

THE TRUST FOR GOVERNORS ISLAND

REQUEST FOR PROPOSALS FOR MOBILE FOOD VENDORS ON GOVERNORS ISLAND



RFP Issuance Date:	February 6, 2018
Questions Due:	February 19, 2018 at 3 PM
Proposals Due:	March 9, 2018 at 3 PM

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I. Opportunity

Governors Island Corporation d/b/a The Trust for Governors Island (“The Trust”) invites commercially operated food trucks and other mobile vendors to submit proposals to provide fresh, diverse, healthy and sustainable food on Governors Island for the hundreds of thousands of people who visit during its public access season. This is an exciting opportunity to be a part of one of New York City’s most unique and beloved public spaces and recreational destinations with a fast-growing audience.

The Trust is looking for mobile food vendors who will offer food and non-alcoholic beverage services that reflect Governors Island’s creative character and diverse audience, beginning in May 2018. The Island is a lively seasonal destination, home to a popular park with sweeping views of the Statue of Liberty and city skyline surrounded by beautiful, historic buildings just minutes from Lower Manhattan and Downtown Brooklyn. Each year, hundreds of thousands of visitors take a short ferry ride to discover a robust calendar of arts and cultural programming, acres of award-winning open space, recreational activities and history in a setting that feels like a world apart from the rest of the City. Food and beverage is a central component of the Island experience for the hundreds of thousands of New Yorkers and tourists who visit each season. Over the past year, Governors Island’s public access season, which runs now May 1-October 31, expanded from 4 to 6 months, dramatically increasing the number of visitors to the Island and the demand for a wide range of food and beverage options.

With the goal of complementing outdoor cafes located at Liggett Terrace and at the Manhattan Ferry Landing, The Trust is offering multiple high-traffic, lively and visible sites for mobile vendors through this RFP. Multiple vendors will be awarded spaces along King Avenue, a busy, shaded area located near the Brooklyn Ferry Landing between the Island’s Historic District and new park (Site A), for a fixed fee for a one season term. Proposers will have the option to select a fixed rate for weekends only, or weekends and weekdays.

Two additional sites that serve as gateways for Governors Island visitors will be made available for the first time for one exclusive vendor per site. A site adjacent to the Welcome Center at the Manhattan Ferry Landing (Site B) will be limited to coffee-focused vendors. A site near the NYC Ferry Landing and Nolan Park (Site C), open to vendors of all types. Proposals for sites B and C are invited to submit a competitive fee offer for a one-season term. Proposers may submit for the operation of one or multiple sites.

All respondents should propose a self-contained set up, including storage. The Trust will look favorably on proposals that demonstrate experience managing a mobile food concession or truck, meet the highest standards of quality and excellence and offer a range of menu options and price points. Governors Island is committed to sustainable business practices and invites respondents to think creatively about their environmental impact. Proposals including healthy, locally-sourced food options and use of compostable, recyclable serving materials are encouraged and will be prioritized. Mobile vendors focusing on healthy food options are also encouraged to apply to all sites.

Winning proposer(s) will enter into a permit (“Permit”) with The Trust, an example of which can be found attached hereto as Exhibit B.

II. Vending Areas

Mobile food vendors will have the opportunity to submit proposals to operate in one or multiple sites within high-traffic areas on Governors Island, with picturesque historic surroundings and unrivaled skyline and harbor views. Available sites are highly visible from areas near popular events and activities throughout the public season and are located near ferry landings. Sites offered through this RFP are set forth in more detail and labeled A, B, and C in Exhibit A. The areas are labeled as follows:

Site A: Kings Avenue

Site B: Buttermilk Overlook

Site C: Soissons Landing

Each site will be delivered to the Permittee in “as is” condition.

III. Permit Fees and Fee Offers

Permits will be issued for a full season, either seven days per week or weekends and holidays only. No daily permits will be awarded. Proposals should indicate proposed vending days and operating hours during the public access season.

Site A (King Avenue):

All vendors must pay the following amounts to operate at Site A:

- a. Seven days per week: \$13,000
- b. Weekends and holidays*: \$10,000

Site B (Buttermilk Overlook):

All vendors must propose at least the following amounts to operate at Site B:

- a. Seven days per week: A minimum offer of \$13,000
- b. Weekends and holidays*: A minimum offer of \$10,000

Site C (Soissons Landing):

Site C is open to mobile coffee/beverage vendors only; respondents can propose a fixed fee or a revenue share.

*2018 Holidays: Memorial Day (Monday, May 28), Independence Day (Wednesday, July 4), Labor Day (Monday, September 3) and Columbus Day (Monday, October 8).

IV. Governors Island and The Trust

Governors Island is a popular destination for art, culture and recreation, minutes from Lower Manhattan and the Brooklyn waterfront. Over the past year, Governors Island's public access season has expanded from 4 to 6 months, increasing the number of visitors to the Island and the demand for a wide range of food and beverage options. The Island attracts a diverse mix of families, individuals of all ages and tourists from both within and outside the Tri-State area. In 2017, the Island welcomed 800,000 visitors, which is expected to grow in 2018.

In 2018, Governors Island will be open to the public May 1 to October 31. During the season, the Island is open weekdays from 10:00 AM to 6:00 PM, and weekends and holidays from 10:00 AM to 7:00 PM.

The Trust is a 501(c)(3) not-for-profit corporation responsible for the planning, preservation, redevelopment, and ongoing operations and maintenance of 150 acres of Governors Island.

For additional visitor information, including Island-wide rules and regulations, please visit www.govisland.com/info.

V. RFP Timeline

The following schedule has been established for this RFP:

RFP Release Date:	February 6, 2018
Questions Due:	February 19, 2018 at 3 PM
Answers posted on The Trust's website:	February 26, 2018 at 1 PM
Proposals Due:	March 9, 2018 at 3 PM

RFP Contact

The Contact for this RFP is Marni Friedlander, General Counsel. All proposal questions and/or inquiries shall be directed to her at info@govisland.org. No questions will be answered via phone. Answers to all questions will be posted publicly on The Trust's website on February 26, 2018 at 1 PM.

Site Visits

The Trust can host site visits upon request.

Interviews

The Trust may conduct interviews with some or all Proposers prior to selection.

