

## AGENDA

Bronx Community College Association Inc. Board and Budget Committee

December 5, 2019

1:00pm-2:00pm

Language Hall, room 17

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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**

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**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 60<sup>th</sup> 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 60<sup>th</sup> 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**

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

**Guest:** Gregory Rosenberg

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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.

- **60<sup>th</sup> commencement ceremony**
  - **Senior Affairs (\$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.
  - **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 2<sup>nd</sup> 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.**



Bronx Community College  
of The City University of New York  
2155 University Avenue  
Bronx, New York 10453

12/5/2019

Dear BCC Association Inc. Board and Budget Committee:

Please see below a partial budget request for the Bronx Community College 60<sup>th</sup> 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





RFQ #3389113

Description of Goods/Services Tent Rental for CommencementResponse Deadline: 04/05/2019

**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.

	Name of Vendors Solicited	Quote Price (or "No Quote")	Responsive? (Y/N)	Did vendor attempt to take exception to RFQ terms? (Y/N)	State Certified M/WBE? Small/ Green Business (Y/N)	Notes
1	Ace Party & Tent Rental	\$46,280	Y	N	N	
2	Stamford Tent & Event	\$35,657.01	Y	N	N	Awarded Vendor
3	PTG Event Services	\$41,220	Y	N	N	Total Quote \$71,808.00
4	Party Line Tent Rental	\$36,301	Y	N	N	
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: 2

Number of  
Quote  
Submissions  
Received: 4

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 1 pages.

Nelda Alvarez  
 (signature)  
Nelda Alvarez  
 (print name)  
 Date: 4.5.19

RFQ #3389113

Description of Goods/Services Tent Rental for Commencement

Response Deadline: 04/05/2019

## QUOTE TABULATION SHEET (page 2)

	Name of Vendors Solicited	Quote Price (or "No Quote")	Responsive? (Y/N)	Did vendor attempt to take exception to RFQ terms? (Y/N)	State Certified MWBE? Small/ Green Business (Y/N)	Notes
7		\$				
8		\$				
9		\$				
10		\$				
11		\$				
12		\$				
13		\$				
14		\$				
15		\$				
16		\$				
17		\$				
18		\$				
19		\$				
20		\$				



**Bronx Community College Association, Inc.**

**PURCHASE ORDER**

Date 4/9/2019 Page 1 of 3		Req. No. 3389113		Fm. No.		Contract No. <b>RFQ# 3389113</b>		Commodity Group No. <b>88172</b>		Document No. <b>001</b>	
<b>SHOW ON ALL BILLS AND CORRESPONDENCE</b>											
<b>Vendor</b> Stamford Tent & Event Services 8 Lamar Street West Babylon, NY 11704 Tel: 631-643-2848 Attn: Doug Purslow Email: dpurslow@stamfordtent.com						<b>Ship To</b> Bronx Community College Association, Inc. 2155 University Avenue Bronx, NY 10453 Attn: Manny Lopez 718-289-5201					
<b>Item No.</b>	<b>Specifications: Description of Goods and/or Services</b>					<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>		<b>Amount</b>	
	Rental of tent, stage, ramps, and chairs for 2018 Commencement Exercise as per RFQ specifications:										
1.	Tent, White 80' x 190' Century Marquee raised to an eave of 10' H.					1	EA	14,212	00	14,212	00
2.	Stage 20' x 28' x 24", rated 75 lbs. per square foot, OSHA approved					1	EA	1,540	00	1,540	00
3.	Chairs, white folding, Samsonite.					5000	EA	1	90	9,500	00
4.	Wheelchair ramps, 24" with top handrail on both sides, ADA approved specifications.					2	EA	455	00	910	00
5.	Fire extinguishers, 10 lb. with brackets					24	EA	50	00	1,200	00
6.	Exit signs, LED battery operated, glow in the dark, adhesive.					24	EA	10	00	240	00
7.	Tent, 40' x 180' "Century Marquee" raised to an eave of 10'H no walls (audience seating area).					2	EA	6,732	00	13,464	00
8.	Side wall, white 10' x 20'					6	EA	50	00	300	00
9.	Stairs, three (3) steps, adj. 12" - 24"					2	EA	150	00	300	00
Invoice (3 copies) send to:  <b>Bronx Community College Association</b> <b>Accounting Department</b> <b>2155 University Avenue</b> <b>Bronx, NY 10453</b>						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.					
Unless otherwise indicated, ALL PRICES ARE FOB DESTINATION											
<b>P.O. Number</b>		<b>Line</b>	<b>Act</b>	<b>Amount</b>		<b>Dept.</b>	<b>Cost Center</b>	<b>Var</b>	<b>Yr</b>	<b>Obj</b>	
9630448						338			19	0	
FED # 080787124				Optional (FAS)							
CTL #											

