



**REQUEST FOR PROPOSALS**

**FOR**

**ARBORIST LIFT PURCHASE AND MAINTENANCE SERVICES**

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## **I. SUMMARY**

Battery Park City Authority d/b/a Hugh L. Carey Battery Park City Authority (“BPCA”) requests proposals (each individually a “Proposal” and collectively the “Proposals”) from vendors (each individually a “Proposer” and collectively the “Proposers”) to provide BPCA with ARBORIST LIFT PURCHASE AND MAINTENANCE SERVICES in accordance with Scope of Work, which is annexed hereto as Exhibit A (for purposes of this RFP document, the “Work”).

Arborist Lift Purchase: The selected Proposer shall furnish and deliver an arborist lift, which will be used by BPCA to maintain the hundreds of trees in Battery Park City’s parks. As a general matter, the arborist lift must (1) be self-propelled, (2) have a working height of at least sixty (60) feet and be able to access points less than thirty-five (35) inches wide, (3) must be capable of negotiating stairs, and (4) must be capable of operating safely in uneven conditions and on slopes. A more detailed description of the technical requirements for the arborist lift is included in the Scope of Work.

Arborist Lift Maintenance, Repair and Inspection Services: The “services” component of the contract will include the provision of (1) on-call repairs to all damaged, worn or malfunctioning components and systems of the arborist lift and (2) preventative maintenance and inspection services, as further described in the Scope of Work.

New York State-certified Minority-Owned Business Enterprises (“MBE(s)”), Women-Owned Business Enterprises (“WBE(s)”) and Service-Disabled Veteran-Owned Business Enterprises (“SDVOBE”) are encouraged to submit Proposals.

## **II. GENERAL PROVISIONS**

This request for Proposals, including the attachments, exhibits, and any amendments or addenda (collectively, the “RFP”) is subject to the rights reserved by BPCA, including, but not limited to BPCA’s right to:

- withdraw and/or cancel this RFP at any time before final award of the contract;
- request clarification and/or additional information from any or all Proposers;
- amend any term or requirement of this RFP at any time before award of a contract (Proposers may amend their Proposals, within BPCA’s sole discretion, if BPCA materially alters or amends the RFP after submission of Proposals);
- alter any key dates or deadlines related to this RFP;
- award the Work, in whole or in part, to one or more Proposers with or without interviews or negotiations;
- reject any Proposal that does not strictly conform to the requirements of this RFP;
- conduct an interview with any or all of the Proposers to aid the evaluation process;
- negotiate potential contract terms with any Proposer;

BPCA is not liable or responsible in any way for any expenses incurred in the preparation of a Proposal in response to this RFP. All information submitted in response to this RFP is subject to the Freedom of Information Law, Article 6 of the New York State Public Officers Law (“FOIL”), which requires public access to certain documents possessed by BPCA, unless a specific exemption applies. Proposers are responsible for identifying any information in their respective Proposals considered by them to be confidential and exempt from disclosure under FOIL. BPCA, however, is obligated to disclose information consistent with the requirements of FOIL, NYS Public Officers Law Section 87.

### **III. TIMETABLE & DESIGNATED CONTACT**

#### **A. *Key Dates***

Subject to change at BPCA's discretion, the following are key dates for this RFP:

- RFP issued: Friday, February 15, 2019
- Pre-proposal meeting will be held Tuesday, February 26, 2019, 10:30am EST at 75 Battery Place, 4<sup>th</sup> Floor, New York, NY 10280.
- Deadline to submit questions to BPCA: Friday, Tuesday, March 5, 2019 by 4:00 p.m. EST (questions will be accepted by email to the "Designated Contact" only)

All questions regarding this RFP should be submitted in writing via email to the "Designated Contact":

Michael LaMancusa, Assistant Contracting Officer, Battery Park City Authority, at [Michael.lamancusa@bpca.ny.gov](mailto:Michael.lamancusa@bpca.ny.gov).

- BPCA's response to substantive questions: Monday, March 11, 2019, 4pm EST (by email).
- PROPOSAL DUE DATE: Friday, March 22, 2019 by 3:00 p.m. EST (the "Due Date")

#### **B. *Anticipated Contract Term***

The anticipated term of the contract awarded pursuant to this RFP (the "Contract") will be thirty-six (36) months. BPCA reserves the right to terminate the Contract at any time, with or without cause, in accordance with the terms of the Contract. BPCA's sample form of contract is attached as Exhibit C.

### **IV. GENERAL REQUIREMENTS**

#### **A. *Minimum Qualification Requirements***

The following are the minimum qualification requirements for this RFP. Proposals submitted by Proposers that fail to meet these requirements will be rejected.

- 1) The Proposer must be lawfully authorized to do business in the State of New York;
- 2) Proposer must (a) be a manufacturer-authorized sales and service dealer for the equipment they are proposing to sell BPCA to provide maintenance services for and (b) must provide maintenance services for the equipment, either directly or through an authorized entity.

#### **B. *MBE/WBE/SDVOB Participation, Joint Ventures, and Sub-contracting Goals***

Contractor requirements and procedures for business participation opportunities for New York State-certified MBEs/WBEs/SDVOBs and equal employment opportunities for minority group members and women are attached as Exhibit B. For questions relating to MBE/WBE/SDVOB participation, joint ventures and sub-contracting goals *only*, please contact the "MBE/WBE/SDVOB Designated Contact" Mr. Anthony Peterson at [Anthony.peterson@bpca.ny.gov](mailto:Anthony.peterson@bpca.ny.gov) or 212-417-2337.

**C. *Restricted Period***

New York State Finance Law sections 139-j and 139-k apply to this RFP, restricting Proposers' contacts with BPCA. Proposers are restricted from making any contact (defined as oral, written or electronic communications with BPCA under circumstances where a reasonable person would infer that a communication was intended to influence BPCA's conduct or decision with respect to a procurement) relating to this RFP with anyone other than the Designated Contact, as specified in Section III.A., or MBE/WBE/SDVOB Designated Contact, as specified in Section IV.B., from the time of Proposer's receipt of notice of this RFP through the date of Final Award as defined in BPCA's Procurement Guidelines (the "Restricted Period"). BPCA employees must record certain contacts during the Restricted Period, including, but not limited to, any oral or written communications that could reasonably be seen as intended to influence BPCA's conduct or award of this RFP. Upon notice of an improper contact, BPCA shall make a determination regarding the Proposer's eligibility to continue participating in this RFP.

