



GRAND CENTRAL



# Grand Gift Shop

## Request for Proposals

*Friday, May 16, 2025*

RFP #06GCT051625

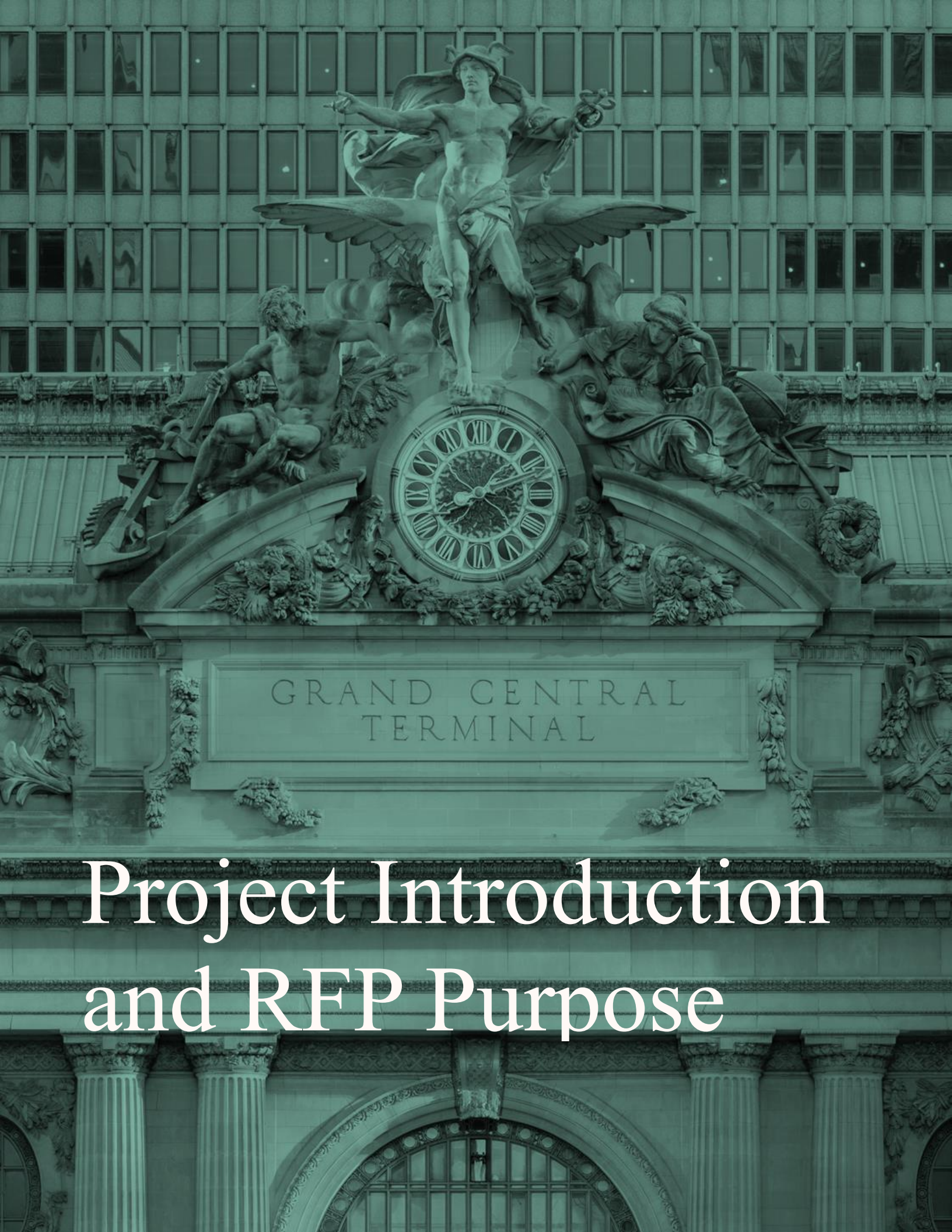
GIFT SHOP LICENSE



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# Project Introduction and RFP Purpose





# Request for Proposals Purpose

## A Grand Setting

Loved by the world for its history and beaux-arts magnificence, Grand Central Terminal (“GCT” or “Terminal”) makes a memorable setting. Grand Central stands at the center of regional transportation, civic architecture, and commerce - all at once embodying the historic, economic, cultural, and optimistic spirit of New York City.

The Metropolitan Transportation Authority (“MTA”), on behalf of itself and Metro-North Railroad (“MNR”) and in support of Metropolitan Transportation Authority Real Estate Department (“MTA RED”), is seeking proposals (“Proposer”) for Grand Central’s new Grand Gift Shop located at Space MC-34 & Kiosk in Grand Central Terminal’s Graybar Passage. The selected licensee (“Licensee”) will be responsible for product development, managing inventory, and sales of GCT branded merchandise across multiple platforms, as well as managing GCT’s merchandise booth and free gift-wrapping service at the 2025 Grand Central Holiday Fair.

The purpose of this solicitation is to maximize the success of the Grand Central merchandise program by selecting a Licensee with the retail expertise, vendor network, and the design and management capabilities





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necessary to transform the Grand Gift Shop from concept to reality. The Licensee will be expected to leverage Grand Central's reputation as the most famous train station the most famous city in the world by creating an exclusive line of brand merchandise as unique as Grand Central itself and operate a world-class gift shop commensurate with Grand Central's standing as one of New York City's greatest public spaces.

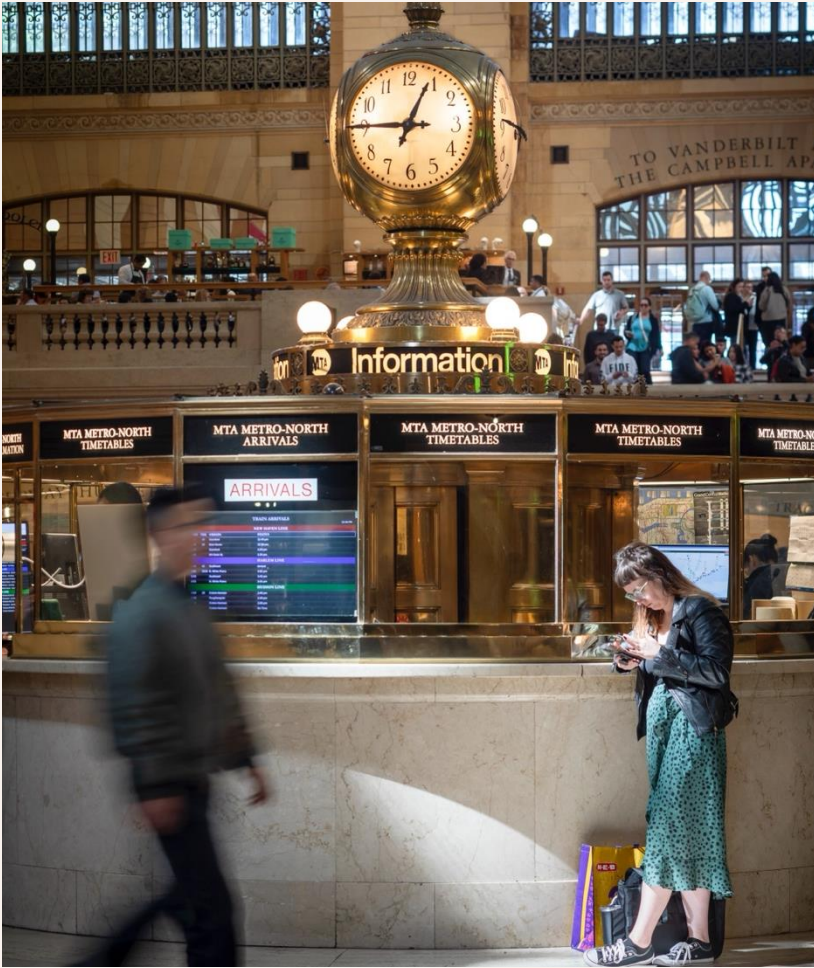






# Grand Central Terminal





## A Premier History

Grand Central doesn't just help you reach your destination. It is a destination. An ambassador of New York—Grand Central is a busy terminal, a crazy melting pot, a destination where New Yorkers, commuters and visitors meet or cross paths—at the clock, the Grand Central Oyster Bar & Restaurant, the market, and bustling corridors.

For over a century, New Yorkers have used Grand Central as their town commons, a beloved gathering place for shared experiences, distinctive displays, and important events.

Forever culturally relevant, Grand Central has been featured countless times in television and film, inspired fashion statements, and even influenced the set of Saturday Night Live.

Since 1913, Grand Central has been a model for transit development the world over, and a thoughtful retail merchandising strategy aims to elevate those distinctive Grand Central qualities and experience.





## New York City's Most Central Transit Hub

Grand Central Terminal's world-class transportation network provides easy New York City access for Metro-North Railroad commuters coming from the Bronx, Westchester, and Connecticut.

In 2023, a new concourse below Grand Central Terminal opened launching service via a second commuter railroad: the Long Island Rail Road. The new facility is called Grand Central Madison, as it runs beneath Madison Avenue from 43<sup>rd</sup> to 48<sup>th</sup> Streets. For the first time ever, LIRR commuters from Queens and Long Island now enjoy direct access to Manhattan's east side, bringing an additional 65,000+ average daily commuters to Grand Central, via Grand Central Madison. Subway and bus connections at Grand Central couldn't be easier with the station servicing the subway lines and connections to nine MTA bus lines, as well as airport shuttles and a full-service taxi stand.

# 750,000+

### Visitors on average daily:

New Yorkers, residents from the greater NY Metro-region, domestic and international visitors, and thousands of businesspeople who work nearby.





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## Visitors by the Numbers

**50%**

Of household incomes are over \$100,000 and 20% are over \$200,000

**6M**

Out-of-town tourists, with a mean income of \$62,000, visit Grand Central each year

**45M**

Grand Central is the second busiest subway station in NYC with 45 million riders per year – second only to Times Square

**\$95K**

Mean household income for commuters







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## The Center of NYC's Most Thriving Neighborhood

A center for commerce and culture, Midtown East is comprised of some of the most historic and glamorous addresses in Manhattan. Grand Central is directly surrounded by world-famous avenues Park, Madison, Lexington, and Fifth. The neighborhood is home to one of the largest job centers in the region and one of the most thriving post-pandemic business districts globally.

- 73 million sq ft of commercial, residential, retail, and building space
- Midtown East generates a combined \$150 billion in sales annually, over 20% of the city's total sales of \$700 billion.