 4/12/19  
 Authorized Signature

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

**Bronx Community College Association, Inc.**

# PURCHASE ORDER

Date 4/9/2019 Page 2 of 2		Req. No. 3389113		Rm. No.		Contract No. <b>RFC# 3389113</b>		Commodity Group No. <b>98172</b>		Document No. <b>001</b>	
<b>SHOW ON ALL BILLS AND CORRESPONDENCE</b>											
<b>Vendor</b> Stamford Tent & Event Services 8 Lamar Street West Babylon, NY 11704 Tel: 631-843-2848 Attn: Doug Purslow Email: dpurslow@stamfordtent.com						<b>Ship To</b> Bronx Community College Association, Inc. 2155 University Avenue Bronx, NY 10453 Attn: Manny Lopez 718-289-5201					
Item No.	Specifications: Description of Goods and/or Services					Quantity	Unit	Unit Price		Amount	
10.	Astro Turf, Black, 580 square feet to cover and skirt platform.					560	EA	0	65	364	00
11.	Black pleated fabric to skirt the front of the platform.					28	EA	5	50	154	00
12.	Black guard rail, 4"W x 42"H, with 4" spacing for ramps, sides and back of platform. (Included in price.)					33	EA	24	00	792	00
13.	Pipe and drape, black at rear of main tent/Marquee platform.					28	EA	7	50	210	00
14.	Signs, No Smoking					24	EA	10	00	240	00
15.	Installation and Removal					1	LOT	1,302	78	1,302	78
	<b>Discount</b>									-9,061	74
Commencement Exercises will be held on Friday, May 31st, 2019.  Tent, stage and ramps must be delivered set-up and installed by Tuesday, May 28 <sup>th</sup> , 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 or stephanie.polo@bcc.cuny.edu											
Invoice (3 copies) send to:  <b>Bronx Community College Association</b> <b>Accounting Department</b> <b>2155 University Avenue</b> <b>Bronx, NY 10453</b>						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.					
Unless otherwise indicated, ALL PRICES ARE FOB DESTINATION											
P.O. Number	Line	Act	Amount		Dept.	Cost Center	Var.	Yr.	Qty.		
9630448			35,667	04	338			19	0		
FED # 060787124			Optional (FAS)								
CTL #											

 4/12/19  
 Authorized Signature

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



# Stamford Tent & EVENT SERVICES

the special event professionals

8 Lamar Street, West Babylon NY 11704  
631-643-2848 • 631-643-2879  
www.stamfordtent.com

QUOTE

Page 1 of 1  
Q270148 A

USE DATE: 05/31/19  
DELIVERY - 2

INSTALL DATE: ROS/PW  
REMOVAL DATE: ROS/FW

SALESMAN: DOUGLAS

ORDER DATE: 05/21/19

ORDERED BY: STEPHANIE POLO

RENTED TO:	SHIP TO:	CATERER:
51699 CUNY BRONX COMM. COLLEGE 2155 UNIVERSITY AVENUE COLSTON HALL-FLR 8-RM 821 BRONX, NY 10453 718-298-5801	CUNY BRONX COMM. COLLEGE 2155 UNIVERSITY AVENUE BRONX, NY 10453  718-298-5801	

QTY/UNIT	ITEM #/DESCRIPTION	RATE	TOTAL
	ENTRANCE RAMPS		
128 SF	8'X16' PLYWOOD WALKWAY	2.75	352.00
128 EA	CUSTOM 8'X16' PLYWOOD RAMP	2.75	352.00
256 SF	BLACK ASTRO TURF TO COVER WALKWAY & RAMP	0.65	166.40
1 EA	2'X8' DIAMOND PLATE STEEL CURB RAMP	50.00	50.00
64 FT	DOUBLE WOOD RAILING	13.50	864.00
128 SF	8'X16' PLYWOOD WALKWAY	2.75	352.00
128 SF	BLACK ASTRO TURF TO COVER PLYWOOD WALKWAY	0.65	83.20
2 EA	2'X8' DIAMOND PLATE STEEL CURB	50.00	100.00
32 FT	DOUBLE WOOD RAILING	13.50	432.00
ALL PERMITS ARE THE RESPONSIBILITY OF LESSEE.			
IF THIS MEETS WITH YOUR APPROVAL, PLEASE SIGN AND RETURN TO US A SIGNED COPY, WHICH WILL CONSTITUTE OUR CONTRACT.			
LESSOR'S ACCEPTANCE OF THIS CONTRACT CONTINGENT UPON THE AVAILABILITY OF THE EQUIPMENT ON THE DATE LESSOR 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 AMT 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.	
X SIGNATURE	DATE

