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**City of New York
Parks & Recreation**

The Arsenal
Central Park
New York, NY 10065
www.nyc.gov/parks

Addendum #1

TO: All Prospective Proposers

FROM: Luigi Almanzar, Project Manager LA

SUBJECT: For The Renovation, Operation & Maintenance of an Indoor Tennis and Sports Facility at Astoria Park, Queens.

DATE: June 15, 2026

This addendum is being issued to the referenced Request for Proposals (RFP) released by the New York City Department of Parks & Recreation (Parks) to include additional and clarifying information pertaining to the RFP.

- 1. Please see below for the link and dial-in information for the Virtual Recommended Proposer Meeting taking place on Thursday, June 18, 2026, at 12:00 PM.**

Join on your computer, mobile app or room device

<https://teams.microsoft.com/meet/264161767966840?p=MUfPKz5qS79iKF6HOQ>

Meeting ID: 264 161 767 966 840
Passcode: 6y6NW7Wq

Dial in by phone

[+1 646-893-7101](tel:+16468937101), [331317961](tel:+1331317961)# United States, New York City
[Find a local number](#)
Phone conference ID: 331 317 961#

Proposers should note that any additional information not included in this addendum and/or any further changes to the RFP will be communicated in the form of a written addendum from Parks. An addendum from Parks is the only official form of communication regarding additional or clarifying information pertaining to the RFP.

Proposers shall acknowledge receipt of this addendum and any additional addenda that may be issued by Parks for this solicitation in their proposal submissions. All other terms and conditions of the RFP are unchanged by this addendum and shall remain in full force and effect.

Please contact me with any questions you may have. I can be reached by phone at (212) 360-3483 or via email at Luigi.almanzar@parks.nyc.gov.

Thank you.

I hereby acknowledge the receipt of this addendum #1.

Signature

Date



Request for Proposals

For The Renovation, Operation & Maintenance of an Indoor Tennis and Sports Facility at Astoria Park, Queens

ISSUE DATE: Friday, June 12, 2026

SOLICITATION # Q4-IT-2026

City of New York Parks & Recreation
www.nyc.gov/parks

Zohran Mamdani	Mayor of The City Of New York
Tricia Shimamura	Commissioner of Parks & Recreation
Mark Focht	First Deputy Commissioner
Jacqueline Langsam	Borough Commissioner for Queens Parks
David Cerron	Assistant Commissioner for Business Development and Special Events
Alexander Han	Chief of Concessions



NYC Parks



REQUEST FOR PROPOSALS (RFP)

The City of New York Department of Parks & Recreation (Parks) requests proposals for the Renovation, Operation & Maintenance of an Indoor Tennis and Sports Facility at Astoria Park, Queens

THE TERM

Parks is seeking a concessionaire for one (1) twenty (20) year term. No longer term will be considered. This concession will be operated pursuant to a license issued by Parks; no leasehold or other proprietary right is offered.

PROJECT MANAGER

The Project Manager for this concession is Luigi Almanzar. All RFP questions and/or inquiries should be directed to him. He may be reached at:

Phone: (212) 360-3483

Email: luigi.almanzar@parks.nyc.gov

Fax: (212) 360-3434



Deaf, hard-of-hearing, deaf-blind, speech-disabled, or late-deafened people who use text telephones (TTYs) or voice carry-over (VCO) phones can dial 711 to reach a free relay service, where specially trained operators will relay a conversation between a TTY/VCO user and a standard telephone user.

Alternatively, a message can be left on the Telecommunications Device for the Deaf (TDD). The TDD number is 212-New York (212-639-9675)

RFP TIMETABLE

The following schedule has been established for this RFP:

RFP Release Date: Friday, June 12, 2026

Remote Recommended Proposer Meeting: Thursday, June 18, 2026, at 12:00 PM

Proposals Due: Friday, July 17, 2026, at 3:00 PM

Remote Proposer Interviews (if any): The week of July 27, 2026



If you have a physical disability and cannot deliver your proposal to the Arsenal, please contact the Project Manager at least 48 hours prior to the deadline and alternate arrangements can be made.



RECOMMENDED REMOTE PROPOSER MEETING & SITE TOUR

There will be a recommended remote proposer meeting on Thursday, June 18, 2026, at 12:00 PM. If you are considering responding to this RFP, please make every effort to attend this recommended remote proposer meeting. Please reach out to Luigi Almanzar, Project Manager, at Luigi.almanzar@parks.nyc.gov for the meeting invite and dial-in information.

REMOTE PROPOSER INTERVIEWS

The Selection Committee may decide to meet with certain proposers during the week of July 27, 2026. It is recommended that proposers keep the week of July 27, 2026, available to meet remotely with the Selection Committee.

If there are circumstances beyond a proposer's or Parks' control and the meeting cannot take place during the week of July 27, 2026, Parks will schedule a meeting between the proposer and the selection committee on an alternate date.

I. PROJECT BACKGROUND

A. HISTORY & EXISTING CONDITIONS

Astoria Park, on the west shore of Queens, extends from south of the Triborough Bridge to north of the Hell Gate Bridge. With a panoramic view of the skyscrapers of midtown Manhattan in the south to the Hell Gate channel in the north, the scenery presents the diverse landscape of New York City.

In October 1913 the City of New York acquired more than 56 acres of land along the river for a park. It was originally called William J. Gaynor Park after the mayor (1910-1913) and later known as East River Park, but the Board of Aldermen officially named it Astoria Park in December 1913. Stephen Halsey, who founded the village of Astoria in 1839, named the area for his friend, fur merchant John Jacob Astor (1763-1848). The new facility was equipped with two playgrounds, six tennis courts, an athletic field, three baseball diamonds, a wading pool, bandstand, public restroom and walks throughout. In 1926 community members gathered to dedicate the Astoria Park Memorial in tribute to the sons of Long Island City who died in World War I. Major improvements in Astoria Park were undertaken by Parks Commissioner Robert Moses and the Works Progress Administration during a hot summer in 1936. The stunning pool complex opened on July 4 of that year and hosted the swimming and diving trials for the U.S. Olympic Teams in 1936 and 1964.

The 56-acre park was expanded twice. Parks acquired a 4.5-acre parcel beneath the Triborough Bridge in 1937 and a 5-acre strip (known as Ralph DeMarco Park) along the East River in 1969. A three-part project renovated the park in the 1980s. Phase one rehabilitated the playground in the park's southern section, the park fields, and the drainage system. Phase two restored the public restroom and installed new play equipment, swings, drinking fountains, and game tables. Phase three focused on restoration of the park's northeast section and included repaving all the roads and walkways, rerouting pedestrian entrances, installing new benches, and planting trees, shrubs, and groundcovers. The inviting setting of Astoria Park remains rich in history and symbolic of an ever-changing New York City.

B. FINANCIAL HISTORY

For information purposes the following chart lists the total reported gross receipts and annual fee payments paid to Parks by the Cunningham Tennis Center & Sports Facility.

Operating Period	Gross Receipts Reported	Fees Paid to Parks
06/2021 - 05/2022	\$1,501,264.16	\$210,474.55
06/2022 - 05/2023	\$1,596,165.57	\$223,463.18
06/2023 - 05/2024	\$1,713,594.23	\$239,903.19
06/2024 - 05/2025	\$2,022,555.63	\$286,906.17



II. PROJECT COMPONENTS

A. OVERVIEW

Parks is seeking a concessionaire to Renovate, Operate & Maintain the Indoor Tennis and Sports Facility at Astoria Park, Queens (“Licensed Premises”). The concessionaire will be required to maintain and operate the entire Licensed Premises during the Indoor Season and will be required to maintain and operate the clubhouse year-round. For the purposes of this solicitation, each “Indoor Season” commences approximately mid-October and ends approximately mid-April of the following year, with the exact dates to be determined by Parks. The indoor tennis facility and clubhouse are not offered separately, and all proposals must include plans for the entire Premises. Proposals to renovate, operate, and maintain only the indoor sports facility or only the clubhouse will not be considered.

Operational Plan Proposers should submit a detailed operational plan for the entire Licensed Premises. This plan should include, but not be limited to intended use of the facility, hours of operation, services to be provided, any plans to install energy efficient appliances that have the Energy Star seal of approval and/or water conserving appliances, any plans to use “Green Seal” or other environmentally friendly products or devices, staffing plans, safety and security plans, merchandise to be sold, programming plans, internal controls, mechanisms to measure customer satisfaction, a detailed list of all proposed fees and prices, and maintenance, rubbish removal, and cleaning schedules.

All plans, schedules, services, menu items, merchandise, prices and fees, and hours of operation are subject to Parks’ prior, written approval.

The Indoor Tennis /Sports Facility The concessionaire will be required to operate and maintain an indoor tennis facility with inflatable air structures or another similar temporary structure approved by Parks as needed to cover a minimum of 8 tennis courts. Parks expects that the sports facility will primarily be used for sports-related uses, such as tennis, indoor soccer, or pickleball, and will be subject to Parks’ prior written approval.

The concessionaire will be required to operate the indoor tennis facility for a period defined as the “Indoor Season”, commencing each October (on the day after the observed Italian Heritage/Indigenous People’s Day holiday) and continuing through the last Friday in April of the following year, unless a modified operating season is approved by Parks. Unless otherwise approved by Parks, for the first six (6) weeks of indoor operations, starting on or around the second Tuesday in October, and the final three (3) weeks of indoor operations, ending on or around the last Friday in April, the concessionaire will be required to provide a minimum of two (2) courts at the NYC Parks Single-Play Permit rate (currently \$15 for one hour).

The concessionaire will be required to operate and maintain the clubhouse year-round. All hours of operation are subject to Parks’ prior written approval.

The concessionaire must provide an inflatable air structure or temporary structure in new or like-new condition and all ancillary equipment, including but not limited to lighting, heating, inflation equipment, and other support and expendable equipment during the Indoor Season. It should be understood that all startup and close-down activities, including but not limited to the assembly and disassembly of the bubbles and ancillary equipment, must be undertaken by the concessionaire no sooner and completed no later than the dates set forth above, which define the Indoor Season, unless otherwise approved by Parks. The inflatable air structures must be kept clean throughout the Indoor Season and the concessionaire will be required to store the inflatable air structure(s) offsite during the outdoor season, as defined below. The inflatable air structure(s) must be sensitive to the tennis courts’ environment. Parks will not allow the areas around the courts to be affected by the air structures.

Outdoor Courts During the “Outdoor Season,” which shall be defined as the time between the end of the Indoor Season and the beginning of the next Indoor Season, the concessionaire will be given use of two (2) outdoor tennis courts, assigned by Parks, to provide tennis lessons to the general public for fees which have been approved by Parks in writing and in advance. Parks may assign more than two (2) outdoor tennis courts to the concessionaire at its sole discretion. During the Outdoor Season, the concessionaire will be responsible for the maintenance and repair of the two (2) outdoor tennis courts,



assigned by Parks, at which the concessionaire may provide tennis lessons to the general public. During the Outdoor Season, the remainder of the courts within the Licensed Premises which are not assigned by Parks to the concessionaire for the provision of tennis lessons will be operated and maintained by Parks; however, the concessionaire will be required to make all necessary repairs to all of the courts before the end of the Indoor Season to ensure that they are in good condition by the beginning of the Outdoor Season.

