



NYC Parks

**SPECIMEN LETTER "A" FOR EXTENSIONS OF CONTRACT TIME FOR PARTIAL OR FINAL EXTENSIONS WHEREIN NO CLAIMS ARE INVOLVED**

- 1. CONTRACTOR TO SUBMIT THREE (3) ORIGINALLY-EXECUTED LETTERS ON COMPANY LETTERHEAD.
- 2. ALL COPIES TO BE PROPERLY ACKNOWLEDGED/NOTARIZED (SEE ATTACHED) TO BE INCORPORATED INTO THE COVER LETTER.
- 3. CORPORATIONS MUST AFFIX CORPORATE SEAL TO EACH LETTER.
- 4. THE WORDING IN YOUR LETTER MUST BE EXACTLY STATED THE SAME AS THIS SAMPLE. (NO EXCEPTIONS).

Date \_\_\_\_\_

NYC Dept. of Parks & Recreation  
Olmsted Center  
Flushing Meadows-Corona Park  
Flushing, N.Y. 11368

ATTN: \_\_\_\_\_, Borough Director

**RE: PARTIAL/FINAL EXTENSION OF CONTRACT TIME**

CONTRACT NO.: \_\_\_\_\_ COMPTROLLER'S NO.: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

CONTRACT DESCRIPTION: \_\_\_\_\_

Gentlemen:

We hereby request a \_\_\_\_\_ extension of contract time on the above contract from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_ for a total of \_\_\_\_\_ consecutive calendar days. This application for an extension of time is based on the following:

**Contractor to detail reasons for the delay in accordance with article 13 of the NYC Parks Department legal specs which state "...set forth in detail the nature of each alleged cause of delay..." The date upon which each such cause of delay began and ended and the number of days attributable to each of such causes.**

In consideration of the granting, for the purpose of expediting payment, by the Board of Extension of Contract Time, of an extension of contract time fixed in **Contract No.** \_\_\_\_\_, **Comptroller No.** \_\_\_\_\_, for completion of work therein specified, we agree to and hereby waive and release **any and all claims** including, but not limited to damages for delay or any cause whatsoever which we may have against the City of New York in connection with the aforesaid contract.

It is understood that the City of New York does not, if the extension of time is granted, waive or release any claims it may have against the contractor, whether it be for actual or liquidated damages for any reason whatsoever.

Sincerely,

\_\_\_\_\_

(CORPORATE SEAL HERE)

**Company Name**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Title\***

**\*MUST BE ENDORSED BY AN OFFICER OR PARTNER OF THE COMPANY.**

Submit Form To: Agency Chief Contracting Officer (ACCO), Deputy Chief of Construction, Construction Borough Director, Resident Engineer, Brugman, Engineering Audit (w/payment).