VI. Evaluation & Selection Procedures

In evaluating proposals, a selection committee composed of staff members of The Trust will use the following criteria and percentage of weight allocated to each category:

- | | |
|--|------------|
| 1. Quality and diversity of food | 25% |
| 2. Sustainable business practices | 25% |
| 3. Qualifications | 20% |
| 4. Range of price points | 15% |
| 5. Design of truck and signage | 15% |

VII. Proposal Requirements

Each proposal submitted must meet the following requirements as referenced in the checklist attached as Exhibit G.

1. Each proposal should be typed on 8 1/2" X 11" paper. Pages should be numbered. No e-mail or facsimile proposals will be accepted. Please submit five hard copies of your proposal (including copies of all required attachments) and one electronic copy via a thumb drive or CD/DVD. All proposals must be submitted in a sealed envelope labeled "Governors Island Mobile Food RFP" with a return address. Envelopes should be sent to:

General Counsel
The Trust for Governors Island
10 South Street, Slip 7
New York, NY, 10004

2. **All proposals must be received by March 9, 2018 at 3 PM.** Proposals may be sent by mail or delivered in person. Hand delivery to the Battery Maritime Building at 10 South Street, Slip 7 is welcome during standard business hours. Proposals and modifications received after the time and date listed above will be considered late.
3. Each proposal is expected to include a comprehensive plan for the concession, including, but not limited to, the following:
 - a. **Hours of Operation**
Proposers should submit a detailed operations plan, which addresses each element outlined in Section III of this RFP.

b. Qualifications & References

Each Proposer should submit the proposer's resume(s) and/or detailed description of the Proposer's professional qualifications, demonstrating relevant experience in the industry, the Proposer's experience with the type of offerings proposed, operating experience in locations with similar logistics, and with the high level of customer service required to meet the needs of Governors Island's visitors. Include the names and addresses of all corporate officers of the entity submitting the proposal.

Each proposal should also include at least two (2) recent relevant references, with whom the Proposer has previously worked and/or who can describe the Proposer's capability to operate at the proposed area. 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, email address, and telephone number of a contact person at the reference entity.

c. Proposed Set up

Each proposal should include a detailed description of the proposed mobile food carts or vehicles and any additional pop-up elements.

Each Permittee is responsible for the upkeep of all aspects of their operations, and must remove/replace unsafe or unsightly components of the operation at The Trust's request.

All signage and promotional materials submitted by the Permittee will be subject to approval by The Trust.

d. Fee Offer (if applicable)

See Section III, Permit Fees and Fee Offers. Vendors at Site A must pay the amounts set forth in Section III. Vendors at Sites B and C must propose fee offers in accordance with the guidelines in Section III.

e. Compliance with Local Law 34 of 2007

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 RFP are required to complete a Doing Business Data Form, a copy of which is attached hereto as Exhibit E, and return it with their proposals in a separate envelope. If The Trust 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 Trust 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 Trust. Failure to do so will result in a determination that the applicable RFP 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.

f. Menu

The Trust places the highest priority on menu offerings that are diverse, fresh, sustainable and locally-sourced.

Each Proposer must submit a proposed menu for the mobile food operation. The menu must include items to be served and anticipated prices and should indicate the extent to which their operation serves food that addresses any dietary restrictions, including Kosher, Halal, vegetarian, vegan and gluten free. Proposers should clearly indicate the extent to which they already provide such a menu in an existing location.

Proposers shall note that no one entity or provider will have any exclusive right to sell any particular type of food or beverage.

The sale of alcoholic beverages is not permitted in this RFP.

e. Environmental Stewardship Plan

The Trust strives to have the highest standards of environmental stewardship and sustainable business practices. All proposers are encouraged to think creatively about reducing the environmental impact of their operations. The Trust will look favorably upon proposals that factor in high standards of sustainable business practices. If selected through this RFP, all Permittees must adhere to The Trust's waste management guidelines, attached hereto as Exhibit F.

VIII. Additional Requirements During the Permit Term

1. A Permittee will be required to obtain any and all necessary approvals, permits, and licenses for the lawful operation of each mobile food operation, including from the New York City Department of Health.
2. A Permittee will be required to submit a security deposit of 20% of the Permit fee. Fees due for fine infractions will be deducted from the security deposit paid by each Permittee.
3. A Permittee will be required to carry Commercial General Liability insurance with limits, per occurrence and aggregate, of at least one million dollars (\$1,000,000) per occurrence, with an aggregate of two million dollars (\$2,000,000) naming The Trust and the City of New York, including their officials, officers, agents, employees and assigns, as an additional insured with coverage at least as broad as Insurance Services Office (ISO) Form GC 20 26. Permittees also must provide evidence of workers' compensation, employer's liability and disability benefits insurance in accordance with the laws of the State of New York. Proposers are on notice that The Trust or the City may require

higher liability limits if, in the opinion of The Trust, the proposed operation warrants it. In addition, Permittees may be required to carry other insurance as required by their permits. Certificates of Insurance evidencing the required insurance coverages must be provided to The Trust prior to the conduct of business by a Permittee, and no Permittee will be permitted to conduct any business on Governors Island without proof of such coverages. The full list of insurance requirements can be found in [Exhibit C](#).

4. A Permittee will be required to pay all taxes applicable to the operation of its site.
5. A Permittee will be prohibited from cutting down, pruning, or removing any trees or altering any other feature of the Island. No mobile set-ups will be allowed on grass surfaces. Any attachments to the trees, such as lights, will not be permitted without prior written authorization from The Trust.
6. A Permittee will be required to cooperate with The Trust during emergencies, special and unanticipated events during the Permit term. As The Trust hosts several special events during the public season, a Permittee will have the opportunity to be recommended as a preferred catering vendor for these events.
7. A Permittee will be required to comply with all City, State and Federal laws relating to access for persons with disabilities. A Permittee shall comply with all New York City, State and Federal requirements to provide safe and accessible opportunities for everyone. A Permittee is encouraged to exceed accessibility requirements whenever possible, and not simply provide the minimum level required.
8. A Permittee will be required to indemnify The Trust and the City for claims arising out of the Permittee's operations under the Permit, pursuant to a provision to be included in the Permit.