Tennis Instructors The concessionaire may provide tennis instruction at the Licensed Premises. All tennis instructors must have training and experience in tennis instruction, meeting standards that are satisfactory to Parks. This includes but is not limited to certification by the United States Professional Tennis Association (USPTA) or the United States Professional Tennis Registry (USPTR).

Indoor Tennis Facility Fees All fees and prices must be approved by Parks in writing in advance. The concessionaire will be allowed, and even encouraged, to offer seasonal rates, special rates for walk-ins when courts are available, lower rates for senior citizens/youths, etc. as it sees fit.

Current Approved Indoor Tennis Rates at Cunningham Tennis Center & Sports Facility

26 weeks				
<u>Days</u>	<u>Times</u>	<u>Hourly Rate</u>	<u>Seasonal Rate</u>	
Mon - Fri	6AM - 9 AM	\$32	\$790	
Mon - Fri	9AM - 4 PM	\$40	\$988	
Mon - Fri	4PM - 10 PM	\$62	\$1531	
Mon - Fri	10PM - 11 PM	\$40	\$988	
Mon - Sun	11PM - 1AM	\$30	\$741	
Sat - Sun	6AM - 8 AM	\$40	\$988	
Sat - Sun	8 AM - 4 PM	\$62	\$1531	
Sat - Sun	4 PM - 7 PM	\$45	\$1112	
Sat - Sun	7 PM - 11 PM	\$40	\$988	

Public Programming Parks will view favorably proposals that incorporate a programming component into their proposals, (e.g., youth outreach programs, discounted/free concession services, special programs/accommodations for senior citizens and persons with disabilities, and scholarships for youth in need). Parks will look favorably upon proposals that incorporate community programming and youth outreach.

During the Indoor Season and at Parks request, Licensee shall provide at least twelve (12) court hours per week (at least two courts at any given time) for free, youth instruction, development programs, free court time, or other Parks approved purpose. Time provided must be during the hours of 4 - 6pm Monday through Friday and/or 8am - 8pm on Saturday/Sunday unless otherwise approved by Parks.

Parks will view favorably proposals which include more time per week and/or courts dedicated for youth tennis programs than the minimum requirements.

Clubhouse The concessionaire must operate and maintain a clubhouse for use year-round, which must include access to public restrooms. Additional features to the clubhouse may include a pro shop, kitchen, storage, locker rooms, indoor seating, snack bar or food service facility, meeting and multipurpose space, fitness equipment and vending machines. Additional features will be subject to Parks approval.

Pro Shop The clubhouse may include the sale of merchandise, supplies, and equipment from a pro shop, the size and location of which are subject to Parks' prior written approval. All merchandise sold at the pro shop and the proposed prices of those items are subject to Parks' prior written approval.

If the successful proposer wants to sell merchandise that uses the City's trademarks, the successful proposer will be required to purchase merchandise from authorized licensees of the City of New York. Parks will not permit the sale of merchandise promoting musicians, entertainers, cartoon characters or



commercial products. All prices and merchandise to be sold are subject to Parks' prior written approval. At Parks' request, Licensee shall sell Parks related merchandise produced by vendors authorized by the City of New York".

Pro Shop Sublicensing Option Parks will entertain proposals that include the sublicensing of pro shop operations. Any sublicense agreements are subject to Parks' prior written approval. Proposers seeking to sublicense pro shop operations will be required to report total gross receipts generated from pro shop operations. All sublicensees will be subject to the same internal control requirements as the licensee. In the event the proposer's fee offer is made in the form of a guaranteed minimum payment vs. a percentage of gross revenue, total gross receipts from pro shop operations must be included in the gross revenue upon which payment to the City is based, unless otherwise approved by Parks.

The Food Service Facility The concessionaire may operate and maintain a food service facility in the clubhouse at a high standard of quality.

Proposers desiring to develop a food service facility in the club house should submit a menu and price list in their proposals that demonstrates quality, variety, and affordability. Proposers should include some low-cost items on their menus. Parks will view favorably proposals which incorporate diverse and/or healthy food choices, such as salads, fresh fruit, nuts, bottled water, juices, smoothies, etc. All prices and menu items are subject to Parks' prior written approval.

Proposers should be aware that single-use plastic beverage bottles defined as a drink, such as water, in a sealed rigid plastic bottle having a capacity of 21 fluid ounces or less, will be prohibited for sale at this concession. Plastic bottle alternatives, such as aluminum or boxed beverages, are permitted. Concessionaires may operate a mobile cart outside of the clubhouse with the approved DOHMH Mobile Food Vending Unit permit.

The concessionaire will be required to maintain adequate inventory to assure a constant supply of food and beverages. Any staff assigned by the concessionaire to sell food and beverages to the public must possess all Federal, State, and City authorizations, and possess, and at all times display, appropriate New York City Department of Health and Mental Hygiene ("DOHMH") permits.

The concessionaire may only operate the food service facility if he or she has obtained the appropriate, valid permits and authorizations required by DOHMH.

Music & Sound Levels The concessionaire will be required to comply with all laws, rules and regulations of appropriate agencies, specifically the Department of Environmental Protection (DEP), regarding noise levels, and concessionaire shall be responsible for payment of any and all fees or royalties to the American Society of Composers, Authors and Publishers (ASCAP), Broadcast Music, Inc. (BMI), or such other entity as they may require for such music or music programming. The concessionaire may operate and play sound equipment and music only at a sound level reasonably acceptable to the Commissioner. Outdoor amplified sound will not be permitted past 10pm.

Lighting The concessionaire shall be responsible for providing safe lighting throughout the Licensed Premises. In addition, Parks will require the concessionaire to install light poles and associated lights at the fourteen (14) adjacent outdoor public tennis courts. Lights must be illuminated to 50-foot candles with a minimum uniformity ratio of 0.7, a minimum of 12 poles at 20-30 feet tall to illuminate fourteen (14) courts and should be LED ("the Illumination Project"). Light controls for the Illumination Project should be on a cloud-based or remote system, with control given to NYC Parks. Proposers should ensure that the Illumination Project does not negatively affect nearby local residences. If the install of the Illumination Project at the fourteen (14) adjacent outdoor public tennis courts is not commercially reasonable based upon unanticipated site conditions, Licensee and Parks will negotiate in good faith to modify this requirement, which may include a substitute capital project/improvement, and/or a separate monetary payment. In no case shall the total value of i) the completed useful portion of the Illumination Project (as determined in Parks' sole discretion), ii) any substitute projects, and iii) any separate monetary payment be lower than the total anticipated cost of the complete Illumination Project, which shall be determined at Parks' sole reasonable discretion.



Internal Controls Throughout the License term, the concessionaire will be required to maintain a revenue control system to ensure the accurate and complete recording of all revenues, in a form and manner acceptable to the City. This revenue control system must maintain detailed sales information from each sales transaction. Specifically, sales information must be recorded electronically, via a computerized point-of-sale system, and must include, but is not limited to, details on each sales transaction, the item(s) sold, time, date of sale and price of the item sold. In addition, each of concessionaire's Special Events must be documented via signed sequentially pre-numbered contracts that capture event information, including the time and date of the event, the number of attendees and required payment. The concessionaire must also establish a dedicated bank account for all deposits related to this concession's revenue. All accounting and internal control related records shall be maintained for a minimum of ten (10) years from the date of creation of the record.

Staff The concessionaire will be required to have a sufficient number of staff available at the Permitted Premises during regular operating hours to ensure proper operation of the concession. Parks reserves the right to require that all staff wear uniforms that have been approved in writing by Parks.

Storage Parks makes no representations that there is adequate storage space at the Licensed Premises. The concessionaire shall be responsible for, at its sole cost and expense, obtaining any additional storage space required for the operation of the concession. The concessionaire shall not store any equipment or supplies at the Licensed Premises without the prior, written approval of Parks. No item shall be placed upon any public space, including the ground adjacent to the Licensed Premises without Parks' prior, written approval. The concessionaire will be required to store all outdoor equipment on a nightly basis and anytime the concession is closed. The concessionaire will also be required to store the inflatable air structure(s) offsite during the outdoor season.

Maintenance The concessionaire will be required, at its sole cost and expense (or through arrangements with third parties), to develop, operate, and maintain the Licensed Premises in good and safe condition and in accordance with industry standards. This includes, but is not limited to, the maintenance and repair of the entire Licensed Premises, all interior and exterior structures, public restrooms, building systems, utility systems and connections, sewer systems and connections, equipment, lighting, sidewalks, paved areas, vaults, gutters, curbs, and fixtures. In addition, all signs and structures on the Licensed Premises must be kept in good condition and free of graffiti. The erecting of any ancillary structures at the Licensed Premises shall be subject to Parks' prior written approval.

Horticulture & Landscaping The concessionaire will be required to maintain and improve the landscaping at the Licensed Premises. This shall include, but is not limited to, performing any seeding, trimming, pruning, planting, fertilization, terrain shaping, and soil improvements. In addition, Parks requires that any trees on the Licensed Premises be pruned as needed. The concessionaire will be required to submit detailed plans to Parks of all horticultural and landscaping work to be performed. All work to be performed at the Licensed Premises is subject to Parks' prior written approval. In addition, the concessionaire will be required to obtain all necessary permits, approvals, and authorizations from all City, State, and Federal agencies having jurisdiction over the Licensed Premises before any work is performed, and such work shall be of a quality which meets Parks' standards.

Parking There is a parking lot near the concession which is available for public use.

Signage and Advertising Licensee will be prohibited from displaying, placing or permitting the display or placement of advertisements in the Premises, without the prior written approval of Parks. The display or placement of tobacco, electronic cigarette or non-tobacco smoking product advertising shall not be permitted. The display or placement of advertising of alcoholic beverages shall not be permitted. The following standards will apply to all allowed advertising: Any type of advertising which is false or misleading, which promotes unlawful or illegal goods, services or activities, or which is otherwise unlawful, including but not limited to advertising that constitutes the public display of offensive sexual material in violation of Penal Law Section 245.11, shall be prohibited. Advertising of product brands is prohibited without Parks' prior written approval. Any and all signage is subject to Parks' prior, written approval. The design and placement of all signage, including signage which includes Licensee's name, trade name(s) and/or logos, is subject to Parks' prior,



written approval. Licensee will be prohibited from placing advertisements on the exterior of its Licensed Premises. Any prohibited material displayed or placed shall be immediately removed by the Licensee upon notice from Parks at Licensee's sole cost and expense.

Naming of the Concession Any business or trade name which Licensee proposes to use in identifying the Licensed Premises or any part of the Licensed Premises shall be subject to the prior written approval of the Commissioner. All intellectual property rights in the Licensed Premises, Astoria Park, and any other names, trademarks, service marks, copyrights, patents, trade names, service names, logos, domain names, identifiers, images and other intellectual property that identify Parks are the property of the City ("City IP"). Licensee may only use a Park name in connection with its operations under this License Agreement and only to identify the location of the Licensed Premises, and any other uses of a Park name or any other City IP may be only pursuant to a separate written agreement between the City and Licensee.

