



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

REQUEST FOR PROPOSALS ELECTRIC VEHICLE CHARGING

Release Date: May 30, 2025

Submission Deadline: August 14, 2025

Contact Information:

Andrew Tran

Director, Development

BNYDC_Charge@bnydc.org

A. EXECUTIVE SUMMARY

The Brooklyn Navy Yard Development Corporation (“BNYDC”) seeks proposals from entities (“Respondents”) interested in leasing outdoor parking spaces at the Brooklyn Navy Yard (the “Yard”) to install, maintain, and operate electric vehicle (“EV”) charging stations for use by Yard tenants and the public.

B. 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 550 businesses employing more than 13,000 people and generates over \$2 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.

C. PROJECT BACKGROUND

BNYDC aims to promote electric vehicle (EV) adoption and meet the growing demand for EV charging by leasing parking spaces within the Yard to an EV charging operator. The operator will be responsible for installing, managing, and operating EV charging hubs for use by both Yard tenants and the public. BNYDC plans to lease up to 20 spaces to serve tenant EV charging needs and up to 10 additional spaces for public use.

BNYDC oversees a network of streets and parking lots throughout the Yard’s campus. All streets within the Yard are internal streets under the jurisdiction of BNYDC and not subject to DOT



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oversight. The Yard is a closed campus and is accessible only to tenants, their employees, and guests. However, BNYDC has designated an area near the intersection between Clinton Avenue and Flushing Street that may be redeveloped under this procurement to create a publicly accessible EV charging hub with up to 10 parking spots, attached [Schedule B](#) for reference. All other chargers will be within the Yard's closed campus and accessible only to those that are able to enter the Yard.

A significant portion of the Yard community commutes by car, and several businesses operate commercial fleets. On an average weekday, approximately 1,500 cars enter the Yard with an estimated 3% being EVs or plug-in hybrids. In addition, several tenant businesses have expressed interest in expanding EV charging infrastructure to support the transition of their fleet vehicles to electric.

In 2023, BNYDC issued a procurement for EV charging stations that was ultimately not awarded. This revised RFP features an updated scope and structure to better position the selected Respondent and BNYDC for success. Key changes include a new financial structure and the removal of BNYDC fleet charging from the scope. Rather than pursuing a revenue-sharing arrangement or other financial structures, BNYDC now intends to lease parking spaces to the successful Respondent for the operation of EV charging hubs. Additionally, charging for BNYDC-owned fleet vehicles has been fully removed from this RFP; the organization will address those needs separately through its own privately owned chargers.

D. Opportunity

BNYDC is seeking proposals from qualified Respondents to lease up to 30 parking spaces—20 within the Yard and 10 publicly accessible—for the operation of EV charging stations. The selected Respondent will receive a lease term of at least five years with potential extensions. Respondents should specify their proposed annual rent per parking space and desired lease term. Financial terms favorable to BNYDC will be a key selection criterion. Respondents are expected to generate revenue through user fees, such as charging fees, memberships, and similar services. BNYDC is open to phased implementation plans; Respondents proposing a phased rollout should describe their approach in detail. Respondents will be permitted to install their choice of Level II and/or Level III chargers at the leased parking spots.

Respondents may select up to 20 parking spaces from the locations listed in [Schedule A](#) to serve as EV charging stations for vehicles authorized to access the Yard campus. These chargers are intended to support Yard tenants, their guests, and tenant fleet operations. Proposals that



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effectively address tenant fleet charging needs through a reservation system or similar system will be received favorably.

Respondents will also be permitted to create a publicly accessible parking lot with up to 10 parking spots in the area identified in the attached Schedule B to provide EV charging to the public. If the successful Respondent elects to pursue public charging, they will be required to redevelop this public charging area at their own cost, which will include adjustments to the fence line, creating an entrance for vehicles from the street, and any other actions required to make the site suitable for Respondent's operations.

In addition to these parking spots, BNYDC will make space available for the successful Respondent to install and operate related equipment, such as transformers, power cabinets, and on-site energy storage. Respondents should indicate in their proposals the specifications for additional space needed for such equipment.