**1.4M+**

**Monthly Pedestrians:**  
At Grand Central and 42<sup>nd</sup> Street



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# Midtown East by the Numbers

**~250K**

Employees with a concentrated focus on finance, insurance, and real estate

**60M+**

Square feet of office space

**9,200+**

Businesses — more than any other NYC business district

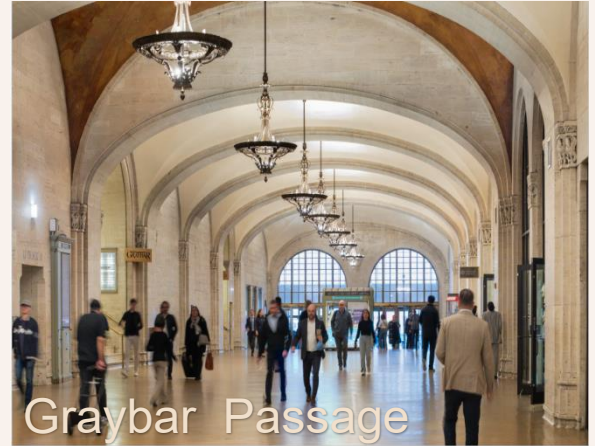
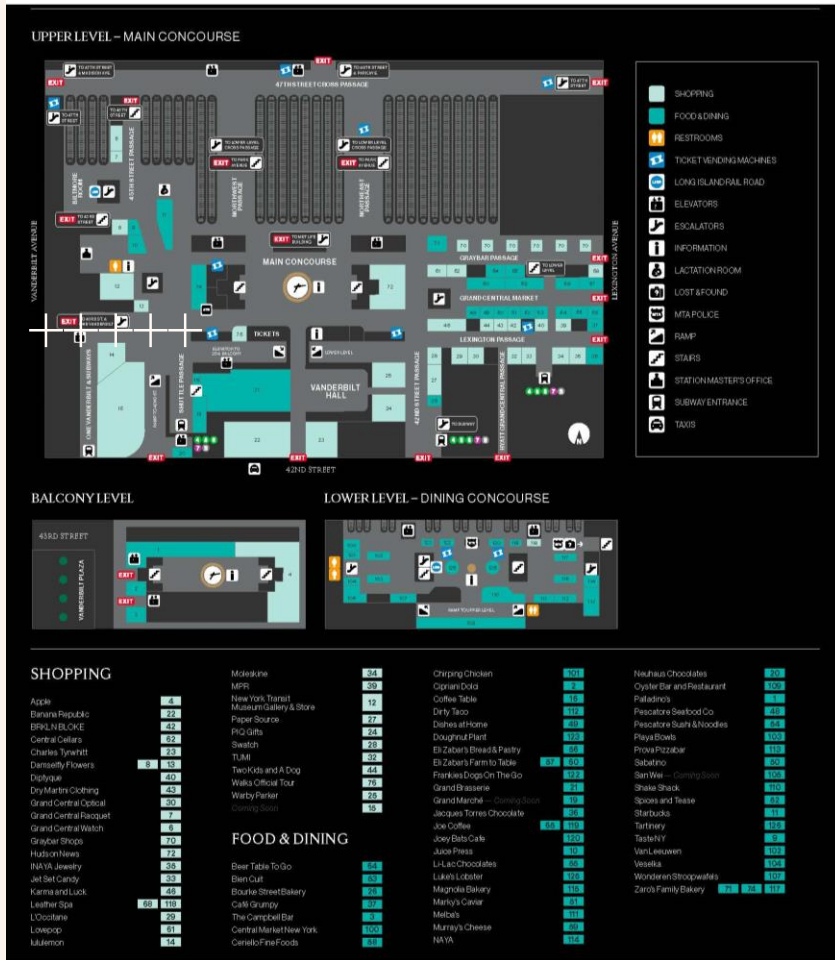
**16**

Fortune 500 companies, including JPMorgan Chase, Colgate-Palmolive, MetLife, and TIAA have headquarters in Midtown East

## Overview:

- One of the largest daytime populations in the United States
- Expanding nightlife and a growing residential population combine for a 24-hour neighborhood
- Inspired architecture – Chrysler Building, Chanin Building, Seagram Building, Lever House
- Iconic destinations – Grand Central Terminal, New York Public Library, and United Nations along with SUMMIT One Vanderbilt, the newest observation deck in NYC which hosted over 1.4M visitors in its first year of operation (2022)

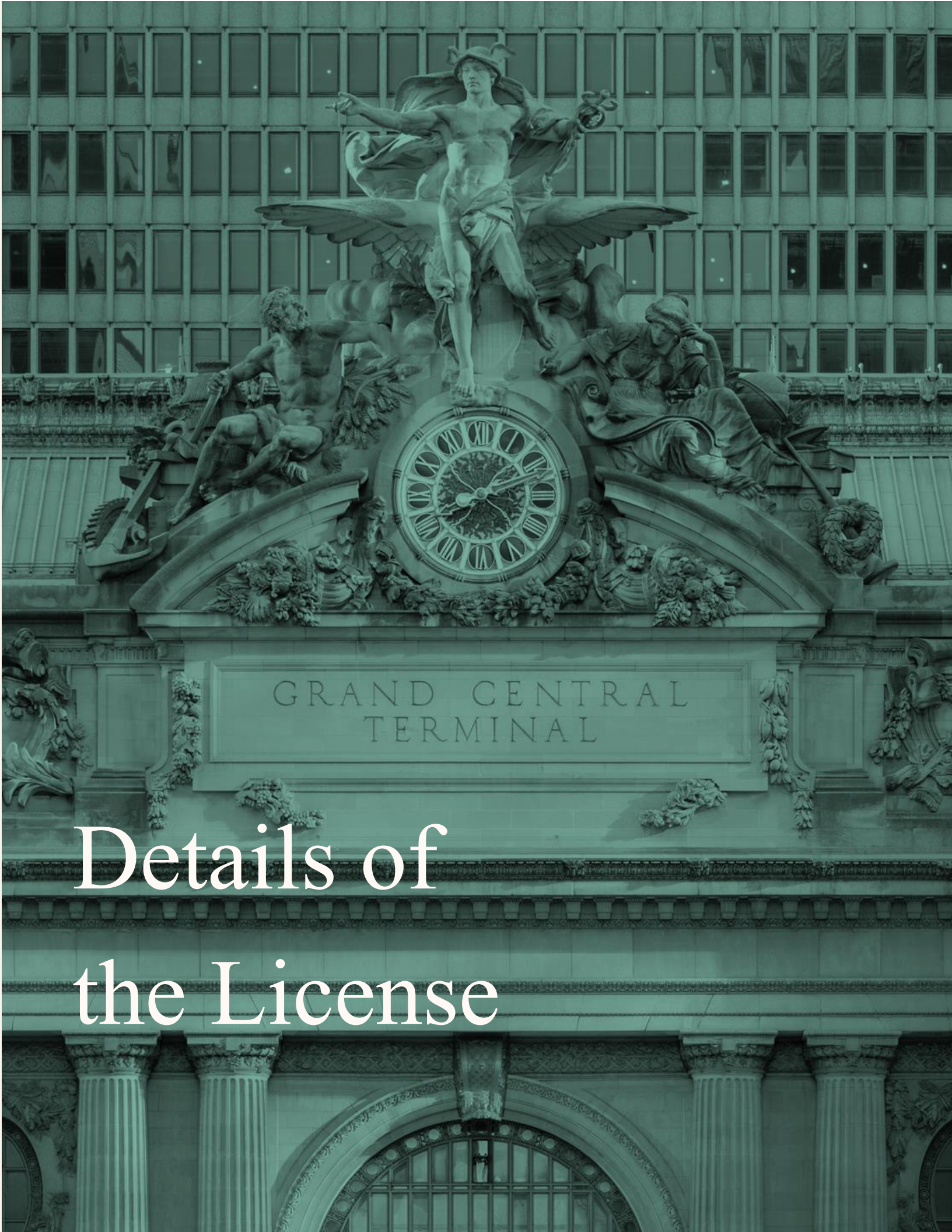




## Shopping & Dining at Grand Central

- 80+ retail tenants from fashion, lifestyle and beauty to tech and everyday essentials including Apple, Lululemon, Charles Tyrwhitt, Warby Parker, L'Occitane, Tumi, Swatch, Diptyque's, PiQ, and Starbucks
- European-style gourmet market featuring the best of NYC including Murray's Cheese, Eli Zabar's, Li-Lac Chocolate, Sabatino Truffles, Marky's Caviar, Ceriello Fine Foods, Bien Cuit, Pescatore Seafood Co. and more
- New York Transit Museum Gallery with rotating exhibitions and a curated gift shop
- 17 eateries in the Dining Concourse including Shake Shack, Luke's Lobster, Magnolia Bakery, Van Leeuwen Ice Cream, Veselka, Tartinery, Joey Bats Café, Playa Bowls, Melba's, Naya and Doughnut Plant
- First-Class Dining including Grand Brasserie, The Campbell, Cipriani Dolci, and Grand Central Oyster Bar & Restaurant





# Details of the License





## Grand Gift Shop

In 2023, MTA Real Estate Department embarked on a revitalization journey for the Grand Central brand, spearheading a comprehensive brand refresh to herald a new chapter for Grand Central – one that seamlessly blends a forward-looking perspective with reverence for the landmark's storied heritage. We call it... EVERYDAY GRAND. It's a phrase that synthesizes what Grand Central stands for from a civic, cultural, and commercial perspective, expressing a combination of eminence and ease, architectural landmark and accessible hangout.

In 2024 Grand Central developed a capsule collection and offered officially licensed brand merchandise for sale at GCT's annual Holiday Fair. The new Grand Gift Shop aims to build on that success by introducing a dedicated space in the Terminal for the year-round sale of Grand Central Terminal, MTA, and Metro-North Railroad branded merchandise. The selected Licensee will leverage their retail expertise to manage a museum-quality gift shop, while also strategically positioning the gift shop as a premier destination for both tourists and local New Yorkers. In addition, the Gift Shop will manage GCT's 2025 Holiday Fair booth and gift-wrapping service, with a focus on enhancing the Grand Central brand and supporting existing retail tenants.

The goal of the Grand Gift Shop program is to:

- Launch a collection of worthy products, created and curated to match the boldness, energy, and attitude of NYC and Grand Central.
- Create branded objects and everyday items that appeal not only to tourists as museum gift-shop quality souvenirs, but also as must-have items for New Yorkers and locals.
- Increase visitor spend on Grand Central branded products throughout the Terminal and to extend brand equity beyond the onsite experience.
- Generate revenue for MTA and Metro-North Railroad.

The Grand Gift Shop will be located in retail space # MC-34 in GCT's Graybar Passage ("Licensed Premises"). The approximately 150 sf unit will come in warm white-box condition with an adjacent kiosk for additional merchandising opportunities. The selected Licensee will be expected to provide the signage, furniture, fixtures and equipment needed to effectively display and sell merchandise.