Proposers should be aware that Parks will require that the City own the portion of any new name selected by the successful proposer for the Licensed Premises that indicates Parks property or a preexisting facility name. The City will not own any portion of a new name that consists of the name, portrait or signature of a living or deceased individual or a restaurant identifier that is not otherwise associated with Parks' property. Parks reserves the right to approve of any name selected by the concessionaire for the concession. Note, Parks may issue a separate Request for Proposals for Naming Rights and/or digital displays at the facility or portions thereof. In the event Parks solicits for and selects a proposal for naming rights, and/or digital displays, Concessionaire shall be required to use the name that Parks selects.

Proposers may not use any City IP as a part of their trade, business, company, LLC or D/B/A name, nor may they incorporate under the laws of any State using any City IP as a part of their trade, business, company, LLC or D/B/A name. To the extent that a Proposer has already incorporated, if they should be awarded the concession they will be required to amend their registration and remove from their trade, business, company, LLC or D/B/A name that portion that contains City IP.

The concessionaire should employ preventative maintenance techniques to discourage the blocking of pedestrian walkways or access to the tennis bubble and outdoor courts at the Licensed Premises. The concessionaire will be responsible for the maintenance and repair of the tennis courts within the Licensed Premises during the Indoor Season.

Utilities Parks makes no representations regarding the adequacy of utilities currently in place at the Licensed Premises. The concessionaire will be required to connect to and/or upgrade any existing utility service or create a new utility system and obtain the appropriate permits and approvals. This includes establishing a dedicated meter and/or submeter that captures electricity usage on the licensed premises and an account with Con Edison (or other relevant providers) as appropriate. The concessionaire will be required to pay for any and all utility costs connected with the operation of this concession during the License term. These utility costs include, but are not limited to, paying all water and sewer charges that the New York City Department of Environmental Protection ("DEP") assesses for water usage. Concessionaire is strictly prohibited from unauthorized use of utilities used, operated or owned by the City.

Snow, Rubbish Removal, & Recycling In accordance with the operating schedule, the concessionaire will be responsible for, at its sole cost and expense, clean-up and removal of all snow, waste, garbage, refuse, rubbish and litter from the Licensed Premises and the area within fifty (50) feet of the Licensed Premises. The concessionaire will be required to provide adequate and easily accessible waste and recycling receptacles, approved by Parks, and have these receptacles emptied on a daily basis and removed by a private carter. The location and placement of all waste and recycling receptacles is subject to Parks' prior written approval. The concessionaire will be required to comply with all City, State, and Federal regulations regarding recycling. In addition, the concessionaire will be required to demonstrate to Parks' satisfaction, through a detailed maintenance plan, that they will keep and maintain the concession site in excellent condition throughout the license term.

Access to Licensed Premises The concessionaire will be required to provide Parks with full and free access to the Licensed Premises to ensure Parks' satisfaction with the concessionaire's compliance with the terms of the License Agreement.



Drought & Water Conservation Issues The concessionaire will be required to adhere to all DEP directives and restrictions regarding drought and water conservation issues during the License term. Proposals should include any plans to employ methods and equipment which will conserve water.

Environmental Considerations As a protector and provider of green spaces, Parks is deeply committed to respecting the environment. Therefore, all proposed operational plans should include a detailed description of environmentally friendly practices planned for the Licensed Premises. If certain practices will be phased in, the proposer should provide a timeline.

Parks views favorably proposals that include the following:

- The installation of Energy Star approved appliances and equipment at the Licensed Premises. Proposers should state whether they intend to install products that have the Energy Star seal of approval. Energy Star products and environmentally friendly practices can be found at: <http://www.energystar.gov>.
- The use of “Green Seal” eco-friendly products such as soaps, cleaners, light bulbs, paper towels, toilet paper and paint. A list of “Green Seal” certified products can be found at <https://greenseal.org/products-services/>, and a list of environmentally-friendly products/materials is also available at: <https://www1.nyc.gov/site/mocs/partners/environmentally-preferable-purchasing.page>. Proposers should state whether they intend to utilize or install “Green Seal” or other environmentally friendly products, devices, or methods for cleaning and operational purposes. Proposers should also state in their proposals whether they intend to utilize or install energy-efficient LEDs.

Parks also encourages the following:

- The use of chlorine free, biodegradable and/or compostable products such as paper towels, napkins, utensils and plates (if the proposer intends to utilize disposable products for food service at the Licensed Premises).
- The use of environmentally friendly cleaners and the sale of sustainable food products. Proposers can consult the web site of the Green Restaurant Association (“GRA”) to locate GRA-endorsed products. Please visit <http://www.dinegreen.com> for more information.
- Reducing food packaging and encouraging staff and customers to bring and refill their own reusable water bottles.
- Training staff on environmentally friendly food service practices.
- Utilizing a composting service to dispose of food waste.

Other environmentally friendly practices include employing energy efficient and water-conserving devices (e.g. low flow faucets, high-efficiency toilets), using salvaged or sustainably produced furniture and interior décor, training staff to follow stringent recycling policies, posting clear signs describing how recyclables and landfill waste should be separated, and using energy efficient, non-polluting, low noise generators.

Special Events Subject to prior written approval from Parks, the concessionaire may conduct special events or programs (e.g., either arranged by Licensee or by reservation of all or part of the Licensed Premises through Licensee by third parties) at the Licensed Premises. Any ticketed (including, but not limited to, payment of a fee at the door) events also require prior written approval from Parks at the Licensed Premises. The concessionaire shall submit to Parks for approval all plans for any events or programs at the Licensed Premises, and in no event shall the Licensed Premises be closed to conduct private activities during public hours of use except when such activities are specifically approved or sponsored by Parks and such a closure has been announced to the public at least two weeks in advance of such activities or events. The concessionaire must document each Special Event via signed sequentially pre-numbered contracts that capture event information, including the time and date of the event, the number of attendees and required payment. All revenue generated through such special events must be reported to Parks as Gross Receipts.

Parks, acting on behalf of the City of New York, reserves the right to host a number of events at the Licensed Premises, including benefits and other non-profit or public events. During any such function, the concessionaire shall be obligated to operate the entire facility without cost to Parks, including, but not limited to providing food service personnel, however normal charges may be made for food and beverage items. The dates of such events



shall be mutually agreed upon by both parties and shall be reserved in writing not less than one month in advance.

On a case-by-case basis, Parks may request, and Licensee shall be required to provide, non-exclusive use of the entire Licensed Premises in order to host benefits and other non-profit or public events, at no cost to Parks.

Security Pursuant to a plan approved in writing by Parks, the concessionaire, at its sole cost and expense, shall be responsible for all security at the Licensed Premises year round and shall provide a 24 hour-a-day security system at the Licensed Premises. The concessionaire will be required to secure the Licensed Premises and any other equipment every evening.

Safety Since safety is of the utmost concern, proposers with prior experience in operating this type of facility or similar facilities should submit their personal and/or company safety record. Each proposal should include a detailed outline of maintenance schedules and safety precautions required for the operation of the Licensed Premises as well as any applicable staff qualifications and certifications. Proposers should also provide descriptions of the locations and types of facilities they have operated, including a list of references. The concessionaire will be required to comply with all national safety guidelines and Federal, State and City laws, rules and regulations related to the operation and maintenance of the Licensed Premises.

Community Relations Parks will view favorably proposals that demonstrate an awareness of the role of the concession as an integral part of the surrounding community and show a commitment to cooperate with and support park administrators, park users, and the community.

Parks will view favorably proposals that demonstrate how the concessionaire will work with Parks to address maintenance issues, and to address concerns.

Customer Service Parks expects the concessionaire to create and maintain a high-quality amenity for the public. Parks encourages proposers to implement customer service mechanisms that will enhance and maintain the satisfaction of patrons. These mechanisms should be outlined in each proposal.

Tables, Chairs & Umbrellas The concessionaire may place tables, chairs, and umbrellas at the Licensed Premises. The design, color, placement, and number of all tables, chairs, umbrellas, and food service facility equipment are subject to Parks' prior, written approval.

Signing the License Agreement/Identification & Address If coming in person to sign the agreement, the successful proposer will be required to present picture identification (such as a driver's license or a passport) and proof of address (such as a utility bill) in order to execute the License Agreement. If signing away from the office, successful proposers should continue to sign and notarize their agreements with a Notary. The proposer can pdf and email a copy of the signature page (notarized), the contract, copy of picture identification and proof of address to Parks. The original documents can be subsequently mailed to the agency. In addition, all proposers will be expected to provide Parks with at least two (2) telephone numbers for contact purposes. The successful proposer shall notify the Parks Concessions Unit immediately of any changes to the successful proposer's address or phone number.

Inspections & Liquidated Damages Inspectors from Parks will visit the site unannounced to inspect operations and ensure proper maintenance of the concession site. Based on their inspections, Parks may issue directives regarding deficiencies the concessionaire will be obligated to rectify in a timely fashion. Violations of the terms of the Permit may result in the assessment of liquidated damages which, if not paid promptly, may be deducted from the concessionaire's security deposit. If the concessionaire fails to provide the cleaning, maintenance, and operational services required by the Permit, Parks shall notify the concessionaire in writing, and the concessionaire shall be required to correct such shortcomings within the timeframe set forth in such notice. If the concessionaire fails to cure the violation within the timeframe set forth in the notice, Parks may, at its option, in addition to any other remedies available to it, assess liquidated damages and/or suspend or terminate the Permit. Parks may impose a \$250 administrative fee for reinstatement of a suspended license. Liquidated damages may be assessed in accordance with the following schedule:



PROVISION	LIQUIDATED DAMAGES PER OCCURRENCE
Unauthorized Menu Items or Merchandise	\$150
Missing or Unauthorized Price List	\$250
Overcharging	\$350
Expanding	\$350
Blocked Exits	\$350
Improper Disposal (noxious liquids, debris, etc.)	\$350
Unauthorized tapping into utilities used, operated or owned by the City	\$350
Equipment or Structure Obviously Damaged or in Poor Repair	\$250
Unauthorized Advertising	\$350
Roving or Vending at Unauthorized Location	\$250
Improper Storage	\$350
Graffiti, Dirty Facility or Restroom not maintained	\$350
Unauthorized Vehicular Activity	\$350
Operating without applicable permit(s) or license(s)	\$350
311 sign not displayed	\$250

Procedure for Appeals of Assessments To Concession Permit Violations If an assessment is received for one of the above violations, there is a process by which the assessments may be appealed if the concessionaire feels that the assessment has been assessed in error. The procedure is outlined below:

1. Filing an Appeal

If the concessionaire wishes to appeal the assessment, a notice of appeal must be delivered to Parks within ten (10) days along with a statement of reasons why he or she believes the assessment was erroneous. The statement of reasons must be notarized. Any evidence supporting the concessionaire's appeal (such as photographs, documents, witness statements, etc.) should also be included.



NYC Parks

If no appeal is received within 10 days of the date the assessment is mailed, the assessment shall be considered final and charged to the concessionaire's account.

