



Brooklyn Navy Yard  
Development Corporation  
BrooklynNavyYard.org

Building 77  
141 Flushing Ave, Suite 801  
Brooklyn, NY 11205

# Request for Proposals

## Uniform Rental and Laundry Services

### Contact Information:

Daniel Gonzalez  
Property Manager  
[dgonzalez@bnydc.org](mailto:dgonzalez@bnydc.org)  
929-337-1207

**Release Date: August 12, 2024**  
**Submission Deadline: September 4, 2024**

### A. EXECUTIVE SUMMARY

The Brooklyn Navy Yard Development Corporation (“BNYDC”) is issuing this Request for Proposals (this “RFP”) to seek proposals (“Proposals”) from entities (“Respondents”) interested in providing uniform rental and laundry services for approximately 130 Brooklyn Navy Yard employees, as described in the Scope of Services set forth in Section D hereof (the “Services”).

Locally Based Enterprises (“LBEs”) and Minority and Women-owned Businesses (“M/WBEs”) are encouraged to respond to this RFP. Respondents are also encouraged, if applicable, to include LBEs and M/WBEs as sub-consultants. Any Respondent must identify in its proposal whether it or, if applicable, any of its proposed sub-contractors are LBEs or M/WBEs.

This RFP contains the following:

- A. Executive Summary
- B. Pertinent Dates
- C. BNYDC Background
- D. Scope of Services
- E. Proposal Submission Requirements
- F. Proposal Administration
- G. Selection Process
- H. Miscellaneous Conditions
- I. Exhibits
  - a. Uniform Specifications
  - b. Cost Proposal Form
  - c. Vendor Qualifications Form
  - d. References
  - e. Declaration of Understanding
  - f. Confirmation of PASSPort Compliance



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- g. Doing Business Data Form
- h. M/WBE Information Form
- i. Form of Contract

## **B. PERTINENT DATES**

1. A mandatory pre-submission conference will be held at 10:00 am on August 19, 2024, at BNYDC's offices, 141 Flushing Avenue, Suite 801, Brooklyn, NY 11205.
2. All Respondents who plan to attend should contact Daniel Gonzalez via email (dgonzalez@bnydc.org) to provide names of attendees and email addresses so that attendees can receive a visitor barcode for entry into the Brooklyn Navy Yard (the "Yard").
3. All questions are due no later than 3:00 pm on August 23, 2024.
4. All Proposals are due no later than 5:00 pm on September 4, 2024.
5. BNYDC anticipates conducting interviews on or about the week of September 9, 2024.
6. BNYDC anticipates awarding a Contract on or about October 2024.

## **C. BNYDC BACKGROUND**

BNYDC is a not-for-profit corporation that serves as the real estate developer and property manager of the Yard on behalf of its owner, the City of New York (the "City"). The 300-acre industrial park on the Brooklyn waterfront is home to over 450 businesses employing more than 11,000 people and generates over \$2.5 billion per year in economic impact for New York City. BNYDC's mission is to fuel New York City's economic vitality by creating and preserving quality jobs, growing the City's modern industrial sector and its businesses, and connecting the local community with the economic opportunity and resources of the Yard.

## **D. SCOPE OF SERVICES**

BNYDC is seeking proposals from Respondents to provide uniform rental and laundering services for approximately 130 employees, consisting of approximately 80 security officers ("BNYDC Security Employees") and approximately 50 employees providing facilities services within the Brooklyn Navy Yard ("BNYDC Facilities Employees"). The specifications for the uniforms are attached as Exhibit A hereto. The materials for all uniforms to be provided pursuant to this RFP shall be equivalent to the material brand of BNYDC's current employee uniforms.

Respondents must provide the following services:

- a. Proper Fit. Upon award, the selected Respondent will visit the site with samples and take accurate fitting measurements of all employees requiring uniforms within 7 calendar days after award and within 7 calendar days after receipt of notification for any new measurements. Any size mistake or corrections will be performed by the selected Respondent at no additional charge.
- b. Startup Inventory. Furnish brand-new, never worn uniforms meeting the specifications attached as Exhibit A hereto for starting inventory, including the approved BNYDC emblem(s) for each set of uniforms. The startup inventory for BNYDC Security Employees and BNYDC Facilities Employees shall consist of the following: 11 long sleeve shirts, 11 short sleeve shirts



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and 11 pants. Certain BNYDC Facilities Employees will require flame resistant uniforms as set forth on Exhibit A hereto. The selected Respondent shall make and complete any necessary alterations of uniforms within 7 calendar days after furnishing the uniforms.

- c. Garment Control identification. The selected Respondent shall provide a garment control identification tag for each employee uniform and location as follows: employee name, department, location, date uniform was placed into service, and service record of pick up, delivery and repairs. The selected Respondent shall ensure that the garment control identification permits the grouping together of uniforms by each employee. A bar-coded identification label should be affixed to each garment and clean and soiled garments should be scanned to verify the completeness and accuracy of each delivery. A weekly report should be supplied to the internal point of contact.
- d. Uniform Pick up and drop off. Uniforms will be picked up and dropped off at the location specified by BNYDC once a week.
- e. Uniform Cleaning. On a weekly basis, the selected Respondent will pick up soiled uniforms for laundering. Uniforms which retain an offensive smell or residual odor, or excessive stains will not be acceptable and should be replaced at no additional cost.
- f. Uniform Repairing. The selected Respondent shall make all repairs to uniforms as required.
- g. Uniform Pressing. The selected Respondent shall press uniforms and ensure that all delivered uniforms are wrinkle-free.
- h. Uniform Replacement. The selected Respondent shall replace all irreparably damaged, or permanently stained, or worn-out uniforms with all brand-new uniforms within 7 calendar days of pick up. The selected Respondent would be permitted to charge BNYDC for lost clothing at the then current replacement cost for such item(s). All garments that require replacement due to normal wear shall be replaced by the contractor at no charge to BNYDC with a brand-new garment.

BNYDC may reject any items that do not meet the requirements of the Uniform Specifications attached as Exhibit A hereto.

BNYDC will notify the selected Respondent of termination, leave or new hires by verbal or written notice. The selected Respondent shall maintain sufficient stock to provide complete new uniform sets within one week for newly hired employees.

The selected Respondent will be responsible for all costs associated with having the uniforms available for wearing including: Proper fit, any patches/emblems, pickup of soiled uniforms, drop off cleaned uniforms, no charge for size changes (one per year per employee), no charge for repairs, no charge for replacement due to normal wear.

## **E. PROPOSAL SUBMISSION REQUIREMENTS**

Each Respondent to this RFP must submit its Proposal on or prior to the Proposal Deadline following the submission procedure set forth in this RFP.



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The proposal shall include all the following information (failure to include all the information could result in disqualification):

- (1) Cost Proposal Sheet in the form of Exhibit B attached hereto
- (2) Vendor Qualifications Form in the form of Exhibit C attached hereto
- (3) References: List three (3) references that Respondent has provided for similar uniform rental and cleaning in the form of Exhibit D attached hereto. Include company name, contact name & phone number.

In addition to the information described above, Respondent's Proposal must include:

- Declaration of Understanding (attached as Exhibit E hereto)
- Confirmation of PASSPort compliance (attached as Exhibit F hereto)
- Doing Business Data Form (attached as Exhibit G hereto)
- M/WBE Information Form (attached as Exhibit H hereto)
- Acknowledged receipt of any Addendum to this RFP by attaching a signed copy of the Addendum to Respondent's Proposal.
- If a Respondent desires any material or substantive change(s) to the form of Contract (attached as Exhibit I hereto), Respondent must include any such proposed change(s) in its response to this RFP.

## F. PROPOSAL ADMINISTRATION

### 1. Pre-Submission Conference:

A mandatory pre-submission conference will be held at **10:00 AM on Monday, August 19, 2024**, at BNYDC's offices, 141 Flushing Avenue, Suite 801, Brooklyn, NY 11205. Attendance at the mandatory pre-submission conference is a condition precedent to BNYDC acceptance of a Proposal. Therefore, if you have not attended the mandatory pre-submission conference, do not submit a Proposal.

### 2. Inquiries:

Any questions or explanation desired by Respondents regarding the meaning or interpretation of this RFP must be emailed and received by no later than **August 23, 2024**, one week after the date of the mandatory pre-submission conference. BNYDC will evaluate the need to respond to inquiries. No verbal responses will be provided, and any information given to a prospective Respondent will be furnished to all prospective Respondents as an addendum to the RFP (an "Addendum"). All questions must be directed to:

Daniel Gonzalez  
Property Manager  
[dgonzalez@bnydc.org](mailto:dgonzalez@bnydc.org)

### 3. Submission Deadline:

Respondents shall deliver a PDF of their Proposal, including all attachments, appendices, exhibits by email to the email address set forth below on or before **September 4, 2024** (the



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“Proposal Deadline”). Any Proposal received after the Proposal Deadline will be considered for evaluation solely at the discretion of BNYDC. Proposals shall be delivered to:

Daniel Gonzalez  
Property Manager  
Brooklyn Navy Yard Development Corporation  
[dgonzalez@bnydc.org](mailto:dgonzalez@bnydc.org)

4. Addenda:

Receipt of an Addendum to this RFP must be acknowledged by attaching a signed copy of the Addendum to the Proposal. Any Addendum shall become a part of the requirements for this RFP.

