

REQUEST FOR PROPOSALS (“RFP”)
RESTAURANT
RYE TOWN PARK



Issued by:
RYE TOWN PARK COMMISSION
95 Dearborn Avenue
Rye, New York 10580

Release Date: June 21, 2016
Site Tour (Optional): July 6, 2016 at 9:00 AM
Submission Deadline: noon, August 8, 2016



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Sealed proposals to license and operate the Restaurant, Snack Bar and North Gate Concession of the Rye Town Park will be received by the Rye Town Park Commission, 222 Grace Church Street, Port Chester, New York 10573, no later than noon on Wednesday, August 8, 2016 and immediately thereafter said proposals will be publicly opened and the identities of the firms/individuals submitting proposals noted for the record.

The project consists of entering into a ten (10) years with a mutual option for two five year extensions, to renovate and operate a Restaurant, Snack Bar and Concession at Rye Town Park.

An optional site visit for the project has been scheduled for Wednesday, July 6th between the hours of 9:00 - 11:00 AM.

Proposals shall be delivered as follows: 8 copies and one digital copy contained on a flash drive enclosed in a sealed envelope bearing the name and address of the Responder, addressed to the Rye Town Park Commission, 222 Grace Church Street, Suite 302, Port Chester, New York 10573 and endorsed "Rye Town Park Restaurant Proposal."

The Rye Town Park Commission reserves the right to reject any and all proposals, to waive any informality, and to award the Lease Agreement to other than the highest proposed lease amount if deemed in the best interest of the Town.

I. Project Objectives:

In order to provide food and beverage services for patrons of Rye Town Park (the "Park"), the Rye Town Park Commission (the "Commission") is seeking a qualified firm or individual to enter into a ten (10) year license agreement with two five year extensions to renovate and operate the Commission-owned restaurant and two snack concessions located at the Park. These facilities are currently operated by a private company whose license agreement with the Commission expires on 12/31/2016.

The facility consists of a restaurant, a beachside snack bar and a concession stand located at the north gate of the beach. Dates of operation (the "Season") have been during the months of April through October. However, if the structure is renovated for cold weather use, the restaurant may be operated year round. Any extension of the Season after the license agreement has been executed shall be subject to the prior and express written permission of the Commission and additional rent payments will be determined by the Commission or their designee.

Detailed instructions about the information to be included in responses to this RFQ are contained below.

II. Background Information:

Rye Town Park (<http://www.townofryeny.com/rye-town-park--beach-home-page.html>). was created in 1907 by Act of the New York State Legislature.

It is currently governed by the 6-person Commission whose members are appointed by 4 municipal jurisdictions:

- The Supervisor of the Town of Rye and his/her appointee (2 members)
- The Mayor of City of Rye and his/her appointee (2 members)
- The Mayor of the Village of Port Chester (1 member)
- The Mayor of the Village of Rye Brook (1 member)

The Commission meets once a month.

On behalf of the Commission, the Park has historically been managed by the Town of Rye which currently employs 10 full time, 30 part-time staff, and approximately 100 seasonal employees from the local community.

Rye Town Park is physically located within the City of Rye. The residents of both the Town (encompasses the Villages of Port Chester, Rye Brook and the Rye Neck portion of the Village of Mamaroneck) and City of Rye enjoy discounted fees for parking and access, but, the Park is open to the general public without limitation. As a result, the Park's constituent population measures more than 60,000 people. Westchester County has an overall population of approximately 950,000.

As one of the first sites ever to be set aside for public use at the dawn of the 20th Century, Rye Town Park is listed on the National Register of Historic Places. The park is well known for its breathtaking views of the Long Island Sound. Its

pastoral setting and Spanish Mission Style buildings attract visitors from throughout Westchester County and the New York metropolitan area

SITE DETAILS

Rye Town Park consists of 28 acres of beach and 34 acres of parkland:

1. Lawn
2. Pond (#9 below)
3. Beach
4. Gazebo (#10 below)
5. Restrooms and showers (#8 and #11 below)
6. 70-seat restaurant (#6 below)
7. Two beach concession stands (#4)
8. Two covered pavilions (#12 below)
9. Maintenance building (#13 below)
10. An administration building (#14 below)
11. 75,000 square feet paved parking area



As one of the first sites on the Eastern seaboard set aside for public use at the dawn of the 20th Century, Rye Town Park is known for its breathtaking views of the Long Island Sound. The Park's pastoral setting and Spanish Mission Style buildings attract visitors from throughout Westchester County and the New York metropolitan area.

