



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

INVITATION FOR BIDS

Building 77 – Production G Renovation

Contact Information:

Rosario D’Urso
Senior Project Manager
bid@bnydc.org

Overview of Sections:

- A. PROJECT INFORMATION
- B. PERTINENT DATES & CONDITIONS PRECEDENT FOR BNYDC TO CONSIDER A BID
- C. CONTRACT PARTICULARS
- D. SPECIAL REQUIREMENTS
- E. BID SUBMISSION DOCUMENTS

Exhibits:

- EXHIBIT A BID FORM
- EXHIBIT B FORM OF BID BOND
- EXHIBIT C EXPERIENCE QUESTIONNAIRE
- EXHIBIT D DECLARATION OF UNDERSTANDING
- EXHIBIT E CONFIRMATION OF PASSPORT COMPLIANCE
- EXHIBIT F DOING BUSINESS DATA FORM
- EXHIBIT G VENDOR INFORMATION FORM
- EXHIBIT H CONFIRMATION OF DOL CONTRACTOR REGISTRATION COMPLIANCE FORM
- EXHIBIT I FORM OF CONTRACT (see separate attachment)

A. PROJECT INFORMATION

The Brooklyn Navy Yard Development Corporation (“BNYDC”) is issuing this Invitation for Bids (“IFB”) to seek bids (“Bids” and each, a “Bid”) from entities (“Bidders” and each, a “Bidder”) interested in providing construction services for the project described below, known as the Building 77 Production G Renovation (the “Project”).

1. PROJECT SITE(S): Building 77, 141 Flushing Avenue, Brooklyn, NY 11205
2. DESCRIPTION OF PROJECT:

Building 77 is an 18-story, one million square foot industrial building originally constructed in 1941 by the U.S. Navy for storage and office uses. BNYDC completed a comprehensive renovation of the building in 2017: the upper floors were converted into offices and light industrial tenant spaces, and the ground floor was remade into a publicly accessible lobby with ten spaces, approximately 45,000 SF in total, for food and beverage manufacturing and retailing. Of these, Production Space G, 2,000 SF in size, is the largest remaining vacant space.



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

The space is unfinished but has connections to the building's electrical, chilled water, and water/sewer systems. Provisions have also been made to allow for exterior ventilation. Production Suite G currently has no entrance or egress to the lobby but is accessible through a rear service corridor. Production Suite G has not been used for food production or retail since Building 77 was renovated.

BNYDC is now seeking to develop the space into a food production and retail space for a tenant—essentially a turn-key space that will allow the tenant to conduct their food production and retail operations. The proposed renovations will create an open and accessible server/retail area, as well as other visual connections between the Suite and the lobby.

3. SCOPE OF WORK; PROJECT DRAWINGS & SPECIFICATIONS DOCUMENTS: Available electronically from the following link:
https://brooklynnavyyard.sharepoint.com/:f/s/external_sharing/dnc/EoNGNCFcid5AjfWTVZ5ouEQBKie8BJ1bUywnG99-3rVqFw?e=CTgySe
4. All such documents are incorporated herein by reference and form a part of this IFB.

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

B. PERTINENT DATES & CONDITIONS PRECEDENT FOR BNYDC TO CONSIDER A BID

1. MANDATORY PRE-BID SITE VISIT: A **mandatory** pre-bid conference and site walk-through will be held at **11:00 AM on June 24, 2025**. All prospective Bidders who plan to attend should contact Rosario D’Urso via email (bid@bnydc.org) to provide names of attendees and email addresses so that attendees can receive details for attending the site walk-through. Please indicate the name of the project in the subject line of your email when requesting attendance at the walk-through.
2. INQUIRIES. Any explanation desired by Bidders regarding the meaning or interpretation of this IFB must be emailed and received by BNYDC no later than **11:00 AM on July 1, 2025**. BNYDC will evaluate the need to respond to inquiries received. No verbal responses will be provided, and any information given to a prospective Bidder will be furnished to all prospective Bidders as an addendum to this IFB (an “Addendum”). Except as provided below, all questions must be directed only to Rosario D’Urso via email (bid@bnydc.org). Please indicate the name of the project in the subject line of your email when submitting any questions regarding this IFB.
3. BID SUBMISSION DEADLINE. Written sealed Bids must be received at BNYDC’s office on or no later than **11:00 AM on July 25, 2025**.