## G. SELECTION PROCESS

Proposals shall be evaluated based on the requirements set forth in the RFP. Selection of the selected Respondent will be at the discretion of the BNYDC and will be based on the proposal that the BNYDC deems to be the most responsive and responsible and serves the best interests of the BNYDC.

Proposals will be reviewed by a selection committee and will be evaluated based on the following criteria which are listed in descending order of importance:

1. Company Experience and Qualifications
  - a. Experience with projects of similar type and scope.
  - b. Experience with private and public-sector organizations, and institutions in a similar industry.
2. Staff Expertise / Implementation and Operational Teams
  - a. The experience of staff proposed to be involved in the project.
  - b. Proven and demonstrated hands-on expertise of key management team members and staff in this area of work.
  - c. Demonstrated expertise in being a strategic partner with clients.
3. Cost Proposal
4. Relevant References

It is the intention of BNYDC to award the entire proposal to one vendor.

Upon selection, the successful Respondent must execute a Contract for the Services substantially in the form attached hereto as Exhibit I (the “Contract”). If a Respondent desires any material or substantive change(s) to the Contract, it must include any such proposed change(s) in its response



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to this RFP. The contents of the selected Proposal, together with this RFP and any formal questions and answers provided during the Proposal processes, may be incorporated into any final Contract at BNYDC's discretion. The anticipated Contract length is three (3) years, with two one-year renewals at the option of BNYDC.

## H. MISCELLANEOUS CONDITIONS

1. Non-binding Acceptance of Qualifications: This RFP does not commit BNYDC to award a contract for any work or services described herein.
2. Incurring Costs: BNYDC is not liable for any costs incurred in the preparation of a response to this RFP.
3. Modifications: Respondents may be asked to make such revisions, additions or deletions to their Proposals as may be required by BNYDC.
4. Reserved Rights: All Proposal material submitted becomes the property of BNYDC and BNYDC reserves the right at its sole discretion to:
  - a. Reject any and all Proposals received in response to this RFP at any time prior to signing of a contract with respect to the Services;
  - b. Award a contract to other than the lowest fee Respondent;
  - c. Waive, modify, or correct any irregularities in Proposals received, after notification to the Respondent;
  - d. Change the structure of the proposed fee, if such is in the interest of BNYDC;
  - e. Negotiate the final scope, staff participation, and fee before entering into contract with successful Respondent;
  - f. Revise the fee as BNYDC may require subsequent to receipt of a competitively bid proposal for the Services;
  - g. Extend the time for submission of all Proposals after notification to all prospective Respondents;
  - h. Terminate negotiations with a selected Respondent and select the next most responsive Respondent, or take such other action as deemed appropriate if negotiations fail to result in a signed contract within a reasonable amount of time from the commencement of negotiations.
  - i. Terminate or modify the RFP process at any time and reissue the RFP;
  - j. Approve or reject any sub-consultants proposed by the Respondent; and
  - k. Request a change of any sub-consultant at any time in the contract process.
5. Contractual Requirements:
  - a. Any Respondent awarded a contract as a result of this RFP process will be required to sign a Contract substantially in the form as attached hereto as Exhibit I, except as otherwise provided for in this RFP.
  - b. Any information which may have been released verbally or in writing prior to the issuance of the RFP shall be deemed preliminary in nature and bind neither BNYDC nor the Respondent.
  - c. Any Respondent awarded a contract as a result of this RFP will be required to obtain clearance through the City's Procurement and Sourcing Solutions Portal ("PASSPort").



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PASSPort moves the VENDEX process online, eliminating paper submissions. Since PASSPort clearance is a pre-requisite to BNYDC's award of a contract, Respondents are required to be registered and up to date in PASSPort prior to submitting their response to this RFP and to include their PASSPort identification number with submission of their Proposal. Non-compliance with these submission requirements shall result in the disqualification of the Proposal and/or the Respondent and/or the cancellation of any contract after its award.

- d. Notice to Vendors: Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "person" that has "business dealings with the city" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, vendors responding to this solicitation are required to complete the Doing Business Data Form attached as Exhibit G hereto and return it with this proposal. (If the responding vendor is a proposed joint venture, the entities that comprise the proposed joint venture must each complete a Data Form.) If the City determines that a vendor has failed to submit a Data Form or has submitted a Data Form that is not complete, the vendor will be notified by the agency and will be given four (4) calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to the agency. Failure to do so will result in a determination that the proposal is non-responsive. Receipt of notification is defined as the day notice is e-mailed or faxed (if the vendor has provided an e-mail address or fax number), or no later than five (5) days from the date of mailing or upon delivery, if delivered.

**BNYDC appreciates your interest in this RFP and looks forward to receiving your Proposal.**



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**EXHIBIT A**

**UNIFORM SPECIFICATIONS**

The materials for all uniforms to be provided pursuant to this RFP shall be equivalent to the material brand of BNYDC’s current employee uniforms.

Security Personnel Uniforms (APPROXIMATE QUANTITY: 80)

ITEM	COLOR	SPECIFICATIONS
Short Sleeved Shirts (Quantity: 11)	White	Fabric: 65% Dacron polyester/35%cotton  Style: Security  Fit: Gender Specific (Men’s and Women’s)  Approved Emblem on left lapel/shoulder
Long Sleeved Shirts (Quantity: 11)	White	Fabric: 65% Dacron polyester/35%cotton  Style: Security  Fit: Gender Specific (Men’s and Women’s)  Approved Emblem on left lapel/ shoulder
Pants (Quantity: 11)	Grey	Fabric: 65% polyester/35% cotton  Style: Flat Front Security Style  Fly: Brass  Hem: to size  Fit: Gender specific (Men’s and Women’s)





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Facilities Employee Uniform (APPROXIMATE QUANTITY: 30)

ITEM	COLOR(S)	SPECIFICATIONS
Short Sleeved Shirts (Quantity: 11)	Laborer: Charcoal Grey Dockmasters: White Carpenters: Dark Brown	Fabric: 100% polyester Texture: Wrinkle/snag resistant Style: Security Fit: Gender Specific (Men's and Women's) Approved Emblem on left lapel/shoulder
Long Sleeved Shirts (Quantity: 11)	Laborer: Charcoal Grey Dockmasters: White Carpenters: Dark Brown	Fabric: 100% polyester Texture: Wrinkle/snag resistant Style: Security Fit: Gender Specific (Men's and Women's) Approved Emblem on left lapel/shoulder
Pants (Quantity: 11)	Black	Fabric: 65% polyester/35% cotton Style: Industrial Cargo Pockets: 2 Fly: brass Hem: To size Fit: Gender specific (Men's and Women's)



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Facilities Employee Uniform (FIRE RESISTANT) (APPROXIMATE QUANTITY: 20)

<u>ITEM</u>	<u>COLOR</u>	<u>SPECIFICATIONS</u>
Short Sleeved Shirts (Quantity: 11)	Plumbers: Navy Blue Electricians: Light Brown Engineers: Light Grey	Fabric: Fire resistant polyester blend Texture: Wrinkle/snag resistant Style: Security Style Fit: Gender Specific (Men's and Women's) Approved Emblem on left lapel/ shoulder
Long Sleeved Shirts (Quantity: 11)	Plumbers: Navy Blue Electricians: Light Brown Engineers: Light Grey	Fabric: Fire resistant polyester blend Texture: Wrinkle/snag resistant Style: Security Style Fit: Gender Specific (Men's and Women's) Approved Emblem on left lapel/ shoulder
Pants (Quantity: 11)	Black	Fabric: Fire resistant polyester blend Style: Cargo Fit: Gender specific (Men's and Women's)



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**EXHIBIT B**  
**COST PROPOSAL**

UNIFORM TYPE	MONTHLY FEE PER UNIFORM SET
SECURITY OFFICER (QUANTITY: 80)	\$ _____
FACILITIES EMPLOYEE (QUANTITY: 30)	\$ _____
FACILITIES EMPLOYEE – FIRE RESISTENT (QUANTITY: 20)	\$ _____
APPOXIMATELY 130 UNIFORMS – TOTAL MONTHLY FEE	\$ _____

In addition to providing uniform rental and laundering services, there will be a need to purchase additional items to supplement the uniform rental program. Certain garments are listed below. The selected Respondent should stock these styles to reduce the lead time necessary to supply.

**SUPPLEMENTAL ITEMS**

ITEM	PRICE PER ITEM
Safety Vest – VY6YE (yellow)	\$ _____
Baseball cap – Grey (Unisex universal fit / BNYDC logo)	\$ _____
Neck Gator – Black (BNYDC logo)	\$ _____
Winter knit hat (BNYDC logo)	\$ _____
Belt (black)	\$ _____
Rain gear	\$ _____
Tee shirt (grey /BNYDC logo)	\$ _____

**(Fees to include all costs and fees, including travel and expenses during the engagement)**



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## **EXHIBIT C**

### **Vendors Qualifications**

Please briefly describe years in business, size of operation, and number of employees.