2. Adjudication of Appeal

- A. The appeal shall be sent to the Director of Operations Management & Planning, whose office is located at the Arsenal, 830 Fifth Avenue, New York, NY 10065. The Commissioner has designated the Director of Operations Management & Planning to decide on the merits of these appeals. The decision of the Director of Operations Management & Planning shall constitute the final decision of Parks.
- B. The Director of Operations Management & Planning is authorized to investigate the merits of the appeal, but is not required to hold a hearing or to speak to the concessionaire in person.

Access to Licensed Premises The concessionaire will be required to provide Parks with full and free access to the Licensed Premises to ensure Parks' satisfaction with the concessionaire's compliance with the terms of the License.

No Exclusive Vending Rights Proposers should note that the license agreement will not grant the concessionaire exclusive rights to sell in the park in which the Licensed Premises are located. Moreover, Parks may grant other permits to vendors to sell the same or similar items authorized under this permit agreement within the same park in which the Licensed Premises are located. Parks does not guarantee that illegal vendors, persons unauthorized by Parks or disabled veteran vendors will not compete with the successful proposer or operate near the Licensed Premises. Parks encourages concessionaires to report illegal vendors by calling 311.

B. CAPITAL IMPROVEMENTS

The concessionaire will be responsible for all costs associated with the design and construction of a state-of-the-art recreational facility suitable for racquet ball sports, such as tennis and pickle ball, that shall be seasonally enclosed with a temporary structure. Parks will view favorably proposals that include "green building" design elements and encourages the use of environmentally friendly products for all repairs and capital improvements. A list of products/materials relating to environmentally-friendly practices in City construction projects is available in the *New York City EPP Minimum Standards for Construction Products*. A hard copy of the standards may be obtained from the agency or on the web at: http://www1.nyc.gov/assets/mocs/downloads/pdf/epp/nycepp_construction.pdf

Improvements & Repairs Parks is seeking proposals that include the following improvements and repairs to the Licensed Premises:

- Resurface, repair and repaint the tennis courts, as needed.
- Repair or replace perimeter fence and gates
- Install all mechanical (including air blowers) and electrical equipment required for inflatable air structure, as needed
- Install grade beams as needed. Design and construction should minimize impact to remaining outdoor courts and trees.
- Upgrade all electric and utilities as needed
- Install energy efficient air handling equipment that meet all sound level code requirements.

Clubhouse

- Design, construct or install a new clubhouse building. Parks will consider both temporary or permanent new structures.
 - Fit out with all fixed equipment, finishes and furnishings, including HVAC, kitchen equipment, fire suppression hood, ADA accessible restrooms, locker rooms, lounge and food service.



- Provide access from clubhouse to the bubbled courts, connection can be direct or through a seasonal tunnel. All plans should minimize impact of existing exterior courts and trees.

Personal Equipment

- Provide or repair seasonal, inflatable air structure, including ancillary equipment and lighting.
- Provide netting, racquet re-stringing equipment and other equipment necessary to operate a full service tennis facility.-
- Provide furniture and kitchen small wares, point of sale units, sound system, security and office equipment as needed for the successful operation of the concession.

Americans with Disabilities Act (“ADA”) Compliance The concessionaire shall provide ADA accessibility as required by prevailing code throughout the Licensed Premises. The concessionaire shall comply with all City, State, and Federal requirements to provide safe and accessible recreational opportunities for everyone, including persons with disabilities. The concessionaire is encouraged to exceed accessibility requirements whenever possible, and not simply provide the minimum level required.

Permits, Licenses & Approvals If applicable the concessionaire will be responsible for obtaining all necessary permits, licenses and approvals from all City, State and Federal Agencies having jurisdiction for the operation, maintenance and performance of all capital improvements at the Licensed Premises including but not limited to DOB construction permits, DOB Public Assembly Permits, DOB Certificate of Occupancy or Letter of No Objection, approval from the Public Design Commission, DOHMH permits, fire department certificates, DEP permits, New York State Department of Environmental Conservation (NYS DEC) approvals, New York State Historic Preservation Office approvals, and New York City Landmarks Preservation Commission approvals. Additionally, all designs and construction to be performed on the structure shall be prepared by licensed architects or engineers and will require prior written approval from Parks. The concessionaire will be required to provide Parks with all plans and specifications upon completion of the construction documents.

Evaluation of Capital Investment & Design Please note that Parks will weigh capital investment and design in its evaluation process (for more information, please see the “Proposal Content Guidelines” section). Therefore, please describe all intended capital work and provide cost estimates for this capital work in your proposal submission. In addition, please include a detailed capital/design timetable which clearly outlines proposed improvements and the anticipated duration of each improvement. The timetable may use “phases” as a schedule. Also, please indicate whether you plan to account for environmental considerations in your capital improvement and maintenance plan.

In compiling your capital submission, please be aware that the cost estimates provided in the successful proposal will become a minimum required capital expenditure in the license agreement and the time frame proposed will become a mandatory capital schedule. In the event the concessionaire performs all capital improvements for less than the minimum required capital expenditure, any excess monies will be remitted to the City as additional License fees. If the concessionaire by the expiration or sooner termination of the license agreement fails to expend the minimum capital expenditure required up to the date of expiration or sooner termination, the City may also require any unexpended monies to be remitted to the City as additional License fees. Therefore, please be realistic or even conservative in the investment and time frame you offer. All capital improvements and fixed equipment applied toward the proposer’s capital investment become the property of Parks upon installation, at Parks’ option. The concessionaire will also be required to supply all additional equipment and materials necessary for the successful operation of the concession which may include but is not limited to inflatable air structure(s), temporary clubhouse and all tennis equipment. Proposers should differentiate between equipment to be applied towards the minimum required capital expenditure versus personal expendable items in their proposals. Personal expendable items should not be considered capital. Capital Improvements shall not include routine maintenance and repairs required to be performed in the normal course of management and operation of the concession. For example, routine painting and repair of minor wear and tear is considered routine maintenance and would not be accepted as capital investment. Parks reserves the right to determine whether certain repairs and material purchases can be accepted as capital improvements. The concessionaire shall pay for all improvements. As a Parks



NYC Parks

concessionaire, you may request a sales tax waiver for all sales tax costs associated with the capital expenditures on your Parks concession. Therefore, no sales tax expenses will be accepted as part of capital submissions. Personal expendable items not applied toward the required capital expenditure will remain the property of the concessionaire. These personal expendable items should be listed separately in your proposal under the category of “Additional Investment.”

Certificate of Occupancy The concessionaire will be required to operate and occupy the Licensed Premises in accordance with all applicable law and shall, at its sole cost and expense, obtain all licenses and permits that may be required to operate the Licensed Premises in accordance with applicable law, including any necessary Certificate(s) of Occupancy. Concessionaire shall at all times operate the Licensed Premises in accordance with the provisions of any required licenses or permits. In the event that, at the commencement date of the license agreement, the concessionaire does not have a Certificate of Occupancy because one is not legally required, then the concessionaire shall obtain a “Letter of No Objection” from the DOB. Furthermore, in the event that, at the commencement date of the license agreement, or at any time during the term of the license agreement, the concessionaire does not have a Certificate of Occupancy, where required, and does not have a “Letter of No Objection”, the concessionaire may conduct its operations in temporary structures that have been approved by Parks. The concessionaire shall obtain any necessary licenses and permits for such temporary structures before the commencement of operations. However, if in such situation, the concessionaire nonetheless chooses not to conduct such operations in temporary structures, then such operations shall not take place unless and until the concessionaire has obtained the necessary Certificate(s) of Occupancy, if required, or “Letter(s) of No Objection.” Nothing in this section shall limit the concessionaire's obligation to pay the License Fees.

Construction Security Deposit & Payment Bond At Parks’ discretion, the concessionaire may be required to provide a construction security deposit, in an amount and format approved by Parks, to ensure that all capital work is completed. If required, this security deposit, preferably in the form of a letter of credit, must be in place before any capital work commences.

To guarantee prompt payment of moneys due to a contractor or his or her subcontractors and to all persons furnishing labor and materials to the contractor or his or her subcontractors in the prosecution of any Capital Improvement Project with an estimated cost exceeding two hundred fifty thousand dollars (\$250,000), Licensee shall post a payment bond or other form of undertaking approved by Parks in the amount of one hundred percent (100%) of the cost of such Capital Improvement Project before commencing such work. Such bond or other undertaking shall be in a form acceptable to Parks. For purposes of this provision, a “Capital Improvement Project” shall mean a set of Capital Improvements that are reasonably related in time and purpose as determined by Parks in its sole discretion.

Available Plans Architectural plans for this concession may be viewed and downloaded from the Parks’ website by visiting: <https://www.nycgovparks.org/preview?id=7260>. Parks makes no representations as to the availability, accuracy, or completeness of these documents.

C. DESIGN REVIEW FEE

For Parks’ Design review of the concessionaire’s design documents, Parks will charge the concessionaire a fee (“Design Review Fee”) which will be a percentage of the total cost of all capital improvements. “Total Cost” of such improvements will be the total amount stipulated in the license agreement. The fee is 1% of the total cost. Upon signing the license agreement, the successful proposer will pay the Design Review Fee.

DOHMH Information In addition to a Parks Permit, every participating food concessionaire must obtain a DOHMH Mobile Food Vending Unit permit for the concessionaire’s Mobile Food Unit and a DOHMH Vendor License for each person designated as an operator of the Mobile Food Unit. Please note that only a DOHMH licensed mobile food concessionaire may apply for a Mobile Food Vending Unit permit. Both a valid DOHMH license and permit must be submitted to Parks before a proposed concessionaire can operate the Mobile Food Unit.

To obtain a DOHMH license or permit, contact the New York City Licensing Department, 42 Broadway, 5th



NYC Parks

floor, on Monday, Tuesday, Thursday, Friday from 9:00 a.m. to 5:00 p.m., on Wednesday from 8:30 a.m. to 5:00 p.m., by phone at 311 or www.nyc.gov/health. Note: Offices are closed during City/Public Holidays. Concessionaires should be aware that if they are applying for a DOHMH license for the first time, the process can take six (6) weeks or more. Concessionaires operating without all necessary permits may be subject to fines and/or confiscation of merchandise and vending unit(s).

D. ADDITIONAL REQUIREMENTS DURING THE TERM OF PERMIT

1. The concessionaire will be required to operate the Licensed Premises as a concession for the use and enjoyment of the general public.
2. The concessionaire will be required to obtain and maintain any and all necessary approval, permits, and licenses for the lawful operation of the concession.
3. The concessionaire will be required to submit a security deposit of 25% of the highest year's guaranteed minimum permit fee, which will be required for the duration of the term of the permit. This security deposit, which may be in the form of an interest bearing account or other format approved by Parks, will be due upon signing. Note that fee payments must be submitted through the mail, not in person, unless you are specifically requested by Parks to do so.

(a) The concessionaire will be required to carry Commercial General Liability insurance in at least three million dollars (\$3,000,000) per occurrence, four million dollars aggregate (\$4,000,000) and statutory limits of Worker's Compensation, Employer's Liability and Disability Benefits Insurance.

