



## **INVITATION FOR BID**

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## **PART I - STANDARD INFORMATION FOR BIDDERS**

### **1. General Information: The Port Authority of New York and New Jersey**

The Port Authority of New York and New Jersey (the “Port Authority” or the “Authority”) is an agency of the States of New York and New Jersey, created and existing by virtue of the Compact of April 30, 1921, made by and between the two States, and thereafter consented to by the Congress of the United States. It is charged with providing transportation, terminal and other facilities of trade and commerce within the Port District. The Port District comprises an area of about 1,500 square miles in both States, centering about 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 200 other municipalities, including all or part of seventeen counties, in the two States. The Port Authority manages and/or operates all of the region’s major commercial airports (Newark Liberty International, John F. Kennedy International, Teterboro, LaGuardia and Stewart International Airports), marine terminals in both New Jersey and New York (Port Newark and Elizabeth, Howland Hook and Brooklyn Piers); and its interstate tunnels and bridges (the Lincoln and Holland Tunnels; the George Washington, Bayonne, and Goethals Bridges; and the Outerbridge Crossing), which are vital “Gateways to the Nation.”

In addition, the Port Authority operates the Port Authority Bus Terminal in Manhattan, the largest facility of its kind in the world, and the George Washington Bridge and Journal Square Transportation Center bus stations. A key link in interstate commuter travel, the Port Authority also operates the Port Authority Trans-Hudson Corporation (PATH), a rapid rail transit system linking Newark, and the Jersey City and Hoboken waterfronts, with midtown and downtown Manhattan. A number of other key properties are managed by the agency including but not limited to a large satellite communications facility (the Teleport) in Staten Island, and a resource recovery co-generation plant in Newark. Prior to September 11, 2001, the Port Authority’s headquarters were located in the World Trade Center, and that complex is still owned and being partially redeveloped by the Authority.

### **2. Form and Submission of Bid**

The Bidder shall review carefully every provision of this document, provide all the information required, and sign and return one entire copy to the Port Authority in accordance with the instructions on the Cover Sheet and Part II – Contract Specific Information for Bidders. The Bidder should retain one complete duplicate copy for its own use. The “Signature Sheet” contained herein must be completed and signed by the Bidder. The Pricing Sheet(s) contained herein must also be completed. The bid shall be sealed in the enclosed self-addressed envelope conspicuously marked with the Bidder’s name, address, and Vendor Number, if available. In addition, the outside of the package must clearly state the Bid title, the Bid Collective Number and the Bid Due Date. Failure to properly label submissions may cause a delay in identification, misdirection or disqualification of the submissions. In submitting this bid, the Bidder offers to assume the obligations and liabilities imposed upon it herein and expressly makes the representations and warranties required in this document.

All Bids must be received by the bid custodian on or before the due date and time specified on the cover page, at which time they will be publicly opened and read. Bids are only accepted Monday through Friday, excluding Port Authority holidays, between the hours of 8:00 a.m. and 5:00 p.m., via (1) regular mail, (2) express delivery service (e.g. UPS), or (3) hand delivery. If your bid is to be hand-delivered by messenger or you are planning to attend the formal bid opening, please note that only individuals with valid photo identification will be permitted access to the Port Authority's offices. Individuals without valid identification shall be turned away and their packages not accepted. Bids that are not received by the bid custodian by the scheduled bid opening date will be considered late.

### **3. Vendor Profile**

To ensure maximum opportunities, it is vitally important that Bidders keep their vendor profiles up to date with an appropriate e-mail address, as this will enable their firm to receive timely notice of advertisements, reminders, solicitations and addenda. Bidders may update their vendor profile or register as a Port Authority Vendor by accessing the online registration system at <https://panynjprocure.com/VenLogon.asp>.

### **4. Acknowledgment of Addenda**

If any Addenda are posted or sent as part of this Bid, the Bidder shall complete, sign and include with its Bid the addenda form(s). In the event any Bidder fails to conform to these instructions, its Bid will nevertheless be construed as though the Addenda had been acknowledged.

If the Bidder downloaded this solicitation document, it is the responsibility of the Bidder to periodically check the Port Authority website at <http://www.panynj.gov/business-opportunities/bid-proposal-advertisements.html> and download any addenda that might have been issued in connection with this solicitation.

### **5. Firm Offer**

The Bidder offers to provide the Port Authority of New York and New Jersey the services and to perform all Work in connection therewith required under this Contract, all as specified by the terms and conditions of the Contract, based on the Pricing Sheets provided herein.