Also, please provide the following information:

#### Company Experience and Qualifications

- a. Experience with projects of similar type and scope.
  - b. Experience with private and public-sector organizations, and institutions in a similar industry.
2. Staff Expertise / Implementation and Operational Teams
- a. The experience of staff proposed to be involved in the project.
  - b. Proven and demonstrated hands-on expertise of key management team members and staff in this area of work.
  - c. Demonstrated expertise in being a strategic partner with clients.



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**EXHIBIT D**

**References**

Please list three (3) references that Vendor has provided similar uniform rental and cleaning services. Include the company name, contact name & phone number:

Company Name	Contact Name	Phone Number



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**EXHIBIT E**

**DECLARATION OF UNDERSTANDING**

**DECLARATION OF UNDERSTANDING**

By signing in the space provided below, the undersigned certifies that the Respondent (i) has read and understands the scope and requirements of the Services, as described in the RFP and all attachments; (ii) has the capacity to provide the Services, (iii) agrees to accept payment in accordance with the requirements of this RFP and the standard Contract, attached hereto as Exhibit I, and (iv) will, if its Proposal is accepted, enter into the attached Contract with the Brooklyn Navy Yard Development Corporation.

The undersigned further stipulates that the information in his/her Proposal is, to the best of his/her knowledge, true and accurate.

\_\_\_\_\_  
 Authorized Signature, Title Date

\_\_\_\_\_  
 Consultant Firm

\_\_\_\_\_  
 Business Address

\_\_\_\_\_  
 City State Zip

\_\_\_\_\_  
 Telephone Number Fax Number

\_\_\_\_\_  
 Federal Tax Identification Number

- Corporation       Partnership
- Individual         Other (State)

\_\_\_\_\_  
 (Seal, if a Corporation)



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## EXHIBIT F

### CONFIRMATION OF PASSPORT COMPLIANCE

#### CONFIRMATION OF PASSPORT COMPLIANCE

The Respondent shall submit this Confirmation of PASSPort Compliance, which replaces VENDEX, and shall include its PASSPort identification number. All VENDEX processes are now completed in the PASSPort Portal, this replaces the paper forms. Please register and complete new questionnaires as soon as possible. PASSPort will not be importing any information from VENDEX. The main purpose of PASSPort is to be a completely paperless interactive system.

Please access to the NYC.gov PASSPort website thru the link below:

<https://www.nyc.gov/site/mocs/passport/about-passport.page>

[to attach Confirmation Form of PASSPort Compliance]



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**EXHIBIT G**

**DOING BUSINESS DATA FORM**



To be completed by the City agency prior to distribution Agency \_\_\_\_\_ Transaction ID \_\_\_\_\_

**Check One**

**Transaction Type (check one)**

- Proposal  Award  Concession  Economic Development Agreement  Franchise  Grant  Pension Investment Contract  Contract

Any entity receiving, applying for or proposing on an award or agreement must complete a Doing Business Data Form (see Q&A sheet for more information). Please either type responses directly into this fillable form or print answers by hand in black ink, and be sure to fill out the certification box on the last page. **Submission of a complete and accurate form is required for a proposal to be considered responsive or for any entity to receive an award or enter into an agreement.**

This Data Form requires information to be provided on principal officers, owners and senior managers. The name, employer and title of each person identified on the Data Form will be included in a public database of people who do business with the City of New York, as will the organizations that own 10% or more of the entity. No other information reported on this form will be disclosed to the public. **This Data Form is not related to the City's PASSPort registration or VENDEX requirements.**

**Please return the completed Data Form to the City office that supplied it.** Please contact the Doing Business Accountability Project at [DoingBusiness@mocs.nyc.gov](mailto:DoingBusiness@mocs.nyc.gov) or 212-788-8104 with any questions regarding this Data Form. Thank you for your cooperation.

**Entity Information**

*If you are completing this form by hand, please print clearly.*

Entity EIN/TIN \_\_\_\_\_ Entity Name \_\_\_\_\_

**Filing Status**

**(Select One)**

**NEW:** Data Forms submitted now must include the listing of **organizations**, as well as individuals, with 10% or more ownership of the entity. Until such certification of ownership is submitted through a change, new or update form, a no change form will not be accepted.

- Entity has never completed a Doing Business Data Form. Fill out the entire form.  
 Change from previous Data Form dated \_\_\_\_\_. Fill out only those sections that have changed, and indicate the name of the persons who no longer hold positions with the entity.  
 No Change from previous Data Form dated \_\_\_\_\_. Skip to the bottom of the last page.

**Entity is a Non-Profit**  Yes  No

**Entity Type**  Corporation (any type)  Joint Venture  LLC  Partnership (any type)  Sole Proprietor  Other (specify) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

*Provide your e-mail address in order to receive notices regarding this form by e-mail.*

**Principal Officers**

Please fill in the required identification information for each officer listed below. If the entity has no such officer or its equivalent, please check "This position does not exist." If the entity is filing a Change Form and the person listed is replacing someone who was previously disclosed, please check "This person replaced..." and fill in the name of the person being replaced so his/her name can be removed from the *Doing Business Database*, and indicate the date that the change became effective.

**Chief Executive Officer (CEO) or equivalent officer**

This position does not exist

*The highest ranking officer or manager, such as the President, Executive Director, Sole Proprietor or Chairperson of the Board.*

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_ Birth Date (mm/dd/yy) \_\_\_\_\_

Office Title \_\_\_\_\_ Employer (if not employed by entity) \_\_\_\_\_

Home Address \_\_\_\_\_

This person replaced former CEO \_\_\_\_\_ on date \_\_\_\_\_

**Chief Financial Officer (CFO) or equivalent officer**

This position does not exist

*The highest ranking financial officer, such as the Treasurer, Comptroller, Financial Director or VP for Finance.*

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_ Birth Date (mm/dd/yy) \_\_\_\_\_

Office Title \_\_\_\_\_ Employer (if not employed by entity) \_\_\_\_\_

Home Address \_\_\_\_\_

This person replaced former CFO \_\_\_\_\_ on date \_\_\_\_\_

**Chief Operating Officer (COO) or equivalent officer**

This position does not exist

*The highest ranking operational officer, such as the Chief Planning Officer, Director of Operations or VP for Operations.*

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_ Birth Date (mm/dd/yy) \_\_\_\_\_

Office Title \_\_\_\_\_ Employer (if not employed by entity) \_\_\_\_\_

Home Address \_\_\_\_\_

This person replaced former COO \_\_\_\_\_ on date \_\_\_\_\_

**Principal Owners**

Please fill in the required identification information for all individuals or organizations that, through stock shares, partnership agreements or other means, **own or control 10% or more of the entity**. If no individual or organization owners exist, please check the appropriate box to indicate why and skip to the **Senior Managers** section. If the entity is owned by other companies that control 10% or more of the entity, those companies must be listed. If an owner was identified on the previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list any individuals or organizations that are no longer owners at the bottom of this section. If more space is needed, attach additional pages labeled "Additional Owners."

**There are no owners listed because (select one):**

- The entity is not-for-profit
- The entity is an individual
- No individual or organization owns 10% or more of the entity

Other (explain) \_\_\_\_\_

**Individual Owners (who own or control 10% or more of the entity)**

First Name \_\_\_\_\_ MI \_\_\_\_ Last \_\_\_\_\_ Birth Date (mm/dd/yy) \_\_\_\_\_

Office Title \_\_\_\_\_ Employer (if not employed by entity) \_\_\_\_\_

Home Address \_\_\_\_\_

First Name \_\_\_\_\_ MI \_\_\_\_ Last \_\_\_\_\_ Birth Date (mm/dd/yy) \_\_\_\_\_

Office Title \_\_\_\_\_ Employer (if not employed by entity) \_\_\_\_\_

Home Address \_\_\_\_\_

**Organization Owners (that own or control 10% or more of the entity)**

Organization Name \_\_\_\_\_

Organization Name \_\_\_\_\_

Organization Name \_\_\_\_\_

**Remove the following previously-reported Principal Owners**

Name \_\_\_\_\_ Removal Date \_\_\_\_\_

Name \_\_\_\_\_ Removal Date \_\_\_\_\_

Name \_\_\_\_\_ Removal Date \_\_\_\_\_

**Senior Managers**

Please fill in the required identification information for all senior managers who oversee any of the entity's relevant transactions with the City (e.g., contract managers if this form is for a contract award/proposal, grant managers if for a grant, etc.). Senior managers include anyone who, either by title or duties, has substantial discretion and high-level oversight regarding the solicitation, letting or administration of any transaction with the City. At least one senior manager must be listed, or the Data Form will be considered incomplete. If a senior manager has been identified on a previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list individuals who are no longer senior managers at the bottom of this section. If more space is needed, attach additional pages labeled "Additional Senior Managers."