The Commercial General Liability insurance will be required to name the City of New York, including its officials and employees with coverage at least as broad as Insurance Services Office (ISO) Form GC 20 26, and the City's limits will be no lower than concessionaire's.

If vehicles are to be used in connection with the concession, the concessionaire shall carry Commercial Automobile Liability insurance in the amount of \$1,000,000 for each accident combined single limit for liability arising out of ownership, maintenance or use of any owned, non-owned, or hired vehicles.

The concessionaire shall maintain **All-risk property insurance** covering all buildings or structures on the property at a value determined by Parks

Proposers are on notice that the City may require other types of insurance and/or higher liability limits and other terms if, in the opinion of the Commissioner, the proposed concession warrants it. Note in order to encourage contactless submission of documents, if you are the successful proposer, either you or your broker must email all required documents/insurance certificates to the Office of the Concessions Unit.

4. The concessionaire will be required to submit monthly statements of gross receipts from all categories of income in a format approved by Parks. Within sixty (60) days following the end of each operating year, the concessionaire will be required to submit a detailed income and expense statement for the past year's operation. The concessionaire will be required to maintain a revenue control system to ensure the accurate and complete recording of all revenues, as described under "Internal Controls" in Section II(A) above.
5. The concessionaire will be required to pay all taxes applicable to the operation of the concession. Gross receipts shall exclude the amount of any federal, state, or city sales taxes which are paid by the concessionaire.



NYC Parks

6. The concessionaire will be responsible for regular pest control inspections and extermination, as needed. To the extent that the concessionaire applies pesticides to any property owned or leased by the City, concessionaire or any subcontractor hired by concessionaire shall comply with Chapter 12 of Title 17 of the New York City Administrative Code and limit the environmental impact of its pesticide use.
7. The concessionaire will report dead and diseased trees to Parks. Any attachments to the trees, such as lights, will not be permitted.
8. The concessionaire will be required to cooperate with Parks during special and other unanticipated events.
9. Smoking of any tobacco, electronic cigarette, or non-tobacco smoking product is strictly prohibited at the Permitted Premises. Concessionaire shall adhere to and enforce this policy.
10. The selling and/or advertisement of alcohol, cigarettes, cigars, or any other tobacco products, electronic cigarettes or non-tobacco smoking products is strictly prohibited. The concessionaire will be required to adhere to and enforce this policy.
11. The concessionaire will be required to indemnify the City for claims arising out of the concessionaire's operations under the Permit, pursuant to a provision to be included in the Permit.
12. For any vehicle fuel dispensing tanks or underground heating oil storage tanks over 1,100 gallon capacity, the concessionaire will be required to maintain up-to-date Petroleum Bulk Storage ("PBS") registrations with NYS DECS and register such tanks with the DEP. The concessionaire will assume all registration and update costs. The concessionaire must keep a copy of the PBS Certificate on site and provide copies to Parks' 5-Boro Office on Randall's Island, New York. The concessionaire will be required to perform or have performed a tightness test conducted at least once every five years, to comply with Parks monitoring leak detection checklists for the tank(s) and all other legal requirements. Any changes, removals or additions of tanks must be pre-approved by Parks. A useful web site for compliance issues is: <http://www.dec.ny.gov/chemical/287.html>
13. The concessionaire will be required to retain a professional licensed engineer or registered architect approved by Parks for design and filings of proposed capital work and to oversee the entire construction project. This supervising architect or engineer will be required to ensure that all construction conforms to the plans approved by Parks' Design Division. Proposers are required to submit the Engineer or Architect's qualifications to Parks for prior written approval.
14. The concessionaire must obtain the prior written approval of Parks prior to entering into any marketing or sponsorship agreement. In the event that the concessionaire breaches this provision, the concessionaire shall take any action that the City may deem necessary to protect the City's interests.
15. The Earned Sick Time Act, also known as the Paid Sick Leave Law ("PSLL"), requires covered employees who annually perform more than 80 hours of work in New York City to be provided with paid sick time. Concessionaires of the City of New York [or of other governmental entities] may be required to provide sick time pursuant to the PSLL. Exhibit A, the Paid Sick Leave Law Rider, will be included in any concession agreement awarded from this RFP and will incorporate the PSLL as a material term of such agreement. Please read Exhibit A carefully.
16. The concessionaire agrees to work in good faith to support Parks efforts to advance Parks-approved volunteering events and programming at or near the Licensed Premises. Parks' concession unit will coordinate these activities with the concessionaire. Upon Parks' request, Concessionaire agrees to provide up to 100 boxed meals per Year for Parks-approved volunteer



NYC Parks

events and programming if a food service facility is operated at the concession.

17. During the Term, Parks may direct the concessionaire to install lighting on sports fields, tennis courts or other public recreational areas, or other park projects near the Licensed Premises. Parks will apply the verified cost of this work, at an amount approved by Parks in writing in advance, against Licensee's future license fees

III. THE RFP PROCESS/PROPOSAL PROCEDURE

A. PROPOSAL SUBMISSION INSTRUCTIONS

In order to maintain a contactless process as much as possible, Parks is encouraging proposers to submit an electronic proposal. All proposals must be submitted before the due date and time.

The following information should be printed on the cover page of the proposal:

Proposer's Name and Address
Solicitation #: Permit Q4-IT-2026
Proposal Due Date: Friday, July 17, 2026, at 3:00PM

The proposal should be e-mailed to Parks Revenue at Proposals.Revenue@parks.nyc.gov

If you are submitting the proposal electronically, you should submit a copy of the check/money order within your proposal. A copy of the postal receipt should be included in the proposal as well. Parks will not be able to verify missing checks without this information. If we cannot make this verification, we will consider it non-responsive.

If you are unable to submit an electronic proposal you may submit an original hard copy proposal to the Parks Revenue Office at the following address:

Office of the Concessions Unit
City of New York Parks,
The Arsenal-Central Park
830 Fifth Avenue- Room 407,
New York, New York 10065

You **must** notify the Project Manager by Friday, **July 10, 2026**, if you cannot submit a proposal electronically and will be submitting it in person by mail, courier service, etc..

If submitting a hard copy proposal, the following procedures would apply:

The proposal should be typed on both sides of 8 1/2" X 11" paper. Pages should be paginated. The City of New York requests that all proposals be submitted on paper with no less than 30% post-consumer material content, i.e., the minimum recovered fiber content level for reprographic papers recommended by the United States Environmental Protection Agency (for any changes to that standard please consult:

<https://www.epa.gov/smm/comprehensive-procurement-guidelines-paper-and-paper-products>). The proposer should state whether its response is printed on recycled paper containing the minimum percentage of recovered fiber content as requested by the City in these instructions. Failure to comply with any of the instructions set forth in this paragraph will not be considered non-responsive.

No proposals should be submitted in plastic sleeves or spiral binders. Illustrations may be included. All plans are subject to Parks' prior written approval. Oversized drawings may be submitted, but must be accompanied by 8 1/2" x 11" sectionals or reductions to 8 1/2" x 11". No telegraphic or facsimile proposals will be accepted. The proposal will be evaluated on the basis of its content, not length.



Please submit four (4) copies of your proposal (including four copies of all required attachments). The following information should be printed on the outside of the envelope:

Proposer's Name and Address

Solicitation #: Permit Q4-IT-2026

Proposal Due Date: Friday, July 17, 2026, at 3:00PM

B. PROPOSAL SUBMISSION REQUIREMENTS

Each proposal submitted must meet the following requirements. Failure to comply will result in the automatic disqualification of a submission from further consideration.

1. All proposers must submit a proposal that includes a fee offer for each year of the Permit term. At Parks' request, proposer shall submit documentation, satisfactory to Parks, demonstrating that it has the financial capability to pay the fees set forth in its proposal. Failure to provide such documentation will result in a determination of non-responsiveness.
2. All proposers are required to submit as a proposal deposit a certified bank check, official bank check, money order, or cashier's check in the amount of five thousand dollars **\$5,000.00** with the proposal (payable to NYC Parks & Recreation). **Personal or business checks will not be accepted.** In the event of the failure of a successful proposer to execute a concession agreement in accordance with the terms of its proposal, the deposit shall be retained by the City unless the proposal has been permitted to be withdrawn. Proposal deposits will be returned to unsuccessful proposers after the concession agreement is signed with the successful proposer.

If you are submitting the proposal electronically, the actual check or money order must be sent to the office of the Concessions Unit, City of New York Parks, The Arsenal-Central Park, 830 Fifth Avenue, Room 407, New York, New York 10065 via mail/UPS/FedEX (or other related delivery service) and be postmarked no later than the due date of the proposal.

In the event of the failure of a successful proposer to execute a concession agreement in accordance with the terms of its proposal, the deposit shall be retained by the City unless the proposal has been permitted to be withdrawn. Proposal deposits will be returned to unsuccessful proposers after the concession agreement is signed with the successful proposer.

3. If submitting in person, all proposals must be submitted in a sealed envelope and received in the office of the Concessions Unit City of New York Parks, The Arsenal-Central Park, 830 Fifth Avenue, Room 407, New York, New York 10065.
4. All proposals must be received by **Friday, July 17, 2026, at 3:00PM**. As previously indicated, you must notify the Project Manager by **Friday, July 10, 2026**, if you cannot submit a proposal electronically and will be submitting it in person. You must notify the Project Manager by **Friday, July 10, 2026**, if you cannot submit a proposal electronically and will be submitting it in person or by mail, courier service, etc.

Proposals and modifications received after the time and date listed above will be considered late, will be returned to the proposer unopened and will not be considered for award, except as provided for in Section 1-13(j)(2)(i) of the Concession Rules.



5. 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, proposers responding to this solicitation are required to complete the attached Doing Business Data Form and return it with this proposal and should do so in a separate envelope. (If the responding proposer 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 proposer has failed to submit a Data Form or has submitted a Data Form that is not complete, the proposer 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 proposer 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.

Organizations which hold 10% or more ownership of the entity must now be reported. Beginning in January 2018, an entity must submit a DBDF that certifies whether one or more organizations own or control 10% or more of the entity. Until such a DBDF has been received by Doing Business Accountability, a DBDF submitted with a filing status of No Change will not be accepted. To determine if Doing Business Accountability has received such a certification from your entity, contact doingbusiness@mocs.nyc.gov or at 212-788-8104.

Doing Business Data Form with Agency Name and Transaction ID (i.e. PIN, Contract number, PO number, etc.) filled in, Proposal box checked and Transaction Type Indicated.

Doing Business Data Form Q&A to answer commonly asked questions.



C. PROPOSAL CONTENT GUIDELINES

Each proposal is expected to include the following:

Completed checklist (the form is included at the back of this RFP) as the cover page of the proposal and a completed Doing Business Data Form.

