

THE PORT AUTHORITY OF NY & NJ

PROCUREMENT DEPARTMENT
4 WORLD TRADE CENTER
150 GREENWICH STREET, 21ST FL.
NEW YORK, NY 10007

4/1/2016

ADDENDUM # 4

To prospective Proposer(s) on RFP # 45171 for Taxi Dispatch Services at John F. Kennedy International Airport, Newark Liberty International Airport, LaGuardia Airport and the Port Authority Bus Terminal

- Proposals now due on 4/14/2016, no later than 2:00 PM
- Proposals originally due on 3/10/2016, no later than 2:00 PM

I. CHANGES/MODIFICATIONS

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

1. In Attachment B, Part II, Specifications, Section 2, "Work Required by the Specifications", at the end of the first paragraph add the following:

"As part of the Port Authority's future ground transportation efforts, two (2) Taxi Dispatch Supervisors **may** be required to perform required administrative tasks related to the taxi dispatch program and other ground transportation efforts. These supervisors would work 40 hours per week and be located at the Port Authority offices located at 4 WTC."
2. In Part 1, "Information For Proposers on this Request for Proposals", section O, "Contractor Staff Background Screening" at the end of the Section add the following paragraph:

"Background Qualification Questionnaire (BQQ)

The Bidder shall submit a completed Background Qualification Questionnaire (BQQ), required for itself and all subcontractors and vendors known to the Bidder at the time of bid submission. This document and instructions for submitting the completed BQQ to the Authority's Office of Inspector General can be obtained at the Authority's website through the following link:

<http://www.panynj.gov/inspector-general/inspector-general-programs.html>

3. In Attachment B, Part I, Specifications section 8, “Insurance Procured by the Contractor” add at the end of the Section the following:

“If Taxi Dispatch Supervisors are assigned to 4 WTC, the following insurance requirements apply:

“The Contractor shall take out, maintain, and pay the premiums on Commercial General Liability Insurance, including but not limited to premises-operations, products-completed operations, and independent contractors coverage, with contractual liability language covering the obligations assumed by the Contractor under this Contract and, if vehicles are to be used to carry out the performance of this Contract, then the Contractor shall also take out, maintain, and pay the premiums on Automobile Liability Insurance covering owned, non-owned, and hired autos in the following minimum limits:

Commercial General Liability Insurance - \$ 2 million combined single limit per occurrence for bodily injury and property damage liability.

Automobile Liability Insurance - \$2 million combined single limit per accident for bodily injury and property damage liability.

In addition, the liability policy (ies) shall name The Port Authority of New York & New Jersey, its related entities, their commissioners, directors, officers, partners, employees and agents, The City of New York, 4 World Trade Center LLC, World Trade Center Properties LLC, 4 WTC Holdings LLC, Silverstein Properties, Inc., Larry A. Silverstein, World Trade Center Hold Co. Ltd. And 4 WTC Mezz LLC as additional insured, including but not limited to premise-operations, products-completed operations on the Commercial General Liability Policy. Moreover, the Commercial General Liability Policy shall not contain any provisions for exclusions from liability other than provisions for exclusion from liability forming part of the most up to date ISO form or its equivalent unendorsed Commercial General Liability Policy. The liability policy (ies) and certificate of insurance shall contain cross-liability language providing severability of interests so that coverage will respond as if separate policies were in force for each insured. These insurance requirements shall be in effect for the duration of the contract to include any warrantee/guarantee period.

The certificate of insurance and liability policy (ies) must contain the following endorsement for the above liability coverages:

“The insurer(s) shall not, without obtaining the express advance written permission from the General Counsel of the Port Authority, raise any defense involving in any way the jurisdiction of the Tribunal over the person of the Port Authority, the immunity of the Port Authority, its

Commissioners, officers, agents or employees, the governmental nature of the Port Authority, or the provisions of any statutes respecting suits against the Port Authority.”

The Contractor shall also take out, maintain, and pay premiums on Workers’ Compensation Insurance in accordance with the requirements of law in the state(s) where work will take place, and Employer’s Liability Insurance with limits of not less than \$1 million each accident.

Each policy above shall contain a provision that the policy may not be canceled, terminated, or modified without thirty (30) days’ prior written notice to the Port Authority of NY and NJ, Att: Facility Contract Administrator, at the location where the work will take place and to the General Manager, Risk Financing.

The Port Authority may at any time during the term of this agreement change or modify the limits and coverages of insurance. Should the modification or change results in an additional premium, The General Manager, Risk Financing for the Port Authority may consider such cost as an out-of-pocket expense.

