



**NEW YORK  
LIQUIDATION BUREAU**

110 William Street  
New York, NY 10038 - 3901  
(212) 587-4127

**Benjamin M. Lawskey**  
Superintendent as Receiver

**Jonathan L. Bing**  
Special Deputy Superintendent

October 27, 2011

To All Not-For-Profit Organizations:

The New York Liquidation Bureau (the "NYLB") carries out the responsibilities of the Superintendent of Financial Services of the State of New York in his capacity as Receiver of impaired or insolvent companies that are in court-ordered receivership ("Estates"). The NYLB is offering to donate various items of used computer equipment ("Used Items") that are the property of individual Estates. Attached hereto is a listing of all such Used Items which is labeled "Lot G."

The NYLB invites your organization to view, select and transport (at your expense) the Used Items, which are located on the 4th floor of 168 39th Street, Brooklyn, New York, 11232. All Used Items will be donated "as is" and the NYLB disclaims all responsibility for defects and/or dangerous conditions. In addition, the recipient(s) must sign a waiver releasing the NYLB from all claims, injuries and damages arising out of the donation of the Used Items. **All labor and equipment to transport the Used Items must be provided by your organization.**

The Used Items will be available for viewing on the following date: November 10, 2011, between the hours of 10:00 a.m. - 12:00 p.m. and 2:00 p.m. - 4:00 p.m., on a first-come, first-serve basis. Please report to the 4th floor to sign in, and bring a copy of your *New York State Department of Taxation and Finance Exempt Organization Certification* or the IRS equivalent to document your non-profit status.

Please contact Janet Stewart at (212) 341-6624 or Teresa Machado (212) 341-6611 of the NYLB's Administrative Services Division to arrange a viewing of the Used Items. All interested parties must comply minimally with the insurance coverage requirements indicated on Schedule A-1 and must furnish Industry City Associates as agent for Bush Terminals, the owner of the premises at 168 39th Street, with certificates of insurance with Industry City Associates as a certificate holder. Lastly, with respect to liability coverage, you must include the "Superintendent of Financial Services of the State of New York, as Receiver" and the "New York Liquidation Bureau" as "Additional Insureds."

**Note: All selected items must be picked up no later than seven (7) days after award of donation. The scheduled hours for removal are: 9:00 a.m. – 3:00 p.m.**

Respectfully,

Robert Russo  
Director of Administrative Services

## Schedule A-1

### Insurance Requirements:

General Liability (The NYLB as additional Insured and waiver of subrogation)	General Aggregate \$2,000,000
	Products/Comp/Op Agg \$2,000,000
	Personal and Adv Injury \$1,000,000
	Each Occurrence \$1,000,000
	Fire Damage (any one fire) \$50,000
	Med. Exp. (Any one person) \$5,000
Excess Liability	Each Occurrence \$3,000,000 (minimum)
Workers' Compensation and Employer's Liability	Statutory Minimums

Your insurance must also include any other additional coverage necessary to satisfactorily retrieve the donated items. The successful bidder must furnish Industry City Associates as agent of Bush Terminals, the owner of the premises at 168 39<sup>th</sup> Street, Brooklyn, New York, 11232, with certificates of insurance with Industry City Associates as a certificate holder. In addition, the "Superintendent of Financial Services of the State of New York" and the "New York Liquidation Bureau" must be included as "Additional Insureds" with respect to liability coverage.