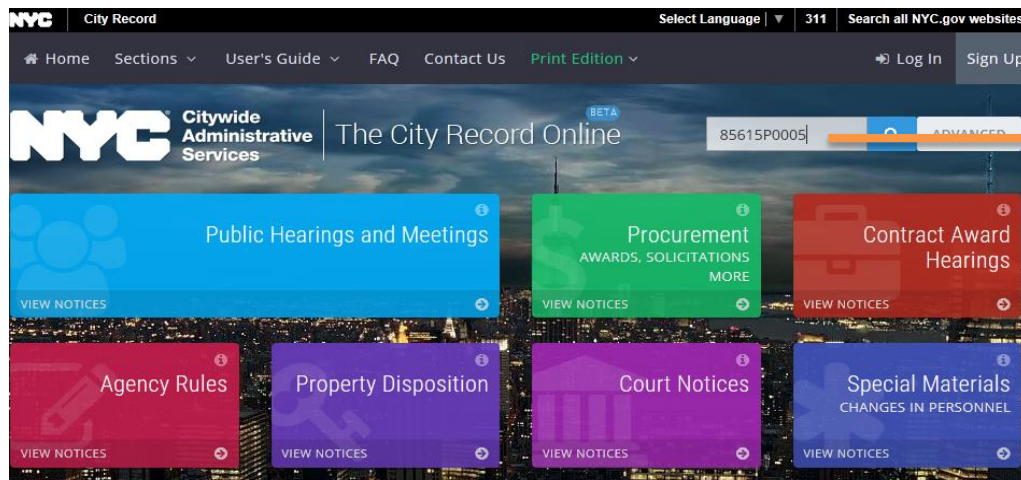
Enter the PIN, click the blue search icon or hit enter.

If the notice is available, it will appear in the search results.
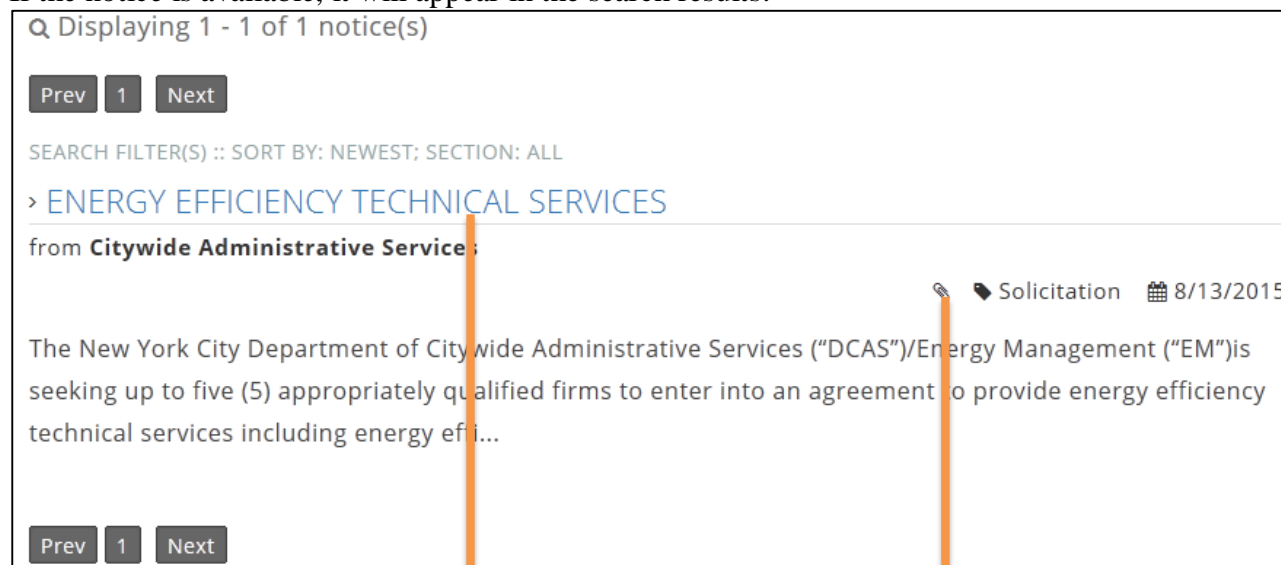
Click the notice title

The paper clip symbol represents an attached document.

