

REQUEST FOR PROPOSALS



2021 Greenway Carousel Operating Services

Submissions Due - November 13, 2020

I. KEY INFORMATION FOR BIDDERS

A. OVERVIEW OF THE GREENWAY AND CONSERVANCY

The Rose Fitzgerald Kennedy Greenway (www.rosekennedygreenway.org) is the contemporary public park in the heart of Boston and typically welcomes millions of visitors annually to gather, play, unwind, and explore. The Greenway Conservancy (the “Conservancy”) is the non-profit responsible for the management and care of The Greenway. The majority of the public park’s annual budget is generously provided by private sources.

The Conservancy envisions a vibrant, inclusive, and evolving gathering place that offers

- healthy green space,
- fun, engaging, and thought-provoking experiences, and
- a testing ground for new ideas.

We pursue our mission through

- park care that sustains year-round beauty, ensures safety, and models environmental stewardship;
- robust programming that showcases and supports the ingenuity and breadth of our community;
- temporary exhibitions of contemporary public art that facilitate artistic experimentation and speak to our current moment;
- raising the standard of excellence for urban park management.

The Rose Fitzgerald Kennedy Greenway is a public park, and the Conservancy strives to make The Greenway and the Conservancy more diverse, equitable, and inclusive through every aspect of our work.

The Greenway is one of the most visited attractions in the Commonwealth. Prior to the COVID-19 pandemic, more than 1.4M trackable visitors attended The Greenway’s offerings each year, and millions more casually enjoyed the park. The 17-acre Greenway is one of only a few urban parks nationwide that is maintained organically, providing beautiful lawns and gardens to complement the six fountains.

The Conservancy’s programming and improvements have brought the park to life. The Greenway typically hosts more than 400 free programs annually—from free fitness classes to Coolidge Corner movie nights to the Greenway Open Market showcasing the work of local artisans. Partnerships with Celebrity Series Boston and the Boston Ballet have brought free, world-class performances to the public. Our nationally recognized food truck program, free Wi-Fi, moveable furniture, and seasonal planters have created welcoming and engaging spaces for all. Our dedicated Park Rangers regularly patrol The Greenway and ensure the safety and enjoyment of The Greenway for all. The Conservancy’s Public Art Program has become a leader in presenting temporary exhibitions of contemporary public art. In the last seven years, Americans for the Arts has honored eight works commissioned by the Conservancy, more than any non-profit in the country during that period. 10 years after the Conservancy took over management of The Greenway, we were awarded the Boston Society of Architects/AIA prestigious Commonwealth Award for place-making for our “outstanding work on the dynamic transformation of a portion of

downtown" and Boston Globe columnist, Yvonne Abraham, lauded, "The Greenway has also become a destination unto itself; a serene respite from bustling streets, a place of immense beauty, a platform for adventurous public art."

For over a decade, it has been the Greenway Conservancy's mission to manage and care for The Greenway, providing vibrant green space that is essential to everyone who shares our city. In these difficult times of the COVID-19 pandemic, we will continue to do so. The Greenway remains open for the public to enjoy while observing safe physical distancing guidelines.

B. OVERVIEW OF GREENWAY CAROUSEL OPERATIONS

The [Greenway Carousel at the Tiffany & Co. Foundation Grove](#) (the "Carousel") is a one-of-a-kind amusement attraction desirably located in downtown Boston, between Faneuil Hall and Christopher Columbus Park (see Appendix A: Site Pictures and Map). The Carousel creatures were inspired by the imagination and drawings from Boston school children, which were then transformed into life-like characters by local sculptor, Jeff Briggs. The hand-carved characters are all animals native to New England, including: a lobster, cod, fox, squirrel, grasshopper, peregrine falcon, butterfly, skunk, oarfish, whale, rabbit, owl, harbor seal, and the endangered Green Sea Turtle. In partnership with the Institute for Human Centered Design, the Conservancy created the most ADA-compliant carousel in the region.

The 36-seat Carousel opened in 2013, and in a typical year, sees ~100,000 paying riders. The Greenway Carousel is open seasonally, from mid-March to January 1.