**Senior Managers**

First Name \_\_\_\_\_ MI \_\_\_\_ Last \_\_\_\_\_ Birth Date (mm/dd/yy) \_\_\_\_\_

Office Title \_\_\_\_\_ Employer (if not employed by entity) \_\_\_\_\_

Home Address \_\_\_\_\_

First Name \_\_\_\_\_ MI \_\_\_\_ Last \_\_\_\_\_ Birth Date (mm/dd/yy) \_\_\_\_\_

Office Title \_\_\_\_\_ Employer (if not employed by entity) \_\_\_\_\_

Home Address \_\_\_\_\_

First Name \_\_\_\_\_ MI \_\_\_\_ Last \_\_\_\_\_ Birth Date (mm/dd/yy) \_\_\_\_\_

Office Title \_\_\_\_\_ Employer (if not employed by entity) \_\_\_\_\_

Home Address \_\_\_\_\_

**Remove the following previously-reported Senior Managers**

Name \_\_\_\_\_ removal date \_\_\_\_\_

Name \_\_\_\_\_ removal date \_\_\_\_\_

**Certification**

I certify that the information submitted on these two pages and \_\_\_\_\_ additional pages is accurate and complete. I understand that willful or fraudulent submission of a materially false statement may result in the entity being found non-responsible and therefore denied future City awards.

Name \_\_\_\_\_ Title \_\_\_\_\_

Entity Name \_\_\_\_\_ Work Phone # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



Brooklyn Navy Yard  
Development Corporation  
[BrooklynNavyYard.org](http://BrooklynNavyYard.org)

Building 77  
141 Flushing Ave, Suite 801  
Brooklyn, NY 11205

**EXHIBIT H**  
**M/WBE INFORMATION FORM**



Brooklyn Navy Yard  
Development Corporation  
BrooklynNavyYard.org

Building 77  
141 Flushing Avenue, Suite 801  
Brooklyn, NY 11205

Dear Vendor:

The Brooklyn Navy Yard Development Corporation is compiling statistical data on companies that provide construction, professional services, standard services, and goods to our company so that we can comply with the New York City Local Law (LL 129). Please complete the attached information sheet and return it alongside your vendor information forms.

If you are a minority or woman-owned business enterprise (M/WBE) but are not yet certified by the City of New York we strongly urge you to do so. The city has an aggressive program to help certified M/WBEs and it is in your best interest to get certified. For more information on getting certified, we suggest that you call the New York City Department of Small Business Services' Certification Hotline at (212) 513-6311. Addition information can also be obtained through the City's website at: [www.nyc.gov/getcertified](http://www.nyc.gov/getcertified).

We sincerely appreciate your cooperation.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Brian Linett', with a long horizontal flourish extending to the right.

Brian Linett

Sr. Vice President & Controller



Brooklyn Navy Yard  
Development Corporation  
BrooklynNavyYard.org

Building 77  
141 Flushing Avenue, Suite 801  
Brooklyn, NY 11205

### Vendor Information Form

Name:

Company Title:

Company Name:

Company Address:

Federal Tax ID / SSN:

Email:

Telephone:

Business type: Select One

- Individual/Sole Proprietor
- Corporation

- Partnership
- Other

Business category: Select One

- Construction
- Professional Services
- Standard Services
- Other

- Construction Subcontract
- Professional Services Subcontract
- Goods

### Business Demographics

*A minority- and women- owned business enterprise (M/WBE) is a business owned (51% or greater) by an owner that identifies as Asian-Indian, Asian-Pacific, Black, Hispanic, Native American, and/or female.*

Majority owner M/WBE?  Yes  No

Majority owner female?  Yes  No

Designated MBE Group (select one - if N/A, please leave blank):

- Asian - Indian
- Asian - Pacific
- Black
- Hispanic
- Native American

City or state certification (select all that apply):

- Minority and Women-owned Business Enterprise (M/WBE)
- Locally Based Enterprise (LBE)
- Emerging Business Enterprise (EBE)
- Service-Disabled Veteran-Owned Small Business (SDVOB)

Certification Number:



Brooklyn Navy Yard  
Development Corporation  
[BrooklynNavyYard.org](http://BrooklynNavyYard.org)

Building 77  
141 Flushing Ave, Suite 801  
Brooklyn, NY 11205

**EXHIBIT I**  
**FORM OF CONTRACT**

**AGREEMENT  
BETWEEN**

[\_\_\_\_\_]

**AND**

**BROOKLYN NAVY YARD DEVELOPMENT CORPORATION  
BNYDC CONTRACT NO. [\_\_\_\_\_]**

This **Agreement** (the "Agreement") is dated as of [\_\_\_\_\_] , 20\_\_ (the "Effective Date") by and between [\_\_\_\_\_] , located at [\_\_\_\_\_] ("Contractor") and **BROOKLYN NAVY YARD DEVELOPMENT CORPORATION**, a New York not-for-profit corporation with a business address at Building 77, 141 Flushing Avenue, Suite 801, Brooklyn, New York 11205 ("BNYDC").

**WHEREAS**, BNYDC desires to retain the services of Contractor to perform certain services described on Exhibit A attached hereto and Contractor is willing to render such services pursuant to the terms and conditions set forth herein.

**NOW THEREFORE**, in consideration of the promises contained herein and other good and valuable consideration, the parties agree as follows:

1. Services. Contractor will render to BNYDC the services (the "Services") set forth in Exhibit A. Contractor shall furnish its best skill, judgment, business administration and management in performing the Services and perform the Services in a manner so as to permit their completion diligently and expeditiously in accordance with the highest professional standards. Contractor's performance under this Agreement shall be judged by standards typical of contractors in the same or similar practice areas in the New York City Statistical Metropolitan Area ("NYCSMA"). The Services shall not be amended without the prior written approval of BNYDC. Contractor, at its own expense, shall secure all supplies, materials and equipment required to perform and complete the Services. Contractor shall be solely responsible for the means and methods and the safety and protection of all its employees and shall be liable for any injuries which may occur to such employees due to the act, omission, negligence, fault or default of Contractor, to the extent thereof.

2. Term. This term of this Agreement shall commence on [the date hereof] and expire on [\_\_\_\_\_] , 20\_\_ , unless extended to a later date or terminated at an earlier date pursuant to the terms of this Agreement.

3. Compensation. Contractor shall receive, as sole compensation for the full and timely performance of all the Services hereunder, the amount set forth on Exhibit B attached hereto, payable at such time(s) and in such manner as set forth on Exhibit B. Such payment shall be made in accordance with the schedule set forth on Exhibit B, with full payment to be made promptly after full performance of all Services and the delivery to BNYDC of all required deliverables. Requisitions shall be in a form acceptable to BNYDC and shall be supported by all

appropriate and necessary documentation or other evidence relating to the amounts set forth in the Requisition, as BNYDC may require including, but not limited to invoices, receipts and vouchers from subcontractors and suppliers and where applicable, the time sheets and/or certified payroll reports of Contractor's staff. By virtue of making payments to Contractor, BNYDC shall not be deemed to have released Contractor from any claim or liability, or to have waived any cause of action arising from any breach of this Agreement. Upon acceptance by Contractor of the final payment, Contractor agrees that it shall be deemed to have fully released BNYDC and the City from any and all claims, demands and causes of action whatsoever which Contractor has or may have against BNYDC or the City in connection with this Agreement and, upon the request of BNYDC, shall execute a release to such effect.

4. Minimum Wages. Except for any employees whose prevailing wage is required to be fixed pursuant to Section 220, et seq. and Section 230, et seq. of the New York State Labor Law, which employees shall be paid such prevailing wage, all persons employed by Contractor and any sub-contractor in the manufacture or furnishing of the supplies, materials, or equipment, or the furnishing of work, labor, or services, used in the performance of this Agreement, shall be paid, without subsequent deduction or rebate unless expressly authorized by law, not less than the minimum hourly rate required by law, unless a higher amount is required pursuant to any other provision of this Agreement.

5. Tax Withholding. BNYDC shall not deduct withholding federal, state and local taxes and will issue the appropriate tax form(s) at year-end. BNYDC shall not be responsible for the payment of or reimbursement to Contractor of any charges or taxes which may hereafter be imposed or levied with respect to this Agreement or the Services described herein.

6. Independent Contractor. This Agreement shall not be construed to make either Contractor or BNYDC an agent of or joint venturer with the other. In addition, it is expressly understood and agreed that Contractor is an independent contractor and not an employee of BNYDC and in no event shall Contractor be entitled to any fringe benefits, worker's compensation, New York State disability benefits, unemployment insurance or any other benefits, pension, payments or rights from BNYDC. Neither Contractor nor any of its employees nor any of its subcontractors is or shall be an agent, servant or employee of the City of New York (the "City") by virtue of such contract or by virtue of any approval, permit, license, grant, right or other authorization given by the City or any of its officers, agents or employees. To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless BNYDC and the City and their respective officers, officials, agents and employees from any and all liability that BNYDC and/or the City may incur for state, federal, and local income tax withholding contributions, failure to file, worker's compensation and any other employer liability arising out of BNYDC's use of Contractor under this Agreement.

7. Confidential Information. Information disclosed to Contractor prior to and under this Agreement is considered by BNYDC to be secret or proprietary ("Proprietary Information"), and Contractor agrees to maintain the Proprietary Information in confidence. Proprietary Information shall be used by Contractor only in connection with the Services rendered under this Agreement.