1. Proposed Capital Investment, Improvements and Design

- Proposers should submit a detailed timetable describing all design, improvements, and capital work. This timetable should clearly outline all intended improvements and investments, the projected cost of these improvements, and the anticipated duration of each improvement. The timetable may use “phases” as a schedule. An approximate time frame for each phase should be included.
- Proposers should submit a plan describing the extent to which proposed capital improvements and investments will take into account environmental considerations.
- Proposers should submit designs of the exterior and interior of the Licensed Premises, including dimensions, photographs, and renderings. All final designs of the successful proposer must be approved by Parks and other pertinent agencies in writing before construction can commence.
- Proposer must include plans to provide inflatable air structures in new or like-new condition and all ancillary equipment, including but not limited to lighting, heating, inflation equipment, and other support and expendable equipment during the Indoor Season.
- Proposers should submit a plan that addresses each of the specific required capital improvements outlined on pages 12-13 of the RFP.
- Parks will view favorably proposals that include “green building” design elements and encourages the use of environmentally friendly products for all repairs and capital improvements.
- Parks will view favorably proposals that include capital investment and design that take current and anticipated ADA standards and codes into account.

2. Fee Offer

- The fee offer should state the highest sum each proposer is prepared to pay as a license fee, expressed as guaranteed annual minimum fee versus a percentage of gross receipts, whichever is greater.
- The following factors will be taken into account when evaluating fee offers:
 - Any percentage of gross receipts offered to the City and the additional potential revenue this may generate beyond the minimum annual fee
 - How the proposed fee offer relates to the revenue generated by similar concessions
 - The feasibility of the proposed fee offer based on the planned operations of the concession and the financial history of similar concessions
 - Any other factors that might affect the revenue paid to the City.
 - The City urges that there be an escalation of at least five percent (5%) per year (compounded annually) in the guaranteed minimum fee over the license term.

3. Operational Experience & Financial Capability

- Proposers should submit a resume or detailed description of the proposer's professional qualifications, demonstrating extensive experience in the industry, including any work with City agencies, and/or access to individuals and/or firms with such expertise. Include the names and addresses of all corporate officers of the entity submitting the proposal.
- For proposers who have done business with Parks or the City, Parks may consider that experience as part of the selection criteria in evaluating proposals If any principal owner and/or officer of the submitting entity is currently or has been a principal officer of another entity or entities within the last five (5) years, that entity



NYC Parks

or entities (including applicable tax identification numbers) should be identified as well.

- Parks would like to confirm whether you have New York certification as an MWBE for informational purposes. The response to this question is optional. If you would like to know more information on MWBE eligibility requirements, please see the link below to the NYC Business website (<https://nyc-business.nyc.gov/nycbusiness/description/minority-and-womenowned-business-enterprise-certification-program-mwbe>)
- Proposers should attach a list of at least three (3) recent relevant references, with whom the proposer has previously worked and/or who can describe such matters as the proposer's financial, operational and construction capability. One of the three references should be from a financial institution that has extended credit to the proposer. Include the name of the reference entity, a description of the nature of the listed reference's experience with the proposer and the name, title, address, and telephone number of a contact person at the reference entity.
- Proposers should include a financial statement or statements prepared in accordance with standard accounting procedures. Financial statements should include, but are not limited to, annual income and net worth (assets and liabilities), including a breakdown of liquid and non-liquid assets. Proposers should include supporting documentation of their financial worth, including but not limited to Certified Financial Statements, Balance Sheets and Income Statements and tax returns from the past three (3) years (corporate and/or personal).
- Proposers should identify the intended source of all funds proposed to be invested in the Licensed Premises.

4. Planned Operations

- Proposers should submit a detailed operational plan for the entire Licensed Premises, including but not limited to intended use of the facility hours of operation, services to be provided, menu items and merchandise to be sold, whether diverse and/or healthy food choices will be provided, a detailed list of all proposed prices and rates, internal controls landscaping plans, maintenance, rubbish removal, and cleaning schedules, safety and security plans, any plans to install energy efficient appliances or appliances that have the Energy Star seal of approval and/or water conserving appliances, and any plans to use "Green Seal" or other environmentally friendly products or devices. All plans, schedules, services, menu items, merchandise, prices and rates, and hours of operation are subject to Parks' prior written approval.
- Proposers should submit an estimated number of full-time and seasonal employees and the positions these employees will fill. Parks encourages the successful proposer to engage in outreach to the community for employment opportunities.
- Parks is charged with improving customer satisfaction with the services provided at facilities on parkland. Therefore, Parks would like proposers to explain in their submissions the mechanisms they would use to measure customer satisfaction with the services offered by this concession. Such mechanisms might include customer evaluations or survey forms. Further, Parks would like the proposers to explain how they would improve the quality of services offered if the above mechanisms indicate a need to do so.
- Proposers should include a comprehensive pro-forma income and expense projection for each year of operation. This pro-forma projection should include explanations for all the assumptions used in its formulation. In addition to the required four copies of the proposals, Parks requests that the Pro Forma (not the entire proposal) be submitted electronically as an excel file. Excel files must be unlocked and show all formulas and calculations used. **Electronic submissions may be addressed to Project Manager Luigi Almanzar at Proposals.Revenue@parks.nyc.gov.**
- Parks will view favorably the installation of Energy Star approved appliances and equipment, such as vending machines and commercial refrigerators, at the Licensed Premises. Parks will also view favorably proposals that include plans to use "Green Seal" eco-friendly products such as soaps, cleaners, light bulbs, paper towels, toilet paper and paint.



NYC Parks

- Parks will view favorably proposals that demonstrate an awareness of the role of the concession as an integral part of the surrounding community. Parks will view favorably proposals that show a commitment to cooperate with and support park administrators, park users, and the community.
- Parks will view favorably proposals that demonstrate how the concessionaire will work with Parks staff to address maintenance issues, and work with area residents to address concerns such as noise and amplified sound levels.
- Parks will view favorably proposals that incorporate a programming component into their proposals, (e.g., youth outreach programs, discounted/free concession services, special programs/accommodations for senior citizens and persons with disabilities, and scholarships for youth in need). Parks will look favorably upon proposals that incorporate community programming and youth outreach.
- Parks will view favorably proposals which incorporate diverse and/or healthy food choices. All prices and menu items are subject to Parks' prior written approval.
- Parks will view favorably proposals which include more time per week and/or courts dedicated for youth tennis programs than the minimum requirements.
- Parks will view favorably proposals that incorporate create and maintain a high-quality amenity for the public. Parks encourages proposers to implement customer service mechanisms that will enhance and maintain the satisfaction of patrons. These mechanisms should be outlined in each proposal.

5. Integrated Sustainability by Design

- a. The fundamental goals of sustainability are to diminish the utilization of non-renewable energy, limit landfill waste, and create healthy, overall sustainable conditions. Proposers should include an organizational plan for sustainability that looks to decrease adverse effects on the climate and improve the overall quality of life of its users. Parks is seeking proposals that include the following, as applicable and feasible:
 - enhance site potential through sustainably integrated design (see subsection b below)
 - limit non-renewable energy utilization
 - utilize ecologically ideal items (see subsection c below)
 - conserve water
 - upgrade indoor natural quality through biophilic designs, which can include incorporating natural materials, natural lighting, vegetation, and other elements of the natural world into the built environment
 - optimize all maintenance and operations to follow concepts of sustainability
- b. Proposers should identify each portion of the site that can be improved through sustainably integrated design and provide design plans, with labels and explanations, accordingly. Parks is seeking proposals that include sustainable technologies such as:
 - Use energy-efficient lighting & appliances
 - Install motion-activated fixtures and lights
 - Use low-pressure faucets and water closets, etc.
 - Increase permeable surfaces
 - Incorporate Storm Water Management, including adding rain garden, if feasible.
 - Install or convert building systems including Heating Ventilation and Air Conditioning to high efficiency, electric or sustainable systems
 - Use locally sourced materials
 - Using sustainable/recycled materials
 - Include a Comprehensive Waste Management Plan, including recycling program and composting, if feasible.
 - Plant new deciduous trees, green roofs and landscaping to provide shade and reduce heat islands
 - Install bike racks



NYC Parks

- c. Proposers should include a plan for integrating sustainability into everyday operations such as:
- Provide sustainability measurements, analytics, and performance reviews
 - Use a sustainable leadership system to ensure an operation that is sustainable at its core (via employee training or workshops)
 - Provide a detailed plan for phasing out plastic usage and single-use items
 - Use “clean” or “green” cleaning products to ensure cleaner (water) run-off for the surrounding community
 - Use sustainable soaps, toilet paper, hand dryers (rather than paper towels), low-pressure faucets, etc. for patrons
 - Reduce food packaging and encouraging staff and customers to bring and refill their own reusable water bottles.
 - Provide a plan to organize composting or partner with a composting entity to ensure minimal trash to landfills
 - Train staff on environmentally friendly food service practices.

PLEASE NOTE: All proposals should indicate how the proposer became aware of this concession opportunity (e.g. newspaper ad; mailing list, Parks website, etc).

D. EVALUATION AND SELECTION PROCEDURES

Proposals will be evaluated by a selection committee composed of a minimum of three (3) Parks employees or Parks and other City employees in accordance with procedures established by the Franchise and Concession Review Committee, based on the criteria listed below. The concession will be awarded to the proposer whose submission the selection committee judges best overall based on these criteria.

a. PROPOSAL EVALUATION CRITERIA

In evaluating proposals, the Selection Committee will use the following criteria:

Capital Investment, Improvement and Designs: see Section III (C) (1) (25%)
Planned Operations: see Section III (C) (2) (25%)
Operating Experience & Financial Capability: see Section III (C) (3) (20%)
Fee Offer: see Section III (C) (4) (20%)
Integrated Sustainability by Design: see Section III (C) (5) (10%)

b. EVALUATION PROCEDURES

Parks will only consider proposals that meet satisfactory levels of the above criteria. The City is not required to accept the proposal that includes the highest fee offer. Parks' acceptance of a proposal does not imply that every element of that proposal has been accepted.

Parks cannot consider any proposal that does not comply with the “Submission Requirements” section of this RFP. Proposals that do not meet these requirements will not be evaluated. When feasible, employees of Parks will visit facilities operated by proposers.

E. OTHER GENERAL RFP REQUIREMENTS AND CONDITIONS

Parks reserves the right to postpone or cancel this RFP or reject all proposals, if in its judgment it deems it to be in the best interest of the City of New York to do so.

Proposers are advised that Parks has the option of selecting the proposer without conducting discussions or negotiations. Therefore, proposers should submit their best proposals initially, since discussions or negotiations may not take place.



NYC Parks

Proposers are also advised that the award of this concession is subject to applicable provisions of federal, State, and local laws and executive orders requiring affirmative action and equal employment opportunity.

Proposers have the right to appeal a determination of non-responsiveness and/or non-responsibility and have the right to protest a solicitation and award as specified in Chapter 1 of Title 12 of the Rules of the City of New York.

All RFP submission materials become the property of the City of New York and Parks. Proposal submission material will generally be made available for inspection and copying by interested parties upon written request, except when exempted from disclosure under the New York State Freedom of Information Law.

Parks is subject to the New York State Freedom of Information Law, which governs the process for the public disclosure of certain records maintained by Parks. (See Public Officers Law, Sections 87 and 89). Individuals or firms that submit proposals to Parks may request that Parks except all or part of such a proposal from public disclosure, on the grounds that the proposal contains trade secrets, proprietary information, or that the information, if disclosed, would cause substantial injury to the competitive position of the individual or firm submitting the information. Such exception may extend to information contained in the request itself, if public disclosure would defeat the purpose for which the exception is sought. The request for such an exception must be in writing and state, in detail, the specific reasons for the requested exception. It must also specify the proposal or portions thereof for which the exception is requested. If Parks grants the request for exception from disclosure, Parks shall keep such proposal or portions thereof in secure facilities.