**EXCEPTIONS TAKEN OR CONDITIONS IMPOSED BY A BIDDER TO ANY PORTION OF THE CONTRACT DOCUMENTS WILL RESULT IN REJECTION OF THE BID.**

### **6. Acceptance or Rejection of Bids**

The acceptance of a bid will be by a written notice signed by an authorized representative on behalf of the Authority. No other act of the Port Authority, its Commissioners, officers, agents or employees shall constitute acceptance of a bid. The Port Authority reserves the unqualified right, in its sole and absolute discretion, to reject any or all bids or to accept any bid, which in its judgment will best serve the

public interest and to waive defects in any bid. No rights accrue to any Bidder unless and until its bid is accepted.

## **7. Bidder's Questions**

Any questions by prospective Bidders concerning the Work to be performed or the terms and conditions of the Contract may be addressed to the Contracts Specialist listed on the Cover Sheet of this document. The Contracts Specialist is only authorized to direct the attention of prospective Bidders to the portions of the Contract. No employee of the Port Authority is authorized to interpret any portion of the Contract or to give information in addition to that contained in the Contract. When Contract interpretation or additional information as to the Contract requirements is deemed necessary by the Port Authority, it will be communicated to all Bidders by written addenda issued under the name of the Manager, Purchasing Services Division of the Port Authority and may be posted on the Port Authority website. Addenda shall be considered part of the Contract.

## **8. Additional Information To and From Bidders**

Should the Authority require additional information from the Bidder in connection with its bid, such information shall be submitted within the time frame specified by the Port Authority.

If the Bidder is a corporation, a statement of the names and residences of its officers should be submitted on the Name and Residence of Principals Sheet, directly following the Signature Sheet.

## **9. Union Jurisdiction**

All prospective Bidders are advised to ascertain whether any union now represented or not represented at the Facility will claim jurisdiction over any aspect of the operations to be performed hereunder and their attention is directed to the paragraph entitled "Harmony" in the Standard Contract Terms and Conditions.

## **10. Assessment of Bid Requirements**

The Bidder should carefully examine and study the entire contents of these bid documents and shall make its own determinations as to the services and materials to be supplied and all other things required to be done by the Contractor.

## **11. Bidder's Prerequisites**

Only Bidders who can comply with the prerequisites specified in Part II hereof at the time of the submission of its bid should submit bids, as only bids submitted by such Bidders will be considered. By furnishing this document to the Bidder, the Port Authority has not made a determination that the Bidder has met the prerequisites or has otherwise been deemed qualified to perform the services. A determination that a

Bidder has met the prerequisites is no assurance that it will be deemed qualified in connection with other bid requirements included herein.

## **12. Qualification Information**

The Port Authority may give oral or written notice to the Bidder to furnish the Port Authority with information and to meet with designated representatives of the Port Authority relating to the Bidder's qualifications and ability to fulfill the Contractor's obligations hereunder. The requested information shall be submitted no later than three (3) days after said notice unless otherwise indicated. Matters upon which the Port Authority may inquire may include, but may not be limited to, the following:

- a. The Bidder may be required to demonstrate that it is financially capable of performing this Contract, and the determination of the Bidder's financial qualifications will be made by the Port Authority in its sole discretion. The Bidder shall submit such financial and other relevant information as may be required by the Port Authority from time to time including, but not limited to, the following:
    1. (i) Certified financial statements, including applicable notes, reflecting the Bidder's assets, liabilities, net worth, revenues, expenses, profit or loss and cash flow for the most recent calendar year or the Bidder's most recent fiscal year.

(ii) Where the certified financial statements set forth in (i) above are not available, then either reviewed or compiled statements from an independent accountant setting forth the aforementioned information shall be provided.

(iii) Where neither certified financial statements nor financial statements from an independent accountant are available, as set forth in (i) and (ii) above, then financial statements containing such information prepared directly by the Bidder may be submitted; such financial statements, however, must be accompanied by a signed copy of the Bidder's most recent Federal income tax return and a statement in writing from the Bidder, signed by an executive officer or their authorized designee, that such statements accurately reflect the present financial condition of the Bidder.
- Where the statements submitted pursuant to subparagraphs (i), (ii) or (iii) are dated prior to forty-five (45) days before the bid opening, then the Bidder shall submit a statement in writing, signed by an executive officer of the Bidder or their designee, that the present financial condition of the Bidder is at least as good as that shown on the statements submitted.
2. Bidder's statement of work on hand, including any work on which a bid has been submitted, and containing a description of the work, the annual dollar value, the location by city and state, the current percentage of completion, the expected date for completion, and the name of an individual most familiar with the Bidder's work on these jobs.

