BROOKLYN BRIDGE PARK CORPORATION
D/B/A BROOKLYN BRIDGE PARK
SMALL PURCHASE AGREEMENT
FOR
ACOUSTIC RENOVATION SERVICES

Agreement (the "**Agreement**") dated as of _____ between Brooklyn Bridge Park Corporation d/b/a Brooklyn Bridge Park ("**BBP**") and [INSERT NAME] ("**Contractor**"). The parties agree as follows:

1. Services to be Provided. The Contractor will perform the services described in **Exhibit A** (the "**Services**"). The Contractor agrees to perform all Services in a professional manner and in accordance with the standards and practices that are customary for such Services in New York City.

2. Term. This Agreement shall commence on the date first written above ("Commencement Date") and shall expire one (1) year from the Commencement Date, or upon the completion of the Services ("Expiration Date"). The "Term" of this Agreement shall be the period between the Commencement Date and the Expiration Date, unless this Agreement is terminated in accordance with the provisions of this Paragraph 2. BBP shall have the right to delay, postpone, or suspend the Services, or any portion thereof, immediately or upon a specified date, upon written notice to the Contractor, for any reason deemed by BBP, in its sole discretion, to be in its interest. Any such delay, postponement, or suspension shall not give rise to any cause of action for damages against BBP or The City of New York (the "**City**"). This Agreement may be terminated by BBP immediately upon one (1) day's notice, for any reason whatsoever. If this Agreement is terminated, the Contractor shall receive equitable compensation for the Services that have been satisfactorily performed by the Contractor up to the date of the termination.

3. Compensation. The Contractor agrees to perform the Services for the compensation set forth in **Exhibit B**. In no event shall BBP be responsible for or incur any liability for any costs or payment to the Contractor beyond the maximum reimbursable amount ("Maximum Reimbursable Amount") set forth in **Exhibit B,** without BBP having given specific prior written approval for Contractor to incur those costs or payments. Except as set forth in Paragraph 2 above, payments shall be made in accordance with the terms and conditions described in this Paragraph and in **Exhibit B**. Following completion of Services listed in **Exhibit A**, the Contractor shall send BBP an invoice, in a form reasonably acceptable to BBP, requesting payment for the completed Services. BBP shall pay the invoiced amount within thirty (30) days of the Contractor's invoice. Invoices shall be submitted to:

Brooklyn Bridge Park
334 Furman Street
Brooklyn, NY 11201
Attn: Accounting Department
accounting@bbp.nyc

4. Confidential Information. The Contractor and its employees may have access to or learn of information and records that are not rightfully in the public domain in the course of providing Services under this Agreement. The Contractor agrees that it and each of its employees will treat such information confidentially and will not share it with any other person, except as directed by BBP in writing.

5. Independent Contractor. The Contractor is an independent contractor and is solely responsible for the Contractor's actions or inactions, or those of any subcontractor or agent of Contractor approved in writing by BBP, as set forth in Paragraph 9 of this Agreement. The Contractor is solely responsible for the manner of performing Services under this Agreement. The Contractor is not, and will not be, an agent or servant of BBP or the City by virtue of this Agreement or by virtue of any approval, permit, license, grant, right, or other authorization given by BBP or the City or any of their representatives in connection with this Agreement.

6. Taxes. The Contractor is solely responsible for withholding and paying all applicable workers' compensation, disability benefits, unemployment insurance and income taxes with respect to the performance of Services hereunder. The Contractor is also solely responsible for filing tax returns and making any related payments with respect to the performance of Services hereunder.

7. Indemnification. To the fullest extent permitted by law, the Contractor will indemnify, defend and hold harmless BBP, Brooklyn Bridge Park Development Corporation, New York State Urban Development Corporation d/b/a Empire State Development, the State of New York and the City and their respective officers, officials, agents, members, directors, and employees (each, an "Indemnitee") from any and all claims, judgments or liabilities arising out of Contractor's operations under this Agreement or any negligence or any fault or default of the Contractor, its agents, employees or subcontractors. Contractor's obligation to indemnify any Indemnitee shall not apply to the extent the claim, judgment or liability is caused by that Indemnitee's own gross negligence or intentional tortious act.