Rye Town Park is listed on the National Register of Historic Places as follows:

“Rye Town Park-Bathing Complex and Oakland Beach is a historic park and public beach located on Long Island Sound at Rye, Westchester County, New York. It is located next to the separately listed Playland Amusement Park. It was designed in 1909 by architects Upjohn & Conable (Hobart Upjohn and George W. Conable) and landscape architects Brinley & Holbrook. There are six historically significant buildings and structures; they are the Mission Revival style Bathing Complex. This includes the Bathing Pavilion and two shelters, a restaurant (1910), the Spring House, and the Women’s Bath House (1925).”



The Commission expects all responses to this RFP to respect the original design and purpose of Rye Town Park and the neighborhood in which it is located when proposing any changes to the building listed on the National Register of Historic Places

Location

The Rye Town Park, Bathing Complex and Oakland Beach, was designed in 1909 by architects Upjohn & Conable and landscape architects Brinley & Holbrook. It is situated on 28.1 acres of rolling terrain along the shore of the Long Island Sound. The park is bounded to the north by Rye Beach Avenue, to the south by Dearborn Avenue, to the west by Forest Avenue and to the east by the publicly accessible 34.5 acre Oakland Beach, stretching 1200’ in length. Adjacent to the east is the beach area of Playland Amusement Park (National Historic Landmark). The boundaries of the park remain true to the original design and layout.

The park sits approximately 15 feet above the beach level, grounded securely by a rubble stone foundation/retaining wall on the eastern side. Character defining landscape features of the park include stone walls, a terrace overlook, a stone bridge, light fixtures, staircases and ramps, pathways, trees, plantings, lawns, a small lake and Oakland Beach. There are 17 structures within the park. Of these, six are historically significant and contribute to the architectural integrity of the site and are exemplary of a recreation facility designed at the turn of the 20th century. This cohesive collection of buildings, designed in the Spanish Mission Style, define the character and identity of the recreational Bathing Complex.

Under the currently expiring license agreement, a waterfront restaurant is open seasonally providing both indoor dining and beachside snacks. During the summer a program of, concerts, open-air theater performances, and public art exhibitions are organized by the park staff. Dog owners and their pets enjoy off leash opportunities every morning, year round from 6 am -9 am. Residents enjoy the passive park and beach for walks, sunning, sledding and other informal recreational activities.

The Town’s mission with regard to Rye Town Park, is to steward this singular and historic open space for its residents and future generations. The primary obligation of the Commission is to represent its community residents, optimize access and enjoyment of the park for the public, and provide oversight to the park’s operations.

The Park is easily accessible via Interstate 95, Interstate 287 Cross Westchester Expressway, and Metro North railroad.

Restaurant

Currently operating under the tradename *Seaside Johnnies*, the restaurant seats 70 people and was last renovated in 1999. The restaurant structure has no heating or central ventilation system, minimal plumbing, and basic electric services. It is currently operated only during warm weather months.



Proposers have the option of presenting a seasonal operating plan or they may propose a year round plan. The Commission seeks proposals which present a plan for facilities rehabilitation and upgrades which demonstrate a willingness to invest in capital improvements to the restaurant and concession building. Proposals must be accompanied by a plan for the requisite renovation.

Any new designs or alterations should be in keeping with the context of the park and surrounding neighborhood. They should be consistent with the historic, architectural and social significance of the building and site.

Pavilions

Two large, open-air pavilions overlook the beach to the east of the Administration Building. They have electricity and are currently open to the public except when rented for private gatherings. The Pavilions are available to the public for rental through the park staff. They are also available to be reserved for special events by the restaurant licensee for a fee.



Administration Building

The most notable building in the Park is the Administration Building, a two-story Spanish Mission style stucco building with a red tile roof, flanked by two towers. It was designed to be the focal point of the Park and provide a grand recreational experience for visitors coming to use the park and beach. The Administration Building was designed to be used three months out of the year. It has no heating or central ventilation system, minimal plumbing, and basic electric services.



