AGENDA
Bronx Community College Association Inc. Board and Budget Committee
December 5, 2019
1:00pm-2:00pm
Language Hall, room 17

A. Call to Order

B. Review and approval of agenda

C. Review and approval of October 17, 2019 minutes

D. Budget requests for fiscal year 2019-2020
   1. Senior Affairs & College Purposes
   2. Office of Health Services

E. Open Items

F. New Items

G. Adjournment
Bronx Community College Association Inc.
Meeting of the Budget Committee
December 5, 2019
1:00 – 2:00 pm
Language Hall Conference Room

Attendees: David Taylor (chairperson), Kathryn Arias-Kalinowski, Jazmin Caldwell, Irene R. Delgado, Jeffrey Ewell, Amber Lake, Daniel Lazarus, Manny Lopez

Guest: Gregory Rosenberg

Meeting called to order at 1:09 PM.

Motion: (Jeffrey) Approve the agenda for the December 5, 2019 committee meeting.

Second: (Manny)

Motion carries by unanimous vote.

A request for funding of the 60th commencement ceremony was presented by Manny Lopez. A budget summary for requests towards Senior Affairs and College Purposes follows:

- ($35,667) One white 80’ x 190’ Century Marquee tent raised to 10’H (graduates and faculty); two 40’ x 180’ Century Marquee tents raised to 10’H (audience); stage rated 75 lbs. per square foot; 5000 chairs white folding chairs; wheelchair ramps with handrail and ADA compliance; fire extinguishers with brackets; exit signs; no smoking signs; stairs to tent; astro turf; pipe and drape; stage tent; labor installation and removal.
- ($2751.60) Two walkways to access and egress Ohio Field: wheelchair ramps with handrail and ADA compliance; double wood railing; nonslip turf to cover walkway; steel curb ramp; steel curb steps.

Total request for Senior Affairs: $38,418.60

- ($4,950) Architectural services required to obtain NYC type-2 permit for tents erection, temporary permit for place of assembly and general work for assembly related to commencement ceremony at BCC.
- (10,000) Certificate of Liability Insurance: commercial general; any automobile; umbrella liability
- ($9,261.80) Purchase of diploma covers for gift to graduates (2060 x $4.24 each and set-up fee)
- ($6,795) Printing of commencement programs (5000 programs, 36 pages, 6.5” x 10”, no bleeds) printing of commencement invitations (3000; 5”x7”; cool white); matching envelopes for invitations

Total request for College Purposes: $31,006.80

Motion: (Jeffrey) To approve 60th commencement exercises budget request as presented.
Second: (Jazmin)

Motion carries with one abstention (Manny Lopez presented the proposal).

A Health Services budget request was presented by Victoria King. The request was for short-term staffing in the Office of Health Services to retain a Registered Nurse during the winter intersession for immunization review and medical clearance of BCC nursing students entering and returning to the clinical rotation ($5,880). Additionally, a short-term hire for office assistance during the winter intersession for administrative support and processing of immunization clearance for nursing student clinical rotation was requested ($945). Mr. Rosenberg, BCC Business Office Accountant stated that fringe would need to be included with the budget request in the amount of 15% or in this case about ($1023). Hence, total Health Services budget request is $7848 toward the Health Services earmark.

Motion: (Kathryn) To approve the health services request for staffing and fringe as presented in the amount of $7848.

Second: (Jeffrey)

Motion carries by unanimous vote.

Motion: (Jeffrey) To adjourn.

Second: (Jazmin)

Motion carries by unanimous vote.

Meeting adjourned at 1:35pm.

Respectfully submitted by recorder, Manny Lopez.
Bronx Community College Association Inc.
Meeting of the Association Inc. Board
December 5, 2019
1:00 – 2:00 pm
Language Hall Conference Room

Attendees: Irene R. Delgado (chairperson), Kathryn Arias-Kalinowski, Jazmin Caldwell, Jeffrey Ewell, Amber Lake, Daniel Lazarus, Manny Lopez, David Taylor

Guest: Gregory Rosenberg

Meeting called to order at 1:36 PM.

Motion: (Jeffrey) Approve the agenda for the December 5, 2019 committee meeting.
Second: (Manny)

Motion carries by unanimous vote.

Motion: (Jeffrey) Omnibus approval of budget committee approved requests detailed below.
Second: (David)

Motion carries by unanimous vote.