BNYDC operates and maintains the distribution of electricity within the campus provided by ConEdison and the Brooklyn Navy Yard Cogeneration Partners LP depending on the area. The successful Respondent will be permitted to draw power from BNYDC managed substations to power for their EV chargers, which will be sub-metered and billed back to the selected Respondent. Respondents should assume they will be billed according to the SC-9 Tariff, Rate 1- - Standard Rate for Commercial Building for over 10 kW. Respondents will have access to power at each BNYDC substation capable of supporting demand of at least 1 MW each. Respondents should indicate if they need additional power in their proposals. The successful Respondent will not be required to request new electric service to feed their chargers.

The successful Respondent will be responsible for routing conduit from BNYDC managed substations to their leased areas at their own cost. BNYDC owns and maintains the underground feeders and associated manholes within the Yard. Trenching will need to be coordinated with BNYDC but will not require DOT permitting or coordination. The Yard is subject to an Environmental Easement and a Site Management Plan (Schedule D) with NYS DEC, which all excavation work will need to comply with.

Among other things, the lease will require that Respondent comply with standard BNYDC provisions related to construction and insurance. Please see the sample lease, attached as Exhibit C, for details on insurance and construction requirements. As standard in BNYDC leases, the successful Respondent will be expected to provide a good guy guarantee. If Respondent



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seeks to provide additional security or other assurances in lieu of a guarantee, that information should be included in Respondent's proposal for BNYDC's consideration. BNYDC will require in the lease that Respondent commit to a plan for decommissioning chargers and restoring the premises at the end of the term. A sample lease with standard terms required by BNYDC is attached as Schedule C.

All construction work will require design and plan approval from BNYDC. Respondents will also need to comply with BNYDC's insurance requirements for construction work and during the tenancy; BNYDC's standard insurance requirements are included in the sample lease attached as Schedule C. All physical work performed in the Yard requires conventional permitting for New York City. Permits and inspections will be handled by NYC Department of Buildings and other regulatory agencies. BNYDC's approval of all drawings and applications are required prior to submission to a regulatory agency. The successful Respondent must also obtain BNYDC approval for a facility security plan that addresses potential safety hazards and potential security issues—particularly in any public lot—related to the charging equipment or its users, including risks such as fires, vehicular accidents, and the discharge of hazardous materials.

Respondents should note that charging stations will be installed outdoors and must be suitable for all weather usage. All designs should factor in the Yard's waterfront location and potential flooding. The successful Respondent will be responsible for all necessary electrical equipment and wiring required to bring power to the charging stations. Further, the successful Respondent will be responsible for maintaining and monitoring their leased areas, including but not limited to, removing unauthorized parked vehicles, snow removal, and keeping the space clear of rubbish.

At the end of the lease term (subject to any renewal or lease extension), the successful Respondent will be required to decommission the EV chargers and restore the premises. Respondents should therefore include in their proposals a decommissioning plan to be adapted and incorporated into the lease.

BNYDC will be supportive of the successful Respondent's applications for funding from entities such as NYSEDA and ConEdison. However, BNYDC reserves the right to collect any funds distributable to BNYDC as the site host or Landlord where appropriate.

E. PROPOSAL SUBMISSION

All proposals are due by **August 14, 2025**. Proposals should include at a minimum the following



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information. BNYDC will be relying on the representations included in each proposal in awarding a lease.

1. **Respondent Overview.** Please provide an overview of your organization, including number of employees, history, philosophy, and management. Describe what makes Respondent's organization unique from other companies that may submit proposals. Please include Respondent's experience with installing, maintaining, and servicing chargers. Provide a summary of Respondent's experience working with public sector and non-profit clients as well as clients in a campus-type setting. Provide any additional information regarding Respondent's organization or services that may be beneficial in helping BNYDC determine Respondent's ability to achieve BNYDC's goals.
2. **Implementation.** Responses should include an overview of how Respondent would implement their proposal at the Yard, including the following information:
 - a. Proposed locations, numbers of EV charging stations, and type of EV charging stations to be installed at each location.
 - b. An overview of Respondent's approach to day-to-day management, maintenance, and servicing, including information on any subcontractors to the extent available.
 - c. Provide the specifications for Respondent's EV charging stations, including required electrical service.
 - d. Provide information about Respondent's business model, including but not limited to pricing for end users, billing practices, and service fees.
 - e. Respondent's ability to address the fleet charging needs of Yard tenants.
 - f. Respondent's timeline for becoming operational, assuming a December 2025 award and January 2026 lease commencement, including a list of all permits and approvals required.
 - g. Specify the individual(s) who would be assigned to manage this contract and the location of their office.
 - h. An outline of Respondent's process for addressing potentially dangerous situations and any security concerns that will be further detailed in a facility security plan.
 - i. An outline of Respondent's plan to decommission the EV chargers and restore the premises at the end of the lease term, to be adapted and incorporated into the lease.
 - j. Provide images, mockups, drawings, and the like of Respondent's EV charging stations.
 - k. Optional- renderings or conceptual designs of Respondent's chargers at each selected location.