In 2020, like so many businesses, organizations, and events, The Greenway and the Carousel have been impacted by the COVID-19 pandemic. The Greenway remained open for the public to enjoy while observing safe physical distancing guidelines throughout the pandemic and the Carousel reopened in late June, running only limited weekend and holiday operations for in 2020. The Conservancy will work with the Operator to develop safe and responsible guidelines for the 2021 season and duration of the public health situation.

The Carousel has been run by the same operator since opening in 2013. In keeping with non-profit best practices, the Conservancy periodically re-bids agreements.

C. SCOPE OF WORK

The Conservancy is requesting proposals to select an operator ("Operator") to manage the day-to-day operations for the Carousel. We are anticipating awarding a one-year contract for March 2021-January 2022, with an option for a three-year extension by mutual agreement.

I. General

1. The Conservancy has established a preliminary calendar of operations for 2021 (as outlined in Appendix B: Hours of Operation) that is similar to 2019; the Conservancy will finalize the 2021 calendar with the selected Operator. The COVID-19 situation may require a reduced calendar of operations, as was the case in 2020.
2. The Operator utilizes the footprint of the Carousel and associated ticket booth. The Conservancy schedules nearby food trucks, programs, and public art and reserves the

right to schedule programming within or utilizing the Carousel. Any activities that overlap with the Carousel will be communicated and coordinated with the Operator.

3. The Operator shall use environmentally sustainable products and practices in its work on The Greenway to the full extent that is practical.

II. Staffing

1. The Operator shall have adequate personnel for all operating hours, as well as the necessary staff for opening, closing, cleaning, and maintenance of the Carousel. The Carousel must be open and operating during all hours of operation. Daily opening and closing of the Carousel each take one staff person ~30 minutes. The following schedule is requested, with coverage provided for any needed breaks:
 - a. Two staff people for all days in June, July, and August, all Saturdays and Sundays, and all national holidays
 - b. One staff person for all remaining operating days (i.e. weekdays apart from (a) above)
 - c. An additional staff person during a birthday party booking
 - d. One to three times a season, the Carousel has a delayed opening or day of closure due to maintenance work. Two week's notice will be provided and these closed hours will not be included in paid operating hours.
 - e. The Carousel occasionally closes due to thunderstorms or snow storms or reduces staffing on rainy or very cold days, often with less than 24 hours notice. Conservancy and selected Operator will codify how to handle these instances.
2. The Operator must conduct CORI checks of all staff, adhering to the Model Criminal History Inquiry Procedure provided by the Massachusetts Department of Public Safety and shall conduct background checks of all staff tasked with handling money. All Carousel operators must be 18 or older and are required to receive proper training as required by the Massachusetts Department of Public Safety prior to working at the Site.
3. The Operator's employees shall be welcoming, friendly, and helpful to Greenway visitors and Carousel patrons. The Operator and their employees will only engage in behavior and speech conducive to good business practice and civility.
4. All Operator staff must wear a uniform with Conservancy branding (per Conservancy approval), provided by the Operator.
5. Minimal, lockable storage space will be available within the ticket booth for the daily storage of staff personal belongings. Additional lockable storage space is available in the center of the Carousel for cleaning supplies. The Conservancy does not provide parking, either on the Greenway or elsewhere, for the Operator or its employees or suppliers.
6. Public restrooms are located across the street at the Marriott Long Wharf and access to the Boston Harbor Island Pavilion private restroom (located on the same plaza) may be possible during their operating hours.
7. Operator shall comply with the [Rose Kennedy Greenway Park Use Guidelines](#) and all applicable city, state and federal guidelines.

III. Point of Sale and Ticketing

1. The Operator will be required to use the Conservancy's Square Up point-of-sale software account to ensure the accurate and complete recording of all sales. The Operator will provide all hardware for a fully functional system, including a cash box, iPad, a touchless card reader, and any other necessary equipment.