Within five (5) days after the award of this agreement or contract and prior to the start of work, the Contractor must submit an original certificate of insurance, to the Port Authority of NY and NJ, Facility Contract Administrator, at the location where the work will take place. This certificate of insurance MUST show evidence of the above insurance policy (ies), stating the agreement/contract number prior to the start of work. The General Manager, Risk Financing must approve the certificate(s) of insurance before any work can begin. Upon request by the Port Authority, the Contractor shall furnish to the General Manager, Risk Financing, a certified copy of each policy, including the premiums.

If at any time the above liability insurance should be canceled, terminated, or modified so that the insurance is not in effect as above required, then, if the Manager shall so direct, the Contractor shall suspend performance of the contract at the premises. If the contract is so suspended, no extension of time shall be due on account thereof. If the contract is not suspended (whether or not because of omission of the Manager to order suspension), then the Authority may, at its option, obtain insurance affording coverage equal to the above required, the cost of such insurance to be payable by the Contractor to the Port Authority.

Renewal certificates of insurance or policies shall be delivered to the Facility Contractor Administrator, Port Authority at least fifteen (15) days prior to the expiration date of each expiring policy. The General Manager, Risk Financing must approve the renewal certificate(s) of insurance before work can resume on the facility. If at any time any of the certificates or policies shall become unsatisfactory to the Port Authority, the Contractor shall promptly obtain a new and satisfactory certificate and policy.

The requirements for insurance procured by the Contractor shall not in any way be construed as a limitation on the nature or extent of the contractual obligations assumed by the Contractor under this contract. The insurance requirements are not a representation by the Authority as to the adequacy of the insurance to protect the Contractor against the obligations imposed on them by law or by this or any other Contract. **CITS #4900N**”

4. In Attachment B, Part III (A), “Cost Proposal Forms”, delete in its entirety and replace with the attached revised “Cost Proposal Forms – Addendum # 4”.

II. PROPOSER'S QUESTIONS AND ANSWERS

The following information is available in response to questions submitted by prospective Bidders. The responses should not be deemed to answer all questions, which have been submitted by Bidders to the Port Authority. It addresses only those questions, which the Port Authority has deemed to require additional information and/or clarification. The fact that information has not been supplied with respect to any questions asked by a Bidders does not mean or imply, nor should it be deemed to mean or imply, any meaning, construction, or implication with respect to the terms.

The Port Authority makes no representations, warranties or guarantees that the information contained herein is accurate, complete or timely or that such information accurately represents the conditions that would be encountered during the performance of the Contract. The furnishing of such information by the Port Authority shall not create or be deemed to create any obligation or liability upon it for any reason whatsoever and each Bidder, by submitting its Bid, expressly agrees that it has not relied upon the foregoing information, and that it shall not hold the Port Authority liable or responsible therefor in any manner whatsoever. Accordingly, nothing contained herein and no representation, statement or promise, of the Port Authority, its Commissioners, officers, agents, representatives, or employees, oral or in writing, shall impair or limit the effect of the warranties of the Bidder required

by this Bid or Contract and the Bidder agrees that it shall not hold the Port Authority liable or responsible therefor in any manner whatsoever. The Questions and Answers numbering sequence will be continued sequentially in any forthcoming Addenda that may be issued.

Q1. The Calculation of Average Hourly Rate Form; the format provided calls for completion of one form per year per employee category (e.g. Taxi Dispatch Supervisor on pages 88 - 90). The instructions indicate that the amounts listed for Items 1, 2 and 3 must be maintained at all times. Since audits occur on a location by a location basis, it may be necessary to submit one sheet for each airport since collective bargaining agreements may cause rate differences between locations. This means that for most categories, there would be 12 forms submitted instead of 3. (Please advise)

A1. One Form per year per employee category is required which will provide an average.

Q2. Supervisor hours for the PABT have not been identified, but Taxi Dispatcher hours have been. If PABT is budgeted separately from LGA, should those hours be split out? If there is no separate budget, it might make sense to combine PABT and LGA hours for all employee categories (e.g. full and part time Taxi Dispatcher). (Please advise)

A2. The PABT Taxi Dispatch Supervisor hours has been added to the revised pricing sheets. See above Changes/Modifications number 4.

Q3. No form was provided to summarize the pricing for each of the three base years. (Please advise)

A3. Revised pricing sheets provided. See above Changes/Modifications number 4.

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

THE PORT AUTHORITY OF NY & NJ
SELENE ORTEGA, MANAGER
COMMODITIES & SERVICES DIVISION

PROPOSER'S FIRM NAME: _____
INITIALED: _____
DATE: _____

QUESTIONS CONCERNING THIS ADDENDUM MAY BE ADDRESSED TO RICHARD GREHL, WHO CAN BE REACHED AT (212) 435 - 4633 OR AT RGREHL@PANYNJ.GOV.