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3. **Lease Terms.** Respondents should clearly indicate the number of parking spots and desired location of each spot in their proposal along with the following:
 - a. Please include a proposed rent schedule for the selected parking spots.
 - b. BNYDC will at a minimum offer a 5-year term. If Respondent requires a longer term or renewal option(s), please indicate the desired lease and renewal term durations.
 - c. Indicate whether Respondent would require any changes to the sample lease or concessions in order to execute a lease with BNYDC.
 - d. Note any deviations from the expectations set out in this RFP and attachments.
4. **Client References.** Respondents are to provide a list of three (3) verifiable client references of similar scope and industry, who can comment on Respondent's relevant experience. Please include company names, contact names, email addresses and telephone numbers. Respondent is responsible for providing valid reference information, and BNYDC reserves the right to use reference checks in its evaluation of proposals.
5. **Additional Submission Material.** Respondents should include in their proposals the following additional information:
 - a. Any assumptions regarding the work to be performed by the Respondent.
 - b. A copy of a receipt or other evidence of Respondent's most recently submitted full New York City PASSPort questionnaire or Certificate of No Change Form if the completed questionnaire was submitted less than 36 months ago
 - c. A statement indicating whether Respondent or members of Respondent's team (i.e. subcontractors) are, or are eligible to be, a Minority-Owned Business Enterprise or Women-Owned Business Enterprise as certified by New York State.
 - d. Please describe the workforce that will be utilized if a contract is awarded by BNYDC. Indicate whether any new hires would result from a contract with BNYDC. If the work is anticipated to be done by existing employees, please describe demographics, average wages, and any programs or partnerships that Respondent has with any workforce organizations focused on targeted demographics or diversifying the green jobs pipeline.
 - e. Filled-out copies of Exhibit A Declaration of Understanding and Appendices A, B and C regarding E.O. 50, Doing Business Data Form, and Minority and Women Owned Business Entities.

F. PROPOSAL ADMINISTRATION



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1. **Pre-Proposal Meeting.** There will be an optional in-person driving tour of the locations covered in this RFP on **June 25, 2025 at 11 am.** If interested in attending, please email BNYDC_Charge@bnydc.org with the name and email of the attendees by **June 19, 2025.**
2. **Inquiries.** Any questions or explanation desired by Respondents regarding the meaning or interpretation of this RFP must be emailed and received by BNYDC no later than **5:00 PM on July 8, 2025.** 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:

Andrew Tran
Director, Development
BNYDC_Charge@bnydc.org

3. **Submission Deadline.** Respondents shall deliver a PDF of their proposal on or before **12:00 PM on August 14, 2025** (the “Proposal Deadline”) by email. Any proposal received after the Proposal Deadline will be considered for evaluation solely at the discretion of BNYDC. Proposals shall be delivered to:

Andrew Tran
Director, Development
BNYDC_Charge@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

BNYDC’s evaluation committee will review proposals based on the following criteria:

- Rent and economics in favor of BNYDC.
- Proposed approach including timeline for delivery and installation.
- Proposed day-to-day operations and ability to address the needs of EV owners.
- Qualifications of proposed team, including subconsultants and references.
- Understanding of the scope as demonstrated in the submitted proposal.



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- Quality of submission.
- MWBE and LBE participation.
- Commitments to work force development and/or equitable hiring.