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### **Responsibilities of the Gift Shop Licensee will include but are not limited to:**

- ❖ Manage and maintain all aspects of License Premises and manage product inventory, including but not limited to pricing, monthly sales reporting, re-stocking, storage, tracking, and point-of-sale operations. This also includes the stocking and design of the adjacent kiosk;
- ❖ Create and order new GCT branded items based on customer feedback and retail expertise. All merchandise quality and product design is subject to MTA review and approval;
- ❖ Use established and create new social media platforms to promote Grand Gift Shop and product offerings;
- ❖ Develop and manage website store, working in conjunction with the GCT website, managing sales and fulfillment of online orders;
- ❖ Explore additional channels for the sale of Grand Central, Metro-North and MTA licensed goods beyond the Grand Gift Shop's Terminal location;
- ❖ Partner with locally based artists to create and/or sell art prints and other products that feature Grand Central or MTA imagery;
- ❖ Work with the current roster of GCT tenants to create co-branded merchandise to be sold across all available retail platforms;
- ❖ Manage art print vending machine, including restocking inventory and removing change/tokens (when applicable);
- ❖ Provide and manage a merchandise kiosk at select Metro-North employee events in GCT/GCM, and at other large MNR rail shops and yards (as requested);
- ❖ Provide, at a minimum, monthly sales reports, inventory logs and projected trends; meet regularly with MTA to review business strategies and product development;
- ❖ Obtain all necessary government licenses, submit all required filings and pay all applicable taxes and fees (e.g. sales tax, payroll tax, insurance, worker's compensation)





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### Grand Gift Shop Opening Schedule

The opening of the Grand Gift Shop is scheduled for October 1, 2025. The selected Licensee is expected to mobilize by this date. A limited amount of initial inventory will be provided by the MTA. In general, however, it is expected that the Gift Shop Licensee will develop their own product line as well as manage and sell MTA or Metro-North designed or provided inventory.

The initial run of GCT-branded items to be provided by MTA for the Grand Gift Shop and Holiday Fair booth may include:

Tote Bags  
Puzzles  
Playing Cards  
Postcards

Luggage Tags  
Hoodies/Hats  
Magnets/Keychains/Luggage Tags  
Stickers





## Grand Central Holiday Fair

Taking place in the stunning beaux-arts Vanderbilt Hall, one of New York's most extraordinary shopping events welcomes countless visitors for a truly curated holiday shopping experience. This year's fair will feature unique local artisans and small businesses with a focus on quality craftsmanship and products made in New York and the United States. Holiday Fair vendors sell a diverse mix of giftable items, including men's and women's clothing and accessories, original artwork, jewelry, stunning holiday keepsakes and distinctive home décor, self-care products, and endless varieties of handcrafted goods across thirty-six booths.

Gift Shop Licensee will be required to operate a Holiday Fair Booth in which to sell GCT/MNR merchandise, and run the popular "Holiday Wrap-Up" free giftwrapping service, to add a special touch for GCT shoppers. (Free gift-wrapping is available to anyone who shows a receipt from a GCT retailer for gifts purchased.)

### **Responsibilities of the licensee include but are not limited to:**

- ❖ Create and install a product display that will showcase GCT/MNR merchandise and Grand Central tenants, while promoting customer exploration of Grand Central
- ❖ Manage all aspects of product inventory, including monthly sales reporting, re-stocking, storage, and tracking, and point-of-sale operations.
- ❖ Manage art print vending machine, including restocking inventory and removing change/tokens
- ❖ Manage GCT's tradition of "Holiday Wrap-Up" free gift-wrapping service including staffing, gift-wrapping, and oversight of gift-wrap supplies and inventory







### **GRAYBAR PASSAGE - Main Concourse Level**

Graybar Passage exhibits some of GCT's most impressive architectural elements. The planned implementation of a new Graybar Kiosk Program in 2026, as well as the addition of the Grand Gift Shop, will make the corridor one of the Terminal's most attractive retail locations in the very near future and beyond.

It is accessible from Lexington Avenue and provides access to the Graybar Building and Grand Central Market.

#### **Location:**

Southeast section of Grand Central just off the Main Concourse. Nearby access to Lexington Ave, Metro-North Railroad and the Dining Concourse.

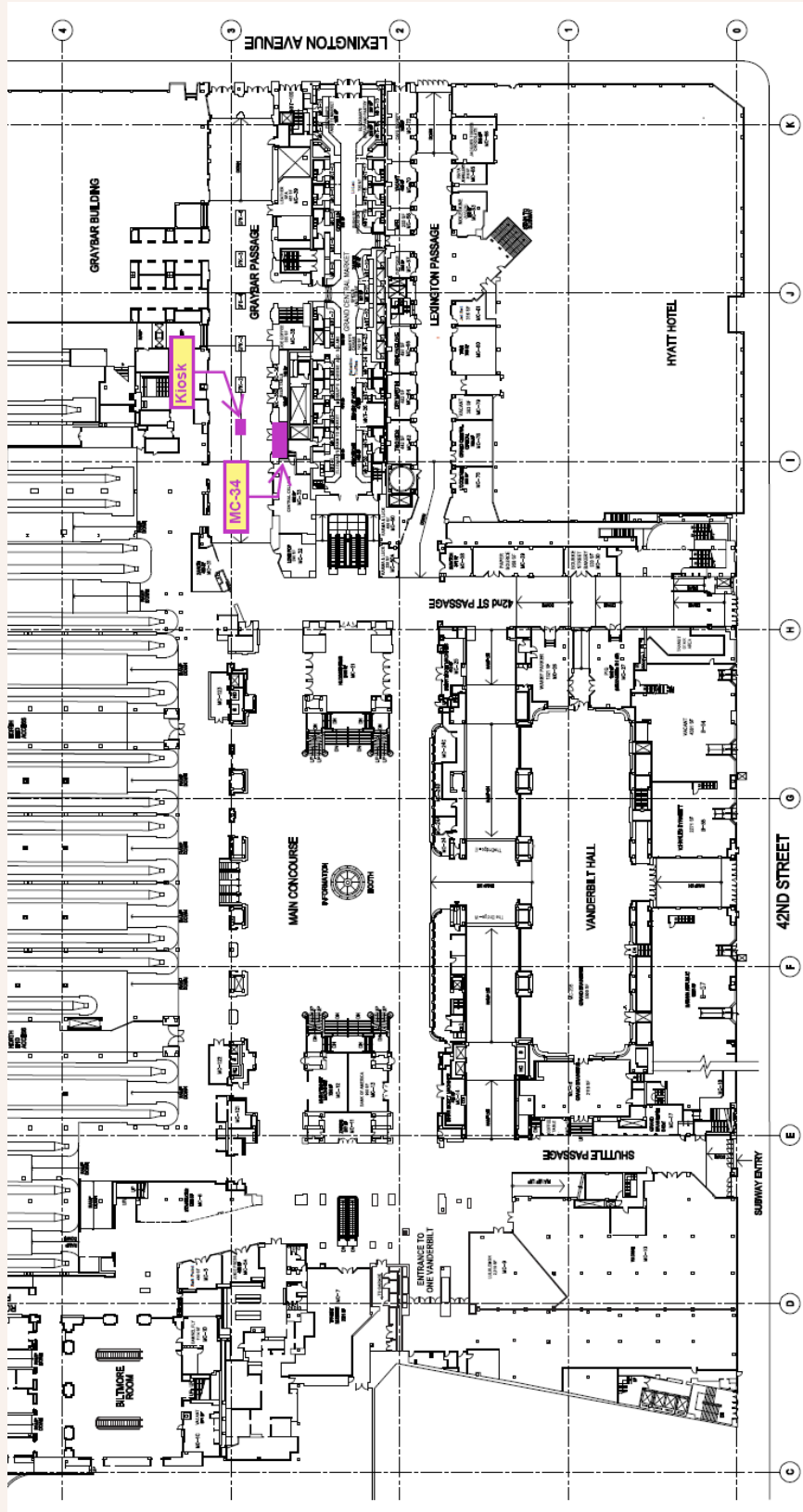
#### **Features:**

Popular tenants include Verizon, Leather Spa, Joe's Coffee, Beer Table and Grand Central Cellars.



# GRAND CENTRAL

## GRAND GIFT SHOP LOCATION







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TERMINAL

# RFP Process



# RFP Process

**DEADLINE: Proposals must be received by 12:00 noon on June 13, 2025.** Proposals submitted after such deadline will, at the MTA's sole discretion, only be considered if the MTA determines that such consideration is in the public interest. Each proposal must include the items listed in the "Submission Requirements" section below. Proposals not including all requested items may be rejected.

**SITE VISIT: An optional site visit may be requested. Contact Ryan Kelleher @ [ryan.kelleher-consultant@mtahq.org](mailto:ryan.kelleher-consultant@mtahq.org) to make arrangements.**

Included in this RFP are the following:

- Attachment 1 – Lease Outline Drawing
- Attachment 2 – Description of Utilities
- Attachment 3 – Parcel Information and Term Sheet
- Attachment 4 – Rent Proposal
- Attachment 5 – Prospective Tenant Information Statement
- Attachment 6 – New York State Finance Law Sections 139-j and 139-k Certification
- Attachment 7 – Iran Divestment Act Certification
- Attachment 8 – Executive Order No.16 Certification
- Attachment 9 – Sample of Merchandise and Concepts

## **SUBMISSION REQUIREMENTS:**

All Proposals must include the following:

1. Cover Letter: Proposers must include a cover letter that identifies a designated point of contact, or an individual who has decision-making individual's contact information.
2. Executive Summary: Company history, size, years in operation, lines of business, company brochure, annual report, photographs of existing retail locations, or other similar material, as appropriate and available, that fully describes Proposer's overall company mission and business strategy. Include your company's motivation for responding to this RFP.
3. Management approach and proposed compensation to MTA
4. Proposed merchandising strategy, including product description and price range of merchandise and projected sales.
5. Completed Forms

The following forms (included as Attachments to this RFP) must be included as part of Proposal Submission:

- Fully completed and **signed Attachment 3 Prospective Tenant Information Statement**. Note: last page must be notarized.
- Completed **W-9 Request for Taxpayer Identification Number and Certification Form W-9 (Rev. March 2024)**
- Fully completed and **signed Attachment 6 NYS Finance Law Sections 139-j and 139-k Certification**.
- Fully completed and **signed Attachment 7 Iran Divestment Act Certification**.





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- Fully completed and **signed Attachment 8 Executive Order No.16.**

MTA reserves the right to seek additional information, including best-and-final offers, from one or more Proposers in connection with its RFP submission. Such information shall be provided by the Proposer within the timeframe specified by MTA.

One pdf version of the Proposal should be submitted via email by the date listed above to:

**Ryan Kelleher**

[ryan.kelleher-consultant@mtahq.org](mailto:ryan.kelleher-consultant@mtahq.org)

We look forward to receiving your proposal.

Sincerely,

Ryan Kelleher  
Spinoso Management Group Representative  
Metropolitan Transportation Authority



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TERMINAL

# RFP Information and Criteria





## GRAND CENTRAL

This solicitation is offered to prospective licensee through a public solicitation process. This RFP establishes a competitive process for MTA's selection of licensee based upon MTA's best interests.

Proposals will be evaluated with respect to the threshold criteria listed below and any proposal that does not meet all the threshold criteria requirements will be eliminated from further evaluation. To ensure consideration, Proposals must be complete and contain all the information required by this RFP, including information needed to assess the evaluation criteria described herein.