- 60th commencement ceremony
  - Senior Affairs ($35,567) One white 80’ x 190’ Century Marquee tent raised to 10’H (graduates and faculty); two 40’ x 180’ Century Marquee tents raised to 10’H (audience); stage rated 75 lbs. per square foot; 5000 chairs white folding chairs; wheelchair ramps with handrail and ADA compliance; fire extinguishers with brackets; exit signs; no smoking signs; stairs to tent; astro turf; pipe and drape; stage tent; labor installation and removal.
  - Senior Affairs ($2751.60) Two walkways to access and egress Ohio Field: wheelchair ramps with handrail and ADA compliance; double wood railing; nonslip turf to cover walkway; steel curb ramp; steel curb steps.
    Total request for Senior Affairs: $38,418.60

  - College Purposes ($4,950) Architectural services required to obtain NYC type-2 permit for tents erection, temporary permit for place of assembly and general work for assembly related to commencement ceremony at BCC.
  - College Purposes (10,000) Certificate of Liability Insurance: commercial general; any automobile; umbrella liability
  - College Purposes ($9,261.80) Purchase of diploma covers for gift to graduates (2060 x $4.24 each and set-up fee)
- **College Purposes ($6,795)** Printing of commencement programs (5000 programs, 36 pages, 6.5" x 10", no bleeds) printing of commencement invitations (3000; 5"x7"; cool white); matching envelopes for invitations
  
  Total request for College Purposes: $31,006.80

- **Office of Health Services Health Services**
  - **Health Services ($5,880)** Registered Nurse during the winter intersession for immunization review and medical clearance of BCC nursing students entering and returning to the clinical rotation.
  - **Health Services ($945)** Office Assistance during the winter intersession for administrative support and processing of immunization clearance for nursing student clinical rotation was requested.
  - **Health Services ($1023)** Fringe in the amount of 15%.

A discussion ensued about the meeting dates for spring 2020. Specifically, while all Association meetings are held monthly on a Thursday “club hour”, faculty departmental meetings occasionally overlap with Association and Auxiliary meetings. The secretary committed to requesting that Association meetings be held the 2nd Thursday of the month to not conflict with college senate and departmental meetings.

**Motion:** (Manny) To adjourn.

**Second:** (Jazmin)

Motion carries by unanimous vote.

Meeting adjourned at 1:56pm.

Respectfully submitted by recorder, Manny Lopez.
12/5/2019

Dear BCC Association Inc. Board and Budget Committee:

Please see below a partial budget request for the Bronx Community College 60th Commencement taking place May 2020. Attached you will find quotes and requisitions for the summary of anticipated expenses below:

Available in Senior Affairs: $42,937

- Three Tents and 5000 seats - $35,667
- Two walkways and ramps - $2,751.60

Request: $38,418.60

Available in College Purposes Fund: $49,370

- Architect fees/NYC Department of Buildings - $4,950.00
- Certificate of Liability Insurance - $10,000
- Diplomas (2060 x $4.24 and set-up fees) - $9,261.80
- Commencement Program, Invitations and Envelopes - $6,795

Request: $31,006.80

Manny Lopez

Associate Dean for Student Development
**QUOTE TABULATION SHEET**

**BRONX College Purchasing Department**

This tabulation sheet is used in connection with a Request for Quotes (RFQ) that was issued by the College to determine the reasonableness of pricing associated with a potential contract to be awarded under the College's discretionary purchasing authority. The RFQ is not a solicitation. No determination of responsiveness or responsibility or accuracy of arithmetic has yet been made. The University may decide to make no purchase as a result of this RFQ.

<table>
<thead>
<tr>
<th>Name of Vendors Suggested</th>
<th>Quote Price (or &quot;No Quote&quot;)</th>
<th>Responsed? (Y/N)</th>
<th>Did vendor attempt to take exceptions to RFQ terms? (Y/N)</th>
<th>State Certified Minority/Small/Disadvantaged Business (Y/N)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ACE Party &amp; Tent Rental</td>
<td>$40,280</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>2</td>
<td>Stanford Tent &amp; Event</td>
<td>$35,657.01</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>3</td>
<td>ITG Events &amp; Services</td>
<td>$11,220</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>4</td>
<td>Party Line Tent Rental</td>
<td>$36,301</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