Upon selection, BNYDC will work with the successful Respondent(s) to negotiate a lease with an anticipated term of approximately five (5) years. All leases issued because of this RFP shall be for non-exclusive rights to install, operate and maintain EV chargers at the Yard. If a Respondent desires any material or substantive change(s) to any of the information listed in this RFP, it must include any such proposed change(s) in its response to this RFP. The contents of the selected proposal(s), 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.

H. PERTINENT DATES

An optional in-person pre-submission meeting with driving tour of the potential locations	June 25, 2025
Questions from Respondents are due to BNYDC by	July 8, 2025
Proposal Deadline	August 14, 2025
Anticipated Date of Interviews (if required)	September 2025
Anticipated Date of Award	December 2025

I. 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



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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;
- 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 any fees as BNYDC may require subsequent to receipt of a competitively bid proposal;
- 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 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.
- b. 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"). 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.

6. 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



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establish the required database, vendors responding to this solicitation are required to complete the Doing Business Data Form attached as Appendix B 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.

Attachments:

Exhibit A- Declaration of Understanding

Schedule A- Internal Yard Charging Locations

Schedule B- Public Charging Location

Schedule C- Sample Lease

Schedule D- Site Management Plan

Appendix A- E.O. 50

Appendix B- Doing Business Data Form

Appendix C- Minority and Women Owned Business Entities Information



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Exhibit A

DECLARATION OF UNDERSTANDING

By signing in the space provided below, the undersigned certifies that the respondent (i) has read and understands the selected Scope(s) and requirements of this project, as described in the RFP and all attachments and (ii) has the capacity to execute the selected Scope(s).

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

Authorized Signature, Title

Date

Respondent Company

Business Address

City

State

Zip

Telephone Number

Fax Number

Federal Tax Identification Number

☐ Corporation

☐ Partnership

☐ Individual

☐ Other (State)

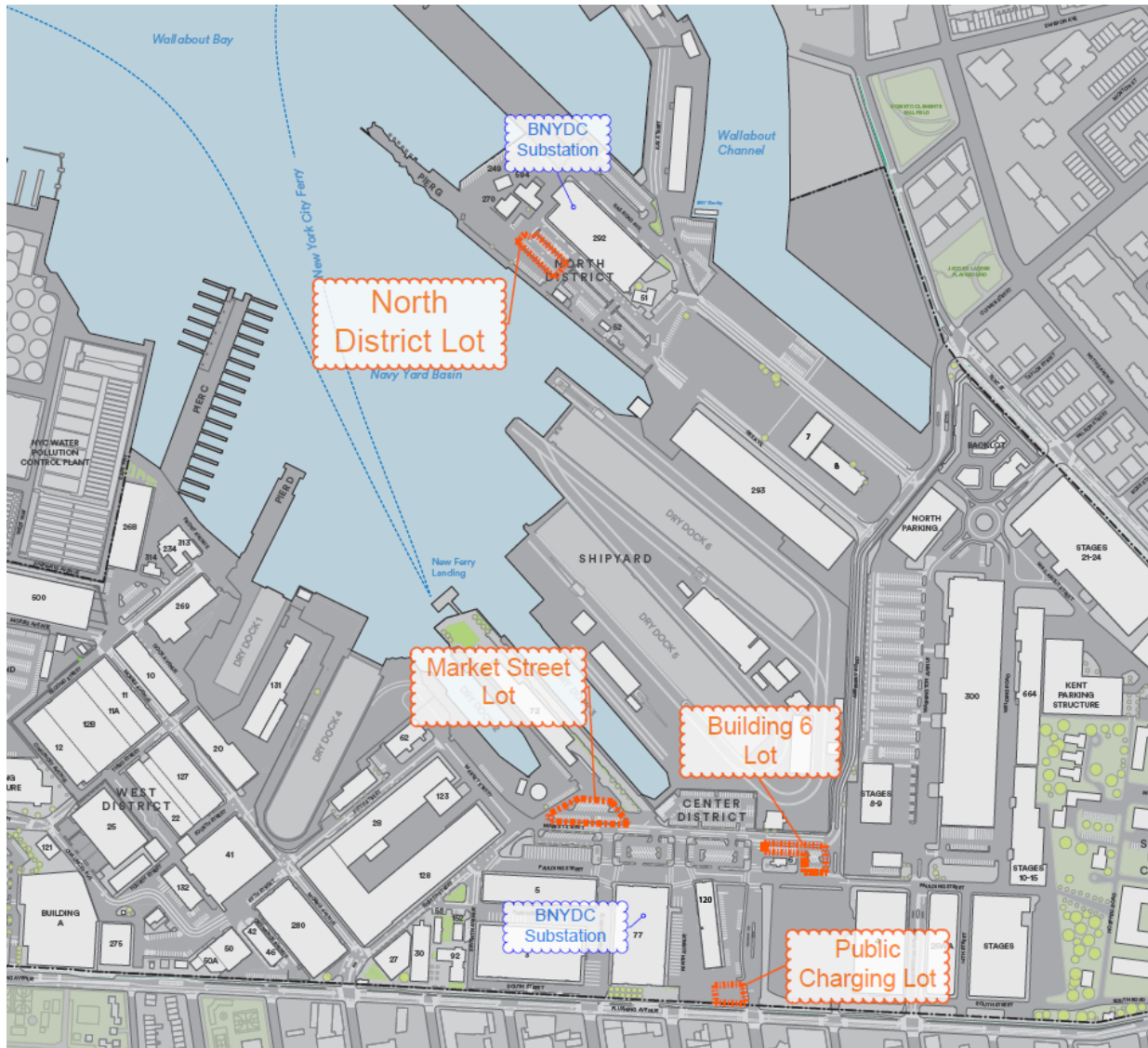
(Seal, if a Corporation)