8. Insurance. The Contractor shall purchase and maintain the types and limits of insurance described in **Exhibit C** at its own cost and expense. Prior to the commencing any of the Services, the Contractor shall provide BBP with copies of certificates of insurance for the types and coverages required, accompanied by a notarized certification by broker in the form set forth in **Exhibit C**. Insurance coverage in the minimum amounts required by this Agreement shall not relieve the Contractor of any liability under this Agreement, nor shall it preclude the BBP from exercising any rights or taking such other actions as are available to it under any other provisions of this Agreement or law. The Contractor's obligation to indemnify, defend and hold harmless shall neither be (i) limited in any way by the Contractor's obligations to obtain and maintain insurance under this Agreement, nor (ii) adversely affected by any failure on the part of BBP or its officials or employees to avail themselves of the benefits of such insurance.

9. Assignment, Subcontractors. The purpose of this Agreement is to secure the Services of the Contractor. The Contractor shall neither subcontract out any portion of the Services, nor assign this Agreement without the express written approval of BBP. BBP may assign this Agreement or BBP's rights hereunder to the City without the consent of the Contractor.

10. Minimum Wages. Except for any employees whose prevailing wage is required to be fixed pursuant to Section 220, et seq. and Section 230, et seq. of the New York State Labor Law, which employees shall be paid such prevailing wage, all persons employed by the Contractor or any subcontractor in the manufacture or furnishing of the supplies, materials, or equipment, or the furnishing of work, labor or services, used in the performance of this Agreement, shall be paid, without subsequent deduction or rebate unless expressly authorized by law, not less than the minimum hourly rate required by law, unless a higher amount is required pursuant to any other provision of this Agreement.

11. Compliance with Law. The Contractor will maintain the highest standards of personal and business ethics. The Contractor will perform all Services under this Agreement in accordance with the applicable provisions of federal, state and local laws, rules and regulations, including the MacBride Principles, as set forth in Section 6-115.1 of The City's Administrative Code.

12. Severability / Unlawful Provisions Deemed Stricken. If this Agreement contains any unlawful provision not an essential part of the Agreement and which shall not appear to have been a controlling or material inducement to the making of this Agreement, the unlawful provision shall be deemed of no effect and shall, upon notice by either party, be deemed stricken from the Agreement without affecting the binding force of the remainder.

13. Local Law 34. Pursuant to the City's 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 Local Law 34. In order for the City to obtain information necessary to establish the required database, a completed Doing Business Data Form, attached to and made part of this Agreement as **Exhibit D**, must be submitted to BBP prior to the Commencement Date, and the Contractor must enroll in the City's PASSPort system, which can be reached at www.nyc.gov/passport.

The submission of an inaccurate and/or incomplete forms may result in appropriate sanctions. The Contractor is encouraged to consult legal counsel with respect to the impact of Local Law 34. The Contractor may also wish to contact the Doing Business Data Accountability Unit of the New York City Mayor's Office of Contract Services at doingbusiness@mocs.nyc.gov. Note that entering into this Agreement constitutes "doing business with the City" under Local Law 34.

14. Right to Audit and Inspect. BBP, its auditors, and the New York City Comptroller shall have the right at all times to audit and inspect the operations and records of the Contractor relating to this Agreement.

15. Assistance by the Contractor. The Contractor and each of its employees will diligently provide any and all assistance that BBP may require of the Contractor if any claim is made or any action brought relating to this Agreement, whether or not the Contractor is a party, without compensation. The Contractor agrees that it and each of its employees will cooperate fully and faithfully with any investigation, audit, or inquiry conducted by a federal, state or City governmental agency or authority. The Contractor represents that all information provided to BBP concerning the Contractor in connection with any questionnaire or investigation by BBP is materially true as of the date of this Agreement.

16. Notices. All notices by either party to this Agreement shall be in writing and directed to the respective addresses indicated after the signatures below.

17. No Political Activity, Solicitation or Media Communication. The Contractor's actions or omissions to act under this Agreement will not include political activity or any activity to further the election or defeat of any candidate for public, political or party office as a part of or in connection with this Agreement. The Contractor may not solicit from BBP employees. The Contractor will forward all media inquiries concerning any matter relating to BBP to the BBP Public Affairs Unit and will not communicate with the media on BBP matters.

18. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of New York without giving effect to the principles of conflict of laws thereof. Any and all claims asserted by or against BBP arising under this Agreement or related hereto shall be heard and determined either in the federal courts of the Southern District of New York, or in the New York State Courts located in the City and County of New York.