IX. RFP Procedures & Policies

1. The Trust is not required to accept the proposal that includes the highest fee offer.
2. The Trust reserves the right to postpone or cancel this RFP or reject all proposals.
3. No Proposer will be selected if an individual who is a member or partner or otherwise a principal and/or its management team is determined, in The Trust's sole discretion, to be in arrears or in default

of any debt, contract or obligation to or with the City or State of New York, or any other of their instrumentalities or otherwise to be a prohibited person as defined by The Trust.

4. Proposers are advised that The Trust has the option of selecting Proposer(s) without conducting discussions or negotiations. Therefore, Proposers shall submit their best proposals initially, since discussions or negotiations may not take place.
5. All RFP submission materials become the property of The Trust. The Trust has agreed to be subject to the New York State Freedom of Information Law (“FOIL”), which governs the process for the public disclosure of certain records maintained by The Trust. (See Public Officers Law, Sections 87 and 89.) Proposal submission material will generally be made available for inspection and copying by interested parties upon written request, except when specifically exempted from disclosure under the requirements of FOIL. Individuals or firms that submit proposals to The Trust may request that The Trust 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 The Trust determines that the requested exemption from public disclosure qualifies for an exemption from disclosure under FOIL, The Trust will grant such requested exception to the extent permitted under FOIL.
6. The Trust shall not be liable for any costs incurred by Proposers in the preparation of proposals or for any work performed in connection therein.
7. Proposers may withdraw their proposals from consideration at any time before the proposal submission deadline by submitting written notice to The Trust. Technical addenda issued by The Trust will be the only authorized method for communicating information to all potential Proposers. Proposers should contact The Trust 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.

Exhibit A: Site Descriptions

Site C

Soissons Landing



THE HILLS

PICNIC POINT

PLAY LAWN

oval

URBAN FARM

COLONELS ROW

HAMMOCK GROVE

LIGGETT TERRACE

PARADE GROUND

SOUTH BATTERY

SOISSONS LANDING
To Manhattan

Brooklyn Battery Tunnel Vent Shaft
Pier 101 Kayak Dock
PIER 102 NYC Ferry

Site A
Kings Avenue



Site B
Buttermilk Outlook



Exhibit B: Draft Permit Agreement

Terms & Conditions

Any organization or entity (as described in information listed on electronic permit hereafter a “Permittee” interested in providing food and beverages to the public (as described in information listed on electronic permit, “Food and Beverages”) on that portion of Governors Island owned and operated by The Trust for Governors Island (“The Trust”) shall agree to the below terms and conditions.

1. This Permit is subject to the terms and conditions set forth herein. This Permit is not effective until (i) signed by The Trust and returned to Permittee, (ii) Permittee has paid the Permit Fee and security deposit in full, and (iii) Permittee has submitted and The Trust has accepted insurance certificates evidencing all insurance coverages required by this Permit. The Permit is not assignable or transferable by Permittee. An original hereof must be in Permittee’s possession at all times while on the Island and shall be shown to any Trust representative upon request. “Trust representative” shall include all Trust staff, its facilities manager and subcontractors. The Trust shall have the right to have staff present during operations of the food and beverage concession and during the conduct of any activities pursuant to this Permit. Permittee shall be bound by and shall comply, at its sole cost and expense, with all applicable laws, rules and regulations and any special instructions given by any Trust representative. The Trust may alter or add terms and conditions of this Permit as it may deem necessary at any time.
2. Whenever Permittee is required to perform (or cause to be performed) any obligations under this Permit, or whenever the Permit provides that the Permittee may be required to perform, such performance shall be at Permittees sole cost and expense unless otherwise expressly provided in this Permit.
3. All aspects of the Food and Beverage service, including but not limited to plans for set-up, activities, signage, and all vendors must be approved by The Trust. Vendors must have all required New York City and New York State Department of Health and Mental Hygiene licenses, permits and certifications.
4. Permittee must obtain The Trust’s approval on all signage and promotional materials associated with the Food and Beverage service, including any use of the trademark “Governors Island” which is owned by The Trust.
5. This Permit grants permission solely for the Food and Beverage service and activities described herein to be conducted within the Permitted Area and the Permittee shall conduct no other activities on the Island. Permittee will provide any additional information regarding the Food and Beverage service and the activities to be conducted pursuant to this Permit upon request of any Trust representative and is at all times subject to Trust approval. Permittee shall obtain all licenses and permits that may be required for its activities on the Island. Permittee shall not conduct nor allow any use or activity that violates any applicable law.

6. Permittee shall maintain the Permitted Area in good order and repair throughout the term of this Permit. Permittee acknowledges and agrees that The Trust shall not have any liability for any personal property or effects of any employees, invitees or customers of Permittee.
7. This Permit shall not be construed as in any way granting Permittee any interest in the Island or any part thereof. It is intended by the parties that this Permit merely grants Permittee a limited right to enter upon the Permitted Area in accordance with the terms hereof.
8. Permittee expressly acknowledges that The Trust does not own, and this Permit, if granted, does not provide any rights or permission with respect to any portion of the National Monument Property located on Governors Island.
9. **Prohibited Activity.** It is understood that no alterations are to be made to the exterior or interior of any part of the Permitted Area without the express written permission of The Trust. (a) Cutting, pruning or attaching signs, awnings or other items to plants or trees is strictly prohibited; (b) Permittee will not use or permit the use of any explosives or substances that are prohibited under standard policies of insurance companies in the State of New York; (c) No alcoholic beverages may be sold, distributed or otherwise permitted on the Island unless expressly consented to by The Trust and unless all appropriate insurance therefore is in place; (d) No dogs or other animals (other than service animals) are permitted on the Island; and (e) Permittee acknowledges that the Island has a history of use as a military installation and that subsurface unexploded ordnance may be present at any location on the Island. Therefore, all ground-disturbing activities, such as digging or staking into the ground, are strictly prohibited and will constitute a violation of this Permit. Permittee hereby expressly assumes all risks associated with any such prohibited activity.
10. Provisions for on-site medical services will be provided by The Trust in accordance with its general Public Access plan. The Trust may require Permittee to supplement on-site services. Provisions for on-site security will also be provided by The Trust in accordance with its general Public Access plan. The Trust may require Permittee to supplement on-site services, such as additional security and medical personnel.
11. Immediately upon the completion of the Permit Term, Permittee will clear the Permitted Area of all equipment and trash and provide cleanup and maintenance services necessary in The Trust's judgment to return the Permitted Area, including any and all interior and exterior areas, to the same condition as existing prior to commencement of the Permit. Cleanup shall be subject to The Trust's satisfaction. If additional cleanup services are deemed necessary by The Trust, such services will be provided by Trust representatives and performed to The Trust's satisfaction at a minimum cost to the Permittee of five hundred dollars (\$500) per hour. The Trust will use any available security deposit funds to pay for any such additional cleanup services.

