

**THE PORT AUTHORITY OF NY & NJ**

**PROCUREMENT DEPARTMENT  
4 WORLD TRADE CENTER  
150 GREENWICH STREET, 21<sup>ST</sup> FL  
NEW YORK, NY 10007**

6/7/2018

ADDENDUM # 1

To prospective Bidder(s) on Bid # 53360 for **DESIGN, FURNISH, INSTALL AND MAINTAIN CARD ACCESS SYSTEMS, CCTV SYSTEMS AND RELATED EQUIPMENT**

Due back on 6/27/2018, no later than 11:00AM

**I. CHANGES/MODIFICATIONS**

See attached "Part V – "Specifications" to be added to the referenced bid solicitation.

**The following changes/modifications are hereby made to the solicitation documents:**

This communication should be initialed by you and annexed to your Bid upon submission.

In case any Bidder fails to conform to these instructions, its Bid will nevertheless be construed as though this communication had been so physically annexed and initialed.

THE PORT AUTHORITY OF NY & NJ

Stacey Willner  
Mgr Tech & Envr'l Cnt  
Procurement Department

BIDDER'S FIRM NAME: \_\_\_\_\_

INITIALED: \_\_\_\_\_

DATE: \_\_\_\_\_

QUESTIONS CONCERNING THIS ADDENDUM MAY BE ADDRESSED TO JEANETTE ANDERSON, WHO CAN BE REACHED AT 212-435-4624 or at [jeanette.anderson@panynj.gov](mailto:jeanette.anderson@panynj.gov).

PS11A11

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## PART V – SPECIFICATIONS

### 1. Specific Definitions

To avoid undue repetition, the following terms, as used in this Contract, shall be construed as follows:

“Facility” and “Facilities” mean the locations described in Attachments A and B.

“Manager” means the Manager of New York and New Jersey Leased Properties, Office Space and Property Management Unit, Real Estate Services Department, Port Authority of New York and New Jersey.

“Over-Time” means the hours between 3:00 p.m. and 7:00 a.m., Monday through Friday; Saturdays and Sundays, and Holidays.

“Port Authority” means the Port Authority of New York and New Jersey.

“Project Manager” means the person designated by the Manager to schedule, direct, supervise, and approve the Contractor’s Work at a specific job site.

“Technician” means the Contractor’s employee certified by Continental Instruments and with demonstrated experience with POS-Watch equipment designated by the Contractor and certified by Lenel Security Systems to perform maintenance and repair services for existing Port Authority equipment.

“Straight-Time” means non-Holidays, Monday through Friday, 7:00 a.m. to 3:00 p.m.

“Work Order” means the computer-generated order that is issued by the Port Authority authorizing and directing the Contractor to perform specific services under this Contract.

### 2. Work Required by the Specifications

The Contractor shall design, supply, and install new card access systems and Closed Circuit Television (“CCTV”) equipment, and maintain and repair the new and existing card access systems and CCTV equipment, and perform related Work at Port Authority Facilities and locations in New York and New Jersey on a Work Order basis. Existing Port Authority equipment on which maintenance and repair service shall be performed includes, but is not limited to, Continental Instruments card access system, POS-Watch video recorders, Lenel card access and related equipment, Sony cameras, Motorola card readers, Indala card readers, Kalatel matrix switcher, and CyberDome cameras.

The Contractor shall furnish all labor, supervision, supplies, equipment, and materials and do all other things necessary, proper, and incidental to the Work defined in the Work Orders, all of which shall be done in strict accordance with the provisions of this

Contract and the Work Orders. No Work shall start without the Contractor's receipt of a Work Order. The Contractor shall provide Technicians on site within twenty-four (24) hours of the Contractor's receipt of a Work Order. Emergency services shall be provided within four (4) hours of the Contractor's receipt of a notification from the Port Authority ("Emergency Services"). Emergency Services required outside of Straight-Time will be compensated as Over-Time.

Work shall include, but not be limited to, assessing card access and CCTV needs; designing CCTV and schematic plans; identifying, furnishing, installing, testing, and maintaining card access and CCTV equipment; establishing and performing six-month maintenance routines for card access and CCTV equipment (following approval of such routines by the Port Authority); and performing systems integration and programming. It shall be the Contractor's responsibility to order, receive, deliver, and install any necessary components and materials in accordance with the Work Order(s). All electrical Work shall be performed by others.