19. Corporate Status. The Contractor hereby represents and warrants that it is duly organized, validly existing, and in good standing under the laws of its jurisdiction of organization or formation; is in good standing and authorized to do business in the State of New York; has all requisite power and authority to execute, deliver and perform this Agreement; and has duly authorized, executed and delivered this Agreement.

20. Equal Employment Opportunity. The Contractor shall comply with all applicable laws relating to non-discrimination.

The Contractor hereby acknowledges that it is solely responsible for ensuring it is in compliance with Local Laws 96 of 2018 and 172 of 2019, and represents that any and all of its employees performing any portion of the Services have taken, prior to the Commencement Date, either (a) the online New York City Commission on Human Rights training, currently found at https://www1.nyc.gov/site/cchr/law/sexual-harassment-training.page; or (b) a sexual harassment prevention training that meets the requirements of Local Law 96 of 2018.

The Contractor understands that it may be protected under various state and local human rights laws including those prohibiting unlawful discrimination and harassment and granting the right to receive a reasonable accommodation. Therefore, the BBP strongly encourages any Contractor who believes it has been subjected to unlawful discrimination or harassment in the workplace to make a complaint to BBP's Human Resources Department, its direct contact at BBP, or any person in management. BBP will then conduct a prompt investigation and take any immediate and appropriate corrective action necessary. Nothing in this Agreement shall prevent the Contractor from disclosing factual information to law enforcement, United States Equal Employment Opportunity Commission, New York State Division of Human Rights, a local commission on human rights or an attorney that is related to any future claim of discrimination or harassment.

21. No Third-Party Beneficiary. This Agreement is not intended to and shall not be construed to give any third party any interest or rights (including, without limitation, any third-party beneficiary

rights) with respect to or in connection with any agreement or provision contained herein or contemplated hereby, except as otherwise expressly provided for in this Agreement.

22. Modification in Writing. No modification, amendment, waiver or release of any provision of this Agreement or of any right, obligation, claim or cause of action arising hereunder shall be valid or binding for any purpose unless in writing and duly executed by the party against whom the same is asserted.

23. Counterparts. This Agreement may be executed in one or more counterparts which, when taken together, shall constitute one and the same Agreement.

(the remainder of this page left blank intentionally)

IN WITNESS WHEREOF, the parties have duly executed this Agreement.

BROOKLYN BRIDGE PARK CORPORATION
D/B/A BROOKLYN BRIDGE PARK

By: _____

Name: _____

Title: _____

Address: 334 Furman Street
Brooklyn, NY 11201

CONTRACTOR
[INSERT NAME]

By: _____

Name: _____

Title: _____

Address: [INSERT ADDRESS]

EXHIBIT A

SCOPE OF SERVICES

[INSERT SCOPE OF SERVICES]

EXHIBIT B

FEE AND PAYMENT SCHEDULE

The Maximum Reimbursable Amount for the Services is [INSERT AMOUNT & PRICING/PAYMENT SCHEDULE]

EXHIBIT C

INSURANCE SCHEDULE

The Contractor shall maintain the following insurance during the term of the Agreement:

Commercial General Liability Insurance

A. The Contractor shall maintain Commercial General Liability Insurance in the amount of at least One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) aggregate. Such insurance shall protect the Contractor, Brooklyn Bridge Park Corporation ("BBP"), Brooklyn Bridge Park Development Corporation ("BBPDC"), New York State Urban Development Corporation d/b/a Empire State Development ("ESD"), the State of New York (the "State") and the City of New York (the "City) from claims for property damage and/or bodily injury, including death, for personal and advertising injury, and for products/completed operations, that may arise from any of the operations under the Agreement. Coverage under this insurance shall be at least as broad as that provided by the most recently issued Insurance Services Office ("ISO") Form CG 00 01, shall contain no exclusions other than as required by law or as approved by BBP, and shall be "occurrence" based rather than "claims-made." If there is an aggregate limit, it shall apply on a "per-location" basis."

B. Such Commercial General Liability Insurance shall name Brooklyn Bridge Park Corporation ("BBP"), Brooklyn Bridge Park Development Corporation ("BBPDC"), the State of New York ("State"), New York State Urban Development Corporation d/b/a Empire State Development ("ESD"), and the City of New York (the "City), together with their respective officials and employees, and any other entity that BBP requires, as "Additional Insured", with coverage at least as broad as the most recently issued ISO Form CG 20 26.