The provisions of this Paragraph shall survive any termination of this Agreement. Specifically, Contractor agrees not to disclose such Proprietary Information or material to any person, firm, or corporation without the prior written consent of BNYDC. Any written materials furnished to Contractor by BNYDC in connection with the Services shall remain at all times the property of BNYDC and shall be returned to BNYDC when no longer required. Contractor agrees not to reproduce any written materials without the consent of BNYDC in each instance. The provisions of this Paragraph shall survive the expiration or earlier termination of this Agreement.

8. Work for Hire. Contractor agrees that any item produced as a result of performing the Services hereunder is a work made for hire and shall remain the sole property of BNYDC. To the extent that any such item may not, by operation of law, be a work made for hire, Contractor hereby assigns to BNYDC the ownership of the copyright, patent or other intellectual property right in such item and BNYDC shall have the right to obtain and hold in its own name any such right or similar protection which may be available for such item.

9. Contractor Warranties and Representations. Contractor represents and warrants that:

(a) Contractor is duly organized, validly existing and in good standing under the laws of its jurisdiction of formation, and has all requisite power and authority to authorize, execute, deliver and perform this Agreement in accordance with its terms. Contractor is authorized to do business in the City.

(b) The authorization, execution and delivery of this Agreement, and compliance with the provisions hereof, do not and will not conflict with or constitute a violation of or default under any statute, indenture, mortgage, deed of trust or other agreement or instrument to which Contractor is bound, or, to the knowledge of Contractor, any order, rule or regulation of any court or governmental agency or body having jurisdiction over Contractor or any of its activities or properties.

(c) Contractor has not been asked to pay, and has neither offered to pay, nor paid, any illegal consideration, whether monetary or otherwise, in connection with the procurement of this Agreement.

(d) Contractor has not employed any person to solicit or procure this Agreement, and has not made and shall not make, except to full-time employees of Contractor, any payment or any agreement for the payment of any commission, percentage, brokerage, contingent fee or any other compensation in connection with the procurement of this Agreement.

10. No Political Activity. Contractor agrees that there shall be no political activity or any activity to further the election or defeat of any candidate for public, political or party office as a part of or in connection with this Agreement, nor shall any of the funds provided under this Agreement be used for such purposes.

11. Indemnification. To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless BNYDC and the City, and their respective officers, trustees, employees and agents (collectively, the “Indemnitees”) from and against any and all costs, claims, judgments, liabilities, damages or expenses of every kind and nature (including, without limitation, court costs and attorneys’ fees) to which they may be subject because of any act or omission of Contractor, its agents, employees or subcontractors in connection with such contract or because of any negligence or any fault or default of Contractor, its agents, employees or subcontractors. The foregoing indemnification shall survive the termination and/or expiration of this Agreement.

12. Non-Waiver. Failure of BNYDC or its representatives to enforce or otherwise require the performance of any of the terms and conditions of this Agreement, at the time or in the manner that said terms and conditions are set forth herein, shall not be deemed a waiver of any such terms or conditions by BNYDC and the same may be selectively enforced or raised as a basis of a claim or cause of action at the option of BNYDC.

13. Insurance. Contractor shall procure and maintain insurance coverage as set forth in Exhibit C and shall deliver to BNYDC prior to the Commencement Date certificates of insurance evidencing the coverages indicated therein.

14. Compliance With Law. Contractor will maintain the highest standards of personal and business ethics at all times during the performance of the Services. Contractor shall ensure that the Services are performed in a location and manner free from recognized hazards and shall comply with Occupational Safety and Health Administration (“OSHA”) standards, rules and regulations. Contractor shall regularly examine workplace conditions and use safe and well-maintained tools, equipment and Personal Protective Equipment to ensure conformance with applicable OSHA standards. Contractor will perform the Services in accordance with all applicable provisions of federal, state, and local laws, rules, regulations, ordinances, codes and orders (collectively, “Applicable Law”), including the Whistleblower Protection Expansion Act (Exhibit G) and the Paid Sick Leave Law (Exhibit H).

15. Executive Order 50 (1980) as amended. Contractor shall comply with Mayor’s Executive Order 50 (1980), as amended, and the regulations thereunder, with respect to equal employment opportunity, a copy of which is attached hereto as Exhibit D.

16. Local Law 34. All entities doing or seeking to do business with the City and BNYDC, as well as their principal officers, owners and senior managers, must follow the procedures established in Local Law 34. In order to avoid the actual link or appearance of a link between governmental decisions and large campaign contributions, lower municipal campaign contribution limits apply to any person listed in the Doing Business Database. Contractor must complete a Doing Business Data Form, found in Exhibit E.

17. Prohibited Persons. Contractor represents and warrants that, as of the date hereof, none of its members, officers, or directors are Prohibited Persons, as such term is defined in Exhibit F.

18. Local Law 129. In compliance with Local Law 129 for the identification, recruitment, certification and participation in City procurement of minority and women owned business enterprises, Contractor shall complete the Vendor Information Form, in the form attached hereto as Exhibit I.

19. Right to Inspect. BNYDC, the Comptroller of the City, the inspectors and any other individual or entity authorized under any Applicable Law shall have the right on reasonable notice to inspect the operations and records of Contractor and its subcontractors relating to this Agreement.

20. Investigations. Contractor agrees to cooperate fully and faithfully with any investigation, audit or inquiry conducted by a State of New York (the “State”) or City governmental agency or authority that is empowered directly or by designation to compel the attendance of witnesses and to examine witnesses under path, or conducted by the Inspector General of a government agency that is a party in interest to the transaction, submitted bid, submitted proposal, contract, lease, permit, or license that is the subject of the investigation, audit or inquiry.

#### 21. Suspension or Termination of Agreement

##### (a) Suspension or Termination Due to Interest of BNYDC

BNYDC shall have the right to postpone, delay, suspend or terminate the Services immediately or upon a specified date upon written notice to Contractor and for any reason deemed by BNYDC to be in its interest. Any such postponement, delay, suspension or termination shall not give rise to any cause of action for damages against BNYDC. In the event that BNYDC postpones, delays or suspends the Services for the convenience of BNYDC, then Contractor's time for performance of the Services as specified in Section 2 above shall be extended for the period of the postponement, delay, or suspension. Contractor shall resume work upon the date specified in the directive to stop work or upon such other date as BNYDC may thereafter specify in writing. In the event of termination by BNYDC prior to completion of the Services, Contractor shall be entitled to receive equitable compensation for the Services that, in the judgment of the President of BNYDC, have been performed by Contractor up to the date of termination, provided that Contractor has surrendered to BNYDC all reports, drawings, plans, studies, tracings, specifications, documents and materials prepared by Contractor in connection with this Agreement and any other materials related to this Agreement requested by the President of BNYDC. Further, Contractor shall be entitled to receive reimbursement for reasonable costs to wind down the work and bring it to an orderly conclusion. Contractor shall not be entitled to receive compensation for overhead or profit on unperformed services.

##### (b) Termination Due to Acts of Contractor

If Contractor, through any cause, fails to perform any of the Services within the time specified in this Agreement, or fails to progress with the work called for under this Agreement in a manner considered reasonable in the judgment of the President of BNYDC, or violates any of the terms, covenants or provisions of this Agreement, or if any representations or warranties made by Contractor herein shall prove to be untrue or unsupported, or be otherwise breached, or if, in the judgment of BNYDC, the conduct of Contractor is such that the interests of BNYDC are likely to be impaired or prejudiced, BNYDC shall thereupon have the right to terminate this Agreement by giving notice in writing of the fact and the date of such termination to Contractor, and thereupon this Agreement shall terminate and all reports, drawings, plans, studies, tracings, specifications, documents and materials prepared by Contractor in connection with this Agreement shall be surrendered and turned over to BNYDC within 10 days after such termination. Contractor shall receive equitable compensation for such Services as shall, in the judgment of the President, have been satisfactorily performed by Contractor up to the date of the termination of this Agreement, such compensation to be fixed by BNYDC, subject to any rights of audit provided herein, and subject to set-off by BNYDC for any additional expenses BNYDC may incur in order to satisfactorily complete the Services, including the expenses of engaging another contractor. Contractor shall pay to BNYDC the excess, if any, of such expenses plus payments made to Contractor over the full amount due under this Agreement.

(c) No Release

Termination of this Agreement, whether by expiration of its term or otherwise, shall not release Contractor from any liability to BNYDC.

22. Assignment. Contractor shall not assign this Agreement or subcontract its obligations hereunder without the express prior written consent of BNYDC, which may be granted or withheld in the sole discretion of BNYDC. To the extent Contractor uses a subcontractor, Contractor will have direct responsibility for paying the subcontractor, and BNYDC shall have no responsibility for such payments. BNYDC shall have the right, at any time, to assign this Agreement and its rights and responsibilities hereunder to the City or any affiliate of BNYDC.