phone: (212) 386-6284
fax: (646) 500-6592
email: omanuka@dcas.nyc.gov

Due Date
9/14/2015

Other Information

This procurement is subject to goals for project participation by Minority Owned Business Enterprises (MBEs)and/or Women Owned Business Enterprises (WBEs) as required by Local Law 1 of 2013. The submittal of an M/WBE Utilization Plan or an approved waiver is a requirement of the proposal submission.
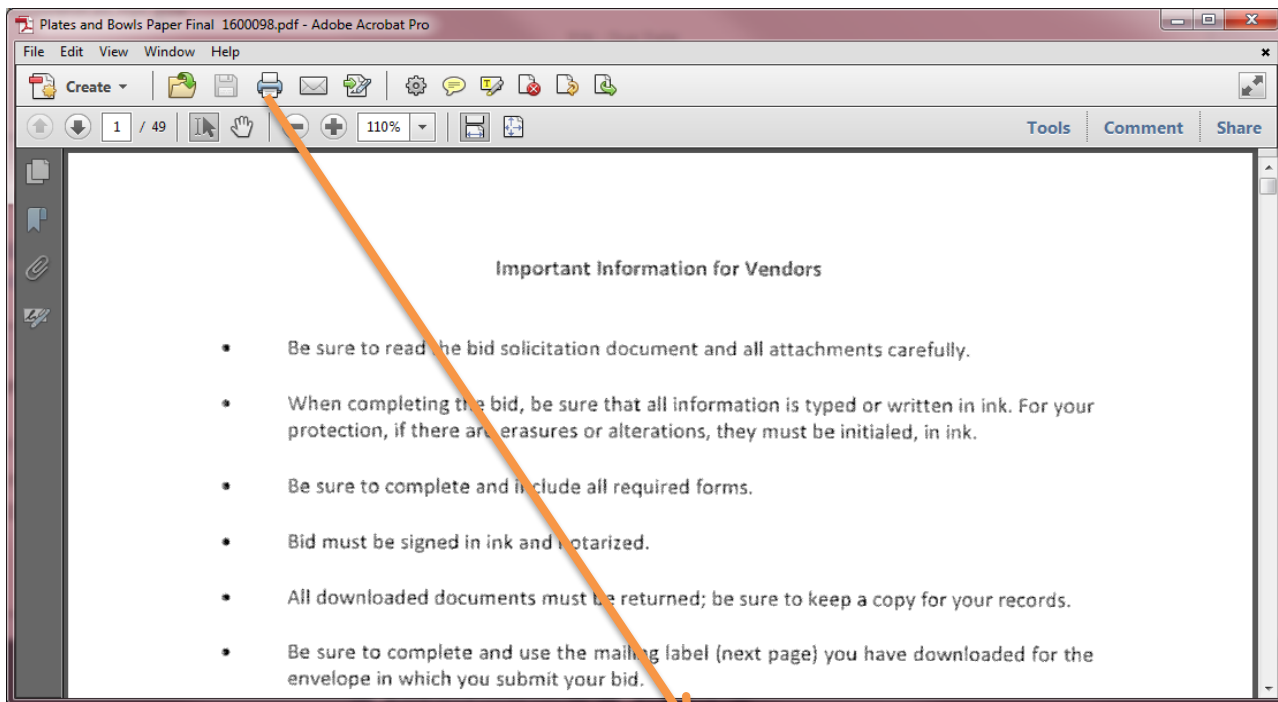
🔖 ATTACHMENTS ①

- 🔖 RFP

ℹ DESCRIPTION

The New York City Department of Citywide Administrative Services ("DCAS")/Energy Management ("EM")is seeking up to five (5) appropriately qualified firms to enter into an agreement to provide

Under attachments click the document title 🔖 to download.

You will get a message that prompts you to open, save or cancel the download. Click open or save to continue.

