



NYC Parks

**SPECIMEN LETTER "B" FOR EXTENSIONS OF CONTRACT TIME FOR PARTIAL EXTENSIONS WHEREIN CONTRACTOR RESERVES RIGHTS TO CLAIM**

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

Date \_\_\_\_\_

New York City, Parks & Recreation  
Olmsted Center  
Flushing Meadows-Corona Park  
Flushing, New York 11368

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

**RE: PARTIAL EXTENSION OF CONTRACT TIME (With Claim)**

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

Gentlemen:

We hereby request a partial 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 hereby agree to waive and release **any and all claims** including, but not limited to damages for delay or any other cause whatsoever which we may have against the City of New York in connection with this contract except for **the following:**

[List here all claims you are reserving the right to assert]

At the time of a request for an extension of time for a substantial or final payment, I hereby commit myself to prepare and furnish a verified itemized statement of claims in accordance with the terms of the contract.

In connection with the application for extension of contract time for performance of **Contract Number** \_\_\_\_\_, **Comptroller number** \_\_\_\_\_, we agree that neither the fact of the granting of the application for an extension of time, the papers or records on which it is granted, nor the application itself shall be referred to or offered in evidence by the undersigned or their attorneys, in any action or proceeding between them and the City; the granting of such extension of time shall not be asserted or claimed by us or our attorneys to be, or to be any evidence of, any admission on the part of the City that any of the facts stated in said application for extension of time are true, or as constituting any evidence of their truth.

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

Sincerely,

\_\_\_\_\_  
**Company Name**

**CORPORATE SEAL (HERE)**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title\***

**\*MUST BE ENDORSED BY AN OFFICER OR PARTNER. INCORPORATE PROPER NOTARIZED ACKNOWLEDGMENT**