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

Bid should be submitted to:

John Coburn
Brooklyn Navy Yard Development Corporation
141 Flushing Avenue, Suite 801
Brooklyn, NY 11205

4. BID SECURITY. Bidder must submit with the Bid either a bid deposit by certified check or a bid bond in the form attached hereto as Exhibit B in an amount of ten percent (10%) of the Bid. Note that Bid Security is not required for any Bid submitted for an amount under Two Hundred Fifty-Thousand Dollars (\$250,000.00).
5. PASSPORT COMPLIANCE. Bidders are required to be registered and up-to-date in PASSPort prior to submitting a Bid to this IFB. Each Bidder must include its PASSPort identification number on the Confirmation of PASSPort Compliance form attached hereto as Exhibit E.
6. NEW YORK STATE DEPARTMENT OF LABOR ("DOL") CONTRACTOR REGISTRATION COMPLIANCE: Bidders and their subcontractors are required to be registered with the DOL prior to submitting a Bid to this IFB. Each Bidder must attach the applicable Certificate(s) of Registration to the Confirmation of DOL Contractor Registration Compliance Form attached hereto as Exhibit H.
7. PROJECT SCHEDULE. Below are the following pertinent dates:
 - a. Anticipated notification from BNYDC to selected contractor on or about **October 2025**;
 - b. Upon selection, the selected Bidder must execute a Contract substantially in the form attached hereto as Exhibit I. Please note that, if any Bidder desires any change(s) to the Contract form attached as Exhibit I, it must include any such proposed change(s) as part of its Bid. BNYDC does not agree to necessarily accept any such proposed Contract changes, but BNYDC will not consider any Contract changes that are not provided as part of a Bid. The contents of the selected Bid, together with this IFB and any formal questions and answers provided during the bid process may be incorporated into any final Contract at BNYDC's discretion;
 - c. Commence work on Project on or about **November 3, 2025** or as otherwise stated in the Notice to Proceed issued by BNYDC following execution of the Contract;
 - d. Substantial completion of the Project (as defined in the Contract attached as Exhibit I hereto) no later than **July 3, 2026** and
 - e. Complete all inspections and sign-offs no later than **August 7, 2026** (the "Final Completion Date").

C. CONTRACT PARTICULARS

1. TIME OF COMPLETION. 277 consecutive calendar days
2. Timely performance and completion of Project is of the essence, and such time of the essence requirement shall apply to all dates, time limits, schedules and time requirements set forth in the Contract attached hereto and as further described in this IFB.
3. RETAINAGE. As provided in the Contract attached hereto as Exhibit I.



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

4. CONTRACT LENGTH. The anticipated Contract length is 10 months.
5. LIQUIDATED DAMAGES. The contractor shall be charged \$1,000 per calendar day beyond the Final Completion Date.
6. PAYMENT & PERFORMANCE BOND. The selected bidder must provide Payment and Performance Bonds in accordance with the Contract prior to execution of the Contract.

D. SPECIAL REQUIREMENTS

1. MISCELLANEOUS CONDITIONS

- a. NON-BINDING ACCEPTANCE OF QUALIFICATIONS. This IFB does not commit BNYDC to award a contract for any work or services described herein.
- b. MODIFICATIONS. Bidders may be asked to make such revisions, additions or deletions to their Bids as may be required by BNYDC.
- c. RESERVED RIGHTS. All Bid material submitted becomes the property of BNYDC and BNYDC reserves the right at its sole discretion to:
 - i. Reject any and all Bids received in response to this IFB at any time prior to signing of a contract with respect to the Project;
 - ii. Award a contract to other than the lowest Bidder;
 - iii. Waive, modify or correct any irregularities in Bids received, after notification to the Bidder;
 - iv. Change the structure of the proposed Bid, if such is in the interest of BNYDC;
 - v. Negotiate the final scope, staff participation, and Bid before entering into contract with successful Bidder;
 - vi. Revise the Bid as BNYDC may require subsequent to receipt of a competitively bid proposal for the Project;
 - vii. Extend the time for submission of all Bids after notification to all prospective Bidders;
 - viii. Terminate negotiations with a selected Bidder and select the next most responsive Bidder, 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;
 - ix. Terminate or modify the IFB process at any time and reissue the IFB;
 - x. Approve or reject any sub-contractor proposed by the Bidder; and
 - xi. Request a change of any sub-contractor at any time in the contract process.