| 5  | $                      |
| 6  | $                      |

**Reminders to College:**

1. The RFQ may be used for purchases of goods or services up to $100,000 using its discretionary authority under law and University policy.
2. An RFQ may be used to determine reasonableness of prices.
3. Advertise the RFQ if the value of the proposed purchase is $50,000 or more.
4. Quote Prices from vendors may be received by mail, courier, fax, or email any time before the RFQ Response Deadline.
5. Enter the vendor’s name and the (total) Quote Price (i.e. for all goods and/or services identified in the RFQ document) offered by the vendor.
6. The College/University must make a determination of responsiveness and responsibility of the Quote Submission and the vendor before making a purchase.
7. The College/University may decide to make no purchase as a result of this RFQ.

**Number of RFQ Packages Sent:**

**Number of Quote Submissions Received:**

I certify that I reviewed each of the quote submissions received by or before the RFQ Response Deadline and recorded each vendor’s offered Quote Price on this document of ___ pages.

(Signature)

Nelda Alvarez

(print name)

Date: 4/5/19
<table>
<thead>
<tr>
<th>Name of Vendors Solicited</th>
<th>Quote Price (or &quot;No Quote&quot;)</th>
<th>Responsive? (Y/N)</th>
<th>Did vendor attempt to take exception to RFQ terms? (Y/N)</th>
<th>State Certified M/WBE? (Y/N)</th>
<th>Small/Grum Business (Y/N)</th>
<th>Notes</th>
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<td>15</td>
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<tr>
<td>20</td>
<td>$</td>
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<td></td>
</tr>
</tbody>
</table>
# Bronx Community College Association, Inc.

## PURCHASE ORDER

**Date**: 04/06/2010  
**Page 1 of 8**  
**Contract**: RFQ 3389113  
**Commodity Group No.**: 88172  
**Document No.**: 001

### Vendor
- **Stamford Tent & Event Services**  
  8 Lamar Street  
  West Babylon, NY 11704  
  Tel: 631-543-2848  
  Attn: Doug Purslow  
  Email: dpurslow@stamfordtent.com

### Ship To
- **Bronx Community College Association, Inc.**  
  2155 University Avenue  
  Bronx, NY 10453  
  Attn: Manny Lopez  
  718-289-5201

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tent, White 80' x 190' Century Marquee raised to an eave of 10'H.</td>
<td>1</td>
<td>EA</td>
<td>14,212</td>
<td>14,212</td>
</tr>
<tr>
<td>2.</td>
<td>Stage 20' x 28' x 24&quot;, rated 75 lbs. per square foot, OSHA approved</td>
<td>1</td>
<td>EA</td>
<td>1,540</td>
<td>1,540</td>
</tr>
<tr>
<td>3.</td>
<td>Chairs, white folding, Samsonite.</td>
<td>5000</td>
<td>EA</td>
<td>1</td>
<td>90</td>
</tr>
<tr>
<td>4.</td>
<td>Wheelchair ramps, 24&quot; with top handrail on both sides, ADA approved specifications.</td>
<td>2</td>
<td>EA</td>
<td>455</td>
<td>910</td>
</tr>
<tr>
<td>5.</td>
<td>Fire extinguishers, 10 lb. with brackets</td>
<td>24</td>
<td>EA</td>
<td>50</td>
<td>1,200</td>
</tr>
<tr>
<td>6.</td>
<td>Exit signs, LED battery operated, glow in the dark, adhesive.</td>
<td>24</td>
<td>EA</td>
<td>10</td>
<td>240</td>
</tr>
<tr>
<td>7.</td>
<td>Tent, 40&quot; x 180&quot; &quot;Century Marquee&quot; raised to an eave of 10'H no walls (audience seating area).</td>
<td>2</td>
<td>EA</td>
<td>6,732</td>
<td>13,464</td>
</tr>
<tr>
<td>8.</td>
<td>Sidewall, white 10' x 20'</td>
<td>6</td>
<td>EA</td>
<td>50</td>
<td>300</td>
</tr>
<tr>
<td>9.</td>
<td>Stairs, three (3) steps, adj. 12&quot; - 24&quot;</td>
<td>2</td>
<td>EA</td>
<td>150</td>
<td>300</td>
</tr>
</tbody>
</table>

### Invoice (3 copies) send to:
- **Bronx Community College Association**  
  **Accounting Department**  
  2155 University Avenue  
  Bronx, NY 10453

The contract established by this purchase order is governed by the terms and conditions on the reverse of this document or attached to it and, if the contract is in excess of $500, by the invitation to bid. Vendor signifies its acceptance of the contract by delivery of the goods or services and/or by acceptance of payment.