3. The name and address of the Bidder's banking institution, chief banking representative handling the Bidder's account, the Bidder's Federal Employer Identification Number (i.e., the number assigned to firms by the Federal Government for tax purposes), the Bidder's Dun and Bradstreet number, if any, the name of any other credit service to which the Bidder has furnished information, and the number, if any, assigned by such service to the Bidder's account.
- b. Information relating to the Bidder's Prerequisites, if any, as set forth in this document.
- c. If the Bidder is a corporation: (1) a copy of its Certificate of Incorporation and, if applicable, all Amendments thereto with a written declaration signed by the Secretary of the Corporation with the corporate seal affixed thereto, stating that the copy furnished is a true copy of the Certificate of Incorporation and any such Amendments as of the date of the opening of the bid and (2) if the Bidder is not incorporated under the laws of the state in which the service is to be performed, a certificate from the Secretary of State of said state evidencing the Bidder's legal qualification to do business in that state.
- d. A statement setting forth the names of those personnel to be in overall charge of the service and those who would be exclusively assigned to supervise the service and their specific roles therein, setting forth as to each the number of years of experience and in which functions and capacities each would serve.
- e. Information to supplement any statement submitted in accordance with the Standard Contract Terms and Conditions entitled "Contractor's Integrity Provisions."
- f. In the event that the Bidder's performance on a current or past Port Authority or Port Authority Trans-Hudson Corporation (PATH) contract or contracts has been rated less than satisfactory, the Manager, Purchasing Services Division, may give oral or written notice to the Bidder to furnish information demonstrating to the satisfaction of such Manager that, notwithstanding such rating, such performance was in fact satisfactory or that the circumstances which gave rise to such unsatisfactory rating have changed or will not apply to performance of this Contract, and that such performance will be satisfactory.
- g. The Bidder recognizes that it may be required to demonstrate to the satisfaction of the Port Authority that it in fact can perform the services as called for in this Contract and that it may be required to substantiate the warranties and representations set forth herein and the statements and assurances it may be required to give.

Neither the giving of any of the aforesaid notices to a Bidder, the submission of materials by a Bidder, any meeting which the Bidder may have with the Port Authority, nor anything stated by the Port Authority in any such meeting shall be construed or alleged to be construed as an acceptance of said Bidder's bid. Nothing stated in any such meeting shall be deemed to release any Bidder from its offer as contained in the bid.

### **13. Facility Inspection**

Details regarding the Facility inspection for all parties interested in submitting a bid are stipulated in Part II hereof. All Bidders must present company identification and photo identification for access to the Facility.

### **14. Available Documents - General**

Certain documents, listed in Part II hereof, will be made available for reference and examination by Bidders either at the Facility Inspection, or during regular business hours. Arrangements to review these documents at a time other than the Facility Inspection may be made by contacting the person listed in Part II as the contact for the Facility Inspection.

These documents were not prepared for the purpose of providing information for Bidders upon this Contract but they were prepared for other purposes, such as for other contracts or for design purposes for this or other contracts, and they do not form a part of this Contract. The Port Authority makes no representation or guarantee as to, and shall not be responsible for, their accuracy, completeness or pertinence, and, in addition, shall not be responsible for the inferences or conclusions to be drawn there from.

### **15. Pre-award Meeting**

The lowest qualified Bidder may be called for a pre-award meeting prior to award of the Contract.

### **16. Price Preference**

A price preference may be available for Minority/Women Business Enterprises (M/WBEs) or Small Business Enterprises (SBEs) as set forth in the Standard Contract Terms and Conditions.

### **17. M/WBE Subcontracting Provisions**

The Port Authority has a long-standing practice of making its business opportunities available to Minority Business Enterprises (MBEs) and Women-Owned Businesses (WBEs) and has taken affirmative steps to encourage such firms to seek business opportunities with the Port Authority. The successful Bidder will use good faith efforts to provide for meaningful participation by the Port Authority certified M/WBEs as defined in this document, in the purchasing and subcontracting opportunities associated with this contract, including purchase of equipment, supplies and labor services.

Minority Business Enterprise (MBE) - shall mean a business entity which is at least 51% owned and controlled by one or more members of one or more minority groups, or, in the case of a publicly held corporation, at least 51% of the stock of which is owned by one or more minority groups, and whose management and daily business

operations are controlled by one or more such individuals who are citizens or permanent resident aliens.

"Minority Group" means any of the following racial or ethnic groups:

- (a) Black persons having origins in any of the Black African racial groups not of Hispanic origin;
- (b) Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American culture or origin, regardless of race;
- (c) Asian and Pacific Islander persons having origins in any of the original peoples of the Far East, Southeast Asia, The Indian Subcontinent, or the Pacific Islands;
- (d) Native American or Alaskan native persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification.