2. CONTRACT REQUIREMENTS.

- a. Any Bidder awarded a contract as a result of this IFB process will be required to sign a contract substantially in the form as attached hereto as Exhibit I (the "Contract"). If a Bidder desires any material or substantive change(s) to the Contract, it must include any such proposed change(s) in its response to this IFB. The contents of the selected Bid, together with this IFB and any formal questions and answers provided during the Bid processes, may be incorporated into any final Contract at BNYDC's discretion.



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

- b. Any information which may have been released verbally or in writing prior to the issuance of the IFB shall be deemed preliminary in nature and bind neither BNYDC nor the Bidder.
- c. Any Bidder awarded a contract as a result of this IFB 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, Bidders are required to be registered and up-to-date in PASSPort prior to submitting their response to this IFB and to include their PASSPort identification number with submission of their Bid. Non-compliance with these submission requirements shall result in the disqualification of the Bid and/or the Bidder and/or the cancellation of any contract after its award.
- d. Notice to Bidders: Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "person" that has "business dealings with the city" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, vendors responding to this solicitation are required to complete the Doing Business Data Form attached as Exhibit F hereto and return it with the Bid. (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 Bid 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.
- e. Any Bidder awarded a contract as a result of this IFB will be required to register with the DOL and provide a copy of their Certificate of Registration. The same requirement applies to any subcontractors that Bidder may use. Since registration with the DOL is a pre-requisite to BNYDC's award of a contract, Bidders and their subcontractors (if applicable) are required to be registered with the DOL prior to submitting their response to this IFB and must include copies of their Certificates of Registration with submission of their Bid. Non-compliance with these submission requirements shall result in the disqualification of the Bid and/or the Bidder and/or the cancellation of any contract after its award.

E. BID SUBMISSION DOCUMENTS ("BSDs")

BNYDC requires that all BSDs listed below be completed and submitted as instructed in this IFB. Failure to submit the below forms, or submitting them improperly, may result in BNYDC's rejection of the Bid.



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

1. Bid Form: Properly executed and sealed in the form attached as Exhibit A.
2. Bid Security: If required per the IFB, completed form attached as Exhibit B.
3. Experience Questionnaire: Completed form attached as Exhibit C.
4. Declaration of Understanding: Completed and executed declaration attached as Exhibit D.
5. Confirmation of PASSPort Compliance: Completed confirmation attached as Exhibit E.
6. Doing Business Data Form: Completed form attached as Exhibit F.
7. Vendor Information Form: Completed form attached as Exhibit G.
8. Confirmation of DOL Contractor Registration Compliance Form: Completed confirmation attached as Exhibit H, along with copies of the Certificates of Registration for Bidder and Bidder's subcontractors.
9. Addenda: Acknowledged receipt of any Addendum to this IFB by attaching a signed copy of the Addendum to Bidder's Bid.
10. Contract Revisions: If a Bidder desires any material or substantive change(s) to the Contract, Bidder must include any such proposed change(s) in its response to this IFB.

BNYDC appreciates your interest in this IFB and looks forward to receiving your Bid.

**EXHIBIT A
BID FORM
BROOKLYN NAVY YARD DEVELOPMENT CORPORATION
BID FOR FURNISHING ALL LABOR AND MATERIAL FOR:**

PROJECT: Building 77 Production G Renovation

CONTRACT #: TBD

Name of Bidder: _____

Bidder is a(n): Individual ☐ Partnership ☐ Corporation ☐ LLC ☐
(Check one, whichever applies)

Business Address: _____

Business Telephone Number: _____

Federal Tax Identification Number: _____

Home Address (If Individual): _____

If Bidder is a Partnership or an LLC, fill in the following blanks:

| Name of Partners/Member | Home Address of Partner/Member |
|-------------------------|--------------------------------|
| 1. _____ | _____ _____ |
| 2. _____ | _____ _____ |
| 3. _____ | _____ |

If Bidder is a Corporation, fill in the following blanks:

Organized under the laws of the State of: _____

Admitted to do business in New York on: _____



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

Name and Home Address of President: _____

Name and Home Address of Secretary: _____

Name and Home Address of Treasurer: _____

Other Interested Parties, Persons, or Companies (State None if None.)