COST PROPOSAL FORMS - ADDENDUM # 4

TAXI DISPATCH SERVICES - YEAR 1

		<u>Estimated Annual Hours</u>		<u>Hourly Rate</u>	=	<u>Estimated Annual Charge</u>
<u>A. Assistant Taxi Dispatcher</u>						
JFK	Full Time	32,391	x	\$ _____	=	\$ _____
	Part time	10,797	x	\$ _____	=	\$ _____
 <u>B. Taxi Dispatcher</u>						
PABT	Full Time	6,716	x	\$ _____	=	\$ _____
	Part Time	1,679	x	\$ _____	=	\$ _____
LGA	Full Time	68,578	x	\$ _____	=	\$ _____
	Part Time	17,144	x	\$ _____	=	\$ _____
EWR	Full Time	81,760	x	\$ _____	=	\$ _____
	Part Time	20,440	x	\$ _____	=	\$ _____
JFK	Full Time	87,990	x	\$ _____	=	\$ _____
	Part Time	29,330	x	\$ _____	=	\$ _____
 <u>C. Taxi Dispatch Supervisor*</u>						
EWR		8,760	x	\$ _____	=	\$ _____
JFK		26,550	x	\$ _____	=	\$ _____
LGA		15,028	x	\$ _____	=	\$ _____
PABT		4,380	x	\$ _____	=	\$ _____
4WTC		4,620	x	\$ _____	=	\$ _____

* For purposes of calculating cost, the Estimated Annual Hours listed for Taxi Dispatcher Supervisors includes 288 Estimated Annual Hours of Customer Care Training (12 months x 24 hours per month) to be conducted by the Contractor pursuant to Section 14 of the Contract, entitled Training Provided by the Contractor and Port Authority”.

COST PROPOSAL FORMS – ADDENDUM # 4

<u>D. Monthly Management Fee</u>	<u>Monthly Charge</u>		<u>Est. Annual Charge</u>
EWR	\$ _____	x	12 months = \$ _____
JFK/4WTC	\$ _____	x	12 months = \$ _____
LGA/PABT	\$ _____	x	12 months = \$ _____

E. Fleet Operating Charge

<u>Monthly Op. Charge Per Vehicle</u>		<u>Number of Vehicles</u>		<u>Monthly Operating Charge</u>			
\$ _____ (7 passenger)	x	5	=	\$ _____	x	12 months =	\$ _____
_____ (15 passenger)	x	3	=	\$ _____	x	12 months =	\$ _____

Estimated Annual Price Year 1 = \$ _____ (F1)
(Sum of sections A thru E above)

Please Note: No direct reimbursement is provided in the Contract for, among other things, the Taxi Dispatch Manager, the Contractor Representative, uniforms, office clerical staff, drivers for posting employees, office supplies, and telephone service.

Per Section of the Contract entitled Vehicular Transportation Services, fuel will be purchased and supplied by the Port Authority at JFK Airport only.

COST PROPOSAL FORMS – ADDENDUM # 4

TAXI DISPATCH SERVICES - YEAR 2

		<u>Estimated Annual Hours</u>		<u>Hourly Rate</u>	=	<u>Estimated Annual Charge</u>
<u>A. Assistant Taxi Dispatcher</u>						
JFK	Full Time	32,391	x	\$ _____	=	\$ _____
	Part time	10,797	x	\$ _____	=	\$ _____
 <u>B. Taxi Dispatcher</u>						
PABT	Full Time	6,716	x	\$ _____	=	\$ _____
	Part Time	1,679	x	\$ _____	=	\$ _____
LGA	Full Time	68,578	x	\$ _____	=	\$ _____
	Part Time	17,144	x	\$ _____	=	\$ _____
EWR	Full Time	81,760	x	\$ _____	=	\$ _____
	Part Time	20,440	x	\$ _____	=	\$ _____
JFK	Full Time	87,990	x	\$ _____	=	\$ _____
	Part Time	29,330	x	\$ _____	=	\$ _____
 <u>C. Taxi Dispatch Supervisor*</u>						
EWR		8,760	x	\$ _____	=	\$ _____
JFK		26,550	x	\$ _____	=	\$ _____
LGA		15,028	x	\$ _____	=	\$ _____
PABT		4,380	x	\$ _____	=	\$ _____
4WTC		4,620	x	\$ _____	=	\$ _____

* For purposes of calculating cost, the Estimated Annual Hours listed for Taxi Dispatcher Supervisors includes 288 Estimated Annual Hours of Customer Care Training (12 months x 24 hours per month) to be conducted by the Contractor pursuant to Section 14 of the Contract, entitled Training Provided by the Contractor and Port Authority”.