## LEASE AGREEMENT

### TERMS AND CONDITIONS

The Stamford 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 stencil, 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 unusable due to high wind, snow, rain, flooding, extreme cold or heat, or any other factor beyond Lessor's control, Lessee shall still 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 not withstanding 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 servicemen 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 servicemen, 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 1/2 % (18% 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 charge 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 Lessor's work crews. Lessee further agrees to have all tents cleared for removal prior to Lessor'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 involved for any delay, additional rent, and all costs including collection and legal expense.

#### INSPECTION BY LESSOR

10. Lessor 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 execution 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 other 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.

# STUDIOFED ARCHITECTS PLLC

**Southern Westchester Office**  
87 Ritchie Drive  
Yonkers, New York 10705  
Phone/Fax: 914-457-3865  
E-Mail: [studiofed@optonline.net](mailto:studiofed@optonline.net)

**Northern Westchester Office**  
28 High Street  
Katonah, New York 10536  
914-232-7416 :Phone

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.B NOW  
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 (80x190), 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.

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Stephanie Polo, Administrative Event Coordinator

Date

  
Martin D'iano, RA StudioFED, Architects PLLC

3/27/2019  
Date



# STANDARD FORM NO. 64

1. Name of the person or organization to whom the award is made

2. Name of the person or organization making the award

3. Date of the award

4. Amount of the award

5. Purpose of the award

6. Name of the person or organization receiving the award

7. Name of the person or organization making the award

8. Amount of the award

9. Date of the award

10. Purpose of the award

11. Name of the person or organization receiving the award

12. Name of the person or organization making the award

13. Amount of the award

14. Date of the award

15. Purpose of the award

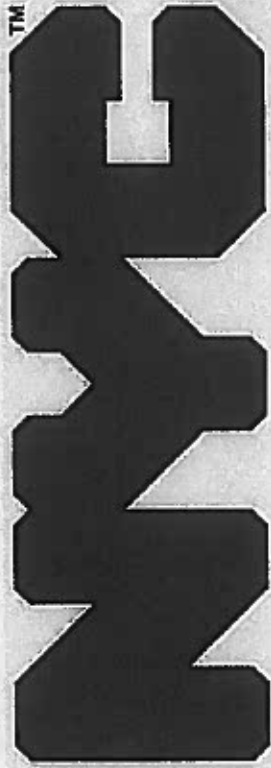
16. Name of the person or organization receiving the award

17. Name of the person or organization making the award

18. Amount of the award

19. Date of the award





## Buildings



# Work Permit Department of Buildings

Permit Number: 220288098-01-AL

Issued: 05/10/2019

Expires: 04/24/2020

Address: BRONX

2155 UNIVERSITY AVENUE

Issued to: STEVE FROST

Business: STAMFORD TENT & EQUIP CO

Contractor No: GC-2843

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](http://www.nyc.gov/buildings).

Emergency Telephone Day or Night: 311

Borough Commissioner:

Commissioner of Buildings:

Acting Commissioner of Buildings

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)

4/18/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**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).

<b>PRODUCER</b> People's United Ins. Agency CT 850 Main Street Bridgeport CT 06604		<b>CONTACT NAME:</b> Paul Suzio <b>PHONE (A/C, No, Ext.):</b> 203-338-7933 <b>E-MAIL ADDRESS:</b> paul.suziojr@peoples.com		<b>FAX (A/C, No):</b> 844-761-9928
<b>INSURED</b> Stamford Tent & Equipment Company dba Stamford Tent & Event Services 84 Lenox Avenue Stamford CT 06906-1419		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : Axis Insurance Company INSURER B : Indemnity Insurance Co. of N.A. INSURER C : INSURER D : INSURER E : INSURER F :		<b>NAIC #</b> 43575