---

**R.O. Number**  
9630448  
**Use**  
338  
**Act**  
19  
**Amount**  
0  
**Dest.**  
Cost  
**Center**  
Var  
**Yr.**  
0  
**Obi**  
0

**FID #**  
000787124  
**Optional (FAS)**  

---

**PLEASE FURNISH THE ABOVE ARTICLES**  
See terms and conditions on back.
# PURCHASE ORDER

**Vendor:** Stamford Tent & Event Services  
8 Lamar Street  
West Babylon, NY 11704  
Tel: 631-343-2548  
Attn: Doug Purslow  
Email: dpurslow@stamfordent.com

**Ship To:** Bronx Community College Association, Inc.  
2155 University Avenue  
Bronx, NY 10453  
Attn: Manny Lopez  
718-289-5021

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Specifications: Description of Goods and/or Services</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>Astro Turf, Black, 580 square feet to cover and skirt platform.</td>
<td>560</td>
<td>EA</td>
<td>0</td>
<td>364</td>
</tr>
<tr>
<td>11.</td>
<td>Black pleated fabric to skirt the front of the platform.</td>
<td>28</td>
<td>EA</td>
<td>5</td>
<td>154</td>
</tr>
<tr>
<td>12.</td>
<td>Black guard rail, 4&quot;W x 42&quot;H, with 4&quot; spacing for ramps, sides and back of platform. (Included in price.)</td>
<td>33</td>
<td>EA</td>
<td>24</td>
<td>792</td>
</tr>
<tr>
<td>13.</td>
<td>Pipe and drape, black at rear of main tent/Marquee platform.</td>
<td>28</td>
<td>EA</td>
<td>7</td>
<td>210</td>
</tr>
<tr>
<td>14.</td>
<td>Signs, No Smoking</td>
<td>24</td>
<td>EA</td>
<td>10</td>
<td>240</td>
</tr>
<tr>
<td>15.</td>
<td>Installation and Removal</td>
<td>1</td>
<td>LOT</td>
<td>1,302</td>
<td>1,302</td>
</tr>
</tbody>
</table>

**Discount**

Commencement Exercises will be held on Friday, May 31st, 2019.

Tent, stage and ramps must be delivered set-up and installed by Tuesday, May 28th, 2019 at 7:00 A.M.  
Delivery, set-up and installation of chairs must be completed by 4:00 P.M Wednesday May 29, 2019.  
Delivery time must be confirmed with Manny Lopez or Stephanie Polo at manny.lopez@bcc.cuny.edu stephanie.polo@bcc.cuny.edu

The contract established by this purchase order is governed by the terms and conditions on the reverse of this document or attached to it and, if the contract is in excess of $500, by the invitation to bid.  
Vendor signifies its acceptance of the contract by delivery of the goods or services and/or by acceptance of payment.

**PLEASE FURNISH THE ABOVE ARTICLES**  
See terms and conditions on back.
# Quote

**Quote Date:** 05/31/19  
**Delivery:** 2  
**Install Date:** ROS/FW  
**Removal Date:** ROS/FW  

**Salesman:** Douglas  
**Order Date:** 05/21/19  
**Ordered By:** Stephanie Polo

<table>
<thead>
<tr>
<th>QTY/UNIT</th>
<th>DESCRIPTION</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>128 SF</td>
<td>8'X16' Plywood Walkway</td>
<td>2.75</td>
<td>352.00</td>
</tr>
<tr>
<td>128 EA</td>
<td>Custom 8'X16' Plywood Ramp</td>
<td>2.75</td>
<td>352.00</td>
</tr>
<tr>
<td>256 SP</td>
<td>Black Astro Turf to Cover Walkway &amp; Ramp</td>
<td>0.65</td>
<td>166.40</td>
</tr>
<tr>
<td>1 EA</td>
<td>2'X8' Diamond Plate Steel Curb Ramp</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>64 FT</td>
<td>Double Wood Railing</td>
<td>13.50</td>
<td>864.00</td>
</tr>
<tr>
<td>128 SF</td>
<td>8'X16' Plywood Walkway</td>
<td>2.75</td>
<td>352.00</td>
</tr>
<tr>
<td>128 SF</td>
<td>Black Astro Turf to Cover Plywood Walkway</td>
<td>0.65</td>
<td>83.20</td>
</tr>
<tr>
<td>2 EA</td>
<td>2'X8' Diamond Plate Steel Curb</td>
<td>50.00</td>
<td>100.00</td>
</tr>
<tr>
<td>32 FT</td>
<td>Double Wood Railing</td>
<td>13.50</td>
<td>432.00</td>
</tr>
</tbody>
</table>