Office Space Services Division will provide functional drawings to the Contractor. The Contractor shall prepare and submit designs for approval when so directed. Design services required by the Port Authority shall include, but not be limited to, the following:

1. Riser plans;
2. Equipment lists detailing power requirements, costs, and lead times;
3. System layouts; and
4. Wiring diagram.

The Contractor shall create and submit the above plans to Office Space Services within five (5) calendar days of receipt of a Work Order for such services. All designs prepared pursuant to the Contract shall become the property of the Port Authority.

### **3. Transportation Worker Identification Credential (For Services Performed at the Port Authority Marine Terminals)**

Pursuant to the Maritime Transportation Security Act of 2006 (MTSA), Congress established the Transportation Worker Identification Credential (TWIC) Program which is administered by the Transportation Security Administration (TSA) and U.S. Coast Guard. TWICs are tamper-resistant biometric credentials that will be issued to workers who require unescorted access to secure areas of ports, vessels, outer continental shelf facilities and all credentialed merchant mariners. Prior to the start of Work, the TWIC credentials will be required in order to gain unescorted access to restricted areas at the Port Authority Marine Terminals. Therefore, the Contractor will be responsible for ensuring that the Contractor and its employees, at any of the Port Authority Marine Terminals, obtain, possess and display a valid TWIC photo identification card at all times. To obtain a TWIC, an employee must provide biographic and biometric information, such as fingerprints, sit for a digital photograph, successfully pass a security threat assessment conducted by TSA and be required to undergo, and pass, a background screening, which includes a criminal history record check, an immigration status confirmation and a terrorist watch list review. Additional information is available on the TSA website at <http://www.tsa.gov/twic>. Any employee who is unable to obtain and possess a valid TWIC photo identification card will be

denied access to the Port Authority Marine Terminals. All costs associated with the TWIC credential shall be borne by the Contractor

#### **4. Personnel Assurance Program**

As directed by the Manager, the Contractor is required to have certain individuals of its staff, and any subcontractor's staff, materialmen, visitors or others over whom the Contractor/subcontractor has control, who have access to certain areas, systems, or information, authorize the Authority and/or PATH or its designee to perform background checks and a personal identity verification check. The Contractor shall perform background checks through the Authority's personnel assurance program provider. The Secure Worker Access Consortium (S.W.A.C.) is the only Port Authority approved provider to be used to conduct background screening and personal identity verification, except as otherwise required by federal law and/or regulation (such as the Transportation Worker Identification Credential for personnel performing in secure areas at Maritime facilities). Information about S.W.A.C., instructions, corporate enrollment, online applications, and location of processing centers can be found at <http://www.secureworker.com>, or S.W.A.C. may be contacted directly at (877) 522-7922 for more information and the latest pricing. The cost for said background checks for staff that pass and are granted a credential may be reimbursable to the Contractor and its subcontractors, if approved in advance by the Manager in writing. Staff that are rejected for a credential for any reason are never reimbursable.

#### **5. Responsibilities of the Contractor**

The Contractor shall supply all labor, supplies, and materials and equipment (unless the Work Order states that materials or equipment will be made available from Port Authority inventory) necessary to perform the Work required under this Contract.

No Work shall start without the Contractor's receipt of a Work Order. The Contractor shall commence Straight-Time and Over-Time Work within twenty-four (24) hours (next day service) of receipt of a Work Order. The Contractor shall commence Emergency Services within four (4) hours of receipt of a Work Order.

The Contractor's employees shall be paid only for time spent on the completion of a Work Order. Travel time, tolls, and all other costs shall be included in the hourly rate for each category of Contractor staff and are not separately billable. Billable Contractor employee hours begin when the Contractor's employee(s) check-in with the Project Manager at the Facility indicated on the Work Order and end when the Contractor's employee(s) checkout with the Project Manager. Should a Work Order require the Contractor to assign an employee to make a site visit to assess the Port Authority's card access/CCTV needs, the Contractor's employee shall be compensated for such Work at the Technician rate as quoted by the Contractor in the Pricing Sheets.

At the completion of each day's Work, and each following day of Work until the Work set out under the Work Order is completed, the Contractor's employee shall provide the Project Manager with the Work Order for verification and signature. The Project Manager will set priorities of importance and schedules for all Work. The Contractor

shall make any and all changes in the method of performance as the Project Manager may direct.