2. The Operator is responsible for stocking the cash box and for daily trips to the bank (within one-half mile on foot) to deposit cash into the Conservancy's dedicated account. Only minimal startup cash can be left in the ticket booth overnight, in a safe provided by the Operator.
3. The Conservancy and the Operator will agree on a ticketing protocols that prioritizes customer service. The Operator is responsible for stocking and printing of any needed tickets or tokens for on-site use. Currently, simple paper tickets are used to track purchases (see image of current on-site ticket in Appendix A).
4. The Conservancy is responsible for stocking and printing of pre-purchased or complimentary tickets, which it reserves the right to sell and/or offer (see image of current off-site ticket in Appendix A).
5. The Operator will provide additional staffing for birthday party bookings to facilitate load-in and load-out and be a customer service liaison for the party. The Conservancy will advertise and book Carousel birthday parties, coordinating for Operator staff availability. In 2019, the Carousel had 7 birthday parties.
6. The Operator will sell the Greenway Carousel coloring book at the ticket booth, and will store a small stock in the ticket booth (see image of coloring book in Appendix A). The Conservancy and the Operator will discuss any future potential merchandise if the need arises.
7. The Conservancy will design, pay for, and install signage that lists prices, schedule, and other Carousel information. This includes signage within the ticket booth windows as well as on nearby "windjammer" signs that stay outside throughout the season. The Operator will ensure that signage is properly displayed.

IV. Site Maintenance and Cleanliness

1. The Operator is responsible for proper care, daily inspections, start-up, and shut-down of the Carousel site (all areas within the Carousel railing and the ticket booth) during all operating days. This includes completing a visual check of a variety of mechanical and functional elements of the Carousel, and thoroughly cleaning the Carousel and ticket booth daily. See Appendix C: Operator Checklist & Tasks for a list of daily tasks.
2. The Conservancy shall contract, at its expense, a licensed Certified Maintenance Mechanic ("CMM") and supply Conservancy Maintenance staff for the performance and/or supervision of all Carousel maintenance, repairs, and alterations. Operator staff will immediately report any maintenance or mechanical issues to the CMM and Conservancy.
3. The Conservancy's staff and contractor are responsible for cleaning the adjacent areas outside of the Carousel railing, including the tables, chairs, benches, and drain.. Operator shall inform the Conservancy of any needed site maintenance (e.g. over-flowing trash receptacles, graffiti, power washing) on The Greenway adjacent to the Carousel.
4. The Conservancy will be responsible for the cost of mechanical repairs and replacement (unless it is determined that they were a result of Operator negligence), seasonal opening, and seasonal shut-down (including set up and removal of the winter enclosure).
5. Carousel and ticket booth electricity is provided by the Conservancy. It is the Operator's responsibility to properly turn on and off the Carousel and all associated functions.

V. Safety and Security

1. The Operator is responsible for safely operating the Carousel at all times. All Carousel operators are required to hold an amusement device operator's license by completing annual training with the CMM (~1 hour) and must effectively identify and communicate any safety concerns. The Operator is responsible for maintaining all required and requested records and logs.
2. The Operator is expected to collaborate on site security. The Operator must provide a safe and secure cash and valuables in the ticket booth during daily operation, properly deposit cash at the close of each day, clearly post safety and regulation signage as required, and follow proper procedures for load in and load off for all riders, including utilization of the handicapped ramp and other ADA features.
3. Operator staff will enforce park rules at the Carousel to the best of their ability, notifying the Conservancy and any incidents and coordinating with Greenway Conservancy Park Ranger staff. The Greenway is under Boston Police Department jurisdiction and 911 should be utilized whenever needed. First aid/CPR training of Operator staff is strongly encouraged. The Greenway Carousel is under limited video surveillance 24 hours a day.
4. The Conservancy is responsible for annual inspections, and permitting for The Carousel, which happens in early March. The Operator is expected to support the Conservancy in these efforts by furnishing the Conservancy and CMM with the required documentation (e.g. sign-in and start- up/shut-down logs).

