



**Environmental
Protection**

Rohit T. Aggarwala
Commissioner

Joseph Vaicels
*Agency Chief Contracting
Officer*

59-17 Junction Blvd.
Queens, NY 11373

Tel. (718) 595-4290
jvaicels@dep.nyc.gov

Site Visit Information

Contract: KENS-EAST-2: Kensico Site Preparation

E-Pin: 82623B0041

The purpose of this document is to provide site visit information for the contract KENS-EAST-2. The temporary access form included must be completed, submitted, and approved **electronically** prior to the date of the site visit. The last day to submit the access form will be COB on July 10th, 2023. Printed copies of the approved forms will be required on the day of the site visit for site access.

Site Visit Information:

Location: Aerator Rd, Valhalla, NY 10595

Date: July 12th, 2023

Time: 2pm – 3:30pm

Site visitors can park on the parking lot directly on the right when pulling into Aerator Rd. from Westlake Drive. In the event the above address does not appear on GPS, please use 20 Westlake Drive, Valhalla, NY 10595.

Location: 2 Walker Rd, Valhalla, NY 10595

Time: 3:30pm – 4pm

Site visitors can park in the parking lot at the Eastview Police Precinct. The intent of this site visit would be to examine the condition of the guard booth that is to be refurbished under this contract.

Temporary access forms should be submitted to Vladimir Gomez via e-mail at vgomez@dep.nyc.gov for approval.

If you have any questions, please contact Fabian Heras via the **Discussion Forum** tab in PASSPort.

[Clear Form](#)**DEP POLICE USE ONLY**Access: ☐ Approved ☐ Denied

Date/Time:

Reviewing Officer: Initials:

Badge #:

TEMPORARY ACCESS FORM**Type of Access Requested. Select one:**

- ☐ **DAY WORKER ACCESS** - For persons working on a day-to-day basis at a DEP facility and/or project site and who are not part of a contractor's regular staff. DEP Police will notify the employee, construction manager, and post officer if access is granted.
- ☐ **DAY TOUR ACCESS** - For persons attending tours of DEP critical infrastructure. DEP Police will notify the individual and sponsoring DEP entity if access is granted.
- ☐ **PRE-BID MEETING SITE ACCESS** - For prospective bidders attending pre-bid meetings at a DEP facility and/or project site. Any bidder who does not fax or e-mail this form to the appropriate DEP Project Manager at least one week prior to the scheduled visit will be required to bring the requested information to the site no less than 30 minutes prior to the scheduled meeting start time; there is no admittance of any bidder more than 30 minutes after the scheduled meeting start time.
- ☐ **DELIVERIES** - For persons delivering materials to a DEP site (other than UPS or FedEx).

**SUBMIT
FORM TO:**

East of Hudson - Eastview Command Center
T: (914) 593-7500 / F: (914) 345-1840
E: PoliceEastviewComm@dep.nyc.gov

West of Hudson - Ashokan Dispatch
T: (845) 657-8433 / F: (845) 657-6145
E: Ashokancomm@dep.nyc.gov

This form expires fifteen (15) days from the date of submission. Access beyond that date requires official DEP-issued identification or submission of a new Temporary Access Form.

<i>All fields are required. Please print clearly or type:</i>		Today's Date:	
Date(s) Access Requested: From:		To:	
Site Location (name and/or address):			
Company or Group Affiliation Name:			
Name:			
Security Point of Contact:		Telephone #:	
Work to be Performed:			
Name:		, , M.I.	
Last		First	
Date of Birth (mm/dd/yyyy):		Social Security # (last 4 only):	
Contact Telephone Number(s):		or	
Driver License #:		, Issuing State	
If no driver license, other form of government issued photo identification and number:			

I hereby affirm that the above information is true and that I agree to comply with all DEP policies and rules while I am on DEP property. I understand that 1) I must bring my identification to the site for physical inspection, 2) expired identification will not be accepted, and 3) providing false or misleading information or identification may result in criminal charges, denial of access to DEP sites and facilities, or rejection of any bid submitted by the applicant's company.

*Place identification in this box
if scanning or faxing this
form.*

Signature