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Schedule A Potential EV Charging Station Locations

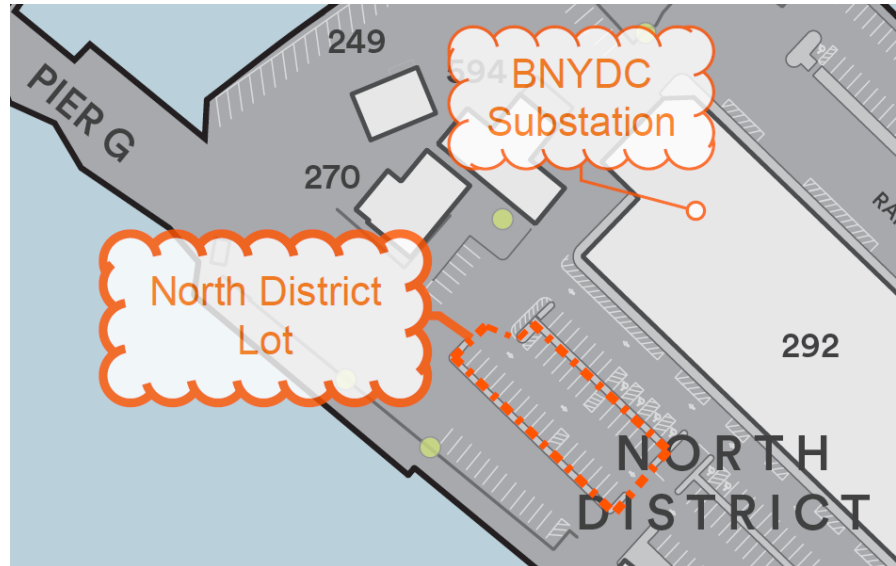
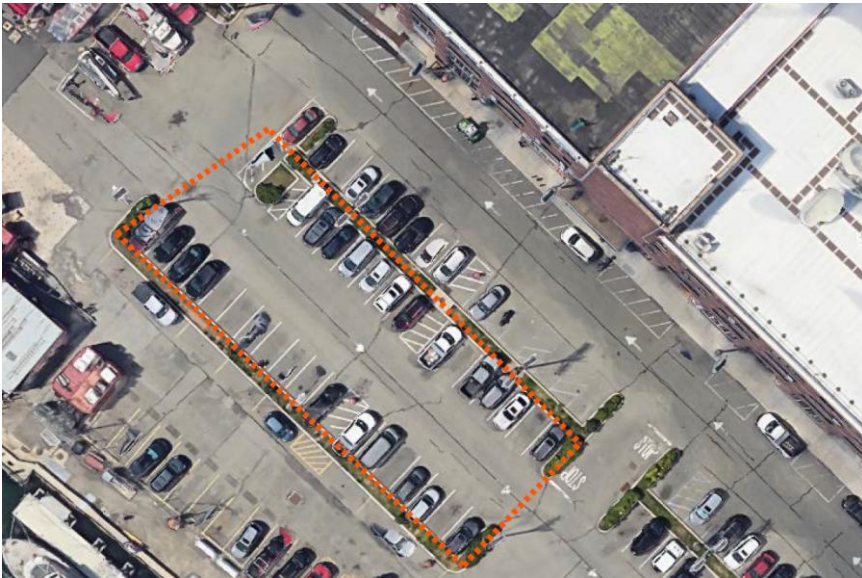