VI. COVID-19

- The Operator is required to comply with all applicable federal, state, and local laws, regulations, governmental orders, health and safety guidelines, and permit requirements, including without limitation those related to the COVID-19 pandemic.
- The Operator shall supply all COVID-19 personal protective equipment and guest services amenities (hand sanitizer, additional Carousel cleaning), and oversee training of their employees. Emphasis will be placed on current requirements and best practices, including staff social distancing and the use of face coverings.
- The Conservancy shall supply COVID-19 related public signage.
- In the event of evolving conditions and governmental orders, the Carousel may need to suspend or reduce operations with or without advance notice and without liability to the Operator.

D. OVERVIEW OF RFP PROCESS AND KEY DATES

Responses to this RFP are due Friday, November 13, 2020 at noon. The Conservancy will review applications, conduct interviews, and intends to award the contract to the Operator by Friday, December 18, 2020. The following schedule is subject to change at the Conservancy's sole discretion.

Carousel RFP Timeline	
<i>Wednesday, October 21, 2020</i>	RFP released and posted on the Conservancy website by 5pm
<i>Thursday, October 29, 2020</i>	Any clarifying RFP questions due via email by 3pm to:

	vending@rosekennedygreenway.org
<i>Monday, November 2, 2020</i>	Answers posted on Conservancy website site by 5pm
<i>Friday, November 13, 2020</i>	RFP submissions due via email by 12pm to: vending@rosekennedygreenway.org
<i>November 16 - December 4, 2020</i>	Interviews
<i>Friday, December 18, 2020</i>	Contract award
<i>By Friday, January 15, 2021</i>	Contract execution
<i>February - (mid) March, 2021</i>	Operations/Safety/Operator Training
<i>Saturday - March 20, 2021</i>	Tentative 2021 Opening Date

E. CRITERIA FOR SELECTION

Proposals should present plans for Carousel operations that will be clean, safe, welcoming, inclusive, and a popular destination for residents and visitors alike.

In keeping with non-profit best practices, the Conservancy periodically re-bids agreements. The Conservancy will award the Operator contract to the Respondent that offers “Best Value” to the Conservancy.

For purposes of this RFP, “Best Value” shall mean the most advantageous combination of multiple criteria, including but not limited to the following: quality, economic value, community partnerships or other civic benefits, M/WBE status, the use of environmentally preferable products and services, minimal administrative burden, and expediency. The contract determined to provide the Best Value will not necessarily be the lowest cost contract.

At any time after submission of Proposals and prior to awarding the contract, the Conservancy shall have the option to provide Respondents with an opportunity to provide a “best and final offer” and may limit the number of Respondents selected for this option.

RFP responses will be evaluated based on the criteria below, and such other criteria as the Conservancy may deem relevant:

- Experience and ability to deliver the indicated service (especially: demonstrated success, management experience, staffing plan)
- Fit of operations with the Conservancy goals and guidelines (especially: on-site operations, safety, customer service approach)
- Financial offer

II. APPLICATION

INSTRUCTIONS

- Please submit a completed proposal by **12pm on Friday, November 13, 2020 to vending@rosekennedygreenway.org** with “**2021 Greenway Carousel Operating Services RFP**” as the subject line. All materials should be included as attachments.
- Any questions about the RFP must be received at vending@rosekennedygreenway.org by Thursday, October 29, 2020 by 3pm. Answers to submitted questions will be posted Monday, November 2, 2020 by 5pm at <https://www.rosekennedygreenway.org/vending/>

1. CONTACT INFORMATION

Please provide the following:

- Primary Contact Name
- Business Name
- Primary Contact Email
- Primary Contact Phone
- Is your company a minority- or women-owned business?

2. RESPONSE TO SCOPE OF SERVICES

Please outline an overall work plan addressing how the team proposes to meet the requirements of the scope of work outlined in this RFP, including any specific strategies that would be employed to accomplish the necessary work.

3. EXPERIENCE AND QUALIFICATIONS

Describe your experience as it relates to the operation expectations and responsibilities. Include examples of comparable projects and clients in regard to scope, scale or setting.