Workers' Compensation, Employer's Liability and Disability Benefits Insurance

The Contractor shall maintain Workers' Compensation Insurance, Employer's Liability Insurance, and Disability Benefits Insurance in accordance with the laws of the State of New York on behalf of, or with regard to, all employees providing services under the contract. Evidence of Workers' Compensation Insurance, Employer's Liability Insurance, and Disability Benefits Insurance may **not** be provided on an ACORD form. Evidence of Workers' Compensation Insurance and Employers Liability Insurance coverage must be provided on one of the following forms specified by the Chairman of the New York State Workers' Compensation Board:

(1) C-105.2 (Sept. 2007, or most current version);
(2) U-26.3;
(3) SIG-105.2/SI-12; or
(4) CE-200.

Evidence of Disability Benefits Insurance coverage must be provided on one of the following forms specified by the Chairman of the Workers' Compensation Board:

(1) DB-120.1 (May 2006 or most current version);
(2) DB-155; or
(3) CE-200.

Business Automobile Liability Insurance

A. The Contractor shall maintain Business Automobile Liability insurance in the amount of at least One Million Dollars ($1,000,000) each accident combined single limit for liability arising out of ownership, maintenance or use of any owned, non-owned, or hired vehicles to be used in connection with the contract. Coverage shall be at least as broad as ISO Form CA0001, ed. 10/01.

B. If vehicles are used for transporting hazardous materials, the Business Automobile Liability Insurance shall be endorsed to provide pollution liability broadened coverage for covered vehicles (endorsement CA 99 48) as well as proof of MCS-90.

General Requirements for Insurance Coverage and Policies

A. All required insurance policies shall be maintained with companies that may lawfully issue the required policy and have an A.M. Best rating of at least A- / "VII" or a Standard and Poor's rating of at least A, unless prior written approval is obtained from BBP.

B. All insurance policies shall be primary (and non-contributing) to any insurance or self-insurance maintained by any of the Additional Insureds.

C. The Contractor shall be solely responsible for the payment of all premiums for all required insurance policies and all deductibles to which such policies are subject, whether or not any of the Additional Insureds are insureds under the policy. There shall be no self-insured retention for any policy of insurance required by this Agreement, unless approved in writing by BBP.

D. The Additional Insureds' limits of coverage for all types of insurance required under this Agreement shall be the greater of (i) the minimum limits set forth in the contract or (ii) the limits provided to the Contractor as Named Insured under all primary, excess, and umbrella policies of that type of coverage.

E. There shall be no self-insurance program with regard to any insurance required under this Article unless approved in writing by BBP. Any such self-insurance program shall provide the Additional Insureds with all rights that would be provided by traditional insurance required under this Article, including but not limited to the defense obligations that insurers are required to undertake in liability policies.

F. The Contractor shall provide to BBP, prior to the delivery of Services required by this Agreement, proof of the required insurance(s) in the form of certificates of insurance, accompanied by a notarized certification by broker in the form annexed to and made part of this **Exhibit C**, or by furnishing a complete copy of the policy/policies of insurance, inclusive of any endorsements or exclusions.

G. All insurance policies under this Agreement shall contain the following provisions, if available:

1. Notices from the insurer (the "**Insurer**") to Brooklyn Bridge Park Corporation d/b/a Brooklyn Bridge Park, Brooklyn Bridge Development Corporation, New York State Urban Development Corporation d/b/a Empire State Development and the City of New York (in connection with this policy, shall be

addressed to the General Counsel, Brooklyn Bridge Park, 334 Furman Street, Brooklyn, New York 11201 or such other addresses as may be specified by BBP;

2. The Insurer shall accept notice of accident from any of the Additional Insureds, 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;

3. The Insurer shall accept as valid at timely notice under this policy (i) notice of claim from the City within 120 days after such claim has been filed with the Comptroller of the City; and (ii) notice of claim from any other Additional Insureds, within 120 days after receipt by such party;

4. Notice of accident or claim to the Insurer by the Contractor or any of the Additional Insureds shall be deemed notice by all under this policy;

5. This policy shall not be canceled, terminated or modified by the Insurer or the Contractor unless 30 days prior written notice is sent by registered mail to all of the Additional Insureds;

6. The presence of engineers, inspectors or other employees or agents of the Contractor or any of the Additional Insureds at the site of the Services performed by the Contractor shall not invalidate this policy of insurance;

7. Violation of any of the terms of any other policy issued by the Insurer to the Contractor or a subcontractor of the Contractor shall not inviolate this policy; and

8. Insurance, if any, carried by any of the Additional Insureds will not be called upon to contribute to a loss that would otherwise be paid by the Insurer.