Parking Lot

The main parking area is located behind the Administration building; it is accessed from Dearborn Street. This area is paved and contains approximately 75,000 square feet. Restaurant patrons can walk to the restaurant through an archway opening onto the beachscape through a white stucco wall or by walking around the bathhouse. In the summer months, the parking area is filled to capacity on many days; however, under current agreements, the Commission allows overflow parking on a 30,000 square foot area of lawn adjacent to the paved area.

Facility Description

The restaurant comprises approximately 1,260 square feet plus a bar of 1,581 square feet and 3,176 square foot outdoor terrace. There are two outdoor concessions that serve as snack bars that service patrons of Oakland Beach.

Kitchen - The facility is served by a main kitchen on the first floor and a prep kitchen located on the lower level.

- Main Kitchen: 110 SF
- Prep Kitchen: 117 SF
- SUB TOTAL 227 SF

Dining Room

- Interior Room: 1,260 SF

Bars - A beautiful hand crafted bar with two televisions is accessible from the promenade and also wraps around to serve as a bar with tables for restaurant patrons.

- Bar Area off the Promenade : 645 SF
- Bar Area in the restaurant w Tables: 936 SF

TOTAL INTERIOR 1,581 SF

Terrace

The restaurant has an outdoor terrace accessible both from the Dining room and the promenade.

- Terrace: 3,176 SF

RESTAURANT GRAND TOTAL 8,706 SF

Snack Bar - The outdoor café/snack bar services the beach and recreation area. This area shares a prep area with the restaurant

- Snack Bar 1,890 SF

North Gate Concession

- Concession 572 SF

Note that the measurements above are approximate and are not warranted by the Commission. Responders must complete due diligence and verify as needed.

III. Request For Proposal Process and Format

Scope of Project

This RFP is soliciting proposals to license Rye Town Park's Restaurant, Snack Bar and North Gate Concession to a qualified food and beverage operator.

The selected firm will be responsible to:

- A. **Utilities** - All utility costs associated with operating the Restaurant and concessions shall be the responsibility of the Licensee.

- B. **Community Impact**
The proposal should take into consideration its effect on the constituent community at large, neighbors, employees of the park/beach, Friends of Rye Town Park and the range of stakeholders who use the Park.

- C. **Design** - develop full floor plan drawings, renderings and specifications for the improvement of the building, together with a detailed cost estimate (or contractor's written proposal) for review and approval by the Commission. (Note: below is a list of anticipated needed improvements). The firm will receive feedback and direction from the Commission, a stakeholder advisory committee and park staff. The selected firm will be responsible for securing all approvals and permits necessary to renovate the building. Any new designs or alterations should be in keeping with the context of the park and its surrounding neighborhood. They should be consistent with the historic, architectural and social significance of the building and site.

- D. **Operation** - provide a business plan and schedule for the operation of the Restaurant, Snack Bar and North Gate Concession which demonstrates that the business will be open for lunch and dinner during most if not all weekdays and weekends during the Summer Season and national holidays. Proposals that allow for longer hours and year round operation are welcome. Some reduction in hours of operation during the winter season will be considered. The Commission will have access to the building for purposes of conducting official oversight, and also for security and park maintenance purposes.

- E. **License Agreement Terms** - the triple net license will provide for a ten year term with a mutual option for two five year extensions, with a minimum notice period of one year for each such extension. Maintenance of the interior as well as certain exterior sections will be the responsibility of the licensee. It is anticipated that the firm's proposal may include a request to provide outside seating for the Beach Snack Bar. Said exterior usage will be defined and negotiated as part of the proposal review process.

- F. **Insurance** - \$1,000,000 per occurrence, \$2,000,000 aggregate for general liability; \$5,000,000 umbrella liability; if liquor will be served, \$1,000,000 liability per occurrence. Building coverage in the amount of \$500,000. The coverage must be with an A rated or better admitted carrier. The policy must name the Commission, the Town of Rye and the City of Rye as an additional named insured on a primary and non-contributory basis.