**D. *Submission of Proposals***

**Proposals must be received by BPCA no later than 3:00 p.m. EST on Friday, March 22, 2019.**

Each Proposer must submit ten (10) paper copies and a PDF version (via CD-ROM or flash drive) in a sealed package clearly marked "Proposal Enclosed - ARBORIST LIFT PURCHASE AND MAINTENANCE SERVICES" to the Designated Contact by messenger, overnight courier or certified mail to the following address:

Michael LaMancusa  
Battery Park City Authority  
200 Liberty Street, 24<sup>th</sup> Floor  
New York, NY 10281

BPCA is not responsible for late Proposals, no matter the cause. Proposals *must* arrive at the time and place specified herein and be time stamped by BPCA by the Due Date. Please leave ample time for building security. Late Proposals will NOT be accepted. Proposals submitted by fax or electronic transmission will NOT be accepted. A Proposer may, after submitting a Proposal, amend its Proposal by submitting an amended Proposal, clearly labeled "Amended Proposal - ARBORIST LIFT PURCHASE AND MAINTENANCE SERVICES," as long as the amended Proposal is submitted by the Due Date.

**V. PROPOSAL FORMAT AND CONTENTS**

**A. *Proposal Format***

The Proposal must:

- Be printed on 8½" x 11" paper;
- Have numbered pages; and
- Be no longer than ten (10) single-sided pages, exclusive of the Cover Letter, Cost Proposal, and Required Attachments.

**B. *Proposal Content***

In addition to the separately sealed Cost Proposal, described in Section VIII, each Proposal must include the following in the order listed:

- 1) Cover Letter, signed by a person within the firm who is authorized to bind the Proposer, which includes representations that:
  - (a) Except as disclosed in the Proposal, no officer or employee of the Proposer is directly or indirectly a party to or in any other manner interested financially or otherwise in this RFP;
  - (b) Proposer satisfies all of the minimum qualification requirements in Section IV.A; and
  - (c) Proposer has reviewed BPCA's form of contract, attached as Exhibit C to this RFP, and either has no objections or has detailed their objections in an appendix to their Proposal.
- 2) Executive Summary.
- 3) Responses to the Questions as well as all of the Information Required (Sections VI.A. and B.).
- 4) Required Attachments (Section VI. C.).

**BPCA reserves the right to reject any Proposals that fail to include any item required by this Section V.B, including Cover Letters that are unsigned or fail to include each of the above representations (including the required appendix if there are objections to BPCA's form of contract).**

## **VI. INFORMATION REQUIRED**

### **A. *Questions and Information Sought Relating to the Work***

- 1) Describe your firm's background, services, size, and history as these factors are relevant to the Work.
- 2) Please provide a description of the proposed arborist lift, including a description of how the proposed product meets the specifications set forth in the Scope of Work (Exhibit A). Please also include pertinent warranty information and standard purchase terms (which will be subject to review and comment by BPCA).
- 3) Please describe your experience performing arborist lift repair, service, inspection, and maintenance.
- 4) Describe your proposed approach and methodology for the timely performance of arborist lift repair, service, inspection, and maintenance. Please include, if available, projected turnaround times for the performance of maintenance, repair and inspection services.
- 5) Identify the person who will be the lead project manager (the "Lead PM") and primary contact in providing services to BPCA, and any other persons who will be listed as a "key person" in any contract with BPCA.
- 6) Identify any subcontractors you intend to use for this engagement, and describe the services to be performed by each subcontractor.
- 7) Describe your proposed team's experience with similar work for other public entities, with an emphasis on New York State public entities.
- 8) Clearly identify any information in your Proposal that you believe to be confidential and exempt from disclosure under FOIL, and state the reasons. Please note that this question is for informational

purposes only, and BPCA will determine whether information or materials are exempt from disclosure under FOIL within its sole discretion.

- 9) Identify any and all exceptions taken to BPCA's standard form of contract, attached as Exhibit C, explaining the reasons for such exceptions. Such exceptions must be detailed in an appendix to your Proposal labeled, "Appendix: Objections to BPCA Form of Contract." No exceptions to the Contract will be considered by BPCA after submission of the Proposals. BPCA reserves the right to reject Proposals based on non-conformance with the standard form of Contract.
- 10) Provide at least two (2) client references for whom your firm has performed similar work to that requested in this RFP. For each client, describe the project, the project's date, and services performed, and provide the name, address, and telephone number for a person at client's firm familiar with such work.

***B. Questions and Information Sought Relating to Proposer's Firm & Eligibility***

- 11) Within the past three (3) years, have there been any significant developments in your firm such as changes in ownership or restructuring? Do you anticipate any significant changes in the near future? If so, please describe.
- 12) How does your firm identify and manage conflicts of interest?
- 13) Are there any potential conflict of interest issues posed by your firm's performance of the Work on behalf of BPCA?
- 14) Has your firm or have any of the firm's partners/employees been disciplined or censured by any regulatory body within the last five (5) years? If so, please describe the relevant facts and disposition.
- 15) Within the last five (5) years, has your firm, or a partner or employee in your firm, been involved in litigation or other legal proceedings relating to the provision of professional services? If so, please provide an explanation and the current status or disposition of the matter.
- 16) List any professional or personal relationships your firm's principals may have with BPCA's Board Members and/or employees. List attached as Exhibit E.
- 17) If selected, will your firm assign any person to this engagement who was previously an employee of BPCA or BPCPC? If so, please: i) identify when (month and year) that person's employment at BPCA/BPCPC terminated, and ii) describe that person's involvement, if any, with matters related to this RFP during his/her employment at BPCA/BPCPC.
- 18) In the past five (5) years, have any public sector clients terminated their working relationship with your firm? If so, please provide a brief statement of the reasons. Provide the name of the client and provide a contract person, address and telephone number.

***C. Required Attachments***

- 1) Mandatory Forms:

Each Proposal must include a completed copy of all "Mandatory Forms" found at: <http://bpcanyc.org/wp-content/uploads/2015/03/Vendor-ResponsibilityQuestionnaire.pdf>. The Mandatory Forms include the following:

- a) NYS Standard Vendor Responsibility Questionnaire, notarized and signed by the individual(s) authorized to contractually bind the Proposer, indicating the signer's title/position within the firm.\*
- b) State Finance Law § 139 Form 1, signed by the individual(s) authorized to contractually bind the Proposer.\*
- c) W-9 form.
- d) Statement of Non-Collusion.
- e) MBE/WBE/SDVOB Utilization Plans. Please note that all such plans must be submitted even if Proposer is a MBE/WBE/SDVOB.