Do you want to open or save **12 - General Terms Conditions 2015-02.pdf** (265 KB) from **mspwvw-dcscpfvp.nyc.gov**?   Open   Save ▾   Cancel   ✕
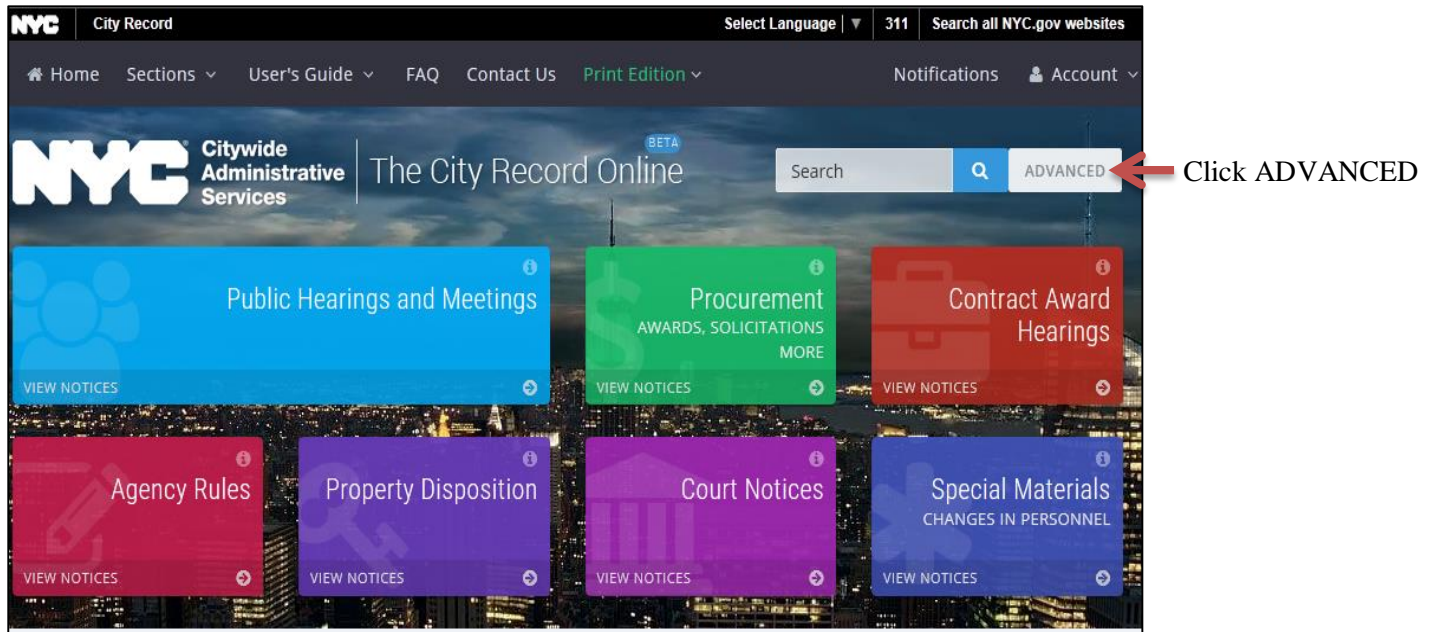
Plates and Bowls Paper Final 1600098.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create ▾   1 / 49   110% ▾   Tools   Comment   Share

Important Information for Vendors

- Be sure to read the bid solicitation document and all attachments carefully.

- When completing the bid, be sure that all information is typed or written in ink. For your protection, if there are erasures or alterations, they must be initialed, in ink.

- Be sure to complete and include all required forms.

- Bid must be signed in ink and notarized.

- All downloaded documents must be returned; be sure to keep a copy for your records.

- Be sure to complete and use the mailing label (next page) you have downloaded for the envelope in which you submit your bid.

The document opens up in a new page. Click the Print Icon to print the document.

Advanced Search

Advanced search is a full search of the City Record Online. It finds your keyword wherever it occurs in the paper.

Click ADVANCED

Choose a section from the Section drop down menu.

Type a keyword that relates to your search.

Choose an agency from the Agency dropdown menu.

Choose Notice Type from the dropdown menu.

Make a selection from the Category.

Click SUBMIT for search results.

Search Results

Search keywords:	Paper
Search within:	⦿ Titles only
	◯ Title & Descriptions
Notices with:	⦿ ALL of the keywords
	◯ ANY of the keywords
Search attached documents?	☐ Yes

Section:	Procurement ▾
Agency:	Citywide Administrative Services (DCAS) ▾
Notice Type:	Solicitation ▾
Category:	Goods ▾
Date Range:	📅 to 📅
Search current ads?	☐ Yes

Q SUBMIT

🔍 Displaying 1 - 10 of 226 notice(s)   SORT BY ˅

Prev | 1 | 2 | 3 | 4 | 5 | ... | 22 | 23 | Next

SEARCH FILTER(S) :: SORT BY: NEWEST; SECTION: PROCUREMENT

› CORRECTION: TRUCK, MOBILE PAPER SHREDDER - DSNY

from **Citywide Administrative Services**   ✎ 🏷 Solicitation 📅 12/10/2015

CORRECTION: addendum 3 is attached A copy of the bid can be downloaded from the City Record Online site at www.nyc.gov/cityrecord. Enrollment is free. Vendors may also request the bid by contacting Vendor Relations via email at dcasdmssbids@dcas...

› PLATES AND BOWLS (PAPER)

from **Citywide Administrative Services**   ✎ 🏷 Solicitation 📅 11/12/2015

A copy of the bid can be downloaded from the City Record Online site at www.nyc.gov/cityrecord. Enrollment is free. Vendors may also request the bid by contacting Vendor Relations via email at dcasdmssbids@dcas.nyc.gov, by telephone at 212-386-0044 o...

› NAPKINS: TABLE, PAPER

Contact Us

If you have questions or need additional help, please contact us via email at
contactCROL@dcas.nyc.gov