- G. **Property Improvements**- upon execution of the license agreement with the Commission the licensee will be required to undertake and complete the needed renovations within a reasonable timeframe, herein estimated to

be approximately six months. The licensee shall be responsible, at its sole cost and expense, for the completion of all improvements as detailed in the firm's proposal which shall include at a minimum the items as listed below:

1. Floor plan
 2. Insulation
 3. Improve indoor and outdoor lighting. The use of energy-efficient lighting, such as compact fluorescent light bulbs or LED's is required. LEED certification is highly encouraged.
 4. All necessary repairs, upgrades to the interior/exterior including but not limited to plumbing, electrical, structure, roof, HVAC, Windows, lighting, utility repairs/upgrades, sub metering, painting. Proper permits, inspections and CO's must be placed through the City of Rye Building Department.
 5. Replace exterior doors and install ramps compliant with ADA and appropriate for the historic character of the building-all as approved by the Commission.
 6. Windows
 7. Restrooms must be upgraded and repaired to be ADA compliant in a manner that is approved by the Commission and the City of Rye. The relocation of one or more of the restrooms will be given consideration by the Commission.
 8. Heat and hot water.
 9. Repair and maintain the deck in a state of good repair.
 10. Waste drainage, backflow preventer, plumbing fixtures, water supply and drainage- piping, plumbing equipment and grease separator must be compliant with New York State code and cleaned as needed. Direct waste lines for food-related fixtures must be replaced by indirect lines.
 11. Any proposed signage shall be reviewed and approved by the Commission and approved by the City of Rye Board of Architectural Review.
 12. Updating of full and/or partial kitchens within the restaurant will require full building code and health department compliance regarding all aspects of the improvements, including plumbing, fire suppression, electrical work and venting through the City of Rye departments.
 13. The Operator shall be responsible for all permits, including, but not limited to, health, sanitation and recycling.
- H. **Maintenance** - the licensed property must be maintained in good and serviceable condition and repaired/replaced as necessary during the term of the lease. Licensed property including any trash enclosures must be kept clean and free of obnoxious odors. Lessee will be responsible for the upkeep and cleanliness of the area immediately around the restaurant building. The exterior building lighting and nighttime security lighting within the building must be maintained at the sole cost and expense of licensee. Licensee will be responsible to replace/upgrade and maintain existing security alarm system. Failure to properly maintain the lease premises shall be grounds for termination of the license.

- I. **Parking** – The Park’s current parking arrangement with the Restaurant is as follows:
- Customers will pay parking at the full rate in effect at time of their arrival.
 - Seaside Johnnies credits any parking fees over \$5.00 to the customer on their dining check.
 - Seaside Johnnies submits to Rye Town Park matched up copies of Parking and Dining receipts on a monthly basis.
 - Rye Town Park refunds Seaside Johnnies any excess **credits** over \$5.00, to a maximum of \$5.00 per parking check submitted.
 - Multiple parking receipts for the same dining check will be similarly refunded to Seaside Johnnies.
 - Rye Town Park will issue a check to Seaside Johnnies at the end of the season, after auditing the receipts provided.
- J. **Alcohol Consumption and Liquor Licensing** - Subject to the approval of the Commission, the licensee is responsible at the licensee’s expense to obtain and display a New York State liquor license.
- K. **Licenses** - The licensee is responsible for applying for and receiving all licenses required for serving and selling of alcohol.
- L. **Indemnification** – In addition to the insurance requirements above, the Licensee shall be required to defend, indemnify and hold the Commission, the Town of Rye and City of Rye harmless from any and all claims, costs, losses and expenses in connection with operation of the Restaurant. Subject to review and approval by the Commission’s insurer.
- M. **Security Deposit** - Minimum two months’ rent.
- N. **Personal Guaranty** - The licensee shall personally guarantee the license for a minimum of five (5) years.
- O. **Security** - Licensee is required to supply, install and maintain a security system as approved by the Commission. Copies of the security recordings and access must be granted to commission and local police department for any investigations.
- P. **Taxes** - Licensee shall be responsible for any and all taxes and fees levied against the property or the business.
- Q. **Waste Removal** - All garbage is to be contained and dumpster area kept clean of all waste. Waste removal will be the responsibility of the licensee.
- R. **Menus** - The Rye Town Park Commission shall approve the menus, pricing and staff uniforms each year in advance of the season.

IV. Timeline

The following are the dates the Commission plans to follow throughout the selection and negotiation process. All dates are subject to change at the discretion of the Commission.