Parks shall not be liable for any costs incurred by proposers in the preparation of proposals or for any work performed in connection therein.

Proposers should be aware that this concession will be developed and operated pursuant to a Permit agreement issued by Parks. Notwithstanding any language contained herein, the license agreement is terminable at will by the Commissioner at any time. In the event this agreement is terminated, Parks will not reimburse licensee's unamortized capital improvement costs.

A proposer may submit a modified proposal to replace all or any portion of a proposal submitted up until the proposal submission deadline. Parks will only consider the latest version of the proposal. Late proposals and late modifications will not be considered for evaluation, except as provided for in Section 1-13(j)(2)(i) of the Concession Rules. Proposers may withdraw their proposals from consideration at any time before the proposal submission deadline by submitting written notice to Parks. A proposer may not withdraw its proposal before the expiration of forty-five (45) calendar days after the date of the opening of proposals; thereafter a proposer may only withdraw its proposal by submitting written notice to Parks in advance of an actual grant of a concession.

Technical addenda issued by Parks will be the only authorized method for communicating clarifying information to all potential proposers. Proposers should contact the agency before submitting a proposal to verify that they have received any addenda issued. Proposers shall acknowledge the receipt of any addenda in their proposal submissions.

Proposers should be aware that, upon Parks' request, proposer(s) will be required complete an online Procurement and Sourcing Solutions Portal (PASSPort) Vendor and Principal Questionnaires (formerly known as Vendor Information Exchange System (VENDEX) forms) to the Mayor's Office of Contract Services (MOCS). In addition, any person or entity with at least a 10% ownership interest in the submitting vendor (including a parent company), is required to complete PASSPort Questionnaires (Principal Questionnaire for any person and Vendor Questionnaire for any entity with at least a 10% ownership interest in the submitting vendor). The concession award will be subject to completion of the PASSPort questionnaires and review of certain information contained therein by the Department of Investigation. To



NYC Parks

submit the questionnaires to MOCS, create an account and submit the vendor enrollment package in PASSPort through the NYC website at <http://www.nyc.gov/passport>.

The New York City Comptroller is charged with the audit of concession agreements in New York City. Any person or entity that believes that there has been unfairness, favoritism or impropriety in the proposal process should inform the Comptroller's Office of Contract Administration, 1 Centre Street, Room 835, New York, New York 10007. This office may be reached at (212) 669-2323.

Tricia Shimamura
Commissioner



EXHIBIT A: PAID SICK LEAVE LAW CONCESSION AGREEMENT RIDER

NYC EARNED SAFE AND SICK TIME ACT CONTRACT RIDER

(To supersede Section 4.06 of the January 2018 Appendix A and Section 35.5 of the March 2017 Standard Construction Contract and to be attached to other City contracts and solicitations)

A. Introduction and General Provisions.

1. The Earned Safe and Sick Time Act (“ESSTA”), codified at Title 20, Chapter 8 of the New York City Administrative Code, also known as the “Paid Safe and Sick Leave Law,” requires covered employees (as defined in Admin. Code § 20-912) in New York City (“City”) to be provided with paid safe and sick time. Contractors of the City or of other governmental entities may be required to provide safe and sick time pursuant to the ESSTA. The ESSTA is enforced by the City’s Department of Consumer and Worker Protection (“DCWP”), which has promulgated 6 RCNY §§ 7-101 and 201 et seq. (“DCWP Rules”).

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

3. The Contractor must notify (with a copy to DCWP at ComplianceMonitoring@dcwp.nyc.gov) the Agency Chief Contracting Officer of the City Agency or other entity with whom it is contracting in writing within 10 days of receipt of a complaint (whether oral or written) or notice of investigation regarding the ESSTA involving the performance of this agreement. Additionally, the Contractor must cooperate with DCWP’s guidance and must comply with DCWP’s subpoenas, requests for information, and other document demands as set forth in the ESSTA and the DCWP Rules. More information is available at <https://www1.nyc.gov/site/dca/about/paid-sick-leave-what-employers-need-to-know.page>.

4. Upon conclusion of a DCWP investigation, Contractor will receive a findings letter detailing any employee relief and civil penalties owed. Pursuant to the findings, Contractor will have the opportunity to settle any violations and cure the breach of this agreement caused by failure to comply with the ESSTA either i) without a trial by entering into a consent order or ii) appearing before an impartial judge at the City’s administrative tribunal. In addition to and notwithstanding any other rights and remedies available to the City, non-payment of relief and penalties owed pursuant to a consent order or final adjudication within 30 days of such consent order or final adjudication may result in the termination of this agreement without further opportunity to settle or cure the violations.

5. The ESSTA is briefly summarized below for the convenience of the Contractor. The Contractor is advised to review the ESSTA and the DCWP Rules in their entirety. The Contractor may go



to www.nyc.gov/PaidSickLeave for resources for employers, such as Frequently Asked Questions, timekeeping tools and model forms, and an event calendar of upcoming presentations and webinars at which the Contractor can get more information about how to comply with the ESSTA and the DCWP Rules. The Contractor acknowledges that it is responsible for compliance with the ESSTA and the DCWP Rules notwithstanding any inconsistent language contained herein.

B. Pursuant to the ESSTA and DCWP Rules: Applicability, Accrual, and Use.

1. An employee who works within the City must be provided paid safe and sick time.¹ Employers with one hundred or more employees are required to provide 56 hours of safe and sick time for an employee each calendar year. Employers with fewer than one hundred employees are required to provide 40 hours of sick leave each calendar year. Employers must provide a minimum of one hour of safe and sick time for every 30 hours worked by an employee and compensation for such safe and sick time must be provided at the greater of the employee's regular hourly rate or the minimum wage at the time the paid safe or sick time is taken. Employers are not discouraged or prohibited from providing more generous safe and sick time policies than what the ESSTA requires.

2. Employees have the right to determine how much safe and sick time they will use, provided that an employer may set a reasonable minimum increment for the use of safe and sick time not to exceed four hours per day. For the use of safe time or sick time beyond the set minimum increment, an employer may set fixed periods of up to thirty minutes beyond the minimum increment. In addition, an employee may carry over up to 40 or 56 hours of unused safe and sick time to the following calendar year, provided that no employer is required to carry over unused paid safe and sick time if the employee is paid for such unused safe and sick time and the employer provides the employee with at least the legally required amount of paid safe and sick time for such employee for the immediately subsequent calendar year on the first day of such calendar year.

3. An employee entitled to safe and sick time pursuant to the ESSTA may use safe and sick time for any of the following:

- a. such employee's mental illness, physical illness, injury, or health condition or the care of such illness, injury, or condition or such employee's need for medical diagnosis or preventive medical care;
- b. such employee's care of a family member (an employee's child, spouse, domestic partner, parent, sibling, grandchild, or grandparent, the child or parent of an employee's spouse or domestic partner, any other individual related by blood to the employee, and any other individual whose close association with the employee is the equivalent of a family relationship) who has a mental illness, physical illness, injury or health condition or who has a need for medical diagnosis or preventive medical care;

¹ Pursuant to the ESSTA, if fewer than five employees work for the same employer, and the employer had a net income of less than one



million dollars during the previous tax year, such employer has the option of providing such employees uncompensated safe and sick time.

c. closure of such employee's place of business by order of a public official due to a public health emergency;

d. such employee's need to care for a child whose school or childcare provider has been closed due to a public health emergency; or

e. when the employee or a family member has been the victim of a family offense matter, sexual offense, stalking, or human trafficking:

1. to obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program for relief from a family offense matter, sexual offense, stalking, or human trafficking;
2. to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future family offense matters, sexual offenses, stalking, or human trafficking;
3. to meet with a civil attorney or other social service provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding, including but not limited to, matters related to a family offense matter, sexual offense, stalking, human trafficking, custody, visitation, matrimonial issues, orders of protection, immigration, housing, discrimination in employment, housing or consumer credit;
4. to file a complaint or domestic incident report with law enforcement;
5. to meet with a district attorney's office;
6. to enroll children in a new school; or
7. to take other actions necessary to maintain, improve, or restore the physical, psychological, or economic, health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.

4. An employer must not require an employee, as a condition of taking safe and sick time, to search for a replacement. However, where the employee's need for safe and sick time is foreseeable, an employer may require an employee to provide reasonable notice of the need to use safe and sick time. For an absence of more than three consecutive work days, an employer may require reasonable documentation that the use of safe and sick time was needed for a reason listed in Admin. Code § 20-914; and/or written confirmation that an employee used safe and sick time pursuant to the ESSTA.



However, an employer may not require documentation specifying the nature of a medical condition, require disclosure of the details of a medical condition, or require disclosure of the details of a family offense matter, sexual offense, stalking, or human trafficking, as a condition of providing safe and sick time. Health information and information concerning family offenses, sexual offenses, stalking or human trafficking obtained solely due to an employee's use of safe and sick time pursuant to the ESSTA must be treated by the employer as confidential. An employer must reimburse an employee for all reasonable costs or expenses incurred in obtaining such documentation for the employer.

5. An employer must provide to all employees a written policy explaining its method of calculating sick time, policies regarding the use of safe and sick time (including any permissible discretionary conditions on use), and policies regarding carry-over of unused time at the end of the year, among other topics. It must provide the policy to employees using a delivery method that reasonably ensures that employees receive the policy. If such employer has not provided its written policy, it may not deny safe and sick time to an employee because of non-compliance with such a policy.

6. An employer must provide a pay statement or other form of written documentation that informs the employee of the amount of safe/sick time accrued and used during the relevant pay period and the total balance of the employee's accrued safe/sick time available for use.

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

C. *Exemptions and Exceptions.* Notwithstanding the above, the ESSTA does not apply to any of the following:

1. an independent contractor who does not meet the definition of employee under N.Y. Labor Law § 190(2);

2. an employee covered by a valid collective bargaining agreement, if the provisions of the ESSTA are expressly waived in such agreement and such agreement provides a benefit comparable to that provided by the ESSTA for such employee;

3. an audiologist, occupational therapist, physical therapist, or speech language pathologist who is licensed by the New York State Department of Education and who calls in for work assignments at will, determines their own schedule, has the ability to reject or accept any assignment referred to them, and is paid an average hourly wage that is at least four times the federal minimum wage;

4. an employee in a work study program under Section 2753 of Chapter 42 of the United States Code;

5. an employee whose work is compensated by a qualified scholarship program as that term is defined in the Internal Revenue Code, Section 117 of Chapter 20 of the United States Code; or



6. a participant in a Work Experience Program (WEP) under N.Y. Social Services Law § 336-c.

D. *Retaliation Prohibited.* An employer shall not take any adverse action against an employee that penalizes the employee for, or is reasonably likely to deter the employee from or interfere with the employee exercising or attempting in good faith to exercise any right provided by the ESSTA. In addition, an employer shall not interfere with any investigation, proceeding, or hearing pursuant to the ESSTA.