- 1) Proposer must have a minimum of 10 years of retail operation experience.
- 2) Proposer must demonstrate that it has the necessary financial resources and wherewithal to meet the RFP objectives and successfully develop and manage the Gift Shop's License at GCT.
- 3) Proposer must demonstrate its capacity to diligently perform retail operations and management.
- 4) Proposer must provide examples of having previously and successfully accomplished similar retail development and management objectives as described in this RFP.

Proposals that meet the threshold criteria listed above will then be evaluated based on the following criteria:

- 1) Responsiveness to the RFP and demonstrated understanding of the objectives, requirements, and constraints of the undertaking;
- 2) Business experience at other retail operations and financial capacity. The MTA seeks to assure that the successful Proposer will be able to conduct a smooth and uninterrupted operation, regularly maintain retail operating hours, and timely fulfill all contract obligations;
- 3) Present value of proposed compensation to MTA;
- 4) Experience and qualifications of personnel; management and operational experience of Proposer;
- 5) Demonstrated ability to develop a website store and manage online sales;
- 6) Potential for realizing external sales of Grand Central branded merchandise;
- 7) The quality of proposed merchandising design and ability to execute;
- 8) Overall contribution to the Grand Central retail program and potential benefit to MTA customers;
- 9) Creative ideas for displaying GCT tenants sample products to effectively push customers to explore GCT boutique tenants and generally promote sales throughout GCT;
- 10) Price for setting up and managing on-site and off-site activations for MNR employee events.

In making a determination as to which proposal is most advantageous and offers the best overall value to the MTA, MTA will review Proposals in relation to all the evaluation criteria listed above and MTA's objective of maximizing the long-term aggregate revenue that the MTA derives from the operation of a gift shop at the Terminal (taken as a whole), while making available to commuters and others an appropriate mix of goods and services and maintaining a level of quality commensurate with the Terminal's status as a National Historic Landmark and one of New York City's greatest public spaces.

### MTA's Right to Modify or Terminate RFP Process

Notwithstanding any other provision of this RFP, and without any liability to any prospective tenant, MTA reserves the unilateral right to postpone submission deadlines, reject any and all proposals, negotiate with one or more prospective tenants, seek additional input, including best- and-final offers, from one or more prospective tenants (but not necessarily all prospective tenants), waive any requirement of this RFP, and modify or withdraw this RFP in respect of any or all spaces specified herein.



## GRAND CENTRAL

### License form and conditions:

The standard form of Terminal license will be used to document transactions arising out of this RFP with such changes as are appropriate to reflect the agreed-upon terms. During this RFP process, the standard form of license may be subject to change at the discretion of the MTA.

### As is:

The Premises will be delivered as described in an “as is” condition and the MTA and Metro-North Railroad make no representations as to the condition. Each prospective tenant will be responsible for making its own analysis and decisions regarding such condition. MTA and Metro-North Railroad will not reimburse prospective tenants for any surveys or site investigations.

### Rentable Square Footage:

Rentable Square Footage is measured in accordance with the Real Estate Board of New York Standard for Stores. Square footage measurements included in this RFP are approximate.

### Design Requirements:

The licensee will be required to comply with the design criteria that are generally applicable to leased space at the Terminal. During this RFP process the design criteria may be subject to change at the discretion of MTA. The current design criteria is available under the Guidelines and Specifications section on the Real Estate and Leasing page of the Grand Central Terminal website:

<https://grandcentralterminal.com/real-estate-leasing/>

Grand Central Terminal is listed on the National and/or State Registers of Historic Places. Accordingly, all renovations by tenants will be subject to applicable law governing buildings that are listed and will be required to comply with the Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitation of Historic Buildings. Such standards and guidelines can be found here:

<https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm>

### Build-out/Renovation:

The licensee will be required to provide fixtures and equipment to the Premises in accordance with such design guidelines and subject to review by MTA and Metro-North Railroad.

### Non-Discrimination:

The MTA will not discriminate against any person on the basis of race, creed, color, national origin, sex, age, sexual orientation, handicap, or marital status in accepting, reviewing and evaluating proposals.

### Eligibility:

Employees of the MTA, and its affiliates and subsidiaries, are ineligible under this RFP. Any proposal submitted by any such employee will be disqualified.

### Protests:

All protests or complaints relating to this RFP, including all protests or complaints that are exceptions to the limitation on contacts during a Restricted Period as set forth in the Procurement Lobbying Law (New York State Finance Law § 139-j and 139-k), must be made to the MTA General Counsel, 2 Broadway, New York, New York 10004. Any such protest or complaint shall include: (1) the name and address of the protesting respondent; (2) identification of this RFP and the space or spaces relevant to the protest; and (3) a description of the substantive elements of the protest, including a description of the applicable law or other requirement that is alleged to have been violated, together with all relevant supporting documentation. The MTA General Counsel may, at his/her sole discretion, meet with the protestor to review the issues raised in the protest. After review of a protest submitted under these





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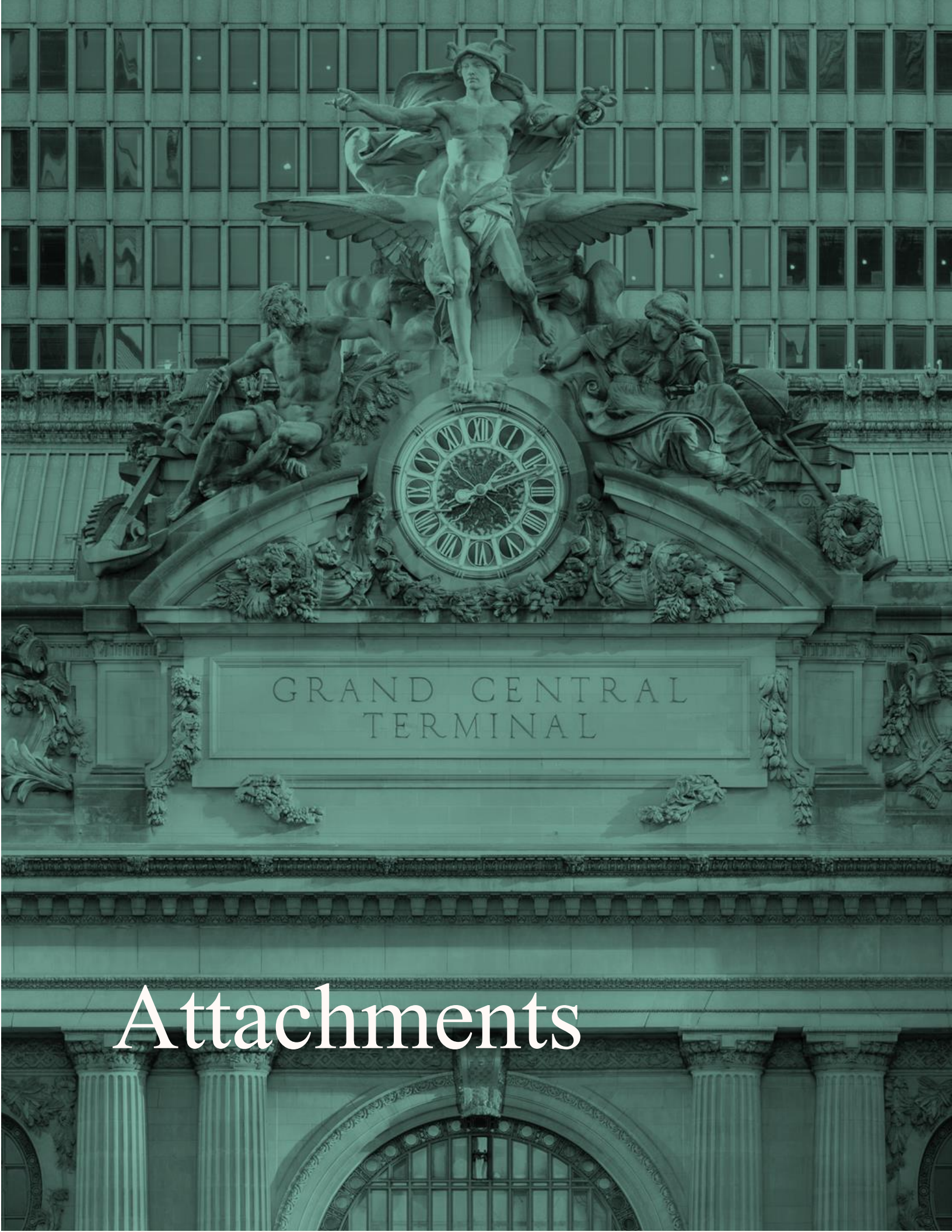
provisions, the MTA General Counsel will issue a written decision on the basis of the information provided by the protestor, the result of any meetings with the protestor, and the MTA General Counsel's own investigation of the matter. If the protest is upheld, MTA will take appropriate action to correct the RFP process to protect the rights of the protestor. If the protest is denied, MTA will proceed with the disposition.

### Contacts:

The disposition process described in this RFP is subject to New York State's State Finance Law Sections 139-j and 139-k (the "Procurement Lobbying Law"). Pursuant to the Procurement Lobbying Law, all "contacts" (defined as oral, written or electronic communications with the MTA intended to influence this disposition process) during this disposition must be made with one or more designated Point(s) of Contact only. Designated points of contact are identified in the cover letter to this RFP.

**Do not call or write anyone else at the MTA concerning this RFP. Refer all questions to the designated point-of-contact listed in the above cover letter.** Contact with anyone else at the MTA relating to this RFP may be a violation of law and may result in the disqualification of the proposer. Failure to comply with such requirements can result in disqualification from this and other solicitations involving New York State governmental entities. Exceptions to this rule include communications with regard to protests, RFP site visit participation, and lease negotiations. Nothing in the Procurement Lobbying Law inhibits any rights to make an appeal, protest, or complaint under existing administrative or judicial procedures.