4. STAFFING PLAN AND KEY STAFF QUALIFICATIONS

Describe how you would approach staffing, management, and training to fully meet the operations calendar, operation expectations, and responsibilities. Provide the hourly rate range you would pay Carousel operator staff. Describe the qualifications and experience of the project manager and employees you would assign to this contract. Identify existing or planned partnerships that will broaden and diversify your staffing, e.g., with social service nonprofits.

5. FEE PROPOSAL

Please propose an hourly rate per staff person for each hour the Carousel is open to the public, assuming an operating calendar substantially similar to the one in Appendix B.

The Carousel occasionally closes during thunderstorms or snow storms or reduces staffing on rainy or very cold days, often with less than 24 hours notice. Please propose how you would approach fees in these situations where the Carousel is closed.

We recognize that it is possible that 2021 operating hours may need to be significantly reduced due to COVID-19. In 2020, the Carousel operated only on Friday, Saturday, Sunday and holidays.

If this would change your proposed hourly fee, please provide an alternative hourly fee and explain.

The Conservancy would expect to pay the Operator prospectively for the coming month of forecast hourly operations, net of overages or underages from the previous month. Final payment arrangement will be codified in the contract with the selected Operator.

6. REFERENCES

Please provide contact information for three references of clients and/or organizations with comparably sized contracts that can attest to your abilities. References should have firsthand work experience with your company within the past 3 years.

III. ADDITIONAL INFORMATION ON OPERATOR SELECTION

The Conservancy reserves the right to reject any or all responses if it determines that such action is in the best interest of the Conservancy. The Conservancy reserves the right to modify, suspend or cancel any procurement at any time at its sole discretion. Responses which do not meet basic requirements or those which fail to meet minimum standards on any single evaluation criteria may be disqualified. Examples of basic requirements that the Respondent must meet:

- submission of all information, materials and documents required by this RFP
- demonstration of qualification and certification requirements outlined in this RFP
- absence of financial problems
- sufficient staff and/or vendors, facilities and equipment

In addition, the Conservancy may reject any response that contains contingencies, additions not called for, omissions, errors, or irregularities of any kind; provided, however, that the Conservancy reserves the right to waive any and all informalities or minor irregularities, including without limitation receipt of any omitted materials or information subsequent to submission.

The Conservancy will have no obligation to treat any information submitted to it in response as proprietary or confidential, and information submitted to the Conservancy may be subject to disclosure pursuant to the Massachusetts Public Records Law. The Conservancy will have the right to use all or portions of the Respondent's submittal and accompanying information as it considers necessary or desirable in connection with the project in question. By the submission of the required information and materials, the Respondent grants to the Conservancy an unrestricted license to use such information and materials in connection with such project.

After receipt of proposals, the Conservancy may, at its discretion, interview one or more Respondents, during which time such Respondent will have the opportunity to present its proposal and respond to questions; no statement by a Conservancy employee at any such interview is binding on the Conservancy. The Conservancy reserves the right to award final contracts on the basis of initial offers received, without discussions or requests for best and final offers. Selection of a Respondent does not imply that every element of that proposal has been accepted.

The Respondent's proposal in response to this RFP will be incorporated into a final contract between the Conservancy and the selected Respondent(s). If a Respondent is selected but proves unable to meet requirements necessary for contract signing, the Conservancy reserves the right to select another Respondent as a replacement. Respondents not selected within this RFP process may be engaged for future opportunities that arise.

The Conservancy will not be responsible under any circumstances for any costs incurred by any Respondents to this RFP.