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|---|----------------------------------|
| ▪ RFP Issued | June 21, 2016 |
| ▪ Pre-proposal Meeting & Facility Tour | July 6, 2016 (at 9:00 AM) |
| ▪ Deadline for submission of written questions: | July 11, 2016 |
| ▪ Proposals due on or before | August 8, 2016 (by noon) |
| ▪ Finalists Present to Park Commission | August 16, 2016 |
| ▪ Negotiation and Final Award | September 20, 2016 (On or About) |
| ▪ Startup | May 1, 2017 |

V. Pre-Proposal Meeting and Facility Tour

A pre-proposal meeting will be held at the restaurant located at 95 Dearborn Avenue, Rye, NY 10580. Responders, or their designees, may attend on July 6, 2016 at 9:00 AM. A tour of the facilities will be provided, specifications and other proposal documents will be explained, and questions will be answered. The Commission reserves the right to add another pre-proposal meeting and facility tour as needed.

Please send the names of attendees to Debbie Reisner, Chief-of-Staff to the Supervisor of the Town of Rye by email DReisner@TownofRyeNY.com by noon on July 5, 2016. Reservations in advance are appreciated to enable pre-planning.

Pre-Proposal Meeting Location: Beachside Pavilion (adjacent to the Administration Building)
Rye Town Park
95 Dearborn Avenue
Rye, NY 10580

VI. RFP Requirements

The checklist below identifies the requirements, which each Responder must address in their proposal. Any errors or omissions do not relieve the Responder from the responsibility to complete and submit all required documents in this RFP.

- Financial pro forma with proposed capital investment and license payment schedule
- CV containing demonstrated experience to carry out the proposal,
- List of relevant other operating locations
- References
- Business Plan
- Conflict of Interest Form (Appendix B)

The Responder must provide one (1) original and eight (8) copies of the complete proposal plus an electronic PDF file (via email to DReisner@TownofRyeNY.com or a flash or jump drive) with all documentation to:

Debbie Reisner, Chief-of-Staff to the Supervisor,
Town of Rye
222 Grace Church Street
Port Chester, NY 10573

Evaluation of Proposals

The selection of the operator shall be at the sole discretion of the Rye Town Park Commission. A duly designated committee will perform a detailed and objective evaluation. The committee will consist of:

- Members of the Rye Town Park Commission
- Secretary to the Commission, Park Director and Commission Legal Counsel
- City Manager of Rye
- Representatives from the Friends of Rye Town Park
- Representatives from the Rye Town Park Alliance

The Commission intends to award a contract to the operator whose proposal, in the sole judgment of the Commission, is most advantageous to the Park and its patrons. The Rye Town Park Commission reserves the right to accept or to reject any or all proposals, and to waive any of the requirements of the proposal selection procedures explained in this document.

The criteria used to evaluate the proposals will consider:

- Terms of the license, including but not limited to financial considerations
- Responder's financial and organizational strength
- Responder's demonstrated experience to carry out the proposal, including relevant other operating locations and references
- Level of detail and credibility of the proposed business plan
- Compatibility with the Rye Town Park mission and constituent communities of the Park

Final Selection

After evaluation of the proposals and determination of the most qualified Responder(s), the Rye Town Park Commission may authorize its representative to enter into final discussion with 1-2 selected finalists with the intent to finalize the lease and management agreement. The final discussion period is not expected to exceed 60 days.

Questions and Inquiries

All communications regarding this solicitation must be submitted by email and responses will be posted for viewing by all interested parties. All submissions should be and directed to:

Debbie Reisner,
Chief-of-Staff to the Supervisor &
Secretary to the Rye Town Park Commission
Town of Rye
Email: dreisner@townofryeny.com

ENVIRONMENTAL IMPACTS

Rye Town Park is bordered on three sides by residential properties, including both single family homes and a large condominium complex. Any proposed changes to the Park must take into consideration the following potential neighborhood impacts: sound, air and water quality, lighting, traffic generation, aesthetics, and public life safety.

Any plan should be carefully examined for potential adverse environmental impact and will be required to undergo an environmental review process in accordance with the NY Environmental Conservation Law as implemented by 6 NYCRR Part 617 (SEQRA).