Women-Owned Business Enterprise (WBE) - shall mean a business enterprise which is at least 51% owned by one or more women, or, in the case of a publicly held corporation, at least 51% of the stock of which is owned by one or more women and whose management and daily business operations are controlled by one or more women who are citizens or permanent or resident aliens.

Good faith efforts to include participation by M/WBEs shall include, but not be limited to the following:

- 1) Dividing the services and materials to be procured into small portions where feasible;
- 2) Giving reasonable advance notice of specific subcontracting and purchasing opportunities to such firms as may be appropriate;
- 3) Soliciting services and materials from M/WBEs, which are certified by the Port Authority;
- 4) Ensuring that provision is made for timely progress payments to the M/WBEs and;
- 5) Observance of reasonable commercial standards of fair dealing in the respective trade or business.

Bidders are directed to use form PA3749B as the recording mechanism for the M/WBE participation Plan, which may be downloaded at <http://www.panynj.gov/business-opportunities/become-vendor.html>

The M/WBE Plan submitted by the Contractor to the Port Authority shall contain, at a minimum, the following:

- Identification of M/WBE's: Provide the names and addresses of all M/WBEs included in the Plan. If none are identified, describe the process for selecting participant firms in order to achieve the good faith goals under this Contract.
- Level of Participation: Indicate the percentage of M/WBE participation expected to be achieved with the arrangement described in the Plan.
- Scope of Work: Describe the specific scope of work the M/WBE's will perform.
- Previous M/WBE Participation: Describe any previous or current M/WBE participation, which the Bidder has utilized in the performance of its contracts.

All M/WBE subcontractors listed on the M/WBE Participation Plan must be certified by the Port Authority in order for the Contractor to receive credit toward the M/WBE goals set forth in this Contract. Please go to [www.panynj.gov/supplierdiversity](http://www.panynj.gov/supplierdiversity) to search for M/WBEs by a particular commodity or service. The Port Authority makes no representation as to the financial responsibility of such firms or their ability to perform Work under this Contract.

Bidders shall include their M/WBE Participation Plan with their Bids, to be reviewed and approved by the Authority's Office of Business Diversity and Civil Rights (OBDCR).

If the Contractor wishes to subcontract a portion of the Work through a firm not listed in the Directory, but which the Contractor believes should be eligible because it is (1) an M/WBE, as defined above and (2) competent to perform portions of the Work, the Contractor shall submit an M/WBE Uniform Certification Application to the Port Authority of New York and New Jersey, Office of Business Diversity and Civil Rights (OBDCR), 233 Park Avenue South, 4th Floor, New York, NY 10003. The application is available online at [www.panynj.gov/supplierdiversity](http://www.panynj.gov/supplierdiversity). In addition, to update your certification file and to advise OBDCR of changes to any information, please email these changes to [certhelp@panynj.gov](mailto:certhelp@panynj.gov). Credit toward applicable goals will be granted only to Port Authority certified vendors. For more information about M/WBE Programs, call (212) 435-7819.

## **18. Certification of Recycled Materials**

Bidders are requested to submit, with their bid, a written certification entitled "Certified Environmentally Preferable Products / Practices" attached hereto as "Attachment I-A", attesting that the products or items offered by the Bidder contain the minimum percentage of post-consumer recovered material in accordance with the most recent guidelines issued by the United States Environmental Protection Agency (EPA), or, for commodities not so covered, the minimum percentage of post-consumer recovered materials established by other applicable regulatory agencies. The data submitted by the Bidder in Attachment I-A is being solicited for informational purposes only.

### **Recycling Definitions:**

For purposes of this solicitation, the following definitions shall apply:

- a. "Recovered Material" shall be defined as any waste material or by-product that has been recovered or diverted from solid waste, excluding those materials and by-products generated from, and commonly reused within, an original manufacturing process.
- b. "Post-consumer Material" shall be defined as any material or finished product that has served its intended use and has been discarded for disposal or recovery having completed its life as a consumer item. "Post-consumer material" is included in the broader category of "Recovered Material".
- c. "Pre-consumer Material" shall be defined as any material or by-product generated after the manufacture of a product but before the product reaches the consumer, such as damaged or obsolete products. Pre-consumer Material does not include mill and manufacturing trim, scrap, or broken material that is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.
- d. "Recycled Product" shall be defined as a product that contains the highest amount of post-consumer material practicable, or when post-consumer material is impracticable for a specific type of product, contains substantial amounts of Pre-consumer Material.
- e. "Recyclable Product" shall be defined as the ability of a product and its packaging to be reused, reconditioned for use, or recycled through existing recycling collection programs.
- f. "Waste Reducing Product" shall be defined as any product that will result in less waste generated due to its use rather than another product designed to serve the same function with an greater waste generation rate. This shall include, but not be limited to, those products that can be reused, refilled or have a longer life expectancy and contain a lesser amount of toxic constituents.