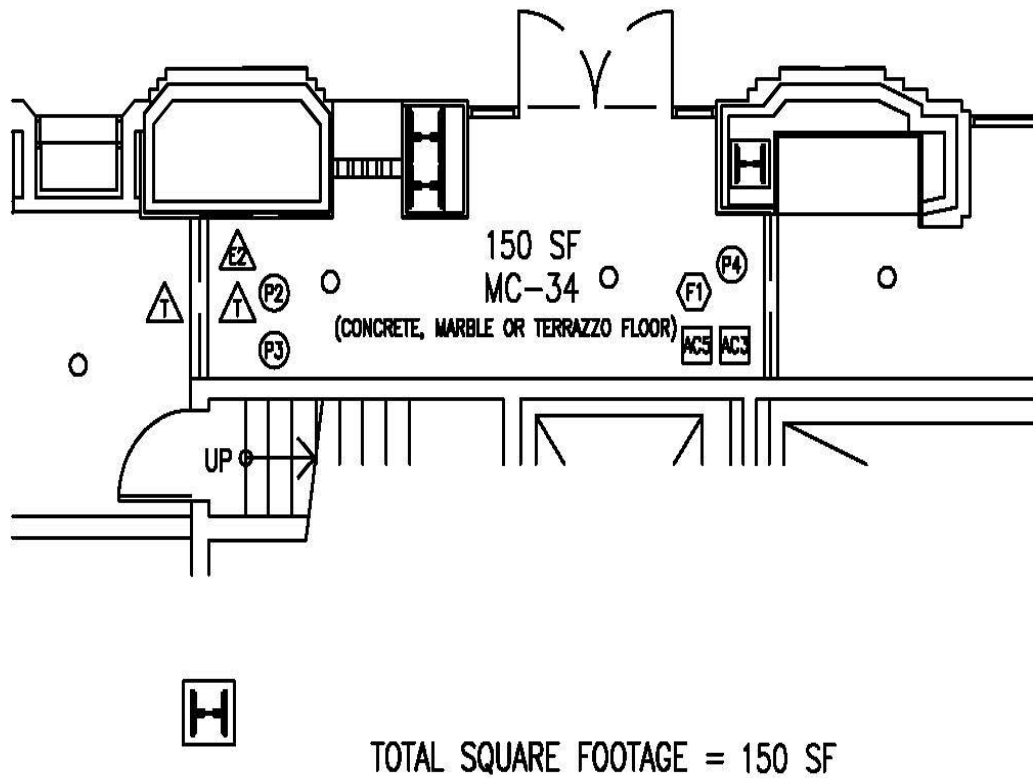
Violations of the policy regarding permissible contacts must be reported to the appropriate MTA officer and investigated accordingly. The first violation may result in a determination of non-responsibility and ineligibility for award to the violator and its subsidiaries, affiliates and related entities. The penalty for a second violation within four years is ineligibility for bidding/proposing on a procurement and/or ineligibility from being awarded any contract for a period of four years. The MTA will notify the New York State Office of General Services ("OGS") of any determinations of non-responsibility or debarments due to violations of the Procurement Lobbying Law. Violations found to be "knowing and willful" must be reported to the MTA Executive Director and OGS.

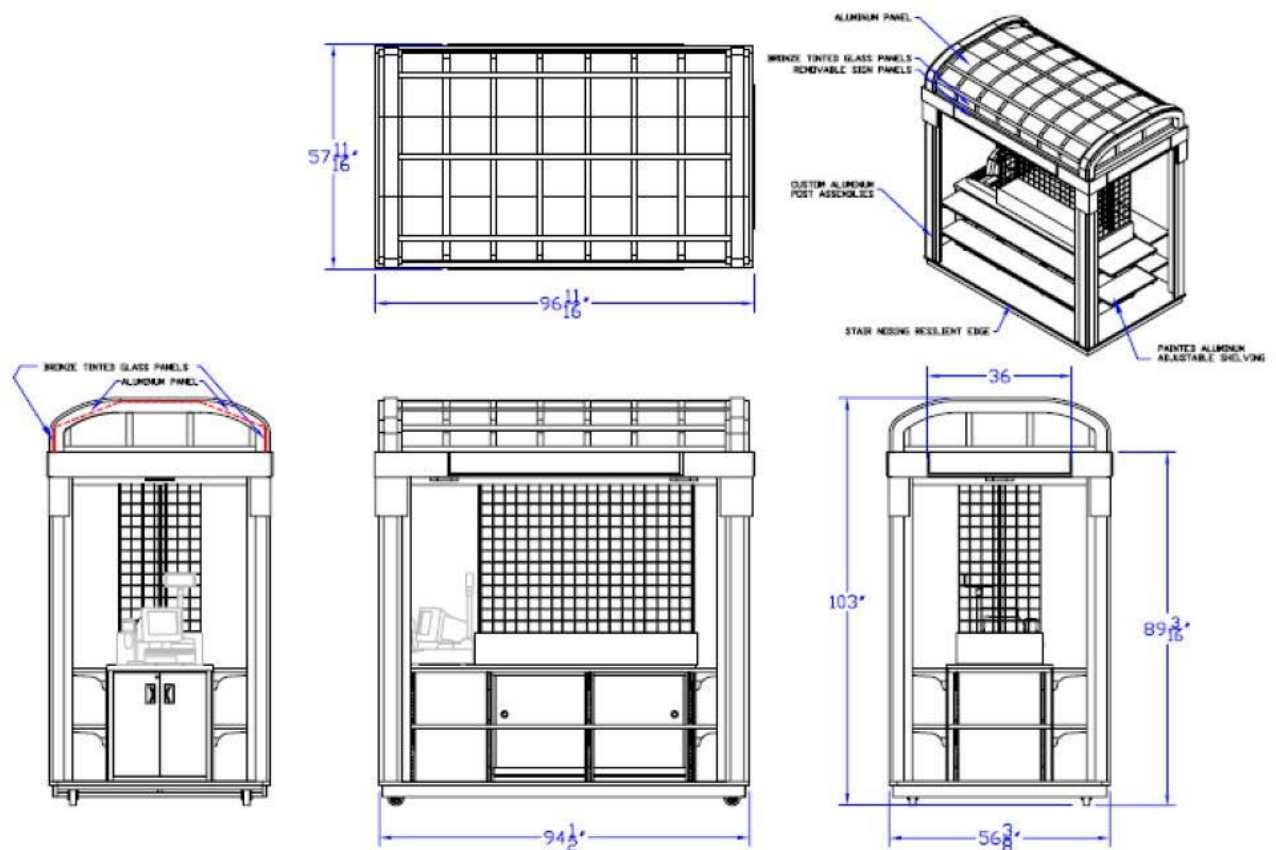


# Attachments



## Attachment 1 - License Outline Drawing and Kiosk Dimensions









## Attachment 2 - Description of Utilities

**Electrical:**

100a, 120v, 3ph

**HVAC:**

Base Building

**Fire Alarm:** Siemens base building system provided.



## Attachment 3 - Parcel Information and Term Sheet

Landlord:	Metropolitan Transportation Authority ("MTA") and Metro-North Commuter Railroad Company ("MNR")
Premises:	MC-34 + Kiosk (the design of which may change)
Square Footage:	Approximately 150 sq. ft. An LOD of the space(s) is attached hereto as Attachment 1
Commencement Date:	The date on which Landlord licensee delivery of vacant possession of the Premises to licensee.
Term:	One (1) year
Extension Option(s):	Options of (2) 1-year extensions
Rent / Revenue Share:	To be proposed by proposers
Additional Rent; Utilities:	No additional rent or utilities
Security Deposit:	Upon signing of License, \$30,000 refundable cash deposit, returned upon term completion
Permitted Retail Uses:	<p><b>Mandatory:</b> The retail sale of general and specialty GCT/MNR branded merchandise that will complement the quality and mix of the retail tenants in Grand Central Terminal.</p> <p>Licensee shall use and occupy the Licensed Area solely for the Permitted Use and for no other purpose whatsoever. Offensive or unpleasant uses that negatively impact GCT or its commuters will be prohibited.</p> <p>A mandatory use is a use that must be envisioned by a proposal for that proposal to be considered responsive.</p>
Gross Sales Reporting:	Licensee shall provide MTA with gross sales figures on a monthly and annual basis, using a point-of-sale system, in a format and schedule accepted and approved by MTA.





Condition of Premises: Premises will be delivered in a warm shell. Licensee is responsible for all fixtures and equipment.

*This Parcel Information and Term Sheet must be signed by an officer of the prospective tenant.*

Prospective Licensee: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## Attachment 4 - Rent Proposal

Please provide, as part of your proposal, a license fee/revenue share structure based on percentage of gross receipts and the requirements of this RFP. Proposer are welcome to propose alternate rent structures and terms which will be considered by MTA.





# Attachment 5 - Prospective Tenant Information

The following information is provided to the Metropolitan Transportation Authority ("MTA") Real Estate Department in connection with the submittal of a proposal to lease or license space. The acceptance by MTA of this Proposer Information Form does not constitute an offer by the MTA or any affiliate or subsidiary thereof. Please attach additional sheets as necessary. **Please print or type.**

<b>MTA Property</b>	Parcel Number (if applicable)	Proposed Use
	Property Address	

<b>Proposer Information (if a sole proprietor)</b>	Name	Social Security No.	-	-
	Street			
	City	State	Zip	
	Telephone	e-mail		

<b>Proposed Business Entity</b>	Name of Business		
	Street		
	City	State	Zip
	Telephone	e-mail	

Type of business:

☐ Corporation   ☐ Joint Venture   ☐ Partnership   ☐ Limited Liability Corporation   ☐ Sole Proprietor

Year Formed \_\_\_\_\_

Federal Tax ID No. \_\_\_\_\_ State of Formation \_\_\_\_\_

Name of the business's president or most senior executive \_\_\_\_\_

Name of the business's chief financial officer or treasurer \_\_\_\_\_

## Information Relating to Affiliates

Below, list all Affiliates of the proposer and provide the requested information for each Affiliate. Add additional pages if necessary. An "Affiliate" of a proposer is any entity that

- (a) directly or indirectly owns more than a 30% equity interest in such proposer, or
- (b) otherwise directly controls proposer, or
- (c) is controlled by, or has more than a 30% equity interest which is owned by or for the benefit of either
  - (i) such proposer, or
  - (ii) any person (or any member of the immediate family (i.e., spouse, father, mother, brother, sister, children, and stepchildren) of any person) or entity that controls, or owns more than a 30% equity interest in, such proposer.

1	Name	% of Ownership
	Street	
	City	State      Zip
	Telephone	e-mail

## Proposer Information Form

### Information Relating to Affiliates (cont'd.)

2	Name	% of Ownership	
	Street		
	City	State	Zip
	Telephone	e-mail	

3	Name	% of Ownership	
	Street		
	City	State	Zip
	Telephone	e-mail	

If, applicable, list below the name(s) of principal(s) who will provide any guaranty or guaranties to the proposed lease or license

1	Name		
	Street		
	City	State	Zip
	Telephone	e-mail	

2	Name		
	Street		
	City	State	Zip
	Telephone	e-mail	

3	Name		
	Street		
	City	State	Zip
	Telephone	e-mail	

Has the proposer or any of its principals done business under any other name within the past three years? ☐ Yes ☐ No

Is the proposer owned or controlled by any other organization or business entity? ☐ Yes ☐ No

Does the proposer own more than 30% of any other organization or business entity? ☐ Yes ☐ No

If yes was checked for any of the above, provide the following information for each organization, corporation, or business. Add additional pages if necessary.

1	Name of Business		
	Federal Tax ID No.	Owner/Manager Name	
	Street		
	City	State	Zip
	Telephone	Owner/Manager e-mail	



## Proposer Information Form

### Information Relating to Affiliates (cont'd.)

2 Name of Business

Federal Tax No.

Owner/Manager Name

Street

City

State

Zip

Telephone

Owner/Manager e-mail

List gross receipts of each business for the past three years. Attach copies of Federal Income Tax returns.