**Further Details:**

- **Permits:** All permits are the responsibility of the lessee.  
- **Approval:** If this meets with your approval, please sign and return to us a signed copy, which will constitute our contract.  
- **Lessor's Acceptance:** Lessor's acceptance of this contract contingent upon the availability of the equipment on the date lessee receives the validated contract.

A non-refundable deposit of $1,375.80 is due with the signed contract on or before May 26, 2019. Balance due one week prior to installation.

**Comments:**

**Item Total:** $2,751.60  
**Del./P.U.:** 0.00  
**Other Amnt:** 0.00  
**Subtotal:** $2,751.60  
**TAX (NY2):** 0.00  
**Total Due:** $2,751.60  
**Advance:** 0.00  
**Other:** 0.00  
**Balance:** $2,751.60

This proposal is subject to the terms & conditions as stated on the reverse side. I have read them and agree to comply.

**Signature: ___________________**  
**Date: ___________**

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**Address:**

- **Rented To:**
  - CUNY Bronx Comm. College  
  - 2155 University Avenue  
  - Colston Hall-FIR 8-RM 821  
  - Bronx, NY 10453  
  - 718-298-5801

- **Ship To:**
  - CUNY Bronx Comm. College  
  - 2155 University Avenue  
  - Bronx, NY 10453  
  - 718-298-5801
LEASE AGREEMENT

TERMS AND CONDITIONS

The Stanford Tent and Equipment Company ("Lessor") hereby agrees to lease to "Lessee" the equipment described on the attached schedules in accordance with the following agreement.

TITLE AND OWNERSHIP

1. The leased equipment shall at all times be and remain the sole and exclusive property of Lessor. Lessee shall have only the rights to use the equipment in accordance with the terms and conditions of this agreement. Lessor shall have the right to display notice of its ownership of the equipment by display of an identifying stand, plate or other marking and Lessee agrees that it will not remove or cover such markings without the written permission of Lessor. It is expressly intended and agreed that the equipment shall be personal property even though it may be affixed or attached to real estate. The equipment shall not be removed from the place of installation without the express written permission of Lessor.

WEATHER RELATED RISKS

2. Lessee assumes all weather-related risks involved in holding an outdoor, tented event. Lessor will endeavor to minimize said risk, however, should any Tent, Canopy or Marquee become unsuitable due to high wind, snow, rain, flooding, extreme cold or heat, or any other factor beyond Lessor’s control, Lessee shall be liable for payment in full of all charges.

RISK OF LOSS OR DAMAGE

3. Lessee shall assume all risk of loss or damage to the equipment while it is in Lessee’s possession. Should any such loss or damage occur, the Lessee shall pay to the Lessor an amount equal to the repair or replacement cost at the option of the Lessor. Notwithstanding damage or loss of the equipment, the Lessee shall have the obligation to pay rent for the agreed period. Lessor shall assume the responsibility for all loss or damage to Lessor’s property caused by wind, rain, fire, flooding, or any other disturbance of nature.

SECURITY

4. Lessee agrees to employ a competent watchman on the premises upon which the Lessor’s equipment is located, to prevent fire, theft, or other depredations to said property, from the first day of installation, up to and including the last day the equipment is removed. Although the responsibility for the above mentioned is not altered, a watchman is not required for tents erected on private residence that is enclosed.