## **19. City Payroll Tax**

Bidders should be aware of the payroll tax imposed by the:

- a) City of Newark, New Jersey for services performed in Newark, New Jersey;
- b) City of New York, New York for services performed in New York, New York;  
and
- c) City of Yonkers, New York for services performed in Yonkers, New York.

These taxes, if applicable, are the sole responsibility of the Contractor. Bidders should consult their tax advisors as to the effect, if any, of these taxes. The Port Authority provides this notice for informational purposes only and is not responsible for either the imposition or administration of such taxes. The Port Authority exemption set forth in the Paragraph headed "Sales or Compensating Use Taxes", in the Standard Contract Terms and Conditions included herein, does not apply to these taxes.

**20. Additional Bidder Information**

Prospective Bidders are advised that additional vendor information, including but not limited to, forms, documents and other information, including protest procedures, may be found on the Port Authority website at: <http://www.panynj.gov/business-opportunities/become-vendor.html>



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## PART II - CONTRACT SPECIFIC INFORMATION FOR BIDDERS

The following information may be referred to in other parts hereof, or further detailed in other parts hereof, if applicable.

### 1. **Service(s) Required**

Perform inspections, maintenance, testing and repairs of the ventilation systems, gas monitoring systems, controls and appurtenances at the Port Authority Bus Terminal. Such services shall be performed in the manner and at the times and frequencies or other hours designated by the Manager and as defined in Part V of this Contract (the "Specifications").

### 2. **Location(s) Services Required**

The 41<sup>st</sup> Street Ventilation Building and Lower Bus Level of the Port Authority Bus Terminal (PABT), located at the intersection of 41<sup>st</sup> Street and 9<sup>th</sup> Avenue in the City and State of New York, listed in Part V of this Contract and, as more fully described in the definition of "Facility" in the Specifications.

### 3. **Expected Date of Commencement of Contract**

On or about October 20, 2014.

### 4. **Contract Type**

Unit Price Service Contract.

### 5. **Duration of Contract**

Three (3) years, expiring on or about October 19, 2017.

### 6. **Option Period(s)**

There shall be up to three (3), one (1) year Option Periods.

### 7. **Price Adjustment during Option Period(s) (Index Based)**

Price adjustment during the Option Period(s) shall be pursuant to the clause entitled "Price Adjustment" in Part III hereof.

### 8. **Extension Period**

120-day extension applicable.

### 9. **Facility Inspection**

**Date and Time:** August 15, 2014 from 10am-12pm

All interested parties shall meet at the Port Authority Bus Terminal, South Wing, 2<sup>nd</sup> floor, Times Square Hall, 625 Eighth Avenue, New York, NY 10018.

Please contact Bern D'Aleo at 212.502.2472 between the hours of 8am and 3pm or email at [bdaleo@panynj.gov](mailto:bdaleo@panynj.gov) to confirm attendance and/or receive travel directions.

All prospective bidders attending the Facility Inspection will have access to the documents listed in Section 11 upon the successful completion of a Non-Disclosure Agreement (Attachment A). The completed Non-disclosure Agreement must be submitted forty-eight (48) hours prior to the Facility Inspection via E-mail, to ReMunoz@PANYNJ.gov, with the original to follow on the day of the Facility Inspection. Prospective bidder(s) that do not submit a completed Non-Disclosure and Confidentiality Agreement by forty-eight (48) hours prior to the Facility Inspection date will not be able to have access to the documents at the inspection site.

Valid Photo I.D is required to attend Facility Inspection.

#### **10. Specific Bidder's Prerequisites**

- a. The Bidder shall have had at least three (3) years of continuous experience immediately prior to the date of submission of its bid in the management and operation of a ventilation and gas monitoring system and controls maintenance and repair business with Multigard Gas Monitoring Systems or similar systems and during that time shall have actually engaged in providing said or such services to commercial or industrial accounts under contract. The Bidder may fulfill this prerequisite if the Bidder can demonstrate to the satisfaction of the Port Authority that the persons or entities owning and controlling the Bidder have had a cumulative total of at least three (3) years of experience immediately prior to the date of the submission of its bid in the management and operation of a business actually engaged in providing these services to commercial or industrial accounts under contract during that time, or have owned and controlled other entities which have actually engaged in providing the above described services during that time period.
- b. During the time period stated in (a) above, the Bidder, or persons or entities owning and controlling the Bidder, shall have satisfactorily performed or be satisfactorily performing under at least one (1) contracts requiring similar services of similar scope to those required under this Contract.
- c. The Bidder shall have had in its last fiscal year, or the last complete calendar year immediately preceding the opening of its bid, a minimum of three hundred thousand dollars (\$300,000) annual gross income from the type of service required under this Contract.