12. It is understood that the Permitted Area is located on an Island, is only reachable by ferry service and that The Trust generally provides limited, regularly scheduled ferry service to the Island seven days a week during its Public Access Season. The Permittee shall be permitted to use the ferry in accordance with The Trust's vehicle policy, attached as Exhibit D. The Trust, however, does not guarantee the availability of ferry service to and from the Island and assumes no liability whatsoever for any unavailability of ferry service during the term of this Permit or otherwise.
13. The Trust shall not be responsible for providing any new utility or service.
14. The amount of the Permit Fee will depend in part on the type of service offered and the nature and extent of the activities to be conducted, but shall include, without limitation, costs associated with the following: ferry service, security, maintenance, clean up, waste disposal and utilities. All payments must be received by The Trust no later than the end of the relevant Public Access Season. All payments shall be made by check made payable to The Trust for Governors Island and mailed to The Trust at 10 South Street, Slip 7, New York, NY 10004, Attn: Finance Department. Permittee shall remain responsible to pay or reimburse The Trust for any additional expenses The Trust may incur as a result of Permittee's activities, whether or not in accordance with this Permit, including, without limitation, additional cleanup expenses as set forth herein, and any expenses associated with additional security, ferry, waste disposal and utility costs as may be applicable.
15. This Permit is not transferable or assignable and is subject to immediate cancellation or termination at any time without prior notice by The Trust who determines that a violation of this Permit has occurred.
16. This Permit may be terminated without cause upon thirty (30) days' notice by either party. Basis for termination without cause may include, but is not limited to, weather conditions, ferry and crew availability, security, temporary closures for redevelopment, reconstruction, repair, maintenance and restoration of public open space, areas and facilities. In the event this Permit is terminated without cause, The Trust's liability shall be limited to the return of any Permit Fee or portion thereof paid to the date of the termination. In the event that Permittee cancels the Food and Beverage service after the grant of this Permit, any Permit Fee or portion thereof paid to The Trust shall be forfeited and Permittee shall further be responsible for and shall promptly pay all expenses and liabilities incurred by The Trust in preparation for the Food and Beverage service prior to the date of the cancellation.
17. The Trust shall also have the right to terminate this Permit, with cause, at any time in its sole discretion upon thirty days' notice to Permittee. Upon receiving a notification of a breach of the Permit, the Permittee shall have ten (10) days to cure said breach. If after ten (10) days that breach is not cured, the Permit shall be deemed terminated. The Trust shall bear no responsibility whatsoever for any termination of this Permit with cause.

18. Permittee is solely responsible for the Food and Beverage service and for the conduct of all activities pursuant to this Permit and for the behavior of all its patrons and all invitees of the Permittee, whether or not in connection with the Food and Beverage service. Permittee represents that it will ensure that minors are not served alcoholic beverages of any kind. In addition to and not in limitation of the assumption of risk and indemnification provisions contained elsewhere herein, Permittee agrees to indemnify, defend and hold harmless each of the Indemnitees identified in paragraph 20 below for any damage or injury (including death) to any person (including Trust personnel, any participant, any third party or to any property), that might occur as a result of Permittees failure to provide such proper and adequate supervision.
19. Permittee has physically inspected and hereby accepts the Permitted Area, and all areas of the Island to be used for the conduct of activities under this Permit, and the Battery Maritime Building (“BMB”) in their respective “as is” conditions. Permittee acknowledges that no representations or warranties, express or implied, have been made by The Trust or any entity affiliated with The Trust with respect to the Permitted Area, the Island, the BMB, the physical condition of any of them, or the use that may be made of any of them. Permittee, on behalf of itself and all persons, including without limitation, its agents, employees, contractors and subcontractors, invitees and members of the public, assumes all risks of injury to persons (including death) or damage to property that may result from the use of the Permitted Area, the Island or the BMB, pursuant to this Permit whether or not such use is in compliance with the Permit or otherwise.
20. Permittee hereby agrees to indemnify, defend and hold harmless Governors Island Corporation, doing business as The Trust for Governors Island, The City of New York, LiRo Program and Construction Management, PE P.C. (or successor facilities manager for The Trust), The National Park Service, MSA Security, Inc. (or a subsequent designee of The Trust), and HMS Ferries, Inc. (or a subsequent designee of The Trust), and all of their directors, officers, representatives, agents, employees and subcontractors (collectively, the “Indemnitees”) from and against all actions, suits, claims, demands, causes of action and proceedings, whenever and by whomsoever asserted and to reimburse the Indemnitees for all damages, costs, fees, charges, expenses and liability of any nature whatsoever including damage to any property and injury to any person, including death, and further including, without limitation, reasonable attorneys’ fees and disbursements, in any way arising from or related to this Permit and/or the activities conducted hereunder, whether or not such activities were conducted in compliance with this Permit, or as a result of the consequences of any act, omission, neglect or misconduct on the part of anyone associated with the Permittee or the Program. The provisions of paragraphs 19 and 20 shall survive the expiration or earlier termination of this Permit.
21. **Insurance requirements:** Permittee shall maintain, during the term of this Permit, insurance policies of the type and in the minimum amounts listed in the attached Exhibit C. Permit acknowledges that The Trust shall have the right to amend such Insurance Requirements upon prior notice to Permittee.