COST PROPOSAL FORMS – ADDENDUM # 4

<u>D. Monthly Management Fee</u>	<u>Monthly Charge</u>			<u>Est. Annual Charge</u>
EWR	\$ _____	x	12 months =	\$ _____
JFK/4WTC	\$ _____	x	12 months =	\$ _____
LGA/PABT	\$ _____	x	12 months =	\$ _____

E. Fleet Operating Charge

<u>Monthly Op. Charge Per Vehicle</u>		<u>Number of Vehicles</u>		<u>Monthly Operating Charge</u>				
\$ _____ (7 passenger)	x	5	=	\$ _____	x	12 months =	\$ _____	
_____	x	3	=	\$ _____	x	12 months =	\$ _____	
(15 passenger)								

Estimated Annual Price Year 2 = \$ _____ (F2)
(Sum of sections A thru E above)

Please Note: No direct reimbursement is provided in the Contract for, among other things, the Taxi Dispatch Manager, the Contractor Representative, uniforms, office clerical staff, drivers for posting employees, office supplies, and telephone service.

Per Section of the Contract entitled Vehicular Transportation Services, fuel will be purchased and supplied by the Port Authority at JFK Airport only.

COST PROPOSAL FORMS – ADDENDUM # 4

TAXI DISPATCH SERVICES - YEAR 3

		<u>Estimated Annual Hours</u>		<u>Hourly Rate</u>		<u>Estimated Annual Charge</u>
<u>A. Assistant Taxi Dispatcher</u>						
JFK	Full Time	32,391	x	\$ _____	=	\$ _____
	Part time	10,797	x	\$ _____	=	\$ _____
 <u>B. Taxi Dispatcher</u>						
PABT	Full Time	6,716	x	\$ _____	=	\$ _____
	Part Time	1,679	x	\$ _____	=	\$ _____
LGA	Full Time	68,578	x	\$ _____	=	\$ _____
	Part Time	17,144	x	\$ _____	=	\$ _____
EWR	Full Time	81,760	x	\$ _____	=	\$ _____
	Part Time	20,440	x	\$ _____	=	\$ _____
JFK	Full Time	87,990	x	\$ _____	=	\$ _____
	Part Time	29,330	x	\$ _____	=	\$ _____
 <u>C. Taxi Dispatch Supervisor*</u>						
EWR		8,760	x	\$ _____	=	\$ _____
JFK		26,550	x	\$ _____	=	\$ _____
LGA		15,028	x	\$ _____	=	\$ _____
PABT		4,380	x	\$ _____	=	\$ _____
4WTC		4,620	x	\$ _____	=	\$ _____

* For purposes of calculating cost, the Estimated Annual Hours listed for Taxi Dispatcher Supervisors includes 288 Estimated Annual Hours of Customer Care Training (12 months x 24 hours per month) to be conducted by the Contractor pursuant to Section 14 of the Contract, entitled Training Provided by the Contractor and Port Authority”.

COST PROPOSAL FORMS – ADDENDUM # 4

<u>D. Monthly Management Fee</u>	<u>Monthly Charge</u>			<u>Est. Annual Charge</u>
EWR	\$ _____	x	12 months =	\$ _____
JFK/4WTC	\$ _____	x	12 months =	\$ _____
LGA/PABT	\$ _____	x	12 months =	\$ _____

E. Fleet Operating Charge

<u>Monthly Op. Charge Per Vehicle</u>		<u>Number of Vehicles</u>	=	<u>Monthly Operating Charge</u>				
\$ _____ (7 passenger)	x	5	=	\$ _____	x	12 months =	\$ _____	
_____	x	3	=	\$ _____	x	12 months =	\$ _____	
(15 passenger)								

Estimated Annual Price Year 3 = \$ _____ (F3)
(Sum of sections A thru E above)

Please Note: No direct reimbursement is provided in the Contract for, among other things, the Taxi Dispatch Manager, the Contractor Representative, uniforms, office clerical staff, drivers for posting employees, office supplies, and telephone service.

Per Section of the Contract entitled Vehicular Transportation Services, fuel will be purchased and supplied by the Port Authority at JFK Airport only.

COST PROPOSAL FORMS – ADDENDUM # 4

PRICING SUMMARY

Estimated Annual Price Year 1 (F1) = \$ _____

Estimated Annual Price Year 2 (F2) = \$ _____

Estimated Annual Price Year 3 (F3) = \$ _____

**Estimated Total Three Year Contract Price = \$ _____
(Sum of F1 thru F3)**