Name: _____

Address: _____

Name: _____

Address: _____

Bidder certifies, under penalty of perjury (New York State Penal Law §210.45), that:

- a) Bidder, if an individual or a partner in a partnership, is of lawful age and the only one interested in this bid; and no other person, firm partnership LLC or corporation other Bidder has any interest in this bid, or in the Contract if awarded; and
- b) The prices in this Bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; and
- c) Unless otherwise required by law, the prices quoted in this bid have not been disclosed by the bidder and will not be disclosed by the bidder prior to bid opening, directly or indirectly, to any other bidder or to any competitor; and
- d) No attempt has been made or will be made by the Bidder to induce any other person, partnership, LLC or corporation to submit or not to submit a bid for the purpose of restricting competition; and
- e) No councilman or other officer, director or employee or person whose salary is payable in whole or in part from the Treasury of the City of New York or BNYDC is directly or indirectly interested in this bid, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof; and



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

- f) Bidder is not in arrears to the City of New York or BNYDC upon debt or contract or taxes, and is not a defaulter, as surety or otherwise, upon any obligation of the City of New York or BNYDC and has not been declared not responsible, or disqualified, by BNYDC or any agency of the City of New York or State of New York, nor is there any proceeding pending relating to the responsibility of qualification of the bidder to receive public contracts except _____; and
- g) Bidder has paid all applicable City income, excise and other taxes for all years it has conducted business activities in New York City; and
- h) Bidder has complied with since its effective date and will continue to comply with the provisions of §6-108 of the Administrative Code of the City of New York; and
- i) Bidder has complied with since its effective date and will continue to comply with the provisions of §220, §220a and §230 of the New York State Labor Law; and
- j) Bidder has complied with since its effective date and will continue to comply with §6-109 of the Administrative Code of the City of New York; and
- k) Bidder has complied with since its effective date and will continue to comply with § 24-216 of the Administrative Code of the City of New York; and
- l) Bidder agrees to post notices setting forth the requirements of the aforesaid laws (items h, i, j and k above) in prominent and conspicuous places in each and every plant, factory, building and structure where employees engaged in the performance of the Contract can readily view it and will continue to keep such notices posted until the supplies, materials and equipment, or work labor and services required to be furnished or rendered by the Bidder have been finally accepted by BNYDC; and
- m) Bidder has complied with since its effective date and will continue to comply with Executive Order No. 50, dated, April 25, 1980, on Equal Employment Compliance of the Contract. The required Employment Report must be submitted as part of the bid.
- n) Bidder by submitting this bid certifies that it now has and will continue to have the financial capability to fully perform the Project required for the Contract. The award of the Contract will be made in reliance upon such certification. Therefore, upon request by BNYDC, Bidder will submit proof of financial capability, as BNYDC requires.

Bidder understands that any breach or violation of the foregoing may subject Bidder to damages, liquidated or otherwise, cancellation of the Contract, if awarded, and suspension of Bidder for a period of three years.



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

BID PRICE – BASE BID TOTAL

BASE BID TOTAL PRICE (EXCLUDING ALTERNATES)

\$ _____

Indicate BASE BID TOTAL PRICE (EXCLUDING ALTERNATES) in words:



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

BID PRICE – BREAKDOWN

| TRADE | PRICE |
|---|-----------|
| DEMOLITION | \$ |
| CONCRETE | \$ |
| METALS | \$ |
| WOOD & PLASTICS | \$ |
| THERMAL & MOISTURE PROTECTION | \$ |
| DOORS & WINDOWS | \$ |
| FINISHES | \$ |
| SPECIALTIES | \$ |
| EQUIPMENT | \$ |
| PLUMBING | \$ |
| HVAC | \$ |
| FIRE PROTECTION | \$ |
| ELECTRICAL | \$ |
| FIRE ALARM | \$ |
| TRADE SUBTOTAL | \$ |
| GENERAL CONDITIONS | \$ |
| PAYMENT & PERFORMANCE BOND | \$ |
| OVERHEAD & PROFIT | \$ |
| BID PRICE (TOTAL OF ALL ITEMS ABOVE) | \$ |



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

IN WITNESS WHEREOF, Bidder states that they have visited and examined the site of the Project. Bidder affirms that they have carefully examined the Contract form provided. Bidder agrees that it will execute the Contract unchanged in form and faithfully perform the Project required thereunder for the price set forth above, and have executed this Bid Form on the ____ day of _____ 2021.