\*In addition to the copy required to be included in each bound Proposal, Proposers must additionally provide one (1) unbound, completed original, with ink signatures, of the NYS Standard Vendor Responsibility Questionnaire and SFL 139 Form 1.

- 2) Response to the question regarding the use of New York State businesses set forth in Section XII.
- 3) Completed MBE/WBE and EEO Policy Statement and Diversity Practices Questionnaire (attached as part of Exhibit B).
- 4) Financial Statements:

Provide a copy of your firm's most recent Audited Financial Statements (within the last year). In the event you do not have audited financials you must provide a statement to that effect with your proposal, and summary financial information for the calendar year most recently ended.

- 5) Acknowledgement of Addenda:

Attach a completed and signed Acknowledgement of Addenda Form, attached as Exhibit C, acknowledging receipt of all addenda to this RFP, if any, issued by BPCA before the Due Date. Addenda are posted by BPCA as necessary and can be found on the BPCA website at [www.bpca.ny.gov](http://www.bpca.ny.gov). It is the responsibility of each Proposer to check the BPCA website for addenda and to review addenda prior to submitting any proposal in response to this RFP.

## **VII. INSURANCE REQUIREMENTS**

### **1) General Requirements**

The total cost of the required insurance listed in paragraphs 2) and 3) below, must be incorporated into the Cost Proposal. The additional insured protection afforded BPCA, BPCPC, and the State of New York must be on a primary and non-contributory basis. All policies must include a waiver of subrogation in favor of BPCA, BPCPC, and the State of New York, no policies may contain any limitations / exclusions for New York Labor Law claims, and cross liability coverage must be provided for BPCA, BPCPC, and the State of New York.

All of the carriers that provide the below required insurance must be rated "A- : VII" or better by A.M. Best and must provide direct written notice of cancellation or non-renewal to BPCA, BPCPC, and the State of



New York at least 30 days before such cancellation or non-renewal is effective, except for cancellations due to non-payment of premium, in which case 10 days written notice is acceptable.

## 2) Insurance Requirements for the Selected Proposer

The selected Proposer will be required to obtain and provide proof of the types and amounts of insurance listed below and shall maintain such insurance throughout the term of the contract. The insurance policies listed below must also conform to the applicable terms of the Contract, as shown in BPCA's sample form of contract attached as Exhibit C.

- **Commercial General Liability Insurance**, written on ISO Form CG 00 01 or its equivalent and with no modification to the contractual liability coverage provided therein, shall be provided on an occurrence basis and limits shall not be less than:
  - \$1,000,000 per occurrence
  - \$2,000,000 general aggregate which must apply on a per location / per project basis
  - \$2,000,000 products/completed operations aggregate

BPCA, BPCPC, and the State of New York must be protected as additional insureds on ISO Form CG 2010 (11/85) or its equivalent on policies held by the selected Proposer and any of its subcontractors. Should the Proposer's work include construction activities of any kind then the Proposer must maintain Products / Completed Operations coverage for no less than three years after the construction work is completed, and continue to include Additional Insured protection for BPCA, BPCPC & the State of New York for the prescribed timeframe. When providing evidence of insurance the Proposer must include a completed Acord 855 NY form.

- **Automobile Liability Insurance** with a combined single limit of not less than \$1,000,000. Coverage must apply to the Proposer's owned, hired, and non-owned vehicles and protect BPCA, BPCPC, and the State of New York as additional insured.
- **Workers' Compensation, Employer's Liability, and Disability Benefits** shall not be less than statutory limits, including United States Longshore and Harbor Workers Act coverage as applicable to the operations of the Proposer.
- **Umbrella Liability Insurance** at a limit not less than \$5,000,000 per occurrence and in the aggregate. BPCA, BPCPC, and the State of New York must be protected as additional insureds on policies held by the selected Proposer and any of its subcontractors.
- **Care, Custody & Control of Property of Others** in an amount not less than 100% of the value of the lift. Coverage must apply to property while on site, off site, and in transit, include an agreed amount provision which eliminates any coinsurance provision, and include BPCA as a loss payee.

## 3) Insurance Requirements for all Subcontractors

Any subcontractor(s) utilized by the selected Proposer will be required to obtain the types and amounts of insurance listed below: (i) as a condition of commencing any Work; and (ii) continuing throughout the duration of the subcontractor's Work. The insurance policies listed below must also conform to the applicable terms of the Contract, as shown in BPCA's sample form of contract attached as Exhibit C.

- **Commercial General Liability Insurance**, written on ISO Form CG 00 01 or its equivalent and with no modification to the contractual liability coverage provided therein, shall be provided on an occurrence basis and limits shall not be less than:

- \$1,000,000 per occurrence
- \$2,000,000 general aggregate which must apply on a per location / per project basis
- \$2,000,000 products/completed operations aggregate

BPCA, BPCPC, and the State of New York must be protected as additional insureds on ISO Form CG 2010 (11/85) or its equivalent on policies held by all subcontractors. Should the subcontractor's work include construction activities of any kind then the subcontractor must maintain Products / Completed Operations coverage for no less than three years after the construction work is completed and continue to include Additional Insured protection for BPCA, BPCPC & the State of New York for the prescribed timeframe. When providing evidence of insurance the subcontractor must include a completed Acord 855 NY form.

- **Automobile Liability Insurance** with a combined single limit of not less than \$1,000,000. Coverage must apply to the subcontractor's owned, hired, and non-owned vehicles and protect BPCA, BPCPC, and the State of New York as additional insured.

- **Workers' Compensation, Employer's Liability, and Disability Benefits** shall not be less than statutory limits, including United States Longshore and Harbor Workers Act coverage as applicable to the operations of the subcontractor.

- **Subcontractors will also be required to obtain all other insurances listed in Section (2) unless otherwise approved in writing by BPCA prior to commencement of any Subcontractor's work.**

## **VIII. COST PROPOSAL; FORMAT AND REQUIRED INCLUSIONS**

Each Cost Proposal must be submitted in the form set forth in Exhibit F and state a total price for the Arborist Lift, including transportation and delivery to 75 Battery Place, New York, NY 10280. In addition, the Cost Proposal must state hourly rates for the performance of all repair, maintenance and inspection Work utilizing the table set forth in Exhibit F.