**COVERAGES****CERTIFICATE NUMBER:** 1637988776**REVISION NUMBER:**

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.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	A1STCT00202292418	4/24/2019	4/24/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	A1STCT00202292418	4/24/2019	4/24/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			N06572674007	4/24/2019	4/24/2020	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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****CANCELLATION**

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

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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148 EAST BROADWAY  
OWATONNA MN 55060

10/22/18

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

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

**\*Shipping and Handling to be added at time of shipment**  
**\*\*Tax also applicable according to state sales tax rate unless school is tax exempt**

**\$9,261.80**



**Bronx Community College Association, Inc.**

**PURCHASE ORDER**

Date <b>4/08/2019</b>		Req. No. 3389180		Rm. No.		Contract No.		Commodity Group No.		Document No.	
<b>SHOW ON ALL BILLS AND CORRESPONDENCE</b>											
<b>Vendor</b> Tremont Offset Inc. 1500 Ericson Place Bronx, NY 10461 Tel: 718-892-7333 Fax: 718-897-3141						<b>Ship To</b> Bronx Community College Association, Inc. C/O Receiving Dept. 161 Hall Of Fame Terrace Bronx, NY 10453 Tel: 718-289-5282					
Item No.	Specifications: Description of Goods and/or Services					Quantity	Unit	Unit Price		Amount	
1.	Commencement Program 4/4 Option QTY: 5,000 Pages B36 + Cover Size - flat 10 x 13 to finished size 6.5 x 10 Stock - Cover - 80# Dull Cover and Text - 80# Dull Text Inks - 4/4 - no bleeds Proofs PDF Art: Print ready files Finishing Trim to Size Binding Saddle Stitch, Flood, stitch on 10" edge and trim Packaging bulk pack in cartons.					1	LOT	6,100	00	6,100	00
2.	Commencement Invitations A-7 Card and Envelope Specifications QTY: 3,000 Size - 5" x 7" Stock 100# cool white cover Inks 2/0 Proofs PDF Art: Print ready files Finishing Trim to Size Binding none Packaging bulk pack in cartons.					1	LOT	425	00	425	00
3.	Matching A-7 envelopes Quantity = 3,000 Back flap printing Ink 1/0  Quote# 031219-G28  Contact Name: Therese LeMelle, 718-289-5160					1	LOT	270	00	270	00
<b>Invoice (3 copies) send to:</b>  <b>Bronx Community College Association</b> <b>Accounting Department</b> <b>2155 University Avenue</b> <b>Bronx, NY 10453</b>						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.					
Unless otherwise indicated, ALL PRICES ARE FOB DESTINATION											
P.O. Number		Line	Act	Amount		Dept.	Cost Center	Var.	Yr.	Obj.	
9630443				\$6,795 00		338					
FED # 132729264				Optional (FAS)							
CTL #											

  
 Authorized Signature

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



# UNITED STATES DEPARTMENT OF AGRICULTURE OFFICE OF THE SECRETARY

Name of Person or Firm		Address		City		State		Zip		Telephone	
<div style="float: right; width: 20%;"> <p>1. Name of Person or Firm</p> <p>2. Address</p> <p>3. City</p> <p>4. State</p> <p>5. Zip</p> <p>6. Telephone</p> </div> <div style="clear: both;"></div>											
<div style="float: right; width: 20%;"> <p>7. Name of Person or Firm</p> <p>8. Address</p> <p>9. City</p> <p>10. State</p> <p>11. Zip</p> <p>12. Telephone</p> </div> <div style="clear: both;"></div>											
<div style="float: right; width: 20%;"> <p>13. Name of Person or Firm</p> <p>14. Address</p> <p>15. City</p> <p>16. State</p> <p>17. Zip</p> <p>18. Telephone</p> </div> <div style="clear: both;"></div>											
<div style="float: right; width: 20%;"> <p>19. Name of Person or Firm</p> <p>20. Address</p> <p>21. City</p> <p>22. State</p> <p>23. Zip</p> <p>24. Telephone</p> </div> <div style="clear: both;"></div>											
<div style="float: right; width: 20%;"> <p>25. Name of Person or Firm</p> <p>26. Address</p> <p>27. City</p> <p>28. State</p> <p>29. Zip</p> <p>30. Telephone</p> </div> <div style="clear: both;"></div>											

*Signature*