Bidder's Name: _____

By: _____
(Signature of Individual, Partner, Member or Corporate Officer)

Title: _____

Address: _____

_____ (Corporate or LLC Seal)

Attest: Secretary of Corporate or LLC Bidder

ACKNOWLEDGMENT, IF AN INDIVIDUAL

STATE OF NEW YORK)

ss.:

COUNTY OF _____)

On this ____ day of _____, 20____, before me personally came _____ to me known, who, being by me duly sworn, did depose and say that he/ she resides at _____ and that he/she is the Individual described in and who executed the foregoing instrument and that the several matters therein stated are in all respects true.

Notary Public

ACKNOWLEDGMENT, IF A PARTNERSHIP

STATE OF NEW YORK)

ss.:

COUNTY OF _____)



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

On this _____ day of _____, 20____, before me personally came _____ to me known, who, being by me duly sworn, did depose and say that he/ she resides at _____ and that he/she is a member of, the firm described in and which executed the foregoing instrument and that the several matters therein stated are in all respects true.

Notary Public

ACKNOWLEDGMENT, IF A LIMITED LIABILITY COMPANY

STATE OF NEW YORK)
: ss.:
COUNTY OF _____)

On the ____ day of _____ in the year 20____, before me personally came _____, to me known, who, being by me duly sworn, did depose and say that that he/she is a member of _____ the limited liability company described in and which executed the foregoing instrument; and that he/she signed his/her name thereto by authority of the members of said limited liability company and that the several matters therein stated are in all respects true.

Notary Public

ACKNOWLEDGMENT, IF A CORPORATION

STATE OF NEW YORK)
: ss.:
COUNTY OF _____)

On the ____ day of _____ in the year 20____, before me personally came _____, to me known, who, being by me duly sworn, did depose and say that that he/she is the _____ of _____ the business described in and which executed the foregoing instrument; and that he/she signed his /her name thereto by authority of the Board of Directors of said corporation and that the several matters therein stated are in all respects true.

Notary Public



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

EXHIBIT B FORM OF BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, _____ as Principal, (hereinafter called "Principal") and _____ a corporation duly organized under the laws of the State of _____ as Surety, (hereinafter called "Surety") are hereby held and firmly bound unto the Brooklyn Navy Yard Development Corporation, the City of New York, and the City of New York Department of Small Business Services or their successors and assigns collectively, as Obligee (hereinafter called ("Obligee") in the full and just sum of _____ Dollars (\$_____) (hereinafter called "Penal Sum"), to the payment of which, well and truly to be made, the Principal and Surety hereby bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents:

Signed and sealed with our seals and dated this _____ day of _____, 20__.

WHEREAS, the Principal has submitted a bid to Obligee based on:

1. Obligee's Request for Bids; and
2. Obligee's Information for Bidders; and
3. Obligee's Bid submission Documents; and
4. The Project Specification Documents issued by Obligee; and
5. Any addenda issued by Obligee in connection with the above documents.
6. Documents 1 through 5 above are incorporated herein by reference

For _____

_____(Project)



WHEREAS, the Condition of the above obligation is such that the Principal has submitted to Obligee the id which requires Principal to enter into a written contract for the performance of the Project.

NOW, THEREFORE,

- A. If the BID is rejected, or
- B. If the BID is accepted and the Principal and Obligee have executed and delivered the required contract in the form set forth in the Information for Bidders, in accordance with the accepted BID (Contract); and
- C. If the Principal furnishes Obligee with the required bond for Principal’s faithful performance the Contract; and
- D. If the Principal furnishes Obligee with the required bond for the payment of all persons performing labor or furnishing materials in connection with the Contract; and
- E. If the Principal shall in all other respects perform the agreements created by Obligee’s acceptance of the Bid
- F. If the Principal shall pay to the Obligee an amount equaling the difference, not to exceed the Penal Sum hereof, between the amount specified in said BID and such larger amount for which the Obligee may in good faith contract with another party to undertake the Project covered by said Bid.

Then this obligation shall be null and void, otherwise to remain in full force and effect.

