

**THE PORT AUTHORITY OF NY & NJ
PROCUREMENT DEPARTMENT
4 WORLD TRADE CENTER
150 GREENWICH STREET, 21ST FL.
NEW YORK, NY 10007**

3/6/2018

ADDENDUM # 9

To prospective Proposer(s) on RFP # 52170 – Marketing Communications Services to the Port Authority of New York & New Jersey’s Marketing Department:

RFP due March 27, 2018 at 2:00PM

I. CHANGES/MODIFICATIONS

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

- A. In Attachment C1, entitled “Proposer Prerequisite A,” delete in its entirety the following:
“(Proposer shall have at least five years’ continuous experience).”
And replace with the following:
“(Proposer shall have at least three (3) years’ continuous experience).”
- B. In Attachment C, entitled “Proposer Reference Form,” delete in its entirety the following:
“Please provide a list of references on the firm’s performance of similar work within the last three (3) years, including all current contracts. Use additional sheets as necessary.”
And replace with the following:
“Please provide a list of references on the firm’s performance of similar work within the last three (3) years. Use additional sheets as necessary.”
- C. In Attachment C3, entitled “Proposer Prerequisite C,” delete in its entirety the following:
“Proposers must provide a statement on letterhead signed by their CFO or a CPA certifying that its company meets the gross revenues specified in Section 3, Proposer Prerequisites, Paragraph C, of the Contract.”
And replace with the following:
“Proposers must provide a statement on letterhead signed by their CFO or a CPA certifying that its company meets the gross revenues specified in Section 3, Proposer Prerequisites, Paragraph B, of the Contract.”

Addendum # 9

II. PROPOSER'S QUESTIONS AND ANSWERS

The following information is available in response to questions submitted by prospective Proposers. The responses should not be deemed to answer all questions, which have been submitted by Proposers 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 Proposers 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 Proposer, by submitting its Proposal, 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 Proposer required by this Proposal or Contract and the Proposer 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.

Q59. What is the format of the pre-proposal meeting?

A59. The format will be made available at the forum.

Q60. Who, from the Port Authority, will attend the pre-proposal meeting?

A60. Representatives from Procurement, Marketing and Office of Business Diversity and Civil Rights.

Q61. The Port Authority is requesting client examples and customer references in a number of places. Does the Port Authority require different examples in each section or can examples/references be duplicated? Will the Port Authority contact all of the individuals as references or only those listed in the Proposer Reference Form?

A61. Client examples/references may be duplicated. The Port Authority will be contacting only those included in Attachment C, the Proposer Reference Form.

Q62. In Attachment C, entitled "Proposer Reference Form," is the Port Authority requesting only three (3) current client references or a list of all current contracts?

A62. The Port Authority is requesting a list of references on the firm's performance of similar work within the last (3) years. See Changes/Modifications B, above.

Q63. In Attachment C1, entitled "Proposer Prerequisite A," is the requirement to provide an example of a single client/contract that the Proposer held for at least five (5) years?

A63. The requirement is to provide an example of a single client/contract that the Proposer held for at least three (3) years. See Changes/Modifications B, above.

Q64. Can the Port Authority please clarify what the expectation is for the response to Attachment C3, entitled "Proposer Prerequisite C"? Are proposers to include the Financial Information requested in Section 4, entitled "Financial Information," beginning on page 14, in response to this prerequisite?

A64. Yes, the Proposer must prove the company's revenue of \$6 million/year by providing financial information.

Q65. In Attachment C2, Proposer Prerequisite B, is the Port Authority requesting Proposers include the total number of contracts and then provide one example, or must the Proposer complete this form for three separate clients?

A65. The Proposer must complete Attachment C2, Proposer Prerequisite B, for three (3) separate clients.

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

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 and Service 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.