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North District Lot

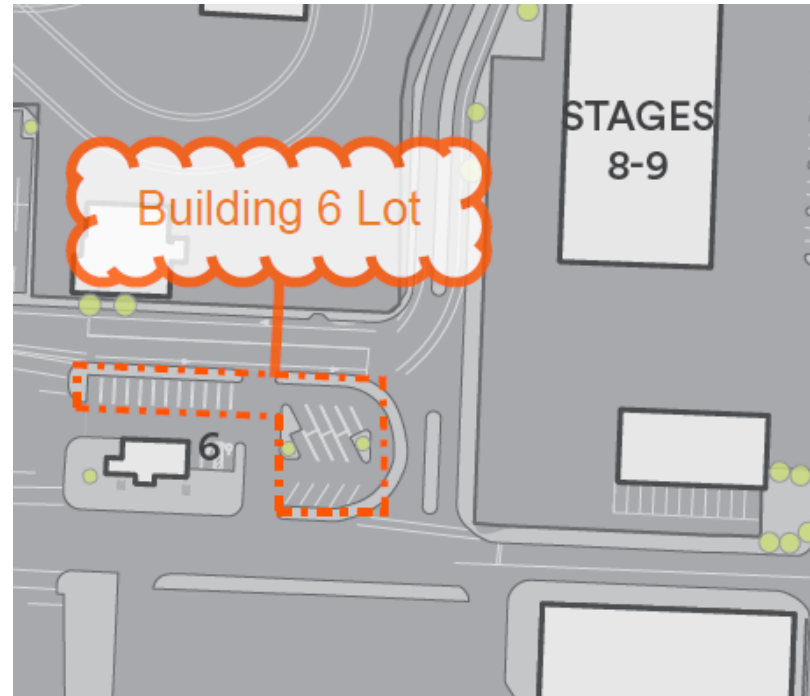




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Building 6 Lot





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Market Street Lot

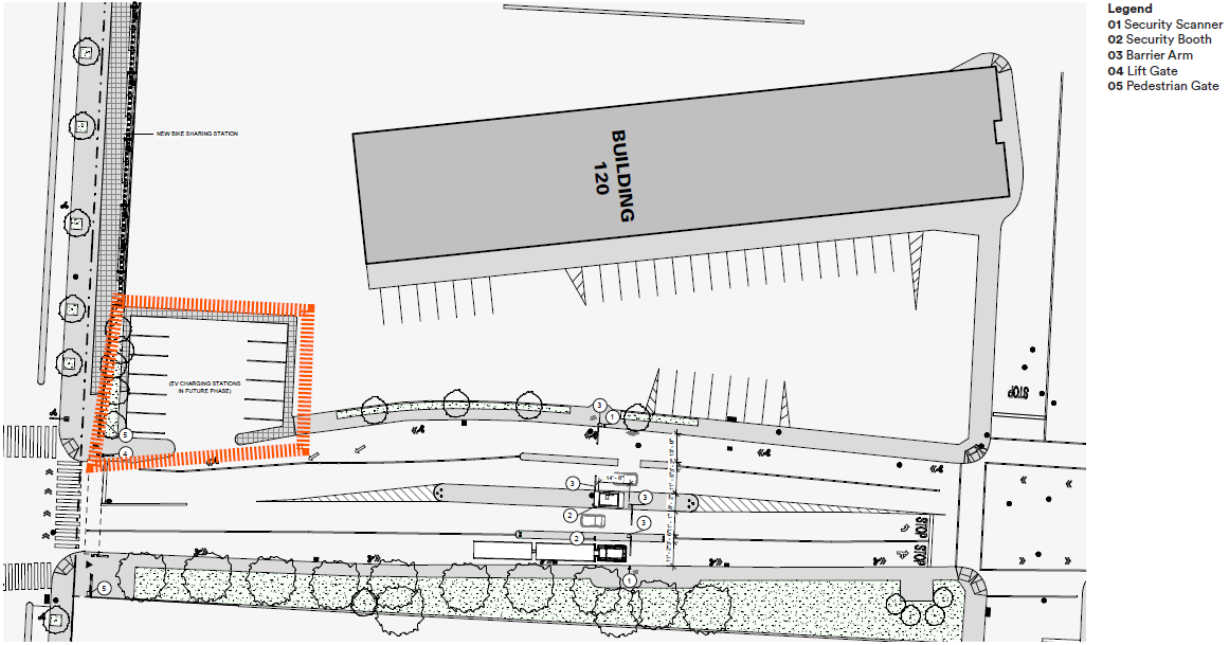




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Schedule B
Clinton Lot





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Schedule C
Sample Lease

Please use the following link to access:

https://brooklynnavyyard.sharepoint.com/:f:/s/external_sharing/development/EjiQq7vjOVhGi7o_fzQWm0kBDMn1Ayoxm8GMKpgyeUWBYA?e=g0Oj9e



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Schedule D
SITE MANAGEMENT PLAN

Please use the following link to access:

https://brooklynnavyyard.sharepoint.com/:f:/s/external_sharing/development/EjiQq7vjOVhGi7o_fzQWm0kBDMn1Ayoxm8GMKpgyeUWBYA?e=g0Oj9e



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Appendix A

E.O. 50 SUPPLY & SERVICE RIDER

(Note: For purposes of this rider, the “Contractor” means Consultant and 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;



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- (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.



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Appendix B
Doing Business Data Form

Doing Business Data Form

Real Property Transactions

To be completed by the City agency prior to distribution

Agency _____ Transaction ID _____

Check One

☐ Competitive Solicitation (P) ☐ Application or Award (A)

Transaction Type (check one)

☐ Acquisition (ACQ) ☐ Disposition (DIS) ☐ Leasing to City (LES) ☐ Leasing From City (LOR)

Any entity participating in a transaction for the acquisition or disposition of real property with the City of New York 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 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

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.

(Select One)

- ☐ 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

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

☐ This position does not exist