Proof that the above prerequisites are met should be submitted with the bid.

#### **11. Available Documents**

The following documents will be made available for reference and examination (upon execution of a Port Authority Non-Disclosure and Confidentiality Agreement, as set forth in Section 13, for the documents listed in 11.a. and 11.b. below) at the scheduled Facility Inspection or at a later date via a Reading Room as described in Section 13:

- a. HVAC Fan Maintenance and Air Monitoring Systems at The Port Authority Bus Terminal. Contract #4600007479, Purchase Order #4500058572.

- b. Contract LT-444 – 41<sup>st</sup> Street Ventilation Building Rehabilitation of Ventilation System – Schematic Diagrams, Operation, and Control Requirements.

These documents were not prepared for the purpose of providing information for bidders upon the present Contract but they were prepared for other purposes, such as for other contracts or for design purposes for this or other contracts, and they do not form a part of this Contract. The Authority makes no representation or guarantee as to, and shall not be responsible for their accuracy, completeness or pertinence, and, in addition, shall not be responsible for the conclusions to be drawn there from. They are made available to the bidders merely for the purpose of providing them with such information as is in the possession of the Authority, whether or not such information may be accurate, complete or pertinent or of any value to the bidders.

## **12. Contractor Staff Background Screening**

The Contractor awarded this contract may be required to have its staff, and any subcontractor's staff working under this Contract, authorize the Authority or its designee to perform background checks. Such authorization shall be in a form acceptable to the Authority. The Contractor (and subcontractor) may also be required to use an organization designated by the Authority to perform the background checks. The cost for said background checks for staff that pass and are granted a credential shall be reimbursable to the Contractor (and its subcontractors) as an out-of-pocket expense. Staff that are rejected for a credential for any reason are not reimbursable.

As of January 29, 2007, the Secure Worker Access Consortium (S.W.A.C.) is the only Port Authority approved provider to be used to conduct background screening, except as otherwise required by federal law and/or regulation. 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.

## **13. Non-Disclosure Agreements**

- A. Documents a and b listed in Section 11 will only be made available via a Reading Room and during the facility inspection to prospective bidder(s) who have satisfactorily executed the Port Authority's Non-Disclosure Agreement and required Acknowledgments in accordance with the following instructions.

Prospective bidder(s) seeking access to the available documents are required to submit by Email, with original by mail to follow:

- (1) The Non-Disclosure and Confidentiality Agreement (Attachment A) executed by a principal or officer of your firm on behalf of your firm;
- (2) An Exhibit A- (Acknowledgment by a Related Party Individual) executed by the same principal who executed the firm Non-Disclosure Agreement;

- (3) An Exhibit A- (Acknowledgment by a Related Party Individual) executed by each member of your firm (or any subcontractors) requiring access to the documents;

Aside from the Facility Inspection, access to the documents is by appointment only, and each prospective bidder may only schedule a one (1) hour block at a time. If you require further examination of the documents to be provided at the Facility Inspection, please schedule another appointment. Appointments may be made by emailing Rene Munoz at ReMunoz@PANYNJ.gov. Please provide at minimum, forth-eight (48) hours between submittal of your Non-Disclosure and Confidentiality Agreement and intended visitation date in order to allow sufficient time to review your Non-Disclosure and Confidentiality Agreement submittal.

The documents to be provided in the Reading Room and at the Facility Inspection have been made available for your examination. The Port Authority makes no representation or guarantee, and shall not be responsible for their accuracy, completeness or pertinence, and, in addition, shall not be responsible for the conclusions drawn therefrom. The documents are made available merely for the purpose of making available such information as is in the possession of the Port Authority and which it is able to make available, whether or not such information may be accurate, complete or pertinent or of any value to prospective Proposers.

The following guidelines must be followed while using the Reading Room and viewing the documents at the Facility Inspection:

1. Documentation provided cannot be removed from the Reading Room.
2. When handling the documentation:
  - Do not make any marks on the pages.
  - Do not spindle, fold or mutilate any pages.
  - Do not trace, alter, tear or bend or handle the pages in such a way as to cause damage to any pages.
  - Do not tear out any pages.
  - Do not refold pages in a new or different way.
  - Use only Post-It notes or slips of paper for marking your place. Remove all page markers before leaving the Reading Room.
3. Duplication of documentation by camera, scanner, photocopier or other means is prohibited.
4. Laptop or other devices for taking notes is permitted but the proposed bidder(s) must supply their own electrical (110v-120v) connections. Internet connection is prohibited.
5. The Port Authority shall not be held responsible for the loss, damage or theft of any proposed Bidder's electronic equipment or personal items brought into the Reading Room.