The Cost Proposal must be submitted in its own separate, sealed envelope within the sealed package containing all other Proposal documents. Please provide two (2) copies of the Cost Proposal.

## **IX. SELECTION PROCESS**

### ***A. Evaluation***

Each timely-submitted Proposal will be reviewed for compliance with the form and content requirements of this RFP. A committee of BPCA employees selected by BPCA (the "Committee") will then review and evaluate the Proposals in accordance with the evaluation criteria set forth below. While only Committee members will score the evaluation criteria, the Committee may consult an outside expert for advisement on the evaluation of matters requiring technical expertise. Before final selection, BPCA must determine that the proposed selected Proposer is responsible, in accordance with applicable law and with BPCA's Procurement Guidelines, which may be viewed at: <http://bpca.ny.gov/public-information/>.

**B. Interviews**

BPCA reserves the right to decide whether to interview any or all of the Proposers. The Committee may conduct interviews for various purposes, including to further assess a Proposer’s ability to perform the Work or provide specific services, or to seek information related to any other evaluation criteria. The proposed Lead PM, as well all other key personnel proposed to perform the Work, must be available to participate in the interview.

**C. Evaluation Criteria for Selection**

Selection will be based upon the following criteria:

1) Technical Evaluation:

- A) Arborist Lift meets specifications in the Scope of Work..... 50%
- B) Firm’s experience in the maintenance, repair & inspection of arborist lifts..... 30%
- C) Availability and responsiveness of firm for repair, maintenance and inspection services ..... 10%
- D) Response to Diversity Practices Questionnaire: ..... 10%

2) Cost Proposal evaluation.

**D. Basis for Contract Award**

The Contract will be awarded to the highest technically-rated Proposer whose Proposal is determined to be responsive and in the best interests of BPCA, subject to a determination that the Cost Proposal is fair, reasonable, and provides the best value to BPCA given the requirements of the project.

**X. NON-COLLUSION**

By submitting a Proposal, each Proposer warrants and represents that any ensuing Contract has not been solicited or secured directly or indirectly in a manner contrary to the laws of the State of New York, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the Contract by any conduct, including the paying or giving of any fee, commission, compensation, gift, or gratuity or consideration of any kind, directly or indirectly, to any member of the board of directors, employee, officer or official of BPCA.

**XI. IRAN DIVESTMENT ACT**

By submitting a Proposal or by assuming the responsibility of any Contract awarded hereunder, each Proposer certifies that it is not on the “Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012” list (“Prohibited Entities List”) posted on the New York State Office of General Services website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize any subcontractor/consultant that is identified on the Prohibited Entities List on this Contract. The selected Proposer agrees that should it seek to renew or extend any Contract awarded hereunder, it must provide the same certification at the time the Contract is renewed or extended. The selected Proposer also agrees that any proposed assignee of the Contract will be required to certify that it is not on the Prohibited Entities List before BPCA may approve a request for assignment of the Contract.

During the term of any Contract awarded hereunder, should BPCA receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, BPCA will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has

ceased its engagement in the investment activity which is in violation of the New York State Iran Divestment Act of 2012 within 90 days after the determination of such violation, then BPCA shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the selected Proposer in default of the awarded Contract.

BPCA reserves the right to reject any request for renewal, extension, or assignment for an entity that appears on the Prohibited Entities List prior to the renewal, extension, or assignment of the Contract, and to pursue a responsibility review with the selected Proposer should it appear on the Prohibited Entities List hereafter.

**XII. ENCOURAGING USE OF NEW YORK STATE BUSINESSES IN CONTRACT PERFORMANCE**

New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the state and the nation. In recognition of their economic activity and leadership in doing business in New York State, Proposers for this Contract for commodities, services or technology are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the Contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles.

Proposers are strongly encouraged, to the maximum extent practical and consistent with legal requirements, to use responsible and responsive New York State businesses in purchasing commodities that are of equal quality and functionality and in utilizing services and technology. Furthermore, Proposers are reminded that they must continue to utilize small, minority and women-owned businesses, consistent with current State law.

Utilizing New York State businesses in State contracts will help create more private sector jobs, rebuild New York’s infrastructure, and maximize economic activity to the mutual benefit of the contractor and its New York State business partners. New York State businesses will promote the contractor’s optimal performance under the Contract, thereby fully benefiting the public sector programs that are supported by associated procurements.

Public procurements can drive and improve the State’s economic engine through promotion of the use of New York businesses by its contractors. The State therefore expects bidders/proposers to provide maximum assistance to New York businesses in their contracts. The potential participation by all kinds of New York businesses will deliver great value to the State and its taxpayers.

Proposers can demonstrate their commitment to the use of New York State businesses by responding to the question below. Each proposer must include a response to this question with their proposal. Please note that a “yes” response requires supporting information. If yes, identify New York State businesses that will be used and attach identifying information.

Will New York State businesses be used in the performance of this contract?     \_\_\_Yes     \_\_\_No

## EXHIBIT A

### ARBORIST LIFT MAINTENANCE AND REPAIR SERVICES SCOPE OF WORK

#### 1. Arborist Lift Technical and Functional Specifications

Vendor shall furnish and deliver a new (i.e. not used, refurbished or restored) arborist lift matching or exceeding the following technical requirements (the “Arborist Lift” or “Lift”):

- Must be able to drive, or self-propel, through access points less than thirty-six (36) inches wide.
- Must drive and maneuver well in physically limited spaces, including difficult access areas, narrow walkways, between trees and shrubberies, and around buildings.
- Must have a working height of at least sixty (60) feet.
- Must have a lateral reach of at least thirty-five (35) feet.
- Must be easy to load, store and move throughout the Battery Park City park system on a standard equipment trailer.
- Must be capable of stability, and safe work conditions, in uneven conditions and on slopes or inclines.
- Must be capable of negotiating and climbing stairs.
- Must be able to operate effectively in cold weather up to 10F/-12C.
- Must have hydraulics (hoses and cables) properly protected, preferably inside the boom arms.
- Must be designed for Tree Work, specifically as an arborist lift.
- Must have a nimble, one-person fiberglass bucket suitable for pruning in the crowns of healthy trees.
- Must be of heavy duty construction, with minimum sway when the boom is extended.
- Must have an independent emergency let down system.
- Must have documented operator training and certification.