APPENDIX A: SITE PICTURES AND MAP

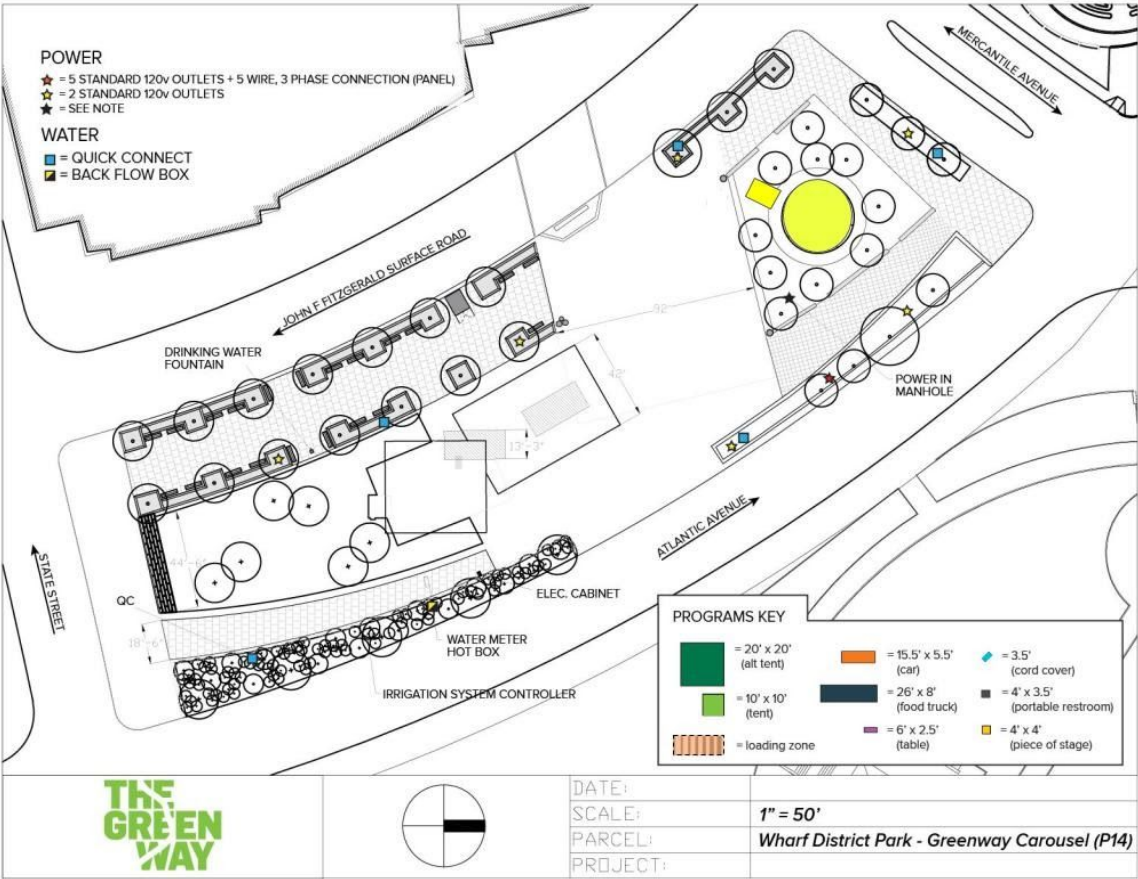
Carousel and Ticket Booth



Carousel and Seating Area



Carousel Parcel Map



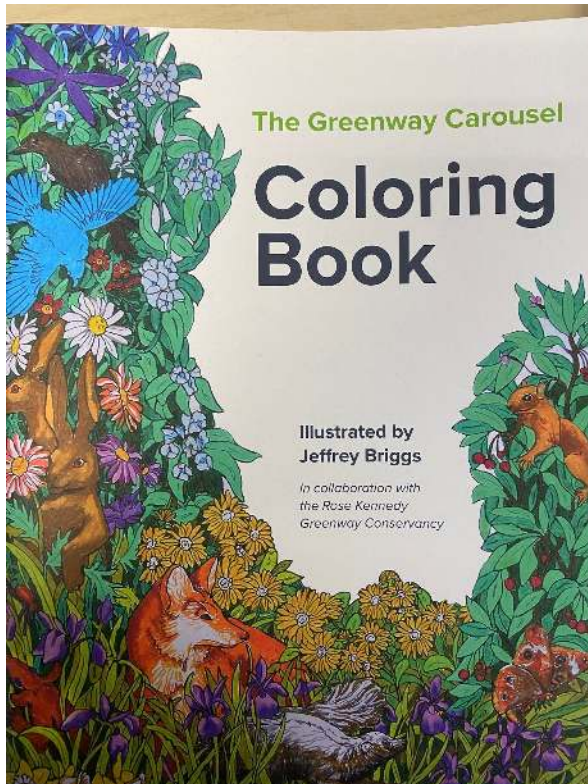
Ticketbooth Interior



Interior of Carousel Center



Tickets and Merchandise Reference



APPENDIX B: HOURS OF OPERATION

The Greenway Carousel operates from mid-March through New Year's Day. It generally operates in all weather except for thunderstorms and snowstorms. Weekends, holidays, and the summer months tend to be busiest. Several times a year, the Carousel is closed during operating hours due to pre-planned maintenance.

The Conservancy has established a preliminary calendar of operations for 2021 that is similar to 2019; the Conservancy will finalize the 2021 calendar with the selected Operator. The COVID-19 situation may require a reduced calendar of operations, as was the case in 2020.

2021 Tentative Carousel Operating Calendar

11AM - 6PM

11AM - 7PM

11AM - 8PM

March						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1

This preliminary schedule totals 1,911 hours of operations.

APPENDIX C: OPERATOR CHECKLIST & TASKS

These checklists represent the current inspection and cleaning procedures at the Carousel.

Daily Operator Checklist

Ticketbooth
Booth Exterior has not been damaged or tampered with
Booth Interior has not been damaged or tampered with. All tech equipment is working and accounted for (iPad, tablet, etc).
Ensure ticket booth window is locked and secured at the end of the day
Ride Area
All signage is secure, properly attached, and clean
Height markers are securely attached and visible
Entrance & Exit Gates open, close, and secure properly
Visually check that no hardware or debris is on or underneath the Carousel platform
Walk around the Carousel and visually check for any damages
Confirm ADA Ramp is properly set up, working, and properly stored and secured until needed
Confirm ride area is clean and free of trash and debris
Carousel Center & Drive System
There are no signs of leaking fluids
Gear Box is tight and secure
Vertical shaft is in good condition and secured properly
Rotation Ring Gear and Drive Gear are in good condition and have proper mesh in place
Commutator Brushes and Rings are properly connected and in good condition
Visually check there are no loose wires, chains hanging from the Crow's nest
Turnbuckles are tight and secure
Structure