It is understood and agreed that the liability of the Surety for any and all claims hereunder shall in no event exceed the Penal Sum as shown herein.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety under this Bond shall be in no way impaired or affected by any extension of the time within which the Obligee may accept the Bid; and said Surety does hereby waive notice of any such extension.

(Principal)

{SEAL}

By: _____
Title: _____
Address _____

(Surety)

{SEAL}



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

By: _____
 (Attorney-In-Fact)
Address _____

IMPORTANT

- A. Surety companies executing this bond must be certified and appear on the United States Treasury Department's most recent Circular 570 as amended.
 - B. Surety companies can execute this bond only in the amount certified on the United States Treasury Department's most recent Circular 570 as amended.
- Sureties executing this bond must be licensed as a surety by the State of New York.



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

EXHIBIT C EXPERIENCE QUESTIONNAIRE

As used in the questions below the words “YOU” or “YOUR” means, the bidding individual or bidding entity and each and every one of such bidding entity’s officers, directors, partners, members or principals (any shareholder owning 10% or more of the company stock is deemed a principal).

Date: _____

Bidder’s Name: _____

Bidder’s Office Address: _____

Bidder’s Telephone Number: _____

Bidder’s Federal Taxpayer Identification Number: _____

Bidder is a(n): Individual ☐ Partnership ☐ Corporation ☐ LLC ☐
(Check one, whichever applies)

A. What type of construction work are YOU primarily engaged in? _____

B. You have been engaged in such construction work for a) as a Prime Contractor? ____ years
and/or b) as a Subcontractor ____ years

C. Have YOU or any organization YOU have been affiliated with in any capacity ever failed to complete a Contract awarded to YOU? Yes ☐ No ☐

If Yes, for whom, where, when and why? _____



D. Have YOU or any organization YOU have been affiliated with in any capacity ever been declared in default by any City, State or Federal Agency or on any Contract?

Yes ☐ No ☐

If Yes where, when, by whom and why? _____

E. Have YOU or any organization YOU have been affiliated with in any capacity ever been investigated by any City, State or Federal Agency? Yes ☐ No ☐

If Yes where, when, by whom and why? _____

F. Have YOU or any organization YOU have been affiliated with in any capacity ever when called before a GRAND JURY to testify, refused to sign a WAIVER OF IMMUNITY or answer any relevant questions or have been indicted for any reason whatsoever? Yes ☐ No ☐

If Yes where, when and why? _____

G. List the names of all organization YOU have been affiliated with in any capacity that are not listed in paragraphs D. E. or F. above.



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

H. Have YOU ever appeared before the Board of Responsibility of the City of New York? Yes ☐
No ☐

If Yes when and why _____

I. In what other businesses do YOU have a financial interest? _____

REFERENCES

List all corporations and individuals for whom YOU have performed significant work for and an official from whom BNYDC can obtain a reference. YOU must include a current address and telephone number for each reference.

List all cities for which YOU have performed significant work for and an official from whom BNYDC can obtain a reference. YOU must include a current address and telephone number for each reference.



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

List all counties for whom YOU have performed significant work for and an official from which BNYDC can obtain a reference. YOU must include a current address and telephone number for each reference.

List all States have YOU performed work and an official from whom BNYDC can obtain a reference. YOU must include a current address and telephone number for each reference.

List all Federal construction projects YOU have performed work on and an official from whom BNYDC can obtain a reference. YOU must include a current address and telephone number for each reference.



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

Have YOU filed Performance Record reports with the Bureau of Contract Information, Inc., Washington, D.C.? Yes ☐ No ☐ if Yes list Date(s) _____

PROJECT EXPERIENCE FORMS AND RESUMES

Individual Construction Experience

For each key individual in your organization please attach a resume providing at a minimum the following information:

- Name
- Education
- Professional designations
- Professional affiliations
- Awards
- Relevant experience including size of previous projects, cost of such project, location of such projects, a description of such projects and the key individuals position for each project

I (We) have read and understood all the questions in the foregoing Experience Questionnaire and that I (We) have supplied true, full and complete information and answers I (We) understand that BNYDC will rely on the information contained herein.