Exhibit C: Insurance Requirements

1. Permittee, throughout the term of this Permit, or as otherwise required by this Permit, shall obtain and maintain in full force and effect, the insurance coverages set forth below with The Trust and the parties listed below as additional insureds where required, and with limits as required by terms of this Permit, or as required by law, whichever is greater (limits may be provided through a combination of primary and umbrella/excess policies) covering the Site and all activities to be conducted thereunder:

The policies to be maintained by Permittee hereunder that are subject to Additional Insured requirements shall constitute the primary coverage for claims arising out of the negligence of the Permittee. Insurance, if any, carried by The Trust, the City or the Additional Insureds will not be called upon to contribute to a loss that would otherwise be paid by Permittee's insurer. Permittee shall comply with the provisions of all policies required pursuant to this Permit, and shall give the insurer, The Trust, the City and the Additional Insureds due and timely notice of all claims, accidents and losses related to this Permit promptly upon its acquiring knowledge of the same.

The insurance provisions of this Exhibit C shall be in addition to any rights that The Trust, the City and the Additional Insureds may have under any hold harmless and indemnification provisions of this Permit and any other right provided by this Permit or by law. Permittee shall not violate or permit to be violated any term or condition of the policies.

- a. Commercial General Liability Insurance with a limit of not less than \$2,000,000 per occurrence with an annual aggregate of not less than \$5,000,000 to protect Permittee, The Trust and the Additional Insureds against claims for property damage, personal injury and death arising out of any activities conducted thereunder or incidental thereto. The certificate of insurance must indicate that such insurance is on a "per occurrence" and an aggregate basis. The commercial general liability policy shall be in a form at least as broad in coverage as ISO Form CG 00 01 (10/01) and shall cover liability arising from premises operations, independent contractors, products-completed operations, broad form property damage, personal and advertising injury, cross liability coverage, liability assumed in a contract (including the tort liability of another assumed in a contract) and explosion, collapse & underground coverage;
- b. Workers' Compensation and Disability Benefits in statutory amounts as required by New York State and Employers Liability in the greater of statutory amounts or \$1,000,000;
- c. If Permittee owns any vehicles that will be used on Governors Island, Permittee shall maintain Comprehensive Business Automobile Liability Insurance with a limit of not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of any automobile including leased, hired and non-owned automobiles;

- d. Coverage for all limits described herein can be shown through excess liability policies. All coverages must be approved in writing by The Trust.

All insurance required by the hereunder shall be (i) obtained at the sole cost and expense of Permittee, and (ii) unless otherwise noted, maintained with companies that are licensed to issue such insurance by the New York State Department of Insurance and have a rating as rated at least are rated A:X or better in the most recently published Best's Insurance Report or A rated or better per Standard & Poor's, and (iii) be primary and non-contributing to any insurance or self-insurance maintained by The Trust. Certificate of insurance will be delivered via United States Certified Mail, shall be sent to The Trust at the following business address: 10 South Street, Battery Maritime Building, NY, NY 10004 or may be transmitted electronically via email should The Trust provide an appropriate contact.

All insurance shall be written to name the following as additional insureds there under ("Additional Insureds"): Governors Island Corporation d\b\ a The Trust for Governors Island, the City of New York, LiRo Program and Construction Management, PE P.C., HMS Ferries, Inc, MSA Security, National Park Service, and each of their commissioners, directors, officers, agents, employees, contractors, successors and assigns and such other entities and individuals as The Trust may direct from time to time.

Permittee shall be solely responsible for the payment of all deductibles and self-insured retentions to which such policies are subject.

Permittee shall cause all insurance to be in full force and effect on the commencement date of this Permit and to remain in full force and effect throughout the term of this Permit and as further required by this Permit. Permittee shall not take any action, or omit to take any action that would suspend or invalidate any of the required coverages during the period of time such coverages are required to be in effect. Not more than ten (10) days following the renewal date of any policy, Permittee shall supply The Trust with updated replacement Certificates of Insurance, and amendatory endorsements.

Upon submission by applicant of this Permit, Permittee shall provide The Trust with Evidence of Insurance reflecting compliance with all requirements contained in this Permit. Acceptance and/or approval by The Trust does not and shall not be construed to relieve Permittee of any obligations, responsibilities or liabilities under this Permit.

Permittee shall require its sub-lessees, concessionaires, sub-Licensees, licensees, contractors and subcontractors to carry insurance with the same limits and provisions as provided herein, or as otherwise approved in writing by The Trust.

The policies required hereunder shall contain the following provisions, if available:

- i. Notices from the insurer (the "Insurer") to The Trust and the City of New York (the "City"), in connection with this policy, shall be addressed to the General Counsel, The Trust, at 10 South Street, Slip 7, New York, NY 10004;

- ii. The Insurer shall accept notice of accident from The Trust or the City, within 120 days after receipt by an official of such Additional Insured of notice of such accident as valid and timely notice under this policy;
- iii. The Insurer shall accept notice of claim from the City within 120 days after such claim has been filed with the Comptroller of the City and notice of claim from The Trust, within 120 days after receipt by such party as valid and timely notice under this policy;
- iv. Notice of accident or claim to the Insurer by Permittee, The Trust or the City shall be deemed notice by all under this policy;
- v. Violation of any of the terms of any other policy issued by the Insurer to Permittee or a subcontractor of the Permittee shall not violate this policy; and
- vi. Insurance, if any, carried by The Trust, the City, or the Additional Insureds will not be called upon to contribute to a loss that would otherwise be paid by the Insurer.

2. Entities to be added as additional insured:

The Trust for Governors Island
10 South Street, Slip 7
New York, NY 10004

LiRo Program and Construction Management, PE P.C.
3 Aerial Way
Syosset, NY 11791

United States of America
National Park Service
10 South Street
New York, NY 10004

HMS Ferries, Inc
115 East Market Street
New Albany, IN 47150

MSA Security, Inc
9 Murray Street, 2nd Floor
New York, NY 10007

The City of New York
1 Centre St #1500
New York, NY 10007

Exhibit D: Vehicle Policy

Ferry Service Schedule

Ferries run to Governors Island throughout the year. The Trust operates year-round, weekday ferry service accommodating passengers and vehicles via the Coursen from the Battery Maritime Building (the “BMB”) in Lower Manhattan. Service expands during the public access season (May 1-October 31) to include weekend service, with The Trust operating additional passenger ferries from the BMB and Brooklyn Bridge Pier 6. A copy of The Trust’s seasonal ferry schedules is included at the end of this Exhibit.

In addition to Trust ferries, NYC Ferry offers limited additional service on weekends during the public access season, operating in and out of Pier 102 on Governors Island. Information on NYC Ferry, its routes and schedule can be found at <https://www.ferry.nyc>.

