



**SPECIMEN LETTER "C" FOR EXTENSIONS OF CONTRACT TIME
FOR FINAL TIME EXTENSIONS WHEREIN CONTRACTOR SUBMITS A BILL OF
PARTICULARS OF HIS CLAIMS AGAINST THE CITY OF NEW YORK**

1. CONTRACTOR TO SUBMIT THREE (3) ORIGINALLY-EXECUTED LETTER ON HIS LETTERHEAD. LETTER MUST BE ENDORSED BY AN OFFICER OR PARTNER OF THE COMPANY.
2. ALL LETTERS TO BE PROPERLY ACKNOWLEDGED/NOTORIZED, SEE ATTACHMENT. ACKNOWLEDGE TO BE INCORPORATED INTO COVER LETTER.
3. CORPORATIONS MUST AFFIXED CORPORATE SEAL TO EACH LETTER.
4. THE WORDING IN YOUR LETTER MUST BE EXACTLY STATED THE SAME AS THIS SAMPLE LETTER. (NO EXCEPTIONS). "BILL OF PARTICULARS" MUST BE ENCLOSED.

DATE: _____

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

ATTN: (use name of your BOROUGH DIRECTOR)

RE: FINAL EXTENSION OF CONTRACT TIME

CONTRACT NO. _____
 CONTRACT DESC. _____
 COMPTROLLER'S NO. _____

Ladies/Gentlemen:

We hereby request a final 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 DPR 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.

Attached hereto is a Bill of Particulars setting forth claims which we intend to assert under the terms of the contract.

In connection with the application of extension of contract time for performance of Contract No. _____ we agree that neither the fact of the granting of the application for the 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 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 truth.

We hereby represent a warrant, in consideration of the Board for Extension of Contract Time considering our application for an extension of time, that we have no other claims in connection with the contract, other than those stated in this sworn statement, and we further represent and warrant we will not assert any other claims against the City of New York, in connection with this contract.

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 Number** _____, **Comptroller Number** _____ 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 other cause whatsoever which we may have against the City of New York in connection with the aforesaid contract, except the items of claim which are hereby reserved and are set forth above and in the annexed Bill of Particulars.

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,

Company Name

CORPORATE SEAL (HERE)

Name

Title*

**PLEASE NOTE:
"BILL OF PARTICULARS" MUST INCLUDE THE FOLLOWING:**

- Complete breakdown of claims
- Dates and listing of bills and sub-contractors' bills
- Separate categories of claims, e.g., extra work, delay, etc.