INDEMNITY

5. Each of the parties will indemnify, protect, save, and hold harmless the other from and against all losses, damages, Injuries, claims, suits, liabilities, judgments, costs and expenses of whatsoever nature (including reasonable attorney’s fees) arising out of or in connection with its negligent acts or omissions or willful misconduct in the course of performance or non-performance of this agreement. Lessee shall assume the defense of any suits or other legal proceedings brought to enforce all such losses, damages, injuries, claims, demands, and expenses, except those resulting from the negligent acts or omissions or willful misconduct of the Lessor, and shall pay all judgments entered in any such suit or suits or other legal proceedings, unless a judgment is made in favor of Lessee. The indemnities and assumptions of liabilities and obligations herein provided for shall continue with full force and effect notwithstanding the termination of this agreement, whether by expiration of time, by operation of law, or otherwise.

WAIVER OF LIABILITY

6. Although Lessor will endeavor at all times to use its best efforts to minimize the damage to Lessee’s property during the installation, use or removal of the leased equipment, Lessee assumes all risk of such damage and expressly releases Lessor from liability for any such damages that may occur, including damage to underground obstructions, such as, but is not limited to sprinkler systems, gas lines, water lines, power lines, and telephone or telecommunication cables.

MODIFICATION OF AGREEMENT

7. In the event that the Lessee changes any of the arrangements relating to the services performed or to equipment to be leased, Lessor shall have the right to add or subtract such equipment, service, or services as in its sole discretion may be necessary to maintain safety and quality of the work to be performed. Lessee shall pay for any additional equipment, service, or services, at Lessor’s customary charge therefore. No such modification may occur without the written approval of the Lessor. Any last minute additions are subject to the availability of both equipment and labor.

PAYMENT

8. Lessee shall pay the contract price, plus such additions thereto as may be agreed upon or are chargeable pursuant to the terms hereof within the period specified herein. If the balance due is not paid when due, an amount equal to 1 1/4 % (19%) annually of the outstanding balance due shall be charged every month thereafter until final payment is made by the Lessee. In the event that Lessee has directed that the leased charges hereunder be billed to another person or organization within the terms specified, Lessee shall, promptly upon receiving notice of non-payment, pay such lease charges and such additional charges as may be added to the outstanding balance pursuant to the terms hereof. Lessee further agrees to pay and to be responsible for any and all costs, disbursements, and attorneys fees incurred in any action to collect any debt pursuant to this agreement.

PREPARATION OF SITE

9. Lessee agrees to have the site upon which the equipment is to be erected free and clear of all obstacles, natural and man made, prior to the arrival of the Lessee’s work crew. Lessee further agrees to have all tents cleared for removal prior to Lessee’s arrival. All non-leased equipment and decorations shall be cleared and taken from site. If Lessee fails to do so, then Lessee shall pay all costs incurred for any delay, additional rent, and all costs including collection and legal expense.

INSPECTION BY LESSOR

10. Lessee shall at all times, after prompt and reasonable notice to Lessee, have the right to enter any premises where equipment may be located for purposes of inspecting it or observing its use, or removing it from Lessee’s premises.

ALTERATIONS

11. Lessee shall make no alterations whatsoever in the leased equipment without having obtained prior written permission of Lessor.

DEFAULT

12. The occurrence of any of the following events shall, at the option of the Lessor, terminate this lease and Lessee’s right to possession of the property leased: (a) The non-payment by Lessee of the deposit required hereunder to be paid by Lessee. (b) The noncompliance by Lessee with any other term, covenant, or condition of this lease which is not cured within a reasonable time after notice thereof from Lessor. (c) Should any action or other writ of process of law be issued in any action against the Lessee, whereby the said equipment might be taken or distrained, or if a proceeding in bankruptcy, receivership, or insolvency shall be instituted by or against Lessee or his property, or if Lessee shall enter into any agreement of composition with creditor, or if Lessor shall deem itself insecure.

MATERIAL

13. All tents, canopies, and marquees are subject to stretching and retracting up to 3% of listed sizes and although the fabric material has been impregnated with waterproofing compound, no tents are guaranteed to be absolutely waterproof.

PERMITS AND LICENSES

14. Lessee shall, at its own expense and prior to the installation of the equipment, obtain all necessary permits, licenses, and other consents as may be required. If for any reason Lessee fails to or is unable to obtain any such required permits, licenses and/or other consents, Lessee hereby agrees to indemnify, protect, save, and hold harmless Lessor and Lessor’s representatives, agents, employees, assigns, affiliates, subsidiaries and/or designees against any and all losses, damages, Injuries, claims, suits, liabilities, judgments, costs and expenses of whatsoever nature (including reasonable attorneys’ fees) arising out of or in connection with Lessee’s failure or inability to obtain any such required permits, licenses and/or other consents.