## **6. Personnel Requirements**

The Contractor's personnel providing Work under this Contract shall be certified by Continental Instruments, demonstrate experience with POS-Watch equipment, and be certified by Verint Systems, Inc. for the design, installation, and maintenance of their products. The Contractor's personnel assigned to perform Work for the Port Authority shall be competently supervised. The Contractor shall provide one (1) properly certified and skilled Technician for the performance of a Work Order and that person's time shall be billed at the applicable rate quoted by the Contractor in the Pricing Sheets. If, in the opinion of the Project Manager, an employee assigned to perform a Work Order is performing the Work unsatisfactorily the Contractor shall take all actions necessary to remedy the unsatisfactory performance.

The Contractor shall have at least two (2) employees that have been trained and certified by Continental Instruments and Verint Nextiva Video Systems, Inc. to perform installations, repairs, and maintenance services for Continental Instruments and Verint Nextiva systems under this Contract. The Contractor shall provide proof of experience, licensing and staff certifications from the manufacturer listed herein. Such licenses and certifications shall remain current and valid throughout the term of the Contract, and any extensions or options.

## **7. Communications Equipment**

The Contractor shall provide, at the Contractor's expense, properly working cellular telephones with email capabilities, or Port Authority approved equivalent, to all employees assigned to Work under this Contract. All employees shall have said cellular telephones in working order at all times when performing Work for the Port Authority.

## **8. Employee Uniforms, Appearance and Identification**

The Contractor shall provide distinctive uniforms to each employee performing Work under this Contract, at the Contractor's expense. All Contractor employees shall wear the uniform at all times while Work is being performed at any Port Authority Facility. Such uniforms shall include the Contractor's identification badge or woven insignia and shall be subject at all times to the Manager's approval. The employees shall present a neat and clean appearance at all times.

The Contractor's employees shall carry on their person, employee identification cards, including valid photo ID, provided by the Contractor when performing Work at any Port Authority Facility. It is the Contractor's responsibility to ensure that its employees provide and maintain proper identification, as described herein, during the entire visit at each Facility.

Any Contractor personnel failing to carry the necessary identification on their person shall be barred from entering the relevant Facilities, and such failure may affect the Contractor's ability to fulfill particular Work Order(s).

## **9. Work Orders**

Work under this Contract shall be performed upon the Contractor's receipt of a computer-generated Work Order from Office Space Services Division of the Port Authority. The Contractor shall do all things directed by the Project Manager, in strict accordance with all documents made part of the Contract and the Work Order, including, but not limited to, sketches or other drawings.

No Work shall commence without the Contractor's receipt of a Work Order. The only situation wherein the Contractor will be authorized to commence Work on a verbal request from the Manager, or his designee, is to perform Emergency Service required during the hours of 4:00 PM to 8:00 AM, Monday through Friday, as well as Saturdays, Sundays, and Holidays. The Project Manager will issue a Work Order on the next business day and the Contractor shall be responsible for obtaining that Work Order for such Emergency Service the next business day.

Time for completion for each Work Order shall be determined by mutual agreement between the Contractor and the Project Manager. The Contractor shall complete the Work required by each Work Order within the time agreed to by the Contractor and the Project Manager and specified in such Work Order.

If the Contractor fails to perform the Work required by a Work Order to the satisfaction of the Project Manager, then the Work shall be re-performed until approved by the Project Manager. The Contractor shall not be entitled to additional compensation for Work repeated to satisfy the requirements of the Work Order and the Project Manager.

The Contractor shall provide communication facilities, arrange employee assignments, and provide clerical support, so that the employees can receive and provide appropriate response to notifications from the Manager or his authorized representative.

## **10. Material Quality and Warranty**

The Contractor shall provide all factory-new or refurbished parts as required by the Manager to complete Work Orders. The Contractor shall have quick access to a sufficient supply of new parts, materials, tools and/or other equipment in the New York/New Jersey Metropolitan area.

When it is necessary for the Contractor to replace or provide any material item during the performance of the Work, the Contractor shall first submit to the Port Authority for its approval, the name of the item, the manufacturer of the item, the identifying number, the quantity needed, the name of the proposed supplier, and the proposed purchase price, the percentage adjustment quoted by the Contractor, and the final price to the Port Authority. The Port Authority shall have the option of a) approving same; or b) supplying said material to the Contractor.

All workmanship shall conform to these Specifications, and manufacturer's warranty for installation of products and for applications planned. The Contractor shall pass on to the Port Authority the manufacturer's warranty for the materials supplied and shall become property of the Port Authority.