Sweep arms, spreader arms, and support rods are in good condition
Floorboards are smooth, in good condition and stable
All lights work properly, no bulbs are burnt out, missing, or broken

All speakers work properly and music is played successfully
Figure and Figure Hardware
All figures are smooth and have zero sharp edges
All loading stirrups are stable and have zero damage
Confirm that each figure does NOT sway more than 6" from side to side
All belly plates of all figures are secure/snug
Check hanger rods for obvious distortion or damage. Confirm that black of hanger yolks are NOT visible.
Nuts and bolts connect hanger rods to yolks
Crank arms are sitting in pillow blocks on top of spreader arms
All figures are clean and stain free. There are no severe damages to the paint and surface of the figures.
Controls
All ride controls operate properly from the main ride post
Cycle ride twice (no music); confirm that there are no unusual sounds and noises
Verify all concave mirrors are at proper angler to identify Carousel's blind spot on opposite side from control panel
Lights and sound systems are operating properly
All emergency stops are working properly

Operator Cleaning Tasks

Daily Tasks
Sweep the deck floor and dispose of any litter
Wipe down all Carousel creatures with Simple Green, or any Conservancy approved cleaner before and after operation
Clean all mirrored and glass surfaces
Remove all litter within Carousel gate and beneath deck
Keep the interior and exterior of the ticket booth clean and tidy
Weekly Tasks
Mop Carousel deck, ensuring complete dryness before opening for guests
Wipe down all jumper poles to eliminate any excess grease and oils

Sweep and clean the center of the Carousel ensuring all supplies are secured within lockers provided. Keep the center of the Carousel free of clutter and trip hazards.
Remove and dispose of out-of-sight debris from the center of the Carousel or under the main deck using a leaf blower
End of Season Tasks
Remove all trash and personal items from the ticket booth
Wipe down and clean ticket booth, remove any paperwork needed for Office Staff
Leave remaining Coloring Books
Lock remaining Carousel tickets and music iPad in the safe for Conservancy personnel to pick up

APPENDIX D: INSURANCE REQUIREMENTS

The following insurance requirements represent the minimum required insurance coverages and limits. It is understood that these limits do not limit the liability of the Contractor.