Adherence to these guidelines is strictly enforced, and the failure to adhere to same may result in your bid being excluded from consideration, or your firm being found non-responsive or not responsible.

- B. In addition to the execution of NDAs referenced above, at the direction of the Port Authority, the awarded Contractor shall be required to have any additional principals, staff and/or subcontractor(s) and their staff, execute Port Authority approved non-disclosure and confidentiality agreements.

**NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT  
BETWEEN**

**[1]** \_\_\_\_\_

**AND**

**THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY**

**THIS NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT** (this “**Agreement**”) is made as of this [2]\_\_\_\_\_ day of [3]\_\_\_\_\_, [4]\_\_\_\_\_, by and between **THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY** (the “**Port Authority**”) a body corporate and politic created by Compact between the States of New York and New Jersey, with the consent of the Congress of the United States, and having an office and place of business at 225 Park Avenue South, New York, New York, 10003, and [5]\_\_\_\_\_ having an office and place of business at [6]\_\_\_\_\_ (“**Recipient**”).

**WHEREAS**, the Port Authority desires, subject to the terms and conditions set forth below, to disclose to Recipient Protected Information (as defined below) in connection with [7] Bid#39052 -HVAC Fan Maintenance and Air Monitoring Systems at the Port Authority Bus Terminal, NY.NY

\_ (collectively, the “Project(s)”, or “Proposed Project(s)”); and

**WHEREAS**, the Recipient acknowledges that the Port Authority, in furtherance of its performance of essential and critical governmental functions relating to the Project, has existing and significant interests and obligations in establishing, maintaining and protecting the security and safety of the Project site and surrounding areas and related public welfare matters; and

**WHEREAS**, in furtherance of critical governmental interests regarding public welfare, safety and security at the Project site, the Port Authority has collected information and undertaken the development of certain plans and recommendations regarding the security, safety and protection of the Project site, including the physical construction and current and future operations; and

**WHEREAS**, the Port Authority and Recipient (collectively, the “**Parties**”) acknowledge that in order for Recipient to undertake its duties and/or obligations with regard to its involvement in the Project, the Port Authority may provide Recipient or certain of its Related Parties (as defined below) certain information in the possession of the Port Authority, which may contain or include protected, confidential, privileged, classified, commercial, proprietary or sensitive information, documents and plans, relating to the Project or its occupants or other matters, the unauthorized disclosure of which could result in significant public safety, financial and other damage to the Port Authority, the Project, its occupants, and the surrounding communities; and

**WHEREAS**, Recipient recognizes and acknowledges that providing unauthorized access to, or disclosing such information to third parties in violation of the terms of this Agreement could compromise or undermine the existing or future guidelines, techniques and procedures implemented for the protection against terrorist acts or for law enforcement, investigation and prosecutorial purposes, and accordingly could result in significant irreparable harm and injury; and

**WHEREAS**, in order to protect and preserve the privilege attaching to and the confidentiality of the aforementioned information as well as to limit access to such information to a strict need to know basis, the Port Authority requires, as a condition of its sharing or providing access to such protected, confidential, privileged, classified, commercial, proprietary or sensitive information, documents and plans, that the Recipient enter into this Agreement and that its Related Parties thereafter acknowledge and agree that they will be required to treat as strictly confidential and/or privileged any of such information so provided, as well as the work product and conclusions of any assessments and evaluations or any recommendations relating thereto, and to also fully comply with applicable federal rules and regulations with respect thereto; and

**WHEREAS**, as a condition to the provision of such information to Recipient and certain Related Parties, the Recipient has agreed to enter into this Agreement with respect to the handling and use of such information and to cause Related Parties to join in and be bound by the terms and conditions of this Agreement.

**NOW, THEREFORE**, in consideration of the provision by Port Authority of Information for Project Purposes (as each such term is defined below) and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Recipient and each Related Party that receives such Information, the Recipient and each such Related Party agrees, as follows:

1. **Defined Terms.** In addition to the terms defined in the Recitals above, the following terms shall have the meanings set forth below:

(a) **“Authorized Disclosure”** means the disclosure of Protected Information strictly in accordance with the Confidentiality Control Procedures applicable thereto: (i) as to all Protected Information, only to a Related Party that has a need to know such Protected Information strictly for Project Purposes and that has agreed in writing to be bound by the terms of this Agreement by executing a form of Acknowledgment as set forth in Exhibit A or Exhibit B, as applicable; and (ii) as to Confidential Privileged Information, only to the extent expressly approved in writing and in advance by the Port Authority, and then only the particular Confidential Privileged Information that is required to accomplish an essential element of the Project.