E. *Notice of Rights.*

1. An employer must provide its employees with written notice of their rights pursuant to the ESSTA. Such notice must be in English and the primary language spoken by an employee, provided that DCWP has made available a translation into such language. Downloadable notices are available on DCWP's website at <https://www1.nyc.gov/site/dca/about/Paid-Safe-Sick-Leave-Notice-of-Employee-Rights.page>. The notice must be provided to the employees by a method that reasonably ensures personal receipt by the employee.

2. Any person or entity that willfully violates these notice requirements is subject to a civil penalty in an amount not to exceed \$50.00 for each employee who was not given appropriate notice.

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

G. *Enforcement and Penalties.*

1. Upon receiving a complaint alleging a violation of the ESSTA, DCWP must investigate such complaint. DCWP may also open an investigation to determine compliance with the ESSTA on its own initiative. Upon notification of a complaint or an investigation by DCWP, the employer must provide DCWP with a written response and any such other information as DCWP may request. If DCWP believes that a violation of the ESSTA has occurred, it has the right to issue a notice of violation to the employer.

2. DCWP has the power to grant an employee or former employee all appropriate relief as set forth in Admin. Code § 20-924(d). Such relief may include, but is not limited to, treble damages for the wages that should have been paid; statutory damages for unlawful retaliation; and damages, including statutory damages, full compensation for wages and benefits lost, and reinstatement, for unlawful discharge. In addition, DCWP may impose on an employer found to have violated the ESSTA civil penalties not to exceed \$500.00 for a first violation, \$750.00 for a second violation within two years of the first violation, and \$1,000.00 for each succeeding violation within two years of the previous violation. When an employer has a policy or practice of not providing or refusing to allow the use of safe and sick time to its employees, DCWP may seek penalties and relief on a per employee basis.



3. Pursuant to Admin. Code § 20-924.2, (a) where reasonable cause exists to believe that an employer is engaged in a pattern or practice of violations of the ESSTA, the Corporation Counsel may commence a civil action on behalf of the City in a court of competent jurisdiction by filing a complaint setting forth facts relating to such pattern or practice and requesting relief, which may include injunctive relief, civil penalties and any other appropriate relief. Nothing in § 20-924.2 prohibits DCWP from exercising its authority under section 20-924 or the Charter, provided that a civil action pursuant to § 20-924.2 shall not have previously been commenced.

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



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City of New York
Parks & Recreation
www.nyc.gov/parks

Exhibit B

Site Map



*Exact Licensed Premises are subject to Parks' prior written approval and subject to change.

Doing Business Data Form

To be completed by the City agency prior to distribution

Agency NYCDPR

Transaction ID Q4-IT-2026

Check One

Transaction Type (check one)

☒ Proposal ☐ Award

☒ Concession

☐ Economic Development Agreement

☐ Franchise

☐ Grant

☐ Pension Investment Contract

☐ Contract

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

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

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

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

Entity Information

Entity EIN/TIN _____ Entity Name _____

Filing Status

(Select One)

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

☐ Entity has never completed a Doing Business Data Form. Fill out the entire form.

☐ Change from previous Data Form dated _____. Fill out only those sections that have changed, and indicate the name of the persons who no longer hold positions with the entity.

☐ No Change from previous Data Form dated _____. Skip to the bottom of the last pa

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 CEO _____ on date _____

☐ 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 CEO _____ 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 _____

What is the purpose of the Doing Business Data Form (DBDF)?

To collect accurate, up-to-date identification information about organizations that have business dealings with the City of New York in order to comply with Local Law 34 of 2007 (LL 34), a campaign finance reform law. LL 34 limits municipal campaign contributions from principal officers, owners and senior managers of entities doing business with the City and mandates the creation of a Doing Business Database to allow the City to enforce the law. The information requested in this DBDF must be provided, regardless of whether the organization or the people associated with it make or intend to make campaign contributions.

No sensitive personal information collected will be disclosed to the public.

Why have I received this DBDF?

The contract, franchise, concession, grant or economic development agreement you are proposing on, applying for or have already been awarded is considered a business dealing with the City under LL 34. No proposal or application will be considered and no award will be made unless this DBDF is completed.

Most transactions valued at more than \$5,000 are considered business dealings and require completion of the Doing Business Data Form. Exceptions include transactions awarded on an emergency basis or by "conventional" competitive sealed bid (i.e. bids that do not use a prequalified list or "Best Value" selection criteria.) Other types of transactions that are considered business dealings include real property and land use actions with the City.

What individuals will be included in the Doing Business Database?

The principal officers, owners and certain senior managers of organizations listed in the Doing Business Database are themselves considered to be doing business with the City and will be included in the Database.

- **Principal Officers** are the Chief Executive Officer (CEO), Chief Financial Officer (CFO) and Chief Operating Officer, or their functional equivalents. See the DBDF for examples of titles that apply.
- **Principal Owners** are individuals who own or control 10% of more of the organization. This includes stockholders, partners and anyone else with an ownership or controlling interest in the entity.
- **Senior Managers** include anyone who, either by job title or actual duties, has substantial discretion and high-level oversight regarding the solicitation, letting or administration of any contract, concession, franchise, grant or economic development agreement with the City. At least one Senior Manager must be listed or the Data Form will be considered incomplete.

NEW FOR 2018: As of January 2018, the DBDF must report organizations, as well as individuals, that own 10% or more of the entity. A DBDF with such a certification, filed as a full (never filed before) or as a change form, must be submitted before an entity can then file a DBDF that indicates no changes since the previous form. Contact DBA at 212-788-8104 or at doingbusiness@mocs.nyc.gov to inquire if DBA has received such a form.

I have already completed a Doing Business Data Form, do I have to submit another one?

Yes. An organization is required to submit a DBDF each time it enters into a transaction considered a business dealing with the City, including contract, concession and franchise proposals. However, the DBDF has both a Change option, which requires only information that has changed since the last DBDF was filed, and a No Change option. No organization should have to fill out the entire DBDF more than once.

If you have already submitted a DBDF for one transaction type (such as a contract), and this is the first time you are completing a DBDF for a different transaction type (such as a grant), please select the Change option and complete Section 4 (Senior Managers) for the new transaction type.

Will the personal information on the DBDF be available to the public?

No. The names and titles of the officers, owners and senior managers reported on the DBDF will be made available to the public, as will information about the organization itself. However, personal identifying information, such as home address and date of birth, will not be disclosed to the public, and home address will not be used for communication purposes.

I provided some of this information in PASSPort; do I have to provide it again?

Yes. Although a Doing Business Data Form and PASSPort request some of the same information, they serve entirely different purposes. In addition, the DBDF requests information concerning senior managers, which is not in PASSPort.

What organizations will be included in the Doing Business Database?

Organizations that hold \$100,000 or more in grants, contracts for goods or services, franchises or concessions (\$500,000 for construction contracts), or that hold any economic development agreement or pension fund investment contract, are considered to be doing business with the City for the purposes of LL 34. Because all of the business that an organization does or proposes to do with the City will be added together, the DBDF must be completed for all transactions valued at more than \$5,000 even if the organization doesn't currently do enough business with the City to be listed in the Database.

No one in my organization plans to contribute to a candidate; do I have to fill out this DBDF?

Yes. All organizations are required to return this DBDF with complete and accurate information, regardless of the history or intention of the entity or its officers, owners or senior managers to make campaign contributions. The Doing Business Data Form must be complete so that the Campaign Finance Board can verify whether future contributions are in compliance with the law.

My organization is proposing on a contract with another firm as a Joint Venture that does not exist yet; how should the Data Form be completed?

A joint venture that does not yet exist must submit a DBDF for each of its component firms. If the joint venture receives the award, it must then complete a form in the name of the joint venture.

How long will an organization and its officers, owners and senior managers remain listed on the Doing Business Database?

- **Contract, Concession and Economic Development Agreement holders:** generally for the term of the transaction, plus one year.
- **Franchise and Grant holders:** from the commencement or renewal of the transaction, plus one year.
- **Pension investment contracts:** from the time of presentation on an investment opportunity or the submission of a proposal, whichever is earlier, until the end of the contract, plus one year.
- **Line item and discretionary appropriations:** from the date of budget adoption until the end of the contract, plus one year.
- **Contract proposers:** for one year from the proposal date or date of public advertisement of the solicitation, whichever is later.
 - **Franchise and Concession proposers:** for one year from the proposal submission date. For information on

other transaction types, contact the Doing Business Accountability Project.

How does a person remove him/herself from the Doing Business Database?

When an organization stops doing business with the City, the people associated with it are removed from the Database automatically. However, any person who believes that s/he should not be listed may apply for removal. Reasons that a person would be removed include his/her no longer being the principal officer, owner or senior manager of the organization. Organizations may also update their database information by submitting an update form. Removal Request and Update forms are available online <https://www1.nyc.gov/site/mocs/resources/forms.page> or by calling 212-788-8104.

What are the campaign contribution limits for people doing business with the City?

Contributions to City Council candidates are limited to \$250 per election cycle; \$320 to Borough President candidates; and \$400 to candidates for citywide office. Please contact the NYC Campaign Finance Board for more information at www.nycffb.info, or 212-306-7100.

The DBDF is to be returned to the City office that issued it.

If you have any questions about the Doing Business Data Form please contact the Doing Business Accountability Project at 212-788-8104 or doingbusiness@mocs.nyc.gov.

Checklist of Items to be Included in the Proposal

Please circle or fill out where applicable and include this form as the cover page of your proposal

Name of Proposer _____ Solicitation # Q4-IT-2026

Yes/No	
Yes/No	You have included the following information: Proposer's Name _____ Address _____ _____ _____ Solicitation #: Q4-IT-2026 Friday, July 24, 2026 at 3:00 PM
Yes/No	If submitting a hard copy proposal, you have submitted four (4) copies of your proposal.
Yes/No	You have submitted a fee offer for each year of the License term as follows:
Yes/No	You have submitted as a proposal deposit a certified bank check, official bank check, money order, or cashier's check in the amount of _____ with the proposal (payable to NYC Parks & Recreation) (No Personal or business checks). If submitting the proposal electronically, you should have included a copy of the proposal deposit along with the postal receipt used to send out the deposit.
Yes/No	You have submitted a resume or detailed description of your professional qualifications
Yes/No	You have included a list of at least three (3) recent relevant references
Yes/No	You have submitted a detailed operational plan for the entire Licensed Premises
Yes/No	You have included a financial statement or statements prepared in accordance with standard accounting procedures.
Yes/No	You have identified the intended source of all funds proposed to be invested in the Licensed Premises
Yes/No	If submitting a hard copy proposal, you have submitted four copies of a Doing Business Data Form. One copy for electronic submission.
Yes/No	You have acknowledged the receipt of all addenda that have been issued by Parks for this solicitation
Yes/No	You have indicated in your proposal if you intend to create a new entity which would be awarded the contract, if selected as highest proposer. If you intend to operate as a Doing Business As (dba), please ensure you have filed the required paperwork with the NY Department of State.