It is the desire of the Commission to protect the natural elements of the park, such as the lawns, shrubs and mature tree specimens. Sanitary sewage and solid waste are to be responsibly managed and consistent with the Clean Water Act. The integrity of the beach ecosystem and Long Island Sound waters should not be negatively impacted.

MISCELLANEOUS

1. Governmental Approvals

The contract between the Park Commission and the Preferred Bidder will be contingent upon and require the Preferred Bidder to obtain all licenses, permits (including building, demolition, alteration, use and special permits), consents, approvals, certificates (including temporary and permanent certificates of occupancy), rulings, authorizations, variances, or amendments to any of the foregoing as shall be necessary or appropriate under any law, to commence, perform, or complete any construction, or for the zoning, rezoning (to the extent that this contract allows), use, occupancy, maintenance, or operation of the Park in accordance with the Preferred Bidder's plan ("Governmental Approvals"). All costs associated with obtaining the Governmental Approvals shall be the contractual responsibility of the Preferred Bidder. The Park Commission will cooperate with the Preferred Bidder to the extent possible to obtain the Governmental Approvals.

2. Non-Collusion

The Responder, by signing the proposal, warrants and represents that any ensuing agreement has not been solicited, secured or prepared directly or indirectly, in a manner contrary to the laws of the State of New York, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any Town of Rye, City of Rye, Village of Rye Brook, Village of Mamaroneck or Village of Port Chester employee, officer or official.

3. Conflict Of Interest

The award of a contract is subject to provisions of all Federal, State and local laws. All Responders must disclose with their proposals the name of any officer, director or agent who is also an employee of the Town of Rye, City of Rye, Village of Rye Brook, Village of Mamaroneck or Village of Port Chester. Further, all Responders must disclose the name of any Town of Rye, City of Rye, Village of Rye Brook, Village of Mamaroneck or Village of Port Chester officer, employee, or elected official who owns, directly or indirectly, an interest of ten percent or more in the Responder or any of its subsidiaries or affiliates.

4. No Lobbying

All contractors, firms or individuals are hereby placed on notice that any communication, whether written or oral, directly or indirectly through third party intermediaries with the Town of Rye, City of Rye, Village of Rye Brook, Village of Mamaroneck or Village of Port Chester elected officials or any members of the Rye Town Park Commission or any other staff or employee of the Town of Rye or working with or for the Rye Town Park Commission in respect to this request (with the exception of the personnel designated to receive requests for interpretation or corrections) is prohibited. These persons shall not be lobbied, either individually or collectively, regarding any request for bid, proposal, qualifications and/or any other solicitations released by the Rye Town Park Commission. To do so shall be grounds for immediate disqualification from the selection process.

All contractors, firms or individuals must submit the attached No Lobbying Affidavit with their submittal response stating that they and their subcontractor, sub-contractor, sub consultants and agents agree to abide by the no lobbying restrictions in order to be considered for this request.

Any contractor, firm or individual that does not submit the required No Lobbying Affidavit shall be automatically disqualified from further consideration.

NO LOBBYING AFFIDAVIT

STATE OF NEW YORK
COUNTY OF

This day of 2016 _____, being first duly sworn, deposes and says that he or she is the authorized representative of (Name of the contractor, firm or individual), maker of the attached request for bid, proposal, qualifications and/or any other solicitation released by the Rye Town Park Commission, and that the bidder and any of its agents agrees to abide by the Rye Town Park Commission's no lobbying restrictions in regards to this solicitation.

Acknowledgement

On the day of in the year 2016, before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

MINORITY AND WOMEN-OWNED BUSINESS CERTIFICATIONS

The Town of Rye encourages submissions from minority and women-owned business enterprises (MWBE) and Section 3 Businesses, specifically, firms that are listed on HUD's Section 3 Business Registry and New York State M/WBE Directory of Certified Firms.

If you wish to be considered as a minority or women-owned business enterprises (MWBE) or a Section 3 Business, complete and submit this form with your proposal.

If you do not answer the questions, we will assume that you do not wish to be considered a minority and/or women-owned business.

Name of Proposer _____ Date _____

Principal Completing This Form: _____

Signature _____

Are you listed on the New York State W/WBE Directory of Certified Firms? Yes No
If yes, what is your Vendor Commodity Code? _____

Are you listed on the HUD Registry of Section 3 Business? Yes No