1 Name of Business

Gross Receipts \$

Year

Gross Receipts \$

Year

Gross Receipts \$

Year

2 Name of Business

Gross Receipts \$

Year

Gross Receipts \$

Year

Gross Receipts \$

Year

3 Name of Business

Gross Receipts \$

Year

Gross Receipts \$

Year

Gross Receipts \$

Year

### Other Leases or Licenses with MTA and its Subsidiaries and Affiliates

List all leases or licenses during the last 5 years between the MTA (and its subsidiaries and affiliates) and the proposer and any Affiliate of the proposer.

1 Name of lessee or licensee

Location

MTA Agency

2 Name of lessee or licensee

Location

MTA Agency

## Proposer Information Form

### Other Leases or Licenses with MTA and its Subsidiaries and Affiliates (cont'd.)

3 Name of lessee or licensee

Location

MTA Agency

Describe any lessee or licensee defaults under such lease(s) or license(s).

### Business History and Experience

List all relevant business experience

1 Name of Company

From

To

Type of Business

Your Title

Street

City

State

Zip

2 Name of Company

From

To

Type of Business

Your Title

Street

City

State

Zip

3 Name of Company

From

To

Type of Business

Your Title

Street

City

State

Zip

### Business References

Provide at least three references from companies with which the proposer, or one or more of its Principals, does business (include at least one vendor).

1 Name of Company

From

To

Street

City

State

Zip

Contact

Title

Telephone

## Proposer Information Form

### Business References (cont'd.)

2	Name of Company	From	To
	Street		
	City	State	Zip
	Contact	Title	Telephone
3	Name of Company	From	To
	Street		
	City	State	Zip
	Contact	Title	Telephone

### Bank References

Provide at least one reference from a bank with which the proposer (or a Principal) has an account and regularly does business. List all other bank account information that represents the means of financial support for the proposed business.

1	Bank Name	Branch Number or Location	
	Street		
	City	State	Zip
	Name of Bank Officer	Title	
	Telephone No.	Account No.	
	Name on Account		
2	Bank Name	Branch or Location	
	Street		
	City	State	Zip
	Name of Bank Officer	Title	
	Telephone No.	Account No.	
	Name on Account		
3	Bank Name	Branch or Location	
	Street		
	City	State	Zip
	Name of Bank Officer	Title	
	Telephone No.	Account No.	
	Name on Account		



## Proposer Information Form

### Bank References (cont'd.)

Provide at least one bank reference for each guarantor identified on page 2 of this Proposer Information Statement.

1	Bank Name	Branch or Location	
	Street		
	City	State	Zip
	Name of Bank Officer		Title
	Telephone No.		Account No.
	Name on Account		
2	Bank Name	Branch or Location	
	Street		
	City	State	Zip
	Name of Bank Officer		Title
	Telephone No.		Account No.
	Name on Account		
3	Bank Name	Branch or Location	
	Street		
	City	State	Zip
	Name of Bank Officer		Title
	Telephone No.		Account No.
	Name on Account		

### Available Financing

Provide information about lines of credit, or other sources of financing, available to undertake required improvements and fulfill annual rental obligations.

1	Name of Source		
	Street		
	City	State	Zip
	Available Amount of Financing \$		Interest Rate
	Telephone No.		Account No.
	Letter Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		

### Available Financing (cont'd.)

Street

City

State

Zip

Available Amount of Financing \$

Interest Rate

Telephone No.

Account No.

Letter Attached? ☐ Yes ☐ No

Street

City

State

Zip

Available Amount of Financing \$

Interest Rate

Telephone No.

Account No.

Letter Attached? ☐ Yes ☐ No

Describe below the proposed retail concept, including the price range of merchandise or services. Add additional pages if necessary. If the use is food service, attach a proposed menu.

[illegible]

## Proposer Information Form

## Operation and Management Plan

Indicate proposed staffing during business hours. Provide an entry for each change in the number of personnel during these hours.

Day(s)	Hour(s)	No. Personnel	Manager at Location:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Day(s)	Hour(s)	No. Personnel	Manager at Location:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Day(s)	Hour(s)	No. Personnel	Manager at Location:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Day(s)	Hour(s)	No. Personnel	Manager at Location:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Describe the involvement of the principals in the operation of the proposed business. Attach an organization chart (if available) of the proposed entity.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.



## Proposer Information Form

### Projected Startup Costs

#### Improvements

- |                               |    |                  |
|-------------------------------|----|------------------|
| 1 – Architectural Fees        | \$ |                  |
| 2 – Construction Costs        | \$ |                  |
| 3 – Trade Fixtures            | \$ |                  |
| 4 – <b>TOTAL IMPROVEMENTS</b> | \$ | add lines 1 to 3 |

#### Other Costs

- |                                 |    |                   |
|---------------------------------|----|-------------------|
| 5 – Legal Costs                 | \$ |                   |
| 6 – Incorporation Fees          | \$ |                   |
| 7 – Licensing Fees              | \$ |                   |
| 8 – Franchise Fees              | \$ |                   |
| 9 – Consulting Fees             | \$ |                   |
| 10 – Merchandise Inventory      | \$ |                   |
| 11 – Rent During Construction   | \$ |                   |
| 12 – Miscellaneous              | \$ |                   |
| 13 – <b>TOTAL STARTUP COSTS</b> | \$ | add lines 4 to 12 |

### Scope of Work and Improvements

Describe the proposed improvements. Add additional pages if necessary.

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## Proposer Information Form

**Financial Statements:** Provide financial statements (audited, if available) for the prospective business entity and each guarantor for the past two full fiscal years. If financial statement are not otherwise available, please provide the following information.

### Assets

#### Funds

1 – Cash	\$	
2 – Checking	\$	
3 – Savings	\$	
4 – Other	\$	
5 – Subtotal–Funds	\$	add lines 1 to 4

#### Receivables

6 – Trade or Business	\$	
7 – Other	\$	
8 – Subtotal–Receivables	\$	add lines 6 and 7

#### Securities

9 – Stocks	\$	
10 – Bonds	\$	
11 – Other (Pensions, Annuities)	\$	
12 – Subtotal–Securities	\$	add lines 9 to 11

#### Fixed Assets

13 – Equipment	\$	
14 – Other	\$	
15 – Subtotal–Fixed Assets	\$	add lines 13 and 14

#### Other Assets

16 – Trade, Auto	\$	
17 – Life Insurance	\$	
18 – Subtotal–Other Assets	\$	add line 16 and 17
19 – Inventory	\$	
20 – Miscellaneous	\$	
21 – Land and Buildings	\$	
22 – <b>GRAND TOTAL ASSETS</b>	\$	add lines 5,8,12,15, 18-21

### Liabilities

23 – Payables	\$	
24 – Notes Payable	\$	
25 – Mortgages	\$	
26 – Deferred	\$	
27 – Miscellaneous	\$	
28 – <b>GRAND TOTAL LIABILITIES</b>	\$	add lines 23-27
29 – <b>CAPITAL/NET WORTH</b>	\$	line 22 minus line 28

☐ If the business entity is in the process of being organized and does not yet have assets or liabilities, check here and complete the financial statement on the basis of the personal assets and liabilities of the principal(s) who will provide a guaranty(ies). Clearly indicate all sources of capitalization.

## Proposer Information Form

### Income: One-year Projection

**Proposed First Year Business Plan:** Provide projected income and expenses for the first year of the lease or license term.

1 – Estimated Sales/Revenue	\$	
2 – Cost of Goods Sold	\$	
3 – <b>GROSS PROFIT</b>	\$	subtract line 2 from line 1

### Expenses: One-year Projection

4 – Wages, Salaries	\$	
5 – Rent	\$	
6 – Telephone	\$	
7 – Gas	\$	
8 – Electricity	\$	
9 – Interest on Loan	\$	
10 – Advertising	\$	
11 – Postage	\$	
12 – Travel	\$	
13 – Vehicle Expense	\$	
14 – Payroll Taxes	\$	
15 – Other Taxes	\$	
16 – Supplies	\$	
17 – Legal Fees	\$	
18 – Accounting Fees	\$	
19 – Insurance	\$	
20 – Repairs	\$	
21 – Equipment Rental	\$	
22 – Depreciation	\$	
23 – Other	\$	
24 – <b>TOTAL EXPENSES</b>	\$	add lines 4 through 23
25 – <b>ESTIMATED PROFIT (LOSS)</b>	\$	subtract line 24 from line 3



## Proposer Information Form

### Projected Sales for Lease or License Term

Provide projected sales for the lease or license term **after** the first year (include only those years during the proposed lease or license term).

Year 2	\$
Year 3	\$
Year 4	\$
Year 5	\$
Year 6	\$
Year 7	\$
Year 8	\$
Year 9	\$
Year 10	\$

### Responsibility Related Questions

Has the proposer or any Affiliate thereof ever been barred from bidding on contracts, or declared not responsible by any city, town, village, county, state, or federal public entity?

☐ Yes ☐ No

Are any outstanding liens pending against the proposer or any Affiliate thereof?

☐ Yes ☐ No

Are any judgments outstanding against the proposer or any Affiliate thereof?

☐ Yes ☐ No

Is any suit or other legal action pending against the proposer or any Affiliate thereof?

☐ Yes ☐ No

Has the proposer or any Affiliate thereof been adjudged bankrupt, voluntarily or involuntarily, under any provision of the Bankruptcy Law, executed an assignment for the benefit of creditors, or abandoned a business without satisfying its outstanding debts?

☐ Yes ☐ No

Has the proposer or any Affiliate thereof ever been convicted of a felony?

☐ Yes ☐ No

If yes to any of the above, please provide all details below. Add additional pages if necessary.

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## Proposer Information Form

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### General Affidavit

### Representations, Warranties, Covenants, and Consent to a Credit Review

By executing this Proposer Information Form, the undersigned represents and warrants the following.

