

Please use contractor's letterhead

NYC Dept. of Parks & Recreation
 Olmsted Center
 Flushing Meadow Corona Park
 Corona, New York 11368

RE: CONTRACT NO.

SUPERV:

Gentlemen:

We submit for payment a requisition for _____ which will be installed at the above-referenced project in the coming months. We are requesting the pre-purchase of this equipment due to the current shortages of materials. We have included our bill of material from our supplier and a complete bill of materials for all items billed for.

This has been inspected by your representative in the field to insure the credibility of storage of the material/equipment.

In order for the City to make partial payment for materials stored at _____, we herewith submit and agree to the following:

1. Material stored at the manufacturer's plant will not be moved from the plant except to transport to the job site for incorporation in the contract work.
2. Insurance for the full value of the material covering fire, extended coverage, loss, theft or damage above the replacement value is attached.
3. All costs arising out of site storage of these materials shall be borne by us. There shall be no increase in the contract price nor any claim for compensation for such costs.
4. If any stored materials are lost or destroyed while in storage, they shall be replaced by us at no additional cost to the City of New York.
5. All units will be stored in the manufacturer's plant. They will be covered, protected and labeled as being the property of the City of New York, Dept. of Parks and Recreation and the items conform to the contract requirements.
6. Payment for cost of materials made hereunder by the Parks Department will not be construed to represent that the Parks Department accepts the material as being in accordance with the contract requirements. We shall deliver to the site and properly incorporate into the project only materials which comply with the contract documents.
7. Herewith enclosed please find our bill of sale from _____ which transfers title of the materials to the City of New York, Department of Parks & Recreation.
8. _____ (Contractor) hereby attests that the said property is free and clear of any lien, mortgages, debts or other encumbrances; that the said property is now stored at _____; that the said property is conspicuously marked and identified as the property of the City of New York, Department of Parks & Recreation; and that _____ does not have outstanding or delinquent debts owing to trade creditors.

We further agree to make payment to the subcontractor/supplier within seven (7) days of receipt of payment from the comptroller at which time confirmation of that payment will be forwarded to the DPR Construction Division for verification.

Very truly yours,

Contractor