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

Bidder

Name: _____

By: _____
(Signature of Individual, Partner, Member or Corporate Officer)

Title: _____

Address: _____

Attest: Secretary of Corporate or LLC Bidder (Corporate or LLC Seal)



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

ACKNOWLEDGMENT, IF AN INDIVIDUAL

STATE OF NEW YORK)

ss.:

COUNTY OF _____)

On this _____ day of _____, 20____, before me personally came _____
to me known, who, being by me duly sworn, did depose and say that he/ she resides at
_____ and that he/she is the Individual
described in and who executed the foregoing instrument and that the several matters therein stated
are in all respects true.

Notary Public

ACKNOWLEDGMENT, IF A PARTNERSHIP

STATE OF NEW YORK)

ss.:

COUNTY OF _____)

On this _____ day of _____, 20____, before me personally came
_____ to me known, who, being by me duly sworn, did
depose and say that he/ she resides at
_____ and that he/she is a member
of, the firm described in and which executed the foregoing instrument and that the several matters
therein stated are in all respects true.

Notary Public



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

ACKNOWLEDGMENT, IF A LIMITED LIABILITY COMPANY

STATE OF NEW YORK)

: ss.:

COUNTY OF _____)

On the ____ day of _____ in the year 20__, before me personally came _____, to me known, who, being by me duly sworn, did depose and say that that he/she is a member of _____ the limited liability company described in and which executed the foregoing instrument; and that he/she signed his/her name thereto by authority of the members of said limited liability company and that the several matters therein stated are in all respects true.

Notary Public

ACKNOWLEDGMENT, IF A CORPORATION

STATE OF NEW YORK)

: ss.:

COUNTY OF _____)

On the ____ day of _____ in the year 20__, before me personally came _____, to me known, who, being by me duly sworn, did depose and say that that he/she is the _____ of _____ the business described in and which executed the foregoing instrument; and that he/she signed his /her name thereto by authority of the Board of Directors of said corporation and that the several matters therein stated are in all respects true.

Notary Public



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

PROJECT EXPERIENCE FORM (To be completed for each of three projects completed within the last 5 years)

Name of Project: _____

Location of Project: _____

Owner or Owner's representative familiar with the work performed:

Name: _____

Title: _____

Phone number: _____

Brief description of work completed: _____

Was the work was performed as a prime subcontractor, or joint venture: _____

Dollar amount of Contract or subcontract: \$_____

Date Started: _____

Original Scheduled Completion Date: _____

Actual Completion Date: _____

If Not Completed By Original Scheduled Date, Give Reasons Therefore:



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

PROJECT EXPERIENCE FORM (To be completed for each of three projects)

Name of Project: _____

Location of Project: _____

Owner or Owner's representative familiar with the work performed:

Name: _____

Title: _____

Phone number: _____

Brief description of work completed: _____

Was the work was performed as a prime subcontractor, or joint venture: _____

Dollar amount of Contract or subcontract: \$_____

Date Started: _____

Original Scheduled Completion Date: _____

Actual Completion Date: _____

If Not Completed By Original Scheduled Date, Give Reasons Therefore:



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

PROJECT EXPERIENCE FORM (To be completed for each of three projects)

Name of Project: _____

Location of Project: _____

Owner or Owner's representative familiar with the work performed:

Name: _____

Title: _____

Phone number: _____

Brief description of work completed: _____

Was the work was performed as a prime subcontractor, or joint venture: _____

Dollar amount of Contract or subcontract: \$ _____

Date Started: _____

Original Scheduled Completion Date: _____

Actual Completion Date: _____

If Not Completed By Original Scheduled Date, Give Reasons Therefore:



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

EXHIBIT D
DECLARATION OF UNDERSTANDING

DECLARATION OF UNDERSTANDING

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

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

| | |
|-----------------------------|-------|
| _____ | _____ |
| Authorized Signature, Title | Date |

Consultant Firm

Business Address

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| City | State | Zip |

| | |
|------------------|------------|
| _____ | _____ |
| Telephone Number | Fax Number |

Federal Tax Identification Number

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Individual | <input type="checkbox"/> Other (State) |

(Seal, if a Corporation)



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

EXHIBIT E
CONFIRMATION OF PASSPORT COMPLIANCE

CONFIRMATION OF PASSPORT COMPLIANCE

Respondent hereby certifies that:

(Check appropriate box)

☐

The Respondent has submitted PASSPort questionnaire information through the link below but has not yet received confirmation of PASSPort Compliance. Respondent acknowledges and agrees that Confirmation of PASSPORT Compliance will be required prior to award of any On-Call Contract.