23. Notices. All notices hereunder shall be in writing, and delivered (i) personally, (ii) by facsimile, (iii) by certified or registered mail, return receipt requested, or (iv) by an overnight courier service of recognized reputation. Notices delivered by hand delivery shall be deemed received on the date of delivery. Notices sent via facsimile shall be deemed received upon receipt by the sender of an electronic confirmation of delivery. Notices given by certified or registered mail shall be deemed received three business days after the notice was sent. Notices sent by overnight courier shall be deemed received on the first business day after the notice was sent. The addresses for notices are as follows:

To BNYDC: Brooklyn Navy Yard Development Corporation  
Building 77  
141 Flushing Avenue, Suite 801  
Brooklyn, New York 11205  
Attn: General Counsel

Brooklyn Navy Yard Development Corporation  
Building 77  
141 Flushing Avenue, Suite 801  
Brooklyn, New York 11205  
Attn: Chief of Staff

To CONTRACTOR: [ \_\_\_\_\_ ]  
[ \_\_\_\_\_ ]  
[ \_\_\_\_\_ ]  
[Attn: \_\_\_\_\_ ]

24. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State without giving effect to the principles of conflict of laws thereof. Any and all claims asserted by or against BNYDC arising under this Agreement or related hereto shall be heard and determined either in the federal courts of the Southern District of New York or in the New York State Courts located in the City and County of New York.

25. Miscellaneous.

(a) Entire Agreement. This Agreement constitutes the entire agreement between the parties, and supersedes all prior writings, correspondence, and contracts regarding the subject matter of this Agreement. No prior oral or written statements, representations or other material not specifically incorporated herein shall be of any force and effect.

(b) Captions. The tables of contents and captions of this Agreement are for convenience of reference only and in no way define, limit or describe the scope or intent of the Agreement or in any way affects this Agreement.

(c) Completeness. This Agreement contains all the terms and conditions agreed upon by the parties hereto, and no other agreement, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either of the parties hereto.

(d) Severability. If any clause, provision or section of this Agreement is ruled invalid by any court of competent jurisdiction, the invalidity of such clause, provision or section shall not affect any of the remaining provisions hereof.

(e) Counterparts. This Agreement may be executed in counterparts, all of which counterparts, when taken together, shall be deemed a fully executed instrument.

[Signature Page Follows]

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the date and year first above written.

**BROOKLYN NAVY YARD  
DEVELOPMENT CORPORATION**

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

[ \_\_\_\_\_ ]

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**EXHIBIT A**  
**SCOPE OF SERVICES**

**EXHIBIT B**  
**PAYMENTS**



## **EXHIBIT C**

### **INSURANCE REQUIREMENTS**

The following is minimum acceptable insurance coverage requirements for Contracting Services

I. Insurance Requirements

- A. Commercial General Liability Policy issued on an Occurrence form with a combined single limit for Bodily Injury, Personal Injury and Property Damage of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Coverage shall include endorsements for: Products/Completed Operations; Underground Hazards where applicable; Contractual Liability for tort liability assumed under contract, Personal Injury; Waiver of Subrogation; Policy Aggregate shall apply on per project basis; Mobile Equipment if such equipment not subject to any motor vehicle statutory law.

Additional Insured endorsement as per Insurance Services Organization (a/k/a ISO) form CG 20 10 07 04 Additional Insured Scheduled Organization and form CG 20 37 07 04 Additional Insured – Completed Operations. Such endorsement shall include BNYDC and any other designated party as Additional Insured, as required by written contract to which this Exhibit is attached and part of.

There shall be no coverage restrictions or coverage exclusions on the General Liability Policy pertaining to, but not limited to: gravity related injuries, unsafe workplace, injuries sustained by employee of Contractor or sub-contractor, Third Party over type actions, construction operations, and construction activity.

The insurance procured by the Contractor shall be primary and non-contributory to any other insurance that may be in effect.

- B. Statutory Workers Compensation Policy and Employer's Liability Policy of \$1,000,000 for work operations in State where project work is performed, including any applicable other states coverage endorsement.
- C. Automobile Liability Insurance Policy for Bodily Injury and Property Damage in the amount of \$1,000,000 per occurrence covering all owned, non-owned, hired, borrowed vehicles subject to statutory motor vehicle law.
- D. Contractors Pollution Liability policy of at least \$1,000,000 for damages arising out of bodily injury, property damages, environmental damages caused by a pollution incident from Contractors work, completed operations, or transportation whether work performed by or on behalf of Contractor.
- E. Umbrella/Excess Liability Policy of at least \$5,000,000 per occurrence. Umbrella Liability policy is to be provided on at least a follow form basis of the underlying General Liability Insurance policy, Automobile Insurance Policy, and Workers'

Compensation Insurance policy. The insurance procured by the Contractor shall be primary and non- contributory to any other insurance that may be in effect.

- F. Professional Liability (Errors and Omissions) of at least \$1,000,000 each claim for wrongful acts while performing and/or providing professional services. Coverage shall continue for at least three (3) years beyond the final performance of services.
- G. The following are to be included as additional insured(s) for coverage required in sections A,C,D and E. Each additional listed below shall be issued a separate Certificate of Insurance.

**Certificate Holder**

Brooklyn Navy Yard Development Corporation  
Building 77  
141 Flushing Avenue, Suite 801  
Brooklyn, New York 11205

And as Additional Insureds  
Brooklyn Navy Yard Development Corporation  
City of New York

**Certificate Holder**

City of New York  
c/o City of New York Department of Small Business Services  
One Liberty Plaza, 165 Broadway  
New York, NY 10006

And as Additional Insureds  
City of New York  
Brooklyn Navy Yard Development Corporation

- H. A Certificate of insurance using the ACCORD 25 form is to be provided to the Additional Insured and the Certificate must specifically include a copy of the stipulated additional insured endorsement as required in Section A. Certificate Holder must be notified of any cancellation, non-renewal or material modification of existing policy. Notice is to be received 30 days prior to any change in status. In addition to ACCORD 25 form, a completed New York Construction Certificate of Liability Insurance Addendum (ACCORD 855 form) shall be provided.
- II. If the Contractor utilizes the services of subcontractor for work performed, the same provisions of this Insurance Requirement Exhibit shall be required of those parties. It is the sole responsibility of the Contractor to maintain compliance of such.

- III. Insurance coverage shall be maintained with responsible insurance companies licensed and admitted to do business in the State of New York and such companies shall have an A.M.Best Rating of A-VII. If a Non-Admitted Insurance Company is used, an AM Best rating of A- shall apply.
- IV. Any self-insured insurance retentions and, or any deductibles utilized on any of the above required insurance coverage is the sole responsibility of the Contractor, and Contractor agrees to satisfy those retention and or deductible obligations directly with their insurance company.

V. The policies required hereunder shall contain the following provisions:

“A. Notices from the insurer (the “Insurer”) to BNYDC (“BNYDC”) and the City of New York (the “City”), in connection with this policy, shall be addressed to the General Counsel, BNYDC, at Building 77, 141 Flushing Avenue, Suite 801, Brooklyn, New York 11205 (with a copy to BNYDC’s Deputy General Counsel at the same address);

B. The Insurer shall accept notice of accident from BNYDC or the City, within 120 days after receipt by an official of such Additional Insured (as identified above) of notice of such accident as valid and timely notice under this policy;

C. The Insurer shall accept notice of claim from the City within 120 days after such claim has been filed with the Comptroller of the City and notice of claim from BNYDC, within 120 days after receipt by such party as valid and timely notice under this policy;

The Insurer understands and agrees that notice of accident or claim to such Insurer by any one of the following entities shall be deemed notice by all under the policy:

Contractor; or

BNYDC; or

The City; or

Any other Additional Insured.

E. This policy shall not be canceled, terminated or modified by the Insurer or Contractor unless 30 days prior written notice is sent by registered mail to BNYDC or the City, nor shall this policy be canceled, terminated or modified by the Contractor without prior written consent of BNYDC;

F. The presence of engineers, inspectors or other employees or agents of Contractor, BNYDC or the City at the site of the Services performed by Contractor shall not invalidate this policy of insurance;

G. Violation of any of the terms of any other policy issued by the Insurer to Contractor or a subcontractor of Contractor shall not invalidate this policy; and

H. Insurance, if any, carried by BNYDC, the City or the Additional Insureds will not be called upon to contribute to a loss that would otherwise be paid by the Insurer.”

## **EXHIBIT D**

### **E.O. 50 SUPPLY & SERVICE RIDER**

(Note: For purposes of this rider, the "Department" or "City" means BNYDC.)

#### **EQUAL EMPLOYMENT OPPORTUNITY**

This contract is subject to the requirements of Executive Order No. 50 (April 25, 1980) (§10-14) as revised (E.O. "50") and the rules and regulations promulgated thereunder. No contract will be awarded unless and until these requirements have been complied with in their entirety. By signing this contract, the contractor agrees that it:

- (1) will not discriminate unlawfully against any employee or applicant for employment because of race, creed, color, national origin, sex, age, handicap, marital status, sexual orientation or citizenship status with respect to all employment decisions including, but not limited to, recruitment, hiring, upgrading, demotion, downgrading, transfer, training, rates of pay or other forms of compensation, layoff, termination, and all other terms and conditions of employment;
- (2) will not discriminate in the selection of subcontractors on the basis of the owner's partners' or shareholders' race, creed, color, national origin, sex, age, handicap, marital status, sexual orientation or citizenship status;
- (3) will state in all solicitations or advertisements for employees placed by or on behalf of the contractor that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, age, handicap, marital status, sexual orientation or citizenship status, or that it is an equal employment opportunity employer;
- (4) will send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or memorandum of understanding, written notification of its equal opportunity commitments under E.O. 50 (§ 10-14) and the rules and regulations promulgated thereunder;
- (5) will furnish before the contract is awarded all information and reports including an Employment Report which are required by E.O. 50 (§10-14), the rules and regulations promulgated thereunder, and orders of the Director of the Division of Labor Services ("Division"). Copies of all required reports are available upon request from the contracting agency; and

- (6) will permit the Division to have access to all relevant books, records and accounts for the purpose of investigation to ascertain compliance with such rules, regulations, and orders.