Bringing and Operating Vehicles on Governors Island

Governors Island is a vehicle-free environment with only limited exceptions.

Permittee may bring additional vehicles for load in, deliveries and operations onto the Island during its regularly scheduled morning runs between 7:00 AM and 9:30 AM daily (weekdays only) with prior written consent from The Trust. Subject to availability, the Coursen may be rented from The Trust outside of the Island’s public access hours (i.e. 6:30 PM to 6:30 AM on weekdays and 7:30 PM to 6:30 AM on weekends). Permittee may also seek to contract with an independent ferry provider with prior written consent from The Trust.

Personal vehicles are not permitted on the Island—every vehicle entering the Island must be carrying equipment or materials. Vehicles boarding the Coursen must be no more than 12 feet 6 inches high, 55 feet long and under 40 tons.

Vehicle Authorization Process

The Trust must review and approve all vehicle requests **at least 48 hours prior** to the load-in start date **without exception**. For ferry access on Mondays, the vehicle list must be sent by 3 PM on Friday. Please note:

- a. Vehicle lists should include: arrival time, departure time, destination on island, company name, driver name, make & model of vehicle and license plate, vehicle length, height (and width if available).
- b. Permittee will receive a written confirmation that its vehicle is registered. It is important to understand that this is a hold, not a reservation for the vehicle. The Coursen is loaded on a first come, first serve basis. Only registered vehicles will be allowed on the ferry.
- c. Permittee will pay a penalty of \$2,000 for registering vehicles after the deadline.

Boarding the Courses:

- a. The vehicle queue in Manhattan begins at the west side of 10 South Street and stretches towards the Staten Island Ferry Terminal. Upon arriving, please get on the end of the queuing line. Vehicle Queuing Plan Attached.
- b. Once the Courses ferry is ready to board, Trust security personnel will direct you into the proper slip for boarding. Please follow ferry crew and security instructions while boarding.
- c. Security personnel will approach your vehicle and ask for the pertinent information and proceed to give you permission for access.
- d. Trust security reserves the right to conduct a search of your vehicle.
- e. While on the ferry, drivers and passengers must remain inside their vehicles and shut off the engine.

Driving on the Island:

- a. Driving on Governors Island is not permitted after 10 AM. Vehicles MUST be in the assigned parking location and remain there after 10 AM.
- b. No cars or trucks are permitted to drive on the grass or sidewalks without Trust permission and coordination to install proper protection.
- c. Vehicles are required to have all four tires on paved surface (other than brick pathways and paved sidewalks) at all times.
- d. Vehicles may remain overnight in designated parking areas, with prior permission from The Trust.

Departing Governors Island:

- a. Once a vehicle is ready to leave its assigned parking area, please call the security office at (212) 809-3299 to request a vehicle escort. Moving vehicles on Governors Island without an escort is strictly prohibited.
- b. Please make this call 20 – 30 minutes before the scheduled departing ferry.
- c. Once a vehicle escort arrives in a golf cart, they will escort the Permittee's vehicle to the end of the vehicle queuing line. Please put on vehicle hazard lights when being escorted.
- d. Please follow all security guard and ferry crew directions while boarding the ferry.

The Trust for Governors Island reserves the right to revoke a Permittee for failure to comply with these policies.

Vehicle Policy Attachment:
Courses Off-Season Ferry Schedule
November 1, 2017 – April 30, 2018
Monday – Friday

Trip	Departs CI	Departs BMB	Type of Service
1.	6:45 AM	7:00 AM	Vehicle/Passenger
2.	7:15 AM	7:30 AM	Vehicle/Passenger
3.	7:45 AM	8:00 AM	Vehicle/Passenger
4.	8:15 AM	8:30 AM	Vehicle/Passenger
5.	8:45 AM	9:00 AM	Vehicle/Passenger
6.	9:15 AM	9:30 AM	Vehicle/Passenger
7.	9:45 AM	10:00 AM	Vehicle/Passenger
8.	10:30 AM	11:00 AM	Vehicle/Passenger
9.	11:30 AM	12:00 PM	Vehicle/Passenger
10.	12:30 PM	1:00 PM	Vehicle/Passenger
11.	1:30 PM	2:00 PM	Vehicle/Passenger
12.	2:30 PM	3:00 PM	Vehicle/Passenger
13.	3:30 PM	3:45 PM	Vehicle/Passenger
14.	4:00 PM	4:15 PM	Vehicle/Passenger
15.	4:30 PM	4:45 PM	Vehicle/Passenger
16.	5:00 PM	5:30 PM	Vehicle/Passenger
17.	6:00 PM	6:15 PM	Vehicle/Passenger
18.	9:30 PM	9:45 PM	Custodial Staff Only

Staff ONLY - Weekend/Holiday Schedule

Trip	Departs CI	Departs BMB	Type of Service
1.	6:35 AM	6:45 AM	STAFF ONLY / Passenger Only
2.	7:00 AM	7:30 AM	STAFF ONLY / Passenger Only
3.	12:00 PM	12:15 PM	STAFF ONLY / Passenger Only
4.	3:00 PM	3:15 PM	STAFF ONLY / Passenger Only
5.	5:50 PM	6:00 PM	STAFF ONLY / Passenger Only

Ferry Schedule, Public Access 2018 (page 1 of 2)

May 1 – October 31, 2018

Monday – Friday

Trip	Departs CI	Departs BMB	Vessel	Type of Service
1.	6:45 AM	7:00 AM	Coursesn	STAFF ONLY Vehicle/Passenger
2.	7:15 AM	7:30 AM	Coursesn	STAFF ONLY Vehicle/Passenger
3.	7:45 AM	8:00 AM	Coursesn	STAFF ONLY Vehicle/Passenger
4.	8:15 AM	8:30 AM	Coursesn	STAFF ONLY Vehicle/Passenger
5.	8:45 AM	9:00 AM	Coursesn	STAFF ONLY Vehicle/Passenger
6.	9:15 AM	9:30 AM	Coursesn	STAFF ONLY Vehicle/Passenger
7.	9:45 AM	10:00 AM	Coursesn	Vehicle/Passenger
8.	10:30 AM	11:00 AM	Coursesn	Vehicle/Passenger
9.	11:30 AM	12:00 PM	Coursesn	Vehicle/Passenger
10.	12:30 PM	1:00 PM	Coursesn	Vehicle/Passenger
11.	1:30 PM	2:00 PM	Coursesn	Vehicle/Passenger
12.	2:30 PM	3:00 PM	Coursesn	Vehicle/Passenger
13.	3:30 PM	3:45 PM	Coursesn	Vehicle/Passenger
14.	4:00 PM	4:15 PM*	Coursesn	Vehicle/Passenger
15.	4:30 PM	4:45 PM	Coursesn	Vehicle/Passenger
16.	5:00 PM	5:30 PM	Coursesn	Vehicle/Passenger
17.	6:00 PM	6:15 PM	Coursesn	Vehicle/Passenger