CHOICE OF LAW

15. This agreement shall be governed by and construed under the laws of the state of Connecticut.

SUSPENSION OF LESSOR’S AGREEMENT

16. Lessor’s obligations hereunder shall be suspended to the extent Lessor is hindered or prevented from complying therewith because of labor disturbance, including strikes and lockouts, acts of God, fires, storms, accidents, government regulations, or interferences of any cause whatsoever beyond the control of Lessor.

ENTIRE AGREEMENT: SEVERABILITY

17. This agreement embodies the entire agreement of the parties. It may not be modified or terminated except by written agreement of the parties. If any provision herein is declared invalid, it shall be considered deleted from this lease and shall not invalidate the remaining provisions hereof.
March 27, 2019

Stephanie Polo
Administrative Event Coordinator
Administration & Finance
Bronx Community College
2155 University Avenue
Bronx, NY 10453

Re: Proposal to provide Architectural-Expediting Services Required to Obtain NYC D.O.B. & D.O.BNOW Alteration Type 2 Permit for Tents Erection, Temporary Permit for Place of Assembly & General Construction Work for this Assembly for BCC's Commencement on May 31, 2019.

Ms. Smalls,

Thank you very much for considering StudioFED Architects, PLLC for the above mentioned project.

We understand that the location of the Assembly will be the same location as last year at "Ohio Field". One tent will be (90x190), two tents (40x180) on each side of the main tent. The capacity limits will be for 5,000 seats.

StudioFED Architects Fees & Expediting Fee...............................$4,950.00

Any filing fees will be the responsibility of B.C.C.

Please make sure you are providing the 50 F.D.N.Y. Certified Fire Guards which are required for the number of people at this Public Assembly.

If "Construction Monitoring" is required it will be done on an hourly basis of $175/hour with a minimum of 3 hours per visit.

Stephanie Polo, Administrative Event Coordinator

Date

Martin Diano, RA StudioFED, Architects PLLC

Date

God Bless America!
Permit Number: 220288098-01-AL

Issued: 05/10/2019    Expires: 04/24/2020

Issued to: STEVE FROST
Business: STAMFORD TENT & EQUIP CO
Contractor No: GC-2843

Address: BRONX 2155 UNIVERSITY AVENUE

Description of Work: CONCRETE WORK NOT AUTHORIZED - CONCRETE PLACEMENT, FORMWORK, STEEL REINFORCING NOT PERMITTED.
ALTERATION TYPE 3 - TENT INSTALLATION PROPOSED TENT INSTALLATION ON CAMPUS GROUNDS FOR GRADUATION EVENT AS PER TPA REQUIREMENT.

Number of dwelling units occupied during construction: 0
Review is requested under Building Code: 2008

To see a Zoning Diagram (ZD1) or to challenge a zoning approval filed as part of a New Building application or Alteration application filed after 7/13/2009, please use “My Community” on the Buildings Department web site at www.nyc.gov/buildings.

Emergency Telephone Day or Night: 311

Borough Commissioner: [Signature] Commissioner of Buildings: [Signature]

This permit copy created on 05/13/2019 reflects the Commissioner(s) as of such date. Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.

05/13/2019
**CERTIFICATE OF LIABILITY INSURANCE**

**DATE (MM/DD/YYYY):** 4/13/2019

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<table>
<thead>
<tr>
<th>PRODUCER</th>
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<tbody>
<tr>
<td>People's United Ins. Agency CT</td>
<td>Stamford Tent &amp; Equipment Company dba Stamford Tent &amp; Event Services</td>
</tr>
<tr>
<td>850 Main Street, Bridgeport CT 06604</td>
<td>84 Lenox Avenue, Stamford CT 06906-1419</td>
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<table>
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<tr>
<th>CONTACT NAME</th>
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<tr>
<td>Paul Suzio</td>
<td>203-338-7033</td>
</tr>
<tr>
<td>[email: <a href="mailto:paul.suzio@peoples.com">paul.suzio@peoples.com</a>]</td>
<td>[email: 844-761-9628]</td>
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<th>INSURER(S) AFFORDING COVERAGE</th>
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<tr>
<td>Axis Insurance Company</td>
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<tr>
<td>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</td>
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<td>B AUTOMOBILE LIABILITY</td>
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<tr>
<td>B UMBRELLA LIABILITY</td>
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**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101), Additional Remarks Schedule, may be attached if more space is required**

Bronx Community College Association Inc, CUNY, City, State, The Dormitory Authority of the State of New York, The City University Construction Fund are listed as Additional Insured.