BPCA will determine, in its sole discretion, whether the vendor’s product meets the above-stated requirements.

Vendor shall deliver the Arborist Lift to 75 Battery Place, New York, NY 10280, or another location specified by BPCA, within ten (10) days of the award of the contract, or within such other time period agreed to in writing by BPCA.

#### 2. Service Requirements:

Vendor shall provide maintenance, repair and regular inspection services on the Lift furnished under this contract. These services include the following:

- **Maintenance and Repair Services:**
  - Vendor will provide repairs to all damaged, worn or malfunctioning components and systems of the Lift, including the hydraulic system, machine lift arms, attachments, structure and body, engine components including gaskets, filters, pistons and all other internal moving parts, electrical system components, tires and any other structural or functional components of the Arborist Lift.

- Vendor will install and remove Arborist Lift attachments in connection with repair, maintenance and inspection activities.
- **Inspection and Preventative Maintenance Services:**
  - Vendor will perform all required inspections of the Arborist Lift and the Arborist Lift's individual components and systems at intervals recommended by the manufacturer. Vendor will provide stickers indicating performed inspections of the Arborist Lift as well as any additional documentation of inspections performed.
  - In addition, during Vendor's inspection of the Lift, Vendor shall provide all necessary preventative maintenance, tune-ups, and perform any other activities necessary to keep the Lift in good working order.
- **Requirements for All Services:**
  - Vendor will perform all services to manufacturer's specifications. Vendor will maintain up-to-date knowledge of said specifications.
  - Vendor will provide original and genuine manufacturer's parts.
  - Vendor will perform all services in accordance with all applicable local, state and federal laws. Vendor will be lawfully authorized and possess all licenses to perform all required work.
- **On-Call Maintenance and Repair Services:**
  - Vendor will perform all repair work on an on-call basis.
  - When notified by BPCA of required service, Vendor will collect the Lift from the Parks Operations HQ at 75 Battery Place, New York, NY 10280 ("HQ"). Vendor will provide a truck suitable for transporting the lift as well as all equipment required to place the Arborist Lift onto said truck and secure it. Pickups, deliveries or on-site visits are to be scheduled within the standard BPCA operating hours of Monday through Friday, 8am to 12pm EST and 1pm to 4pm EST.
  - Vendor will perform diagnostics on the Arborist Lift at the Vendor's location as well as any additional tests or investigations required to determine the nature of services required to return the Lift to a fully operational state.
  - Vendor will, based on diagnostics, provide BPCA with a draft work order detailing the following:
    - Specific non-functioning parts, components or systems.
    - An itemized list of replacement parts required.
    - Labor hours required to return the Lift to fully operational state.
    - The cost of all parts and labor required to return the Lift to a fully operational state and deliver it to the HQ.
    - Any additional costs necessary to complete the tasks detailed in the work order.
    - An estimated time frame to complete said services and return Arborist Lift to HQ.

- BPCA will review and, if necessary, provide feedback or comment on the draft work order. If BPCA has no objection to the work order, it will provide written notification of approval.
- Vendor will not perform any services until such time as they receive a written notification from BPCA authorizing performance of the work under the work order.
- When, in BPCA's opinion, a required service is considered minor or simple in nature, Vendor will perform service at HQ at the sole discretion of BPCA.
- Vendor will endeavor to provide all services in an expedient manner consistent with industry performance standards.
- Vendor will provide itemized service manifests. These are to be delivered to BPCA within thirty (30) days of all services.

[NO FURTHER TEXT]

**EXHIBIT B**

**CONTRACTOR REQUIREMENTS AND PROCEDURES FOR PARTICIPATION BY NEW YORK STATE-CERTIFIED MBEs/WBEs/SDVOBs AND EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITY GROUP MEMBERS AND WOMEN**

**NEW YORK STATE LAW**

Pursuant to New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations BPCA is required to promote opportunities for the maximum feasible participation of New York State-certified MBEs/WBEs (collectively, “MWBE(s)”) and the employment of minority group members and women in the performance of BPCA contracts. Pursuant to New York State Executive Law Article 17-B and 9 NYCRR §252, BPCA recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified SDVOBs.

**Business Participation Opportunities for MWBEs**

For purposes of this solicitation, BPCA hereby establishes the following MWBE participation goals, based on the current availability of MWBEs:

Overall goal for total MWBE participation: **30%**

NYS-Certified Minority-Owned Business (“MBE”) Participation: **15%**

NYS-Certified Women-Owned Business (“WBE”) Participation: **15%**

A contractor (“Contractor”) on any contract resulting from this procurement (“Contract”) must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors and suppliers in the performance of the Contract. To that end, by submitting a response to this RFP, the Proposer agrees that BPCA may withhold payment pursuant to any Contract awarded as a result of this RFP pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. For guidance on how BPCA will evaluate a Contractor’s “good faith efforts,” refer to 5 NYCRR § 142.8.

The Proposer understands that only sums paid to MWBEs for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied towards the achievement of the applicable MWBE participation goal. The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25 percent of the total value of the contract.

In accordance with 5 NYCRR § 142.13, the Proposer further acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in a Contract resulting from this RFP, such finding constitutes a breach of contract and BPCA may withhold payment as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the Contract.

By submitting a bid or proposal, a Proposer agrees to demonstrate its good faith efforts to achieve the applicable MWBE participation goals by submitting evidence thereof through the New York State Contract System (“NYSCS”), which can be viewed at <https://ny.newnycontracts.com>, provided, however, that a Proposer may arrange to provide such evidence via a non-electronic method by contacting Mr. Anthony Peterson at [Anthony.peterson@bpca.ny.gov](mailto:Anthony.peterson@bpca.ny.gov) or 212-417-2337. Please note that the NYSCS is a one-stop solution for all of your MBE/WBE and Article 15-A contract requirements. For additional information on the use of the NYSCS to meet the Proposer’s MBE/WBE



requirements, please see the attached MBE/WBE guidance from the New York State Division of Minority and Women's Business Development, "Your MWBE Utilization and Reporting Responsibilities Under Article 15-A."