1. Workers Compensation

Contractor shall maintain the following workers compensation limits:

Coverage A Workers Compensation: Statutory as Required by Massachusetts Law

Coverage B Employers Liability:

- bodily injury by accident \$1,000,000 each accident
- bodily injury by disease \$1,000,000 each employee
- bodily injury by disease \$1,000,000 policy limit

2. Property

Contractor must secure property insurance on an all risk basis, subject to full replacement cost for all property used in conjunction with Contractor's operations with the Conservancy. Such insurance should contain a waiver of subrogation stating Contractor waives all rights of subrogation against the Conservancy for loss to Contractor's property. It is agreed that the Conservancy is not responsible for any loss whatsoever to Contractor's property.

3. Automobile Liability

Contractor shall maintain the following minimum limits of automobile liability insurance:

- \$1,000,000 per accident, bodily injury and property damage combined

Coverage must include non-owned and hired liability.

4. General Liability

Contractor shall maintain the following minimum limits of general liability insurance:

- \$1,000,000 per occurrence for bodily injury and property damage
- \$5,000 medical expense
- \$1,000,000 personal injury
- \$2,000,000 general aggregate
- \$1,000,000 products / completed operations

Coverage must be equivalent to ISO Form CG 01 01 12 07.

Coverage must be provided on a first dollar basis without a deductible. General liability policies subject to a deductible will need to be approved by the Conservancy.

5. Umbrella

Contractor shall maintain the following umbrella limits:

- \$3,000,000 per occurrence
- \$3,000,000 aggregate

Self Insured Retention: Not to exceed \$10,000.

Coverage should be equivalent or broader than the coverage afforded on the underlying general liability, automobile liability and employers liability grant within the workers compensation policy.

Other requirements

Certificates of Insurance evidencing the above required coverages must be provided to the Conservancy at the execution of contract. Certificates of Insurance must be provided naming the following entities as Certificate Holders:

- Rose Fitzgerald Kennedy Greenway Conservancy, Inc.; 185 Kneeland St.; Boston, MA 02111
- City of Boston; One City Hall Square; Boston, MA 02201
- Massachusetts Department of Transportation; 10 Park Plaza, Suite 3170; Boston, MA 02116

Insurance Carriers must be authorized to write business in the Commonwealth of Massachusetts and have a minimum AM Best Rating of A- VII. Certificates must specify the current AM Best Rating of each insurance carrier providing insurance to Contractor.

Certificates must also specifically state the above entities are named as additional insureds on the general liability, automobile liability, and umbrella liability policies. The certificate must also state that the coverage is being afforded to the additional insured on a primary and non-contributory basis.

All policies required must include a waiver of subrogation, waiving all of Contractor's rights against the Conservancy, The City of Boston, and the Massachusetts Department of Transportation. Certificate must note the same. The workers compensation policy must be specifically endorsed as such.

The certificate should indicate that 30 days' notice of cancellation or nonrenewal to each certificate holder will be provided. Any "endeavor to provide notice" should be deleted. The policies must be specifically endorsed to provide notice to the certificate holders.

Failure to provide property and casualty insurance certificates meeting the requirements detailed herein could result in revocation of acceptance and denial of access to The Greenway.

All insurance required must be maintained throughout the duration of the contract. If at any time during the Term of Contractor's contract with the Conservancy evidence of current insurance is not on file with the Conservancy, then Contractor's right to occupy its designated Location(s) and provide Services will be suspended until Contractor provides the Conservancy with acceptable evidence of the required insurance.