The contractor understands that in the event of its noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, such noncompliance shall constitute a material breach of the contract and noncompliance with E.O. 50 (§10-14) and the rules and regulations promulgated thereunder. After a hearing held pursuant to the rules of the Division, the Director may direct the imposition by the contracting agency head of any or all of the following sanctions:

- (i) disapproval of the contractor;
- (ii) suspension of termination of the contract;
- (iii) declaring the contractor in default; or
- (iv) in lieu of any of the foregoing sanctions, the Director may impose an employment program.

The Director of the Division may recommend to the contracting agency head that a contractor who has repeatedly failed to comply with E.O. 50 (§10-14) and the rules and regulations promulgated thereunder be determined to be nonresponsible.

The contractor agrees to include the provisions of the foregoing paragraphs in every subcontract or purchase order in excess of New York City's small purchase limit established by rule of New York City's Procurement Policy Board to which it becomes a party unless exempted by E.O. 50 (§10-14) and the rules and regulations promulgated thereunder, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Director of the Division of Labor Services as a means of enforcing such provisions including sanctions for noncompliance.

The contractor further agrees that it will refrain from entering into any contract or contract modification subject to E.O. 50 (§10-14) and the rules and regulations promulgated thereunder with a subcontractor who is not in compliance with the requirements of E.O. 50 (§10-14) and the rules and regulations promulgated thereunder.

**EXHIBIT E**

**DOING BUSINESS DATA FORM**

(See attached)

## **EXHIBIT F**

### **PROHIBITED PERSON DEFINITION**

A. Contractor represents that none of its members, officers, or directors are Prohibited Persons at the time of execution of this Agreement. For purposes of this Agreement, a “Prohibited Person” shall mean:

(i) any person or entity (x) which is or was in default or in breach, beyond any applicable grace period, of its obligations under any material written agreement with the City of New York, or (y) which, directly, or indirectly, controls, or is controlled by, a person which is or was in default or in breach, beyond any applicable grace period, of its obligations under any material written agreement with the City of New York, unless, in any of the foregoing circumstances, such default or breach was cured or was settled or waived by the City of New York, as the case may be; or

(ii) any person or entity (x) which was convicted in any criminal proceeding for a felony or any other crime involving moral turpitude or which is an organized crime figure or is reputed to have substantial business or other affiliations with an organized crime figure, or (y) which, directly or indirectly, controls, or is controlled by, a person which was convicted in any criminal proceeding for a felony or any other crime involving moral turpitude or which is an organized crime figure or is reputed to have substantial business or other affiliations with an organized crime figure; or

(iii) any person or entity which is, or which, directly or indirectly controls, or is controlled by, a person or entity which is finally determined to be in violation of (including, but not limited to, any participant in any international boycott in violation of) the Export Administration Act of 1979, or its successor, the regulations issued pursuant thereto, or any government which is, or any person or entity which directly or indirectly, is controlled (rather than only regulated) by a government which is subject to the regulations or controls thereof; or

(v) any government, or any person or entity which, directly or indirectly, is controlled (rather than only regulated) by a government, the effects of the activities of which are regulated or controlled pursuant to regulations of the United States Treasury Department or executive orders of the President of the United States of America issued pursuant to the Trading with the Enemy Act of 1917, as amended.

B. Contractor further covenants and warrants that at no time during the term of the Agreement shall it admit as a member, director or officer thereof any person who is a Prohibited Person, and it shall not engage a Prohibited Person to be a member, officer or director.

C. The determination as to whether any person is an organized crime figure or is reputed to have substantial business or other affiliations with an organized crime figure or, directly or indirectly, controls, or is controlled by a person which is an organized crime figure or is reputed to have substantial business or other affiliations with an organized crime figure, shall be within the sole discretion of the City exercised in good faith.



## EXHIBIT G

### **WHISTLEBLOWER PROTECTION EXPANSION ACT**

1. In accordance with Local Law Nos. 30-2012 and 33-2012, codified at sections 6-132 and 12-113 of the New York City Administrative Code, respectively,

- (a) Contractor shall not take an adverse personnel action with respect to an officer or employee in retaliation for such officer or employee making a report of information concerning conduct which such officer or employee knows or reasonably believes to involve corruption, criminal activity, conflict of interest, gross mismanagement or abuse of authority by any officer or employee relating to this Contract to (i) the Commissioner of the Department of Investigation, (ii) a member of the New York City Council, the Public Advocate, or the Comptroller, or (iii) the City Chief Procurement Officer, ACCO, Agency head, or Commissioner.
- (b) If any of Contractor's officers or employees believes that he or she has been the subject of an adverse personnel action in violation of subparagraph (a) of paragraph 1 of this rider, he or she shall be entitled to bring a cause of action against Contractor to recover all relief necessary to make him or her whole. Such relief may include but is not limited to: (i) an injunction to restrain continued retaliation, (ii) reinstatement to the position such employee would have had but for the retaliation or to an equivalent position, (iii) reinstatement of full fringe benefits and seniority rights, (iv) payment of two times back pay, plus interest, and (v) compensation for any special damages sustained as a result of the retaliation, including litigation costs and reasonable attorney's fees.
- (c) Contractor shall post a notice provided by the City in a prominent and accessible place on any site where work pursuant to the Contract is performed that contains information about:
  - (i) how its employees can report to the New York City Department of Investigation allegations of fraud, false claims, criminality or corruption arising out of or in connection with the Contract; and
  - (ii) the rights and remedies afforded to its employees under New York City Administrative Code sections 7-805 (the New York City False Claims Act) and 12-113 (the Whistleblower Protection Expansion Act) for lawful acts taken in connection with the reporting of allegations of fraud, false claims, criminality or corruption in connection with the Contract.

- (d) For the purposes of this rider, “adverse personnel action” includes dismissal, demotion, suspension, disciplinary action, negative performance evaluation, any action resulting in loss of staff, office space, equipment or other benefit, failure to appoint, failure to promote, or any transfer or assignment or failure to transfer or assign against the wishes of the affected officer or employee.
- (e) This rider is applicable to all of Contractor’s subcontractors having subcontracts with a value in excess of \$100,000; accordingly, Contractor shall include this rider in all subcontracts with a value a value in excess of \$100,000.

2. Paragraph 1 is not applicable to this Contract if it is valued at \$100,000 or less. Subparagraphs (a), (b), (d), and (e) of paragraph 1 are not applicable to this Contract if it was solicited pursuant to a finding of an emergency. Subparagraph (c) of paragraph 1 is neither applicable to this Contract if it was solicited prior to October 18, 2012 nor if it is a renewal of a contract executed prior to October 18, 2012.

# REPORT

***CORRUPTION, FRAUD, UNETHICAL CONDUCT***

**RELATING TO A NYC-FUNDED CONTRACT**

**OR PROJECT**

**CALL THE NYC DEPARTMENT OF INVESTIGATION**

**212-825-5959**



**DOI CAN ALSO BE REACHED BY MAIL OR IN PERSON AT:**

New York City Department of Investigation (DOI)  
80 Maiden Lane, 17th floor  
New York, New York 10038  
Attention: COMPLAINT BUREAU

**OR FILE A COMPLAINT ON-LINE AT:**

[www.nyc.gov/doi](http://www.nyc.gov/doi)

**All communications are confidential**

## **THE LAW PROTECTS EMPLOYEES OF CITY CONTRACTORS WHO REPORT CORRUPTION**

- Any employee of a City contractor, or subcontractor of the City, or a City contractor with a contract valued at more than \$100,000 is protected under the law from retaliation by his or her employer if the employee reports wrongdoing related to the contract to the DOI.
- **To be protected by this law, an employee must report to DOI – or to certain other specified government officials** – information about fraud, false claims, corruption, criminality, conflict of interest, gross mismanagement, or abuse of authority relating to a City contract valued at more than \$100,000.
- Any employee who makes such a report and who believes he or she has been dismissed, demoted, suspended, or otherwise subject to an adverse personnel action because of that report is entitled to bring a lawsuit against the contractor and recover damages



← **Scan the QR Code at Left to File a Complaint**

## **EXHIBIT H**

### **PAID SICK LEAVE LAW**

#### **Introduction and General Provisions**

The Earned Sick Time Act, also known as the Paid Sick Leave Law (“PSLL”), requires covered employees who annually perform more than 80 hours of work in New York City to be provided with paid sick time.<sup>1</sup> Contractors of the City of New York or of other governmental entities may be required to provide sick time pursuant to the PSLL.

<sup>1</sup> Pursuant to the PSLL, if fewer than five employees work for the same employer, as determined pursuant to New York City Administrative Code §20-912(g), such employer has the option of providing such employees uncompensated sick time.