☐

The Respondent has received Confirmation of PASSPort Compliance. Its PASSPort identification number is _____.

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

Please access to the NYC.gov PASSPort website thru the link below:
<https://www.nyc.gov/site/mocs/passport/about-passport.page>



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

EXHIBIT F DOING BUSINESS DATA FORM

Doing Business Data Form

To be completed by the City agency prior to distribution

Agency _____ Transaction ID _____

Check One

☐ Proposal ☐ Award

Transaction Type (check one)

☐ Concession ☐ Economic Development Agreement ☐ Franchise ☐ Grant ☐ Pension Investment Contract ☐ Contract

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

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

Please return the completed Data Form to the City office that supplied it. Please contact the Doing Business Accountability Project at DoingBusiness@mocs.nyc.gov 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 _____

Principal Owners

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

There are no owners listed because (select one):

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

Other (explain) _____

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

First Name _____ MI ____ Last _____ Birth Date (mm/dd/yy) _____

Office Title _____ Employer (if not employed by entity) _____

Home Address _____

First Name _____ MI ____ Last _____ Birth Date (mm/dd/yy) _____

Office Title _____ Employer (if not employed by entity) _____

Home Address _____

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

Organization Name _____

Organization Name _____

Organization Name _____

Remove the following previously-reported Principal Owners

Name _____ Removal Date _____

Name _____ Removal Date _____

Name _____ Removal Date _____

Senior Managers

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

Senior Managers

First Name _____ MI ____ Last _____ Birth Date (mm/dd/yy) _____

Office Title _____ Employer (if not employed by entity) _____

Home Address _____

First Name _____ MI ____ Last _____ Birth Date (mm/dd/yy) _____

Office Title _____ Employer (if not employed by entity) _____

Home Address _____

First Name _____ MI ____ Last _____ Birth Date (mm/dd/yy) _____

Office Title _____ Employer (if not employed by entity) _____

Home Address _____

Remove the following previously-reported Senior Managers

Name _____ removal date _____

Name _____ removal date _____

Certification

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

Name _____ Title _____

Entity Name _____ Work Phone # _____

Signature _____ Date _____

Please return this form to the City agency that supplied it to you, not to the Doing Business Accountability Project.

Standard Form



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

EXHIBIT G
VENDOR INFORMATION FORM



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

Dear Vendor:

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

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

We sincerely appreciate your cooperation.

Sincerely,

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

Brian Linett

Sr. Vice President & Controller



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

Vendor Information Form

Name:

Company Title:

Company Name:

Company Address:

Federal Tax ID / SSN:

Email:

Telephone:

Business type: Select One

- ☐ Individual/Sole Proprietor
☐ Corporation

- ☐ Partnership
☐ Other

Business category: Select One

- ☐ Construction
☐ Professional Services
☐ Standard Services
☐ Other

- ☐ Construction Subcontract
☐ Professional Services Subcontract
☐ Goods

Business Demographics

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

Majority owner M/WBE? ☐ Yes ☐ No

Majority owner female? ☐ Yes ☐ No

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

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

City or state certification (select all that apply):

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

Certification Number:



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

EXHIBIT H CONFIRMATION OF DOL CONTRACTOR REGISTRATION COMPLIANCE FORM

In connection with Section 220-I of the Labor Law, Bidders must provide a copy of their and their contractors' (if applicable) Certificate of Registration(s) from the DOL.

- ☐ By checking this box, Bidder hereby certifies that Bidder and its subcontractors (if applicable) are registered with the DOL and have received Certificate(s) of Registration. Such certificate(s) are attached hereto.

More information about the [required materials](#) for registration can be found here:

https://dol.ny.gov/what-you-need-register-contractor-and-subcontractor-registry?utm_medium=email&utm_source=govdelivery

More information about how to register can be found here: https://dol.ny.gov/how-register-contractor-and-subcontractor-registry?utm_medium=email&utm_source=govdelivery

More information on how to acquire your certificate of registration can be found here:

https://dol.ny.gov/after-you-register-contractor-and-subcontractor-registry?utm_medium=email&utm_source=govdelivery



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

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

EXHIBIT I FORM OF CONTRACT