*4:15 PM Last Boat for Public

Ferry Schedule, Public Access 2018 (page 2 of 2)

May 1 – October 31, 2018

Saturday – Sunday/Holidays

Trip	Departs CI	Departs BMB	Vessel	Type of Service
1.	6:45 AM	7:00 AM	Coursesn	STAFF ONLY Vehicle/Passenger
2.	7:15 AM	7:30 AM	Coursesn	STAFF ONLY Vehicle/Passenger
3.	7:45 AM	8:00 AM	Coursesn	STAFF ONLY Vehicle/Passenger
4.	8:15 AM	8:30 AM	Coursesn	STAFF ONLY Vehicle/Passenger
5.	8:45 AM	9:00 AM	Coursesn	STAFF ONLY Vehicle/Passenger
6.	9:30 AM	10:00 AM	Coursesn	Vehicle/Passenger
7.	10:30 AM	11:00 AM	Coursesn	Vehicle/Passenger
8.	-----	11:30 AM	NY Waterway	Passenger Only
9.	11:30 AM	12:00 PM	Coursesn	Vehicle/Passenger
10.	12:00 PM	12:30 PM	NY Waterway	Passenger Only
11.	12:30 PM	1:00 PM	Coursesn	Vehicle/Passenger
12.	1:00 PM	1:30 PM	NY Waterway	Passenger Only
13.	1:30 PM	2:00 PM	Coursesn	Vehicle/Passenger
14.	2:00 PM	2:30 PM	NY Waterway	Passenger Only
15.	2:30 PM	3:00 PM	Coursesn	Vehicle/Passenger
16.	3:00 PM	3:30 PM	NY Waterway	Passenger Only
17.	3:30 PM	4:00 PM	Coursesn	Vehicle/Passenger
18.	4:00 PM	4:30 PM	NY Waterway	Passenger Only
19.	4:30 PM	5:00 PM	Coursesn	Vehicle/Passenger
20.	5:00 PM	5:30 PM*	NY Waterway	Passenger Only
21.	5:30 PM	6:00 PM	Coursesn	Vehicle/Passenger
22.	6:00 PM	6:30 PM	NY Waterway	Passenger Only
23.	6:30 PM	6:45 PM	Coursesn	Vehicle/Passenger
24.	7:00 PM	7:15 PM	Coursesn	Vehicle/Passenger