Additionally, a Proposer will be required to submit the following documents and information as evidence of compliance with the foregoing:

- A. An MWBE Utilization Plan with their bid or proposal. Any modifications or changes to an accepted MWBE Utilization Plan after the Contract award and during the term of the Contract must be reported on a revised MWBE Utilization Plan and submitted to BPCA for review and approval.
- B. BPCA will review the submitted MWBE Utilization Plan and advise the Proposer of BPCA acceptance or issue a notice of deficiency within 30 days of receipt.
- C. If a notice of deficiency is issued, the Proposer will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to Mr. Anthony Peterson at BPCA, by email at [Anthony.peterson@bpca.ny.gov](mailto:Anthony.peterson@bpca.ny.gov), a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by BPCA to be inadequate, BPCA shall notify the Proposer and direct the Proposer to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.
- D. BPCA may disqualify a Proposer as being non-responsive under the following circumstances:
  - 1) If a Proposer fails to submit an MWBE Utilization Plan;
  - 2) If a Proposer fails to submit a written remedy to a notice of deficiency;
  - 3) If a Proposer fails to submit a request for waiver; or
  - 4) If BPCA determines that the Proposer has failed to document good faith efforts.

The successful Proposer will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made subsequent to Contract Award may be made at any time during the term of the Contract to BPCA, but must be made no later than prior to the submission of a request for final payment on the Contract.

The successful Proposer will be required to submit a quarterly M/WBE Contractor Compliance & Payment Report to BPCA, by the 10<sup>th</sup> day following each end of quarter over the term of the Contract documenting the progress made toward achievement of the MWBE goals of the Contract.

### **Business Participation Opportunities for SDVOBs**

For purposes of this solicitation, BPCA hereby establishes an overall goal of 6% for SDVOB participation. A Proposer must document good faith efforts to provide meaningful participation by SDVOBs as subcontractors or suppliers in the performance of the Contract and Proposer agrees that BPCA may withhold payment pending receipt of the required SDVOB documentation. The directory of New York State Certified SDVOBs can be viewed at: [http://www.ogs.ny.gov/Core/docs/CertifiedNYS\\_SDVOB.pdf](http://www.ogs.ny.gov/Core/docs/CertifiedNYS_SDVOB.pdf). For guidance on how BPCA will determine a Contractor's "good faith efforts," refer to 9 NYCRR §252.2(f)(2).

In accordance with 9 NYCRR §252.2(s), the Proposer acknowledges that if it is found to have willfully and intentionally failed to comply with the SDVOB participation goals set forth in the Contract, such finding constitutes a breach of Contract and Contractor shall be liable for damages as specified in the Contract.

Such damages shall be calculated based on the actual cost incurred by BPCA related to BPCA's expenses for personnel, supplies and overhead related to establishing, monitoring and reviewing certified SDVOB programmatic goals.

- A. Additionally, a Proposer agrees to submit a Utilization Plan with their bid or Proposal as evidence of compliance with the foregoing. Any modifications or changes to the Utilization Plan after the Contract award and during the term of the Contract must be reported on a revised Utilization Plan and submitted to BPCA.
- B. BPCA will review the submitted Utilization Plan and advise the Proposer of BPCA's acceptance or issue a notice of deficiency within 30 days of receipt.
- C. If a notice of deficiency is issued, Proposer agrees that it shall respond to the notice of deficiency within seven (7) business days of receipt by submitting to Mr. Anthony Peterson at BPCA, by email at [Anthony.peterson@bpcanyc.gov](mailto:Anthony.peterson@bpcanyc.gov), a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by BPCA to be inadequate, BPCA shall notify the Proposer and direct the Proposer to submit, within five (5) business days, a request for a partial or total waiver of SDVOB participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or Proposal.
- D. BPCA may disqualify a Proposer as being non-responsive under the following circumstances:
  - 1) If a Proposer fails to submit a Utilization Plan;
  - 2) If a Proposer fails to submit a written remedy to a notice of deficiency;
  - 3) If a Proposer fails to submit a request for waiver; or
  - 4) If BPCA determines that the Proposer has failed to document good faith efforts.

The successful Proposer shall attempt to utilize, in good faith, any SDVOB identified within its Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made subsequent to the Contract award may be made at any time during the term of the Contract to BPCA, but must be made no later than prior to the submission of a request for final payment on the Contract.

The successful Proposer is required to submit a Contractor's SDVOB Contractor Compliance & Payment Report to BPCA on a monthly basis over the term of the Contract documenting the progress made toward achievement of the SDVOB goals of the Contract.

### **Equal Employment Opportunity Requirements**

By submission of a bid or proposal in response to this solicitation, the Proposer agrees with all of the terms and conditions of the attached MWBE Equal Employment Opportunity Policy Statement. The Proposer is required to ensure that it and any subcontractors awarded a subcontract for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the Proposer, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The Proposer will be required to submit a Minority and Women-owned Business Enterprise and Equal Employment Opportunity Policy Statement, Form # 4, to BPCA with its bid or proposal.

If awarded a Contract, Proposer shall submit a Workforce Utilization Report and shall require each of its Subcontractors to submit a Workforce Utilization Report, in such format as shall be required by BPCA on a monthly basis during the term of the Contract.

Further, pursuant to Article 15 of the Executive Law (the “Human Rights Law”), all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

**Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.**



## **Your MBE/WBE Utilization and Reporting Responsibilities Under Article 15-A**

The New York State Contract System (“NYSCS”) is your one stop tool compliance with New York State’s MBE/WBE Program. It is also the platform New York State uses to monitor state contracts and MBE/WBE participation.

### **GETTING STARTED**

To access the system, please login or create a user name and password at <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=7562>. If you are uncertain whether you already have an account set up or still need to register, please send an email to the customer service contact listed on the Contact Us & Support page, or reach out to your contract’s project manager. For verification, in the email, include your business name and contact information.

### **VENDOR RESPONSIBILITIES**

As a vendor conducting business with New York State, you have a responsibility to utilize minority- and/or women-owned businesses in the execution of your contracts, per the MBE/WBE percentage goals stated in your solicitation, incentive proposal or contract documents. NYSCS is the tool that New York State uses to monitor MBE/WBE participation in state contracting. Through the NYSCS you will submit utilization plans, request subcontractors, record payments to subcontractors, and communicate with your project manager throughout the life of your awarded contracts.