- A. The undersigned has received and read the entire Request for Proposals, has acquainted itself/himself/herself with all matters therein referred to in connection with this proposal, will accept the premises “as-is” and will secure any necessary permits and licenses pertaining to the operation of, or the making of any improvements to, the site. The undersigned acknowledges that the MTA makes no representation or warranties as to the information supplied herein or the type of use or development permitted at each location.
- B. The undersigned acknowledges that improvements and other work (1) may not be carried out without the prior approval of the MTA, (2) will become the property of the MTA, and (3) must conform to appropriate health, safety, fire, and building codes, as required.
- C. Neither the undersigned nor any Affiliate of the undersigned is in arrears in the payment of amounts due to the MTA or any of its affiliated agencies or the State of New York or the City of New York or any instrumentality thereof.
- D. The undersigned is of lawful age.
- E. No person, firm, or corporation other than herein above named has any interest in this proposed lease or license agreement.
- F. By executing this Proposer Information Form, the undersigned represents and warrants that:
  - (i) The compensation and other terms of this proposal have been arrived at independently without any agreement, collusion, consultation, or communications intended to restrict competition.
  - (ii) Unless otherwise required by law, the compensation and other terms quoted in this proposal have not been knowingly disclosed by the undersigned or any other individual and, before the proposal is opened, shall not knowingly be directly or indirectly disclosed by the prospective tenant or licensee or any other individual or by or on behalf of the proposer to any other proposer or to any competitor; and
  - (iii) No attempt has been made or will be made by the undersigned or by any other individual or by or on behalf of the prospective tenant or licensee to induce any other person, partnership, corporation, or other entity to submit or not to submit a proposal, for the purpose of restricting competition.
- G. The undersigned represents and warrants that no elected representative or other officer or employee or person whose salary is payable in whole or in part from the Federal Government or State or City of New York, and no member officer or employee of the Metropolitan Transportation Authority or any affiliate or subsidiary thereof is directly or indirectly interested in this proposal or in the proposed lease or license agreement to which it relates or will have an interest in any of the profits thereof.
- H. The undersigned declares under the penalties of perjury provided for by Article 210 of the New York Penal Law that the undersigned has read fully and understands all of the terms and conditions of this Request for Proposals and all of the foregoing questions in the Proposer Information Form and the Rent Proposal Form or Proposed Compensation Form. The answers and statements herein including, without limitation, the Proposer Information Statement and the Credit Authorization, are to the best of the undersigned's knowledge and belief true, correct, and complete. The undersigned agrees that in the event that circumstances reflected by the answers herein change, the undersigned will promptly notify the Real Estate Department of the Metropolitan Transportation Authority in writing by certified mail. The undersigned also understands that a misstatement, omission, or failure to update information may be cause for the Metropolitan Transportation Authority not to award to the proposer, or its current principals, the proposed lease or license, and may have the effect of precluding persons or entities from doing business with the Metropolitan Transportation Authority or its affiliates or subsidiaries in the future.

## Proposer Information Form

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By executing this Proposer Information Form, the undersigned authorizes the Metropolitan Transportation Authority or its designated agent or contractor to conduct a credit and reference investigation of the proposer and its Affiliates. This authorization includes commercial and financial institutions, credit reporting agencies and present and former customers, including without limitation the entities described in this Proposer Information Statement.

**This Proposer Information Form must be signed below.**

Proposer \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name and Title \_\_\_\_\_

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public's Signature \_\_\_\_\_

Notary Seal \_\_\_\_\_





## Attachment 6 – New York State Finance Law Sections 139-j & 139-k Certification

### General Information

All procurements (which are defined to include essentially all real estate transactions) by the MTA in excess of \$15,000 annually are subject to New York State's State Finance Law Sections 139-j and 139-k, effective January 1, 2006 (the "Procurement Lobbying Law").

Pursuant to the Procurement Lobbying Law, all "contacts" (defined as oral, written or electronic communications with the MTA intended to influence a procurement) during a procurement must be made with one or more designated Point(s) of Contact only. Exceptions to this rule include written questions during the bid/proposal process, communications with regard to protests, contract negotiations and RFP conference participation. Nothing in the Procurement Lobbying Law inhibits any rights to make an appeal, protest or complaint under existing administrative or judicial procedures.

Violations of the policy regarding permissible contacts must be reported to the appropriate MTA officer and investigated accordingly. The first violation may result in a determination of non-responsibility and ineligibility for award to the violator and its subsidiaries, affiliates and related entities. The penalty for a second violation within four (4) years is ineligibility for bidding/proposing on a procurement and/or ineligibility from being awarded any contract for a period of four (4) years. The MTA will notify the New York State Office of General Services ("OGS") of any determinations of non-responsibility or debarments due to violations of the Procurement Lobbying Law. Violations found to be "knowing and willful" must be reported to the MTA Executive Director and OGS.

Moreover, the statutes require the MTA to obtain certain affirmations and certifications from bidders and proposers. This Certification contains the forms with which to comply, together with additional information and instructions.

### Instructions

New York State Finance Law §139-k (2) obligates the MTA to obtain specific information regarding prior non-responsibility determinations. This information must be collected in addition to the information that is separately obtained pursuant to New York State Finance Law §139-k, an offerer must be asked to disclose whether there has been a finding of non-responsibility made within the previous four (4) years by any governmental entity due to: (a) a violation of New York State Finance Law §139-j or (b) the intentional provision of false or incomplete information to a governmental entity.

As part of its responsibility determination, New York State Finance Law §139-k(3) mandates consideration of whether an offerer fails to timely disclose accurate or complete information regarding the above non-responsibility determination. In accordance with law, no procurement contract shall be awarded to any offerer that fails to timely disclose accurate or complete information under this section, unless the factual elements of the limited waiver provision can be satisfied on the written record.

## Disclosure of Prior Non-Responsibility Determinations

Name of Prospective Tenant: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Name and Title of Person Submitting this Form: \_\_\_\_\_

Has any governmental entity made a finding of non-responsibility regarding the prospective tenant or any Affiliate thereof in the previous four years?

☐ Yes ☐ No

If yes: Was the basis for such finding of the non-responsibility due to a violation of State Finance Law §139-j?

☐ Yes ☐ No

Was the basis for such finding of non-responsibility due to the intentional provision of false or incomplete information to a governmental entity?

☐ Yes ☐ No

If yes, please provide details regarding the finding of non-responsibility below.

Governmental Entity: \_\_\_\_\_

Year of Finding of Non-Responsibility: \_\_\_\_\_

Basis of Finding of Non-Responsibility:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Add additional pages as necessary)

Has any governmental entity terminated a procurement contract with the prospective tenant or any Affiliate thereof due to the intentional provision of false or incomplete information?

☐ Yes ☐ No

## Prospective Tenant's Affirmation and Certification

By signing below, the undersigned:

- a) Affirms that the prospective tenant understands and agrees to comply with the policy regarding permissible contacts in accordance with New York State Finance Law Sections 139-j and 139-k.
- b) Certifies that all information provided to the MTA with respect to New York State Finance Law §139-j and §139-k is complete, true and accurate.

Prospective Tenant: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## MTA's Right to Terminate

The MTA reserves the right to terminate any lease with the prospective tenant arising out of this RFP in the event it is found that the foregoing certification, in accordance with New York State Finance Law §139-k, was intentionally false or intentionally incomplete. Upon such finding, the MTA may exercise its termination right by providing written notification to the tenant in accordance with the written notification terms of such lease.





## Attachment 7 - Iran Divestment Act Certification

Pursuant to New York State Finance Law §165-a, Iran Divestment Act of 2012, the Office of General Services is required to post on its web site <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> a list of persons who have been determined to engage in investment activities in Iran (“the List”), as defined in that Act. Under Public Authorities Law § 2879-c, Iranian Energy Sector Divestment, the Authority, may not enter into or award a Contract unless it obtains a certification from a Bidder, who shall check the box and make the certification in Subparagraph a, below, that they are not on the List. If that certification cannot be made, the Authority may consider entering into a Contract, on a case by case basis if the Bidder checks the box and makes the certification in Subparagraph b, below, that their Iran investment is ceasing.

For purposes of this provision, a person engages in investment activities in Iran if: (A) the person provides goods or services of twenty million dollars or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or (B) the person is a financial institution that extends twenty million dollars or more in credit to another person, for forty-five days or more, if that person will use the credit to provide goods or services in the energy sector in Iran.

The Certification is as follows:

a. Certification that the Bidder is not on the List: Each person, where person means natural person, corporation, company, limited liability company, business association, partnership society, trust, or any other nongovernmental entity, organization, or group, and each person signing on behalf of any other party, certifies, and in the case of a joint bid or proposal or partnership each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each person is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the State Finance Law, or,

b. Certification that the Bidder’s investment in Iran is ceasing: The person cannot make the certification in Subparagraph a, above, but asks the Authority to consider them for award of the Contract by certifying, under penalty of perjury, that the person’s investment activities in Iran were made before April 12, 2012; the person’s investment activities in Iran have not been expanded or renewed after April 12, 2012; and the person has adopted, publicized and is implementing a formal plan to cease its investment activities in Iran and to refrain from engaging in any new investments in Iran.

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Signature/Date

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Printed Name and Position



## Attachment 8 - Executive Order No. 16 Certification

Pursuant to Executive Order No. 16, **Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia**, which was signed by the Governor of the State of New York on March 17, 2022, all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia.

An “Entity conducting business operations in Russia” means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership.

The Metropolitan Transportation Authority, its subsidiaries and affiliates (collectively, the “Authority”) is defined as an “Affected State Entity” under Executive Order No. 16.

As an Affected State Entity, the Authority requires that any entity including all bidders, proposers, contractors and consultants doing business, or seeking to do business, with the Authority make the following certification prior to the award of any new contract or renewal of any existing contract (including change orders). Failure to so certify shall preclude such award or renewal.

### CERTIFICATION

By executing this Schedule, I certify, **under penalty of perjury**, to the best of my knowledge, information and belief that:

- (1) The Certifying Entity is not an “Entity conducting business operations in Russia” as defined in Executive Order No. 16.
- (2) By executing this Certification below, I certify that I am duly authorized to make this Certification on behalf of the Certifying Entity.
- (3) This Certification is in all respects true and correct.

Full Legal Name of Certifying Entity: \_\_\_\_\_

Name of Person Executing Certification: \_\_\_\_\_

Title of Person Executing Certification: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