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

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

☐ This position does not exist

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

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

☐ This position does not exist

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 _____



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

Appendix C

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 provides 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 email it to zkotlyar@bnydc.org in our Finance Department. If you need help in completing this form, please feel free to contact Zina Kotlyar at (718) 907-5949 or email.

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, 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.

We sincerely appreciate your cooperation.


Sincerely,
Brian Linett
Sr. Vice President & Controller



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

Please complete the form below and return it to the Finance Department by fax at (718) 643-9296. This information is being compiled for statistical purposes.

Name: First Last

Title:

Company Name:

Company Address: Street City State ZIP

Telephone: Email address:

Federal ID/ Social Security #

Check appropriate box: Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ☐

Are you a minority-owned business? Yes ☐ No ☐

Are you certified by New York City as a minority-owned business? Yes ☐ No ☐ Are you certified by New York State as a minority-owned business? Yes ☐ No ☐

If you are a minority-owned business which category best describes your company? Black American ☐ Asian American ☐ Hispanic American ☐ Other ☐

Are you a Caucasian woman-owned business? Yes ☐ No ☐

Are you certified by New York City as a woman-owned business? Yes ☐ No ☐ Are you certified by New York State as a women-owned business? Yes ☐ No ☐

Your work for the Brooklyn Navy Yard Development Corporation falls under which category?

Construction ☐ Professional Services ☐ Standard Services ☐ Goods ☐

Construction Subcontract ☐ Professional Services Subcontract ☐ Other ☐