There are several reference materials available to assist you in this process, but to access them, you need to first be registered within the NYSCS. Once you log onto the website, click on the **Help & Support** >> link on the lower left hand corner of the Menu Bar to find recorded trainings and manuals on all features of the NYSCS. You may also click on the **Help & Tools** icon at the top right of your screen to find videos tailored to primes and subcontractors. There are also opportunities available to join live trainings, read up on the “Knowledge Base” through the Forum link, and submit feedback to help improve future enhancements to the system. Technical assistance is always available through the **Contact Us & Support** link on the NYSCS website (<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=7562>).

For more information, contact your project manager.

**MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES**

**EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

**MBE/WBE AND EEO POLICY STATEMENT**

I, \_\_\_\_\_ (the "Contractor"), agree to adopt the following policies with respect to the project being developed at, or services rendered to, the Battery Park City Authority ("BPCA").

**MBE/WBE** This organization will and will cause its contractors and subcontractors to take good faith actions to achieve the MBE/WBE contract participations goals set by the State for that area in which the State-funded project is located, by taking the following steps:

- (1) Actively and affirmatively soliciting bids for contracts and subcontracts from qualified State certified MBEs or WBEs, including solicitations to MBE/WBE contractor associations.
- (2) Requesting a list of State-certified MBEs/WBEs from BPCA and soliciting bids from these MBEs/WBEs directly.
- (3) Ensuring that plans, specifications, request for proposals and other documents used to secure bids will be made available in sufficient time for review by prospective MBEs/WBEs.
- (4) Where feasible, dividing the work into smaller portions to enhance participations by MBEs/WBEs and encourage the formation of joint venture and other partnerships among MBE/WBE contractors to enhance their participation.
- (5) Documenting and maintaining records of bid solicitation, including those to MBEs/WBEs and the results thereof. The Contractor will also maintain records of actions that its subcontractors have taken toward meeting MBE/WBE contract participation goals.
- (6) Ensuring that progress payments to MBEs/WBEs are made on a timely basis so that undue financial hardship is avoided, and that bonding and other credit requirements are waived or appropriate alternatives are developed to encourage MBE/WBE participation.

**EEO** (a) This organization will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability or marital status, will undertake or continue existing diversity programs to ensure that minority group members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts.

- (b) This organization shall state in all solicitation or advertisements for employees that in the performance of the State contract all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex disability or marital status.
- (c) At the request of BPCA, this organization shall request that each employment agency, labor union, or authorized representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of this organization's obligations herein.
- (d) The Contractor shall comply with the provisions of the Human Rights Law, all other State and Federal statutory and constitutional non-discrimination provisions. The Contractor and subcontractors shall not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.
- (e) This organization will include the provisions of sections (a) through (d) of this agreement in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with the State contract.

Battery Park City Authority Request For Proposals

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Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2016

By \_\_\_\_\_

Print: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ is designated as the Consultant's Minority Business Enterprise Liaison responsible for administering the Minority and Women-Owned Business Enterprises - Equal Employment Opportunity (MBE/WBE - EEO) program.

**MBE/WBE Contract Goals**

**30%** Minority and Women's Business Enterprise Participation

**15** % Minority Business Enterprise Participation

**15** % Women's Business Enterprise Participation

**EEO Contract Goals** (if applicable)

\_\_\_ % Minority Labor Force Participation

\_\_\_ % Female Labor Force Participation

\_\_\_\_\_  
(Authorized Representative)

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

Date: \_\_\_\_\_

**Diversity Practices Questionnaire**

I, \_\_\_\_\_, as \_\_\_\_\_ (title) of \_\_\_\_\_ company (the “Company”), swear and/or affirm under penalty of perjury that the answers submitted to the following questions are complete and accurate to the best of my knowledge:

1. Does your Company have a Chief Diversity Officer or other individual who is tasked with supplier diversity initiatives? Yes or No

If Yes, provide the name, title, description of duties, and evidence of initiatives performed by this individual or individuals.

2. What percentage of your Company’s gross revenues (from your prior fiscal year) was paid to New York State certified MBEs/WBEs as subcontractors, suppliers, joint-ventures, partners or other similar arrangement for the provision of goods or services to your Company’s clients or customers?

3. What percentage of your Company’s overhead (i.e. those expenditures that are not directly related to the provision of goods or services to your Company’s clients or customers) or non-contract-related expenses (from your prior fiscal year) was paid to New York State certified MBEs/WBEs as suppliers/contractors?<sup>1</sup>

4. Does your Company provide technical training<sup>2</sup> to MBEs/WBEs? Yes or No

If Yes, provide a description of such training which should include, but not be limited to, the date the program was initiated, the names and the number of MBEs/WBEs participating in such training, the number of years such training has been offered and the number of hours per year for which such training occurs.

5. Is your Company participating in a government approved M/WBE mentor-protégé program?

If Yes, identify the governmental mentoring program in which your Company participates and provide evidence demonstrating the extent of your Company’s commitment to the governmental mentoring program.

6. Does your Company include specific quantitative goals for the utilization of MBEs/WBEs in its non-government procurements? Yes or No

If Yes, provide a description of such non-government procurements (including time period, goal, scope and dollar amount) and indicate the percentage of the goals that were attained.

7. Does your Company have a formal M/WBE supplier diversity program? Yes or No

If Yes, provide documentation of program activities and a copy of policy or program materials.

8. Does your Company plan to enter into partnering or subcontracting agreements with New York State certified MBEs/WBEs if selected as the successful Proposer? Yes or No

If Yes, complete the attached Utilization Plan

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<sup>1</sup> Do not include onsite project overhead.

<sup>2</sup> Technical training is the process of teaching employees how to more accurately and thoroughly perform the technical components of their jobs. Training can include technology applications, products, sales and service tactics, and more. Technical skills are job-specific as opposed to soft skills, which are transferable.

Battery Park City Authority Request For Proposals

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All information provided in connection with the Diversity Practices Questionnaire is subject to audit and any fraudulent statements are subject to criminal prosecution and debarment.

Signature of  
Owner/Official  
Printed Name of  
Signatory  
Title

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Name of Business

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Address

---

City, State, Zip

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STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_ ) ss:

On the \_\_\_\_\_ day of \_\_\_\_\_, 2019, before me, the undersigned, a Notary Public in and for the State of \_\_\_\_\_, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to this certification and said person executed this instrument.