9. Waiver of subrogation is included in favor of the Additional Insureds.

10. Nothing in this Appendix B, or the Contractor's failure to obtain and maintain the insurance required by this Appendix B, shall relieve the Contractor from its indemnification obligations, as set forth in the contract.

11. Whenever notice of loss, damage, occurrence, accident, claim, or suit is required under a policy required by this Appendix B, the Contractor shall provide the insurer with timely notice thereof on behalf of the City. Such notice shall be given even where the Contractor may not be covered under such policy if this Agreement requires that the City be an additional insured (for example, where one of Contractor's employees was injured). Such notice shall expressly specify that "this notice is being given on behalf of the City of New York, including its officials and employees, as additional insured" (such notice shall also include the name of any other entity listed as an additional insured on Appendix B) and contain the following information to the extent known: the number of the insurance policy; the name of the named insured; the date and location of the damage, occurrence, or accident; the identity of the persons or things injured, damaged, or lost; and the title of the claim or suit, if applicable. The Contractor shall simultaneously send a copy of such notice to the City of New York c/o Insurance Claims Specialist, Affirmative Litigation Division, New York City Law Department, 100 Church Street, New York, New York 10007. If the Contractor fails to comply with the requirements of this paragraph, the Contractor shall indemnify the City, together with its officials and employees, and any

other entity listed as an additional insured on this Appendix B for all losses, judgments, settlements and expenses, including reasonable attorneys' fees, arising from an insurer's disclaimer of coverage citing late notice by or on behalf of the City together with its officials and employees, and any other entity listed as an additional insured on Appendix B.

CERTIFICATES OF INSURANCE

Instructions to New York City Agencies, Departments, and Offices

All certificates of insurance (except certificates of insurance solely evidencing Workers' Compensation Insurance, Employer's Liability Insurance, and/or Disability Benefits Insurance) must be accompanied by one of the following:

(1) the Certification by Insurance Broker or Agent on the following page setting forth the required information and signatures;

-- OR --

(2) copies of all policies as certified by an authorized representative of the issuing insurance carrier that are referenced in such certificate of insurance. If any policy is not available at the time of submission, certified binders may be submitted until such time as the policy is available, at which time a certified copy of the policy shall be submitted.

CITY OF NEW YORK

CERTIFICATION BY INSURANCE BROKER OR AGENT

The undersigned insurance broker or agent represents to the City of New York that the attached Certificate of Insurance is accurate in all material respects.

_____

[Name of broker or agent (typewritten)]

_____

[Address of broker or agent (typewritten)]

_____

[Email address of broker or agent (typewritten)]

_____

[Phone number/Fax number of broker or agent (typewritten)]

_____

[Signature of authorized official, broker, or agent]

_____

[Name and title of authorized official, broker, or agent (typewritten)]

State of …….)
) ss.:
County of …….)

Sworn to before me this _____ day of _____ 20___

_____

NOTARY PUBLIC FOR THE STATE OF _____

EXHIBIT D

NYC Mayor's Office of Contract Services

Doing Business Data Form

To be completed by the City agency prior to distribution Agency_____ Transaction ID_____

Check One

☐ Proposal ☐ Award

Transaction Type (check one)

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

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

This Data Form requires information to be provided on principal officers, owners and senior managers. The name, employer and title of each person identified on the Data Form will be included in a public database of people who do business with the City of New York, as will the organizations that own 10% or more of the entitity. 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 ☐ This position does not exist

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

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 ☐ This position does not exist

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

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 ☐ This position does not exist

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

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

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

Home Address _____

☐ This person replaced former COO _____ on date _____

Principal Owners

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

There are no owners listed because (select one):

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

Other (explain) _____

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

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

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

Home Address _____

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

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

Home Address _____

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

Organization Name _____

Organization Name _____

Organization Name _____

Remove the following previously-reported Principal Owners

Name _____ Removal Date _____

Name _____ Removal Date _____

Name _____ Removal Date _____

Senior Managers

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

Senior Managers

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

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

Home Address _____

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

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

Home Address _____

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

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

Home Address _____

Remove the following previously-reported Senior Managers

Name _____ removal date _____

Name _____ removal date _____

Certification

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

Name _____ Title _____

Entity Name _____ Work Phone # _____

Signature _____ Date _____

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