**(Signature of Person Executing Certification)**

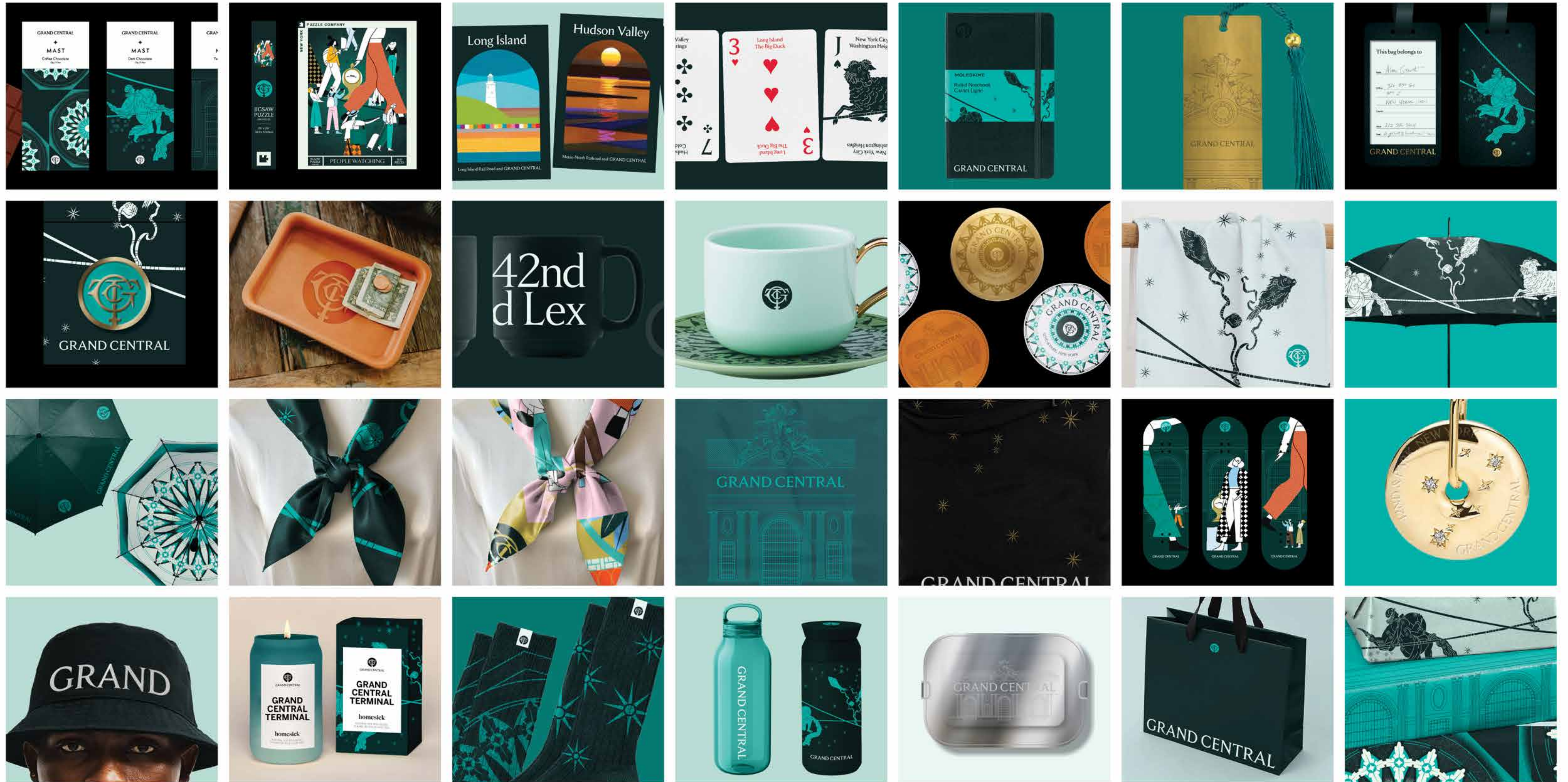


GRAND CENTRAL

# Attachment 9 - Sample Merchandise & Concepts



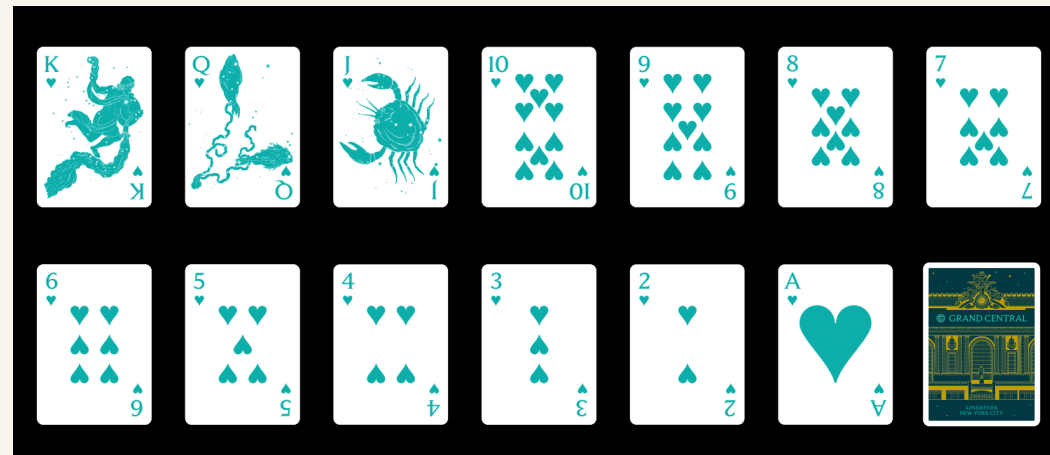
# Overview





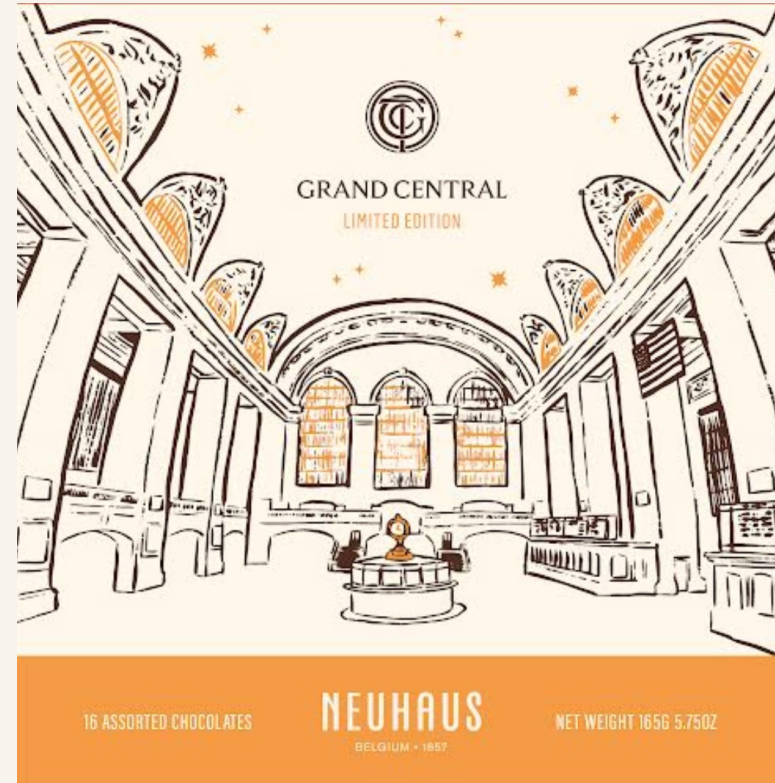
# Sample of MTA GCT products

- Tumblers
- Bandanas
- Playing cards
- Luggage Tags
- Jigsaw Puzzles



# Sample of GCT tenant & MTA co-branded products

- Neuhaus Chocolates: box of 16 assorted chocolates
- Damselfly Flowers: Grand Sense potpourri, an apothecary of an all-natural warming traditional holiday botanical confection





# The Grand Gift Shop

## 2024 Holiday Fair Capsule Collection





# The Grand Gift Shop

## 2024 Holiday Fair Capsule Collection



# The Grand Gift Shop

••••• Complimentary Gift Wrapping



FREE GIFT WRAPPING

NOW – DEC 24

LOCATED AT THE GRAND CENTRAL HOLIDAY FAIR IN VANDERBILT HALL  
VISIT THE GRAND GIFT SHOP FOR ALL YOUR WRAPPING NEEDS!

HOURS  
MON-SAT: 10AM-7PM  
SUN: 11AM-6PM  
CHRISTMAS EVE: 10AM-6PM





We look forward to your proposal  
on June 13, 2025.



June 6, 2025

**REQUEST FOR PROPOSAL**

Grand Gift Shop RFP #06GCT051625 **Grand Gift Shop Licensee**

To All Prospective Proposers,

**This constitutes Addendum No. 2**

***I. The deadline for this RFP has been extended. The due date for Proposal submission is now June 20, 2025.***

***II. Below are questions and/or requests for clarification from prospective proposers:***

***Question 1: Does the Licensee pay for the initial MTA inventory? When will responsibility for inventory purchasing transfer to the Licensee?***

***Answer 1:*** An initial inventory will be purchased and provided to the Licensee by the MTA to expedite the Grand Gift Shop store opening date of October 1, 2025. The Licensee will thereafter assume responsibility for production and purchasing of inventory as stock requires replenishment. Proposer's business plan and proposed compensation should account for this initial MTA-provided inventory and the transition of product development and purchasing responsibility to the Licensee. All merchandise proposed and provided by the Licensee must receive product and design approval from the MTA.

***Question 2: Is the Licensee required to pay rent for the retail space?***

***Answer 2:*** No. The retail unit and adjacent kiosk will be provided by the MTA to the Licensee for the sole purpose of selling Grand Gift Shop merchandise. The Holiday Fair booth will also be provided to the Licensee by the MTA, for the sole purpose of selling Grand Gift Shop merchandise and providing Holiday Wrap Up services.

***Question 3: Are there any additional costs, such as utilities or other fees?***

***Answer 3:*** No, there are no additional monthly fees or utility charges for the Licensee.

***Question 4: May a proposal include a term longer than the one specified in the RFP ("One year with two, 1-year options")?***

***Answer 4:*** Yes, Proposals that include term lengths other than the specified period stated in the RFP may be considered.

***Question 5: How frequently will the Licensee be expected to provide merch services for MNR events? May the Licensee charge for this service, or is it included in the revenue share?***

***Answer 5:*** The Licensee should anticipate supporting multiple events, both at Grand Central Terminal and at various Metro-North Railroad (MNR). Proposals should clearly outline any projected costs associated with event support as part of their Proposal submission. Some anticipated costs associated with these events include staffing, travel applicable insurance,

point-of-sale equipment, and other related expenses. For the Proposal response purposes, please assume a four-hour event with an estimated attendance of approximately 150, a travel time of one hour each way to and from the MNR event, and a merchandise table or cart being provided.

**Question 6:** *What are the expectations for managing the website and online store?*

**Answer 6:** The Licensee will be responsible for managing all online sales, including maintaining a dedicated Grand Gift Shop online store. The Grand Gift Shop will have a dedicated link on the official Grand Central Terminal website. The online store will be developed by the Licensee in collaboration with the MTA's website manager. The MTA is interested in learning how prospective Licensees plan to grow the online business, including leveraging the GCT website and exploring additional e-commerce channels.

**Question 7:** *Who is responsible for purchasing Metro-North Railroad (MNR) merchandise?*

**Answer 7:** Initial inventory to be provided by the MTA to expedite the October 1, 2025 opening date. The Licensee will assume responsibility for production and purchasing of inventory thereafter as stock requires replenishment.

**Question 8:** *Who bears the cost of fixtures and build-out of the retail space?*

**Answer 8:** The Licensee.

June 13, 2025

**REQUEST FOR PROPOSAL**

Grand Gift Shop RFP #06GCT051625 **Grand Gift Shop Licensee**

To All Prospective Proposers,

**This constitutes Addendum No. 2**

- I. ***The following section is intended to provide clarification regarding the licensing of Intellectual Property for the sale of GCT branded merchandise through outside channels.***

RFP Additions

- The following language to be added to the section referencing the 'Responsibilities of the Gift Shop Licensee...' on page 15 of the RFP:
  - Work with the MTA's licensing agent, IMG, to ensure there are no conflicts with official MTA Licensees and cohesive, consistent branding across the MTA and where necessary, ensure appropriate licenses are in place with product manufacturers
  - Work with MTA's licensing agent, IMG, to explore other distribution channels to amplify revenue potential for Grand Central Terminal brand