\_\_\_\_\_  
Notary Public



**EXHIBIT C**

(BPCA Sample Form of Contract for Services)

(attached)

**EXHIBIT D**

**(Acknowledgement of Addenda)**

**RFP TITLE:** \_\_\_\_\_

**Complete Part I or Part II, whichever is applicable, and sign your name in Part III.**

**Part I**

Listed below are the dates of issue for each Addendum received in connection with this RFP:

Addendum # 1, Dated \_\_\_\_\_, \_\_\_\_

Addendum # 2, Dated \_\_\_\_\_, \_\_\_\_

Addendum # 3, Dated \_\_\_\_\_, \_\_\_\_

Addendum # 4, Dated \_\_\_\_\_, \_\_\_\_

Addendum # 5, Dated \_\_\_\_\_, \_\_\_\_

Addendum # 6, Dated \_\_\_\_\_, \_\_\_\_

**Part II Acknowledgement of No Receipt**

\_\_\_\_\_ No Addendum was received in connection with this RFP

**Part III**

Proposer's Name: \_\_\_\_\_

Proposer's Authorized Representative:

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

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT E**

**List of BPCA & BPCPC Board Members and Employees**

(attached)

**LIST OF BOARD MEMBERS**

George J. Tsunis (Chair)

Donald Cappocia

Lester Petracca

Catherine McVay Hughes

Louis J. Bevilacqua

Martha J. Gallo

Anthony Kendall

**Employees:**

Betsy Abreu  
Debbie Addison  
Curtis Afzal  
Elsa Alvarez  
Dana Anders  
Anthony Andriano  
Stephen Arciold  
Sharmila Baichu  
Marie Baptiste  
Brett Beecham  
Freddy Belliard  
Emily Birdseye  
Nidia Blake-Reeder  
LaToya Brooks-Jones  
Nancy Buiuid  
Anthony Buquicchio  
Peter Campbell  
Frances Caperchi  
Monica Centeno  
Carlton Chotalal  
Julissa Cooke  
Deshay Crabb  
Gwen Dawson  
Gilbert DePadua  
Paul Diaz-Larui  
Tonasia Dopson  
Patricia Ehlers  
Abigail Ehrlich  
Maria Ellison  
Richard Faraino  
Anitra Fauntleroy  
Pamela Frederick  
James Gallagher  
Joseph Ganci  
Abigail Goldenberg  
Anastasia Gonzalez  
Lenron Goode  
Neresa Gordon  
Sakina Graves  
Ned Greenberg  
Evelyn Gregg  
Jonathan Gross  
Robert Hansen  
Nimisha Haribaran

Nicole Heater  
Sankar Heerah  
Sonia Henry  
Stephanie Huayta  
Craig Hudon  
Amy Jogie  
William John  
Jasmine Johnson  
Benjamin Jones  
Roland Kemp  
Ann Ketring  
Susie Kim  
Karl Koenig  
Betzayda Laboy  
Leandro Lafuente  
Michael Lamancusa  
Della Lee  
Rene Lopcy  
Robert Maggi  
Evelin Maisonet  
Kevin McCabe  
Jonathan McCain  
Princess McNeill  
Vanessa Mesine  
Ronnie Mohammed  
Dana Morgera  
Lauren Murtha  
Bertha Narcisse  
Robert Nesmith  
Siu May Ng  
Yoshihiro Nishida  
Anne O'Neill  
Bienvenido Osorio  
Kevin O'Toole  
Hector Oyola  
Willem Paillant  
Jonathan Parker  
Gladys Pearlman  
Dahlia Pena  
Anthony Peterson  
Bruno Pomponio  
Katherine Powell

Sandra Power  
Robert Quon  
Jason Rachnowitz  
Madelin Ramirez  
Manual Rivera  
Anthony Robinson  
Andrea Rodriguez  
Nelson Rogers  
Jose Rosado  
Holly Ross  
Carlos Santiago  
Nicholas Sbordone  
Jean Schwartz  
Jesse Schwartz  
Lindsey Senn  
Rekha Sewraj  
Sean Simon  
Kemnarine Singh  
Timothy Skipper  
Sarah Smedley  
Bruce Spierer  
Nicole Stallworth-Roper  
Shinay Stewart  
Jerome Sturiano  
Lance Super  
John Tam  
Alexis Torres  
Ryan Torres  
Douglas Van Horn  
Noe Velasquez  
Evangelio Villalobos  
Jeffrey Vixamar  
Sharon Wade  
David Wallace  
Eric White  
Angela Whitehead  
Dwight Williams  
Kenneth Windman  
Al Wright  
Jouli Yohannes

**EXHIBIT F**

**EXHIBIT F**

**Cost Proposal**

(Proposer to submit executed Cost Proposal on its letterhead)

Date:

Battery Park City Authority  
200 Liberty Street - 24th Floor  
New York, New York 10281

Attention: Mr. Michael LaMancusa  
Contracts Administrator

Dear Mr. LaMancusa,

The undersigned (the "Proposer") hereby proposes to provide all specified work necessary to perform the work for the **ARBORIST LIFT PURCHASE AND MAINTENANCE SERVICES** in accordance with the terms stipulated in the following pages, for the sum written below.

**ARBORIST LIFT PURCHASE AND MAINTENANCE SERVICES**

**A. Arborist Lift Purchase: For the Arborist Lift, including delivery, transportation, and all other necessary and incidental costs:**

A total lump sum amount of \$\_\_\_\_\_ (\_\_\_\_\_ Dollars and \_\_\_\_\_ Cents).

**B. Arborist Lift Maintenance, Repair and Inspection Services:**

The Proposer has submitted with its Proposal labor rates for all repair, maintenance and inspection services necessary to complete the Work, which rates include all costs except overhead and profit, in the form attached on page F-2 in this Exhibit F to the RFP. Prices shown include base hourly rate, overtime rate, insurance and benefits.

Name of Proposer:

\_\_\_\_\_

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

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

**EXHIBIT F**

**Hourly Rates for Arborist Lift Maintenance, Repair and Inspection Services**

<b>Service</b>	<b>Hourly Rate (Standard business hours M-F 8am-4pm)</b>	<b>Hourly Rate (Outside standard business hours)</b>
On-site maintenance/repairs		
Off-site maintenance/repairs		
Collection/delivery for off-site maintenance/repairs.		
Inspection		