<b>ATTACHMENT B – PORT AUTHORITY FACILITIES – NEW YORK &amp; NEW JERSEY</b>		
<b>New York Facilities</b>		
4 World Trade Center 150 Greenwich Street New York, NY 10007		160 Broadway New York, NY 10038
116 Nassau Street New York, NY 10006		Port Authority Bus Terminal 625 8 <sup>th</sup> Avenue New York, NY 10018
620-630 West 30 <sup>th</sup> Street New York, NY 10001		JFK International Airport Various Buildings Jamaica, NY 11430
LaGuardia Airport Various Buildings Flushing, NY 11371		Bathgate Industrial Park 1701 Bathgate Avenue Bronx, NY 10457
NY Marine Terminals 90 Columbia Street Brooklyn, NY 11201		The Teleport One Teleport Drive Staten Island, NY 10311
Goethal's Bridge Building 2777 Goethal's Road Staten Island, NY 10303		Port Ivory/Howland Hook Marine Terminal 40 Western Avenue Staten Island, NY 10303
Bayonne Bridge 70 Trantor Place Staten Island, NY 10303		115 Broadway Various Floors New York, NY 10006
Outerbridge Crossing 101 Boscombe Avenue Staten Island, NY 10303		WTC Police Command 4 Vesey Street New York, NY 10007
80 Pine Street New York, NY 10005		100 Broadway New York, NY 10005
*Stewart International Airport 1180 First Street New Windsor, NY 12553		156 William Street New York, NY 10038

During the duration of this Contract, the Port Authority may, at its discretion, add, delete, or modify locations and/or Facilities. The "Port District" comprises of about 1,500 square miles in the States of New York and New Jersey, centering around New York Harbor. The Port District includes the cities of New York and Yonkers in New York State, and the cities of Newark, Jersey City, Bayonne, Hoboken, and Elizabeth in the State of New Jersey, and over two hundred (200) other municipalities, including all or part of seventeen counties, in the two (2) States.

\*Stewart International Airport is included as a New York Facility although it is outside of the 1,500 square miles centering about New York Harbor.

<b>ATTACHMENT B – PORT AUTHORITY FACILITIES – NEW YORK &amp; NEW JERSEY</b>	
<b>NEW JERSEY FACILITIES</b>	
Port Authority Technical Center 241 Erie Street Jersey City, NJ 07310	Newark Liberty International Airport Newark, NJ 07114
Holland Tunnel 13 <sup>th</sup> and Provost Streets Jersey City, NJ 07310	Newark Legal Center One Riverfront Plaza Newark, NJ 07102
JAMS Building 777 Jersey Avenue Jersey City, NJ 07310	2 Montgomery Street Jersey City, NJ 07302
Journal Square Transportation Center One Path Plaza Jersey City, NJ 07306	Port Newark/Port Elizabeth 260 Kellogg Street Port Newark, NJ 07114
5 Marine View Plaza Hoboken, NJ 07310	George Washington Bridge 220 Bridge Plaza South Fort Lee, NJ 07024
Lincoln Tunnel 500 Boulevard East Weehawken, NJ 07087	Teterboro Airport Teterboro, NJ 07608
Atlantic City International Airport – located ten miles (17 km) northwest of Atlantic City, in Atlantic County, New Jersey, United States.	Port Jersey-Port Authority Marine Terminal 51 Port Terminal Boulevard Operations – Room 115 Bayonne, NJ 07002

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## Attachment C Sample Work Order

Real Estate Svcs Dept-Office Space & Property Mgt  
Tenant Request for Services

**Facility:** PATC  
**Floor:** 1  
**Dept.:**  
**Req. by**

**Work Order** 123456  
**Date Requested:**  
**Date Scheduled:**

**Phone**

**PC**

**What needs to be done...**

**Contractor Assigned To**

**Contractor Notes:**

**Time Started:** \_\_\_\_\_ **Time Completed:** \_\_\_\_\_ **Est'd # of Hours** \_\_\_\_\_ **Est'd Mat'l Cost** \_\_\_\_\_

**Materials Used:**

Quantity	Description

No. Men	Trade	Total Hrs Worked			Regular Time		Overtime		Sun/Holiday	
		Reg	O.T.	Hol.	Rate	Cost	Rate	Cost	Rate	Cost
	Foreman									
	Worker									

**The above work has been completed:**

OSSD PC Signature  
Verification of hours worked  
and appropriateness of time spent

**Supv. / Foreman** \_\_\_\_\_  
**Print name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_

**Invoice #:** \_\_\_\_\_ **Invoice Date:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_

**Amt for Svc Provided:** \$0.00

Company	Bus Area	GL Account	Cost Center	Internal Order	WBS Element