The PSLL became effective on April 1, 2014, and is codified at Title 20, Chapter 8, of the New York City Administrative Code. It is administered by the City’s Department of Consumer Affairs (“DCA”); DCA’s rules promulgated under the PSLL are codified at Chapter 7 of Title 6 of the Rules of the City of New York (“Rules”).

Contractor agrees to comply in all respects with the PSLL and the Rules, and as amended, if applicable, in the performance of this agreement. Contractor further acknowledges that such compliance is a material term of this agreement and that failure to comply with the PSLL in performance of this agreement may result in its termination.

Contractor must notify the Agency Chief Contracting Officer of the City agency or other entity with whom it is contracting in writing within ten (10) days of receipt of a complaint (whether oral or written) regarding the PSLL involving the performance of this agreement. Additionally, Contractor must cooperate with DCA’s education efforts and must comply with DCA’s subpoenas and other document demands as set forth in the PSLL and Rules.

The PSLL is summarized below for the convenience of Contractor. Contractor is advised to review the PSLL and Rules in their entirety. On the website [www.nyc.gov/PaidSickLeave](http://www.nyc.gov/PaidSickLeave) there are links to the PSLL and the associated Rules as well as additional resources for employers, such as Frequently Asked Questions, timekeeping tools and model forms, and an event calendar of upcoming presentations and webinars at which Contractor can get more information about how to comply with the PSLL. Contractor acknowledges that it is responsible for compliance with the PSLL notwithstanding any inconsistent language contained herein.

Pursuant to the PSLL and the Rules:

### Applicability, Accrual, and Use

An employee who works within the City of New York for more than eighty hours in any consecutive 12-month period designated by the employer as its “calendar year” pursuant to the PSSL (“Year”) must be provided sick time. Employers must provide a minimum of one hour of sick time for every 30 hours worked by an employee and compensation for such sick time must be provided at the greater of the employee’s regular hourly rate or the minimum wage. Employers are not required to provide more than forty hours of sick time to an employee in any Year.

An employee has the right to determine how much sick time he or she will use, provided that employers may set a reasonable minimum increment for the use of sick time not to exceed four hours per day. In addition, an employee may carry over up to forty hours of unused sick time to the following Year, provided that no employer is required to allow the use of more than forty hours of sick time in a Year or carry over unused paid sick time if the employee is paid for such unused sick time and the employer provides the employee with at least the legally required amount of paid sick time for such employee for the immediately subsequent Year on the first day of such Year.

An employee entitled to sick time pursuant to the PSSL may use sick time for any of the following:

- such employee’s mental illness, physical illness, injury, or health condition or the care of such illness, injury, or condition or such employee’s need for medical diagnosis or preventive medical care;
- such employee’s care of a family member (an employee’s child, spouse, domestic partner, parent, sibling, grandchild or grandparent, or the child or parent of an employee’s spouse or domestic partner) who has a mental illness, physical illness, injury or health condition or who has a need for medical diagnosis or preventive medical care;
- closure of such employee’s place of business by order of a public official due to a public health emergency; or
- such employee’s need to care for a child whose school or childcare provider has been closed due to a public health emergency.

An employer must not require an employee, as a condition of taking sick time, to search for a replacement. However, an employer may require an employee to provide: reasonable notice of the need to use sick time; reasonable documentation that the use of sick time was needed for a reason above if for an absence of more than three consecutive work days; and/or written confirmation that an employee used sick time pursuant to the PSSL. However, an employer may

not require documentation specifying the nature of a medical condition or otherwise require disclosure of the details of a medical condition as a condition of providing sick time and health information obtained solely due to an employee's use of sick time pursuant to the PSSL must be treated by the employer as confidential.

If an employer chooses to impose any permissible discretionary requirement as a condition of using sick time, it must provide to all employees a written policy containing those requirements, using a delivery method that reasonably ensures that employees receive the policy. If such employer has not provided its written policy, it may not deny sick time to an employee because of non-compliance with such a policy.

Sick time to which an employee is entitled must be paid no later than the payday for the next regular payroll period beginning after the sick time was used.

#### Exemptions and Exceptions

Notwithstanding the above, the PSSL does not apply to any of the following:

- an independent contractor who does not meet the definition of employee under section 190(2) of the New York State Labor Law;
- an employee covered by a valid collective bargaining agreement in effect on April 1, 2014 until the termination of such agreement;
- an employee in the construction or grocery industry covered by a valid collective bargaining agreement if the provisions of the PSSL are expressly waived in such collective bargaining agreement;
- an employee covered by another valid collective bargaining agreement if such provisions are expressly waived in such agreement and such agreement provides a benefit comparable to that provided by the PSSL for such employee;
- an audiologist, occupational therapist, physical therapist, or speech language pathologist who is licensed by the New York State Department of Education and who calls in for work assignments at will, determines his or her own schedule, has the ability to reject or accept any assignment referred to him or her, and is paid an average hourly wage that is at least four times the federal minimum wage;
- an employee in a work study program under Section 2753 of Chapter 42 of the United States Code;
- an employee whose work is compensated by a qualified scholarship program as that term is defined in the Internal Revenue Code, Section 117 of Chapter 20 of the United States Code; or

- a participant in a Work Experience Program (WEP) under section 336-c of the New York State Social Services Law.

### Retaliation Prohibited

An employer may not threaten or engage in retaliation against an employee for exercising or attempting in good faith to exercise any right provided by the PSSL. In addition, an employer may not interfere with any investigation, proceeding, or hearing pursuant to the PSSL.

### Notice of Rights

An employer must provide its employees with written notice of their rights pursuant to the PSSL. Such notice must be in English and the primary language spoken by an employee, provided that DCA has made available a translation into such language. Downloadable notices are available on DCA's website at <http://www.nyc.gov/html/dca/html/law/PaidSickLeave.shtml>.

Any person or entity that willfully violates these notice requirements is subject to a civil penalty in an amount not to exceed fifty dollars for each employee who was not given appropriate notice.

### Records

An employer must retain records documenting its compliance with the PSSL for a period of at least three years, and must allow DCA to access such records in furtherance of an investigation related to an alleged violation of the PSSL.

### Enforcement and Penalties

Upon receiving a complaint alleging a violation of the PSSL, DCA has the right to investigate such complaint and attempt to resolve it through mediation. Within 30 days of written notification of a complaint by DCA, or sooner in certain circumstances, the employer must provide DCA with a written response and such other information as DCA may request. If DCA believes that a violation of the PSSL has occurred, it has the right to issue a notice of violation to the employer.

DCA has the power to grant an employee or former employee all appropriate relief as set forth in New York City Administrative Code 20-924(d). Such relief may include, among other remedies, treble damages for the wages that should have been paid, damages for unlawful retaliation, and damages and reinstatement for unlawful discharge. In addition, DCA may impose on an employer found to have violated the PSSL civil penalties not to exceed \$500 for a first violation, \$750 for a second violation within two years of the first violation, and \$1,000 for each succeeding violation within two years of the previous violation.

### More Generous Policies and Other Legal Requirements

Nothing in the PSSL is intended to discourage, prohibit, diminish, or impair the adoption or retention of a more generous sick time policy, or the obligation of an employer to comply with any contract, collective bargaining agreement, employment benefit plan or other agreement providing more generous sick time. The PSSL provides minimum requirements pertaining to sick time and does not preempt, limit or otherwise affect the applicability of any other law, regulation, rule, requirement, policy or standard that provides for greater accrual or use by employees of sick leave or time, whether paid or unpaid, or that extends other protections to employees. The PSSL may not be construed as creating or imposing any requirement in conflict with any federal or state law, rule or regulation.



**EXHIBIT I**

**VENDOR INFORMATION FORM**



Brooklyn Navy Yard  
Development Corporation  
BrooklynNavyYard.org

Building 77  
141 Flushing Avenue, Suite 801  
Brooklyn, NY 11205

### Vendor Information Form

Name: \_\_\_\_\_ Company Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Federal Tax ID / SSN: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Business type: Select One

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Individual/Sole Proprietor | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Corporation                | <input type="checkbox"/> Other       |

Business category: Select One

- |  |  |
|--|--|
| <input type="checkbox"/> Construction          | <input type="checkbox"/> Construction Subcontract          |
| <input type="checkbox"/> Professional Services | <input type="checkbox"/> Professional Services Subcontract |
| <input type="checkbox"/> Standard Services     | <input type="checkbox"/> Goods                             |
| <input type="checkbox"/> Other                 |  |

### Business Demographics

*A minority- and women- owned business enterprise (M/WBE) is a business owned (51% or greater) by an owner that identifies as Asian-Indian, Asian-Pacific, Black, Hispanic, Native American, and/or female.*

Majority owner M/WBE?       Yes       No

Majority owner female?       Yes       No

Designated MBE Group (select one - if N/A, please leave blank):

- Asian - Indian
- Asian - Pacific
- Black
- Hispanic
- Native American

City or state certification (select all that apply):

- Minority and Women-owned Business Enterprise (M/WBE)
- Locally Based Enterprise (LBE)
- Emerging Business Enterprise (EBE)
- Service-Disabled Veteran-Owned Small Business (SDVOB)

Certification Number: \_\_\_\_\_