**CERTIFICATE HOLDER**

Bronx Community College (CUNY)
Colston Hall
Room 821
2155 University Avenue
Bronx NY 10453

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**AUTHORIZED REPRESENTATIVE**

Peoples United Ins. Agency

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# Jostens Quote

**148 EAST BROADWAY**  
**OWATONNA MN 55080**

**Quote #**  
**10222018**

**Date:**  
**10/22/18**

**CUSTOMER #:**  
1055426

**Ship to:**
**BRONX COMMUNITY COLLEGE**  
Registrars Office  
University Ave & W 181 St  
Bronx, NY 10453

**Bill to:**
**BRONX COMMUNITY COLLEGE**  
Business Office ME G08  
2155 University Ave  
Bronx, NY 10453

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<tr>
<th>SALES REP #</th>
<th>Sales Rep Name</th>
<th>Requestor/CONTACT</th>
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<tr>
<td></td>
<td>Mike Baviello</td>
<td>Syria Carrington</td>
<td>7/1/2019</td>
<td>Net 30</td>
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<tr>
<th>QUANTITY</th>
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<tr>
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<td>11x8.5 Diplomas</td>
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<td>$8,360.00</td>
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<td>60</td>
<td>Backdate Set up fee (waived if ordered via GradTrack or in groups of 25 or more)</td>
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* Shipping and Handling to be added at time of shipment  
** Tax also applicable according to state sales tax rate unless school is tax exempt

see below:

Subtotal: $9,261.80
Sales Tax %: $0.00
Total DUE: $9,261.80
Bronx Community College Association, Inc.

PURCHASE ORDER

Date: 4/8/2019

Vendor
Trascal Offset Inc.
1600 Edison Place
Bronx, NY 10461
Tel: 718-902-7333
Fax: 718-997-3141

Ship To
Bronx Community College Association, Inc.
CIO Receiving Dept.
161 Hall Of Fame Terrace
Bronx, NY 10433
Tel: 718-289-5282

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<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Amount</th>
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<td>1</td>
<td>Commencement Program 4/4 Option&lt;br&gt;QTY: 5,000 Pages B36 + Cover&lt;br&gt;Size - flat 10 x 13 to finished size 6.5 x 10&lt;br&gt;Stock - Cover - 80# Dull Cover and Text - 60# Dull Text&lt;br&gt;Inks - 4/4 - no bleeds&lt;br&gt;Proofs PDF Art: Print ready files&lt;br&gt;Finishing Trim to Size&lt;br&gt;Binding Saddle Stitch, Flood, stitch on 10&quot; edge and trim&lt;br&gt;Packaging bulk pack in cartons.</td>
<td>1</td>
<td>LOT</td>
<td>6,100 00</td>
<td>6,100 00</td>
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<td>2</td>
<td>Commencement Invitations&lt;br&gt;A-7 Card and Envelope Specifications&lt;br&gt;QTY: 3,000 Size - 6&quot; x 7&quot;&lt;br&gt;Stock 100# cool white cover&lt;br&gt;Inks 2/0&lt;br&gt;Proofs PDF Art: Print ready files&lt;br&gt;Finishing Trim to Size Binding none Packaging bulk pack in cartons.</td>
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<td>3</td>
<td>Matching A-7 envelopes&lt;br&gt;Quantity = 3,000&lt;br&gt;Back flap printing Ink 1/0&lt;br&gt;Quote# 031219-G28</td>
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Contact Name: Therese LaMelle, 718-289-5160

Invoice (3 copies) send to:
Bronx Community College Association
Accounting Department
2155 University Avenue
Bronx, NY 10453

The contract established by this purchase order is governed by the terms and conditions on the reverse of this document or attached to it and, if the contract is in excess of $500, by the Invitation to Bid. Vendor signifies its acceptance of the contract by delivery of the goods or services and/or by acceptance of payment.

All prices are FOB Destination

P.O. Number: 9630443

Authorized Signature

PLEASE FURNISH THE ABOVE ARTICLES
See terms and conditions on back.