*5:30 PM Last Boat for Public

Vehicle Queueing Plan

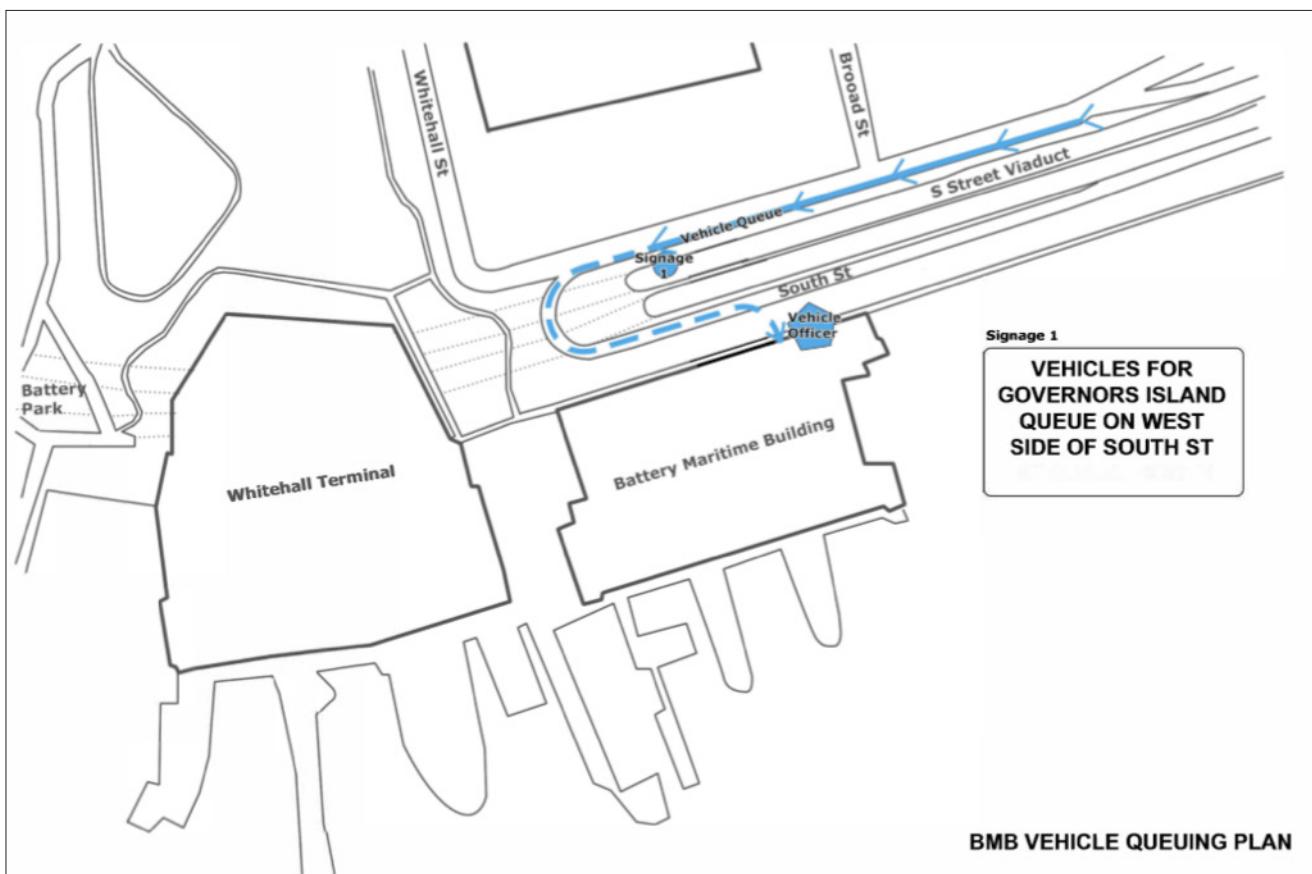


Exhibit E: Doing Business Data Form

Local Law 34 of 2007 (LL34) requires the creation of a database containing information about entities that do business with the City as defined by the law, and principal officers, owners and senior managers of these entities. This information will be collected on Doing Business Data Forms that are distributed, collected and reviewed by agencies, and forwarded to the Doing Business Accountability Project (DBAP) at MOCS for processing. Collected data will be used to identify entities and people who are subject to LL34's limitations on campaign contributions in municipal elections.

The form is attached to the RFP and a completed copy must be included with your proposal.

If you have any questions or concerns, please contact the Doing Business Accountability Project at 212-788-8104 or DoingBusiness@cityhall.nyc.gov.

Doing Business Data Form

To be completed by the City agency prior to distribution

Agency _____ Transaction ID _____

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.

Entity Information

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

Entity EIN/TIN _____ Entity Name _____

Filing Status

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

(Select One)

- Entity has never completed a Doing Business Data Form. Fill out the entire form.
- Change from previous Data Form dated _____. Fill out only those sections that have changed, and indicate the name of the persons who no longer hold positions with the entity.
- No Change from previous Data Form dated _____. Skip to the bottom of the last page.

Entity is a Non-Profit Yes No

Entity Type Corporation (any type) Joint Venture LLC Partnership (any type) Sole Proprietor Other (specify) _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Provide your e-mail address in order to receive notices regarding this form by e-mail.

Principal Officers

Please fill in the required identification information for each officer listed below. If the entity has no such officer or its equivalent, please check "This position does not exist." If the entity is filing a Change Form and the person listed is replacing someone who was previously disclosed, please check "This person replaced..." and fill in the name of the person being replaced so his/her name can be removed from the Doing Business Database, and indicate the date that the change became effective.

Chief Executive Officer (CEO) or equivalent officer

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

This position does not exist

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

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

Home Address _____

This person replaced former CEO _____ on date _____

Chief Financial Officer (CFO) or equivalent officer

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

This position does not exist

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

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

Home Address _____

This person replaced former CFO _____ on date _____

Chief Operating Officer (COO) or equivalent officer

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

This position does not exist

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

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

Home Address _____

This person replaced former COO _____ on date _____

Principal Owners

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

There are no owners listed because (select one):

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

Other (explain) _____

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

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

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

Home Address _____

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

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

Home Address _____

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

Organization Name _____

Organization Name _____

Organization Name _____

Remove the following previously-reported Principal Owners

Name _____ Removal Date _____

Name _____ Removal Date _____

Name _____ Removal Date _____

Senior Managers

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

Senior Managers

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

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

Home Address _____

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

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

Home Address _____

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

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

Home Address _____

Remove the following previously-reported Senior Managers

Name _____ removal date _____

Name _____ removal date _____

Certification

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

Name _____ Title _____

Entity Name _____ Work Phone # _____

Signature _____ Date _____

Exhibit F: Waste Management Guidelines

The Trust for Governors Island (“The Trust”) strives to achieve the highest standards of environmental stewardship and sustainable business practices. The Trust requires all mobile food vendors on Governors Island to adhere to the following waste guidelines to minimize their environmental impact on the Island:

1. The Trust will provide receptacles in public areas for customers to dispose of their waste.
2. Permittee is required to separate its internal waste into four streams - landfill, compostable material, paper and cardboard recycling and metal, glass and plastic recycling. The Trust will provide appropriately colored bags for each waste stream.
3. Permittee is required to work with The Trust to establish waste collection logistics. The Trust reserves the right to charge for waste removal services.
4. Plastic bags and Styrofoam of any sort are strictly prohibited on the Island.
5. Permittee is required to use compostable service ware and bulk dispensers. Please see the list below for permitted and prohibited service ware:

Permitted	Prohibited
Paper containers, including plates, cups, food boats, napkins, paper towels, straws and non-coated paper bags	Paper containers, including plates, cups, food boats, napkins, paper towels, straws and non-coated paper bags
Compostable cups, lids, utensils, containers and straws	Compostable cups, lids, utensils, containers and straws
Wooden stirrers, chopsticks and skewers without plastic components	Wooden stirrers, chopsticks and skewers without plastic components
Aluminum cans and recyclable plastic bottles	Aluminum cans and recyclable plastic bottles
Reusable cups, plates, utensils, napkins, etc.	Reusable cups, plates, utensils, napkins, etc.
Bulk dispensers for condiments	Bulk dispensers for condiments

6. Additional Resources on Waste Management in NYC can be found here:
 - a. <http://www1.nyc.gov/assets/dsny/zerowaste/businesses.shtml>
 - b. <https://www1.nyc.gov/assets/dsny/docs/commercial-recycling-notice-english.pdf>

Any questions related to waste management and permitted/prohibited materials on the Island should be directed to The Trust by contacting Mollie McGinnis, Manager of Sustainability and Stewardship, at [212.440.2204](tel:212.440.2204) or by emailing her at mmginnis@govisland.org.

Exhibit G: Proposer's Checklist

Proposal Requirements

- 1.** Five (5) hard copies of proposal on typed on 8 1/2" X 11" paper, pages numbered, and one (1) electronic copy.
- 2.** Proposal must be submitted in an envelope addressed to The Trust with proposer's Name and Address a the return address.
- 3.** Hours of Operation
- 4.** Qualifications and references (proposer's resume(s) and two references)
- 5.** Proposed set up
- 6.** Fee Offer
- 7.** Doing Business Data Form
- 8.** Menu
- 9.** Environmental stewardship plan