(b) **“Information”** means, collectively, all information, documents, data, reports, notes, studies, projections, records, manuals, graphs, electronic files, computer generated data or information, drawings, charts, tables, diagrams, photographs, and other media or renderings containing or otherwise incorporating information that may be provided or made accessible at any time, whether in writing, orally, visually, photographically, electronically or in any other

form or medium, including, without limitation, any and all copies, duplicates or extracts of the foregoing.

(c) **“Protected Information”** means and includes collectively, Confidential Information, Confidential Privileged Information, Sensitive Security Information (SSI), Critical Infrastructure Information (CII) or Health Insurance Portability and Accountability Act (HIPPA) Information and Information that is labeled, marked or otherwise identified by or on behalf of the Port Authority so as to reasonably connote that such information is confidential, privileged, sensitive or proprietary in nature. The term Protected Information shall also include all work product that contains or is derived from any of the foregoing, whether in whole or in part, regardless of whether prepared by the Recipient, the Port Authority or others, or when the Port Authority receives such information from others and agrees to treat such information as Protected. The following Information shall not constitute Protected Information for the purpose of this Agreement:

- (i) Particular Information, other than Confidential Privileged Information, that is provided to the Recipient by a source other than the Port Authority, provided that such source is not subject to a confidentiality agreement, or similar obligation, or understanding with or for the benefit of the Port Authority, with respect to such Information and that the identity of such source is not itself part of such Protected Information.
- (ii) Information that is or becomes generally available to the public other than as a result of a disclosure by the Recipient or a Related Party in violation of this Agreement.
- (iii) Information that is known to or was in the possession of the Recipient or a Related Party on a non-confidential basis prior to the disclosure of such Information by the Port Authority.

(d) **“Confidential Information”** means and includes collectively, any and all Information, documents and materials entitled to protection as a public interest privilege under New York State law and as may be deemed to be afforded or entitled to the protection of any other privilege recognized under New York and/or New Jersey state laws or Federal laws. It also includes information that contains sensitive financial, commercial or other proprietary business information concerning or relating to the Port Authority, its projects, operations or facilities that would be exempt from release under the Port Authority Freedom of Information Code.

(e) **“Confidential Privileged Information”** means and includes collectively, (i) Information that reveals security risks, threats, vulnerabilities, documentation that identifies specific physical security vulnerabilities or revealing specific security vulnerabilities details related to emergency response protocols, egress plans, flow paths, egress capacities, (diagrams, codes, standards) etc., which is not publicly available.” and any and all Information, documents and materials entitled to protection as a public interest privilege under New York State law and as may be deemed to be afforded or entitled to the protection of any other privilege recognized

under New York and/or New Jersey state laws or Federal laws, and (ii) certain Critical Infrastructure Information.

(f) **“Confidentiality Control Procedures”** means procedures, safeguards and requirements for the identification, processing, protection, handling, care, tracking and storage of Protected Information that are required under applicable federal or state law, the Port Authority Handbook, or by the terms of this Agreement.

(g) **“Critical Infrastructure Information”** (CII) has the meaning set forth in the Homeland Security Act of 2002, under the subtitle Critical Infrastructure Information Act of 2002 (6 U.S.C. §131-134), and any rules or regulations enacted pursuant thereto, including, without limitation, the Office of the Secretary, Department of Homeland Security Rules and Regulations, 6 C.F.R. Part 29 and any amendments thereto. CII may also be referred to as “Protected Critical Infrastructure Information” or “PCII”, as provided for in the referenced rules and regulations and any amendments thereto.

(h) **“Sensitive Security Information”** (SSI) has the definition and requirements set forth in the Transportation Security Administrative Rules & Regulations, 49 CFR 1520, (49 U.S.C. §114) and in the Office of the Secretary of Transportation Rules & Regulations, 49 CFR 15, (49 U.S.C. §40119).

(i) **“Health Insurance Portability and Accountability Act”** (HIPAA) Information Employees, associates or other contract personnel who have access to Protected Health Information (PHI) must refer to, and comply with, the Privacy Policies and Procedures to Protect Personal Health Information. Privacy regulations issued under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA” or “Privacy Laws”) place restrictions on the Group Health Plans of the Port Authority and PATH (the “Plans”) ability to use and disclose Protected Health Information (“PHI”).

(j) **“Port Authority Handbook”** means The Port Authority of New York and New Jersey. Information Security Handbook, as may be amended by the Port Authority, from time to time.

(k) **“Project Purposes”** means the use of Protected Information strictly and only for purposes related to Recipient’s and its Related Parties’ participation and involvement in the Project, and only for such period of time during which Recipient and its Related Parties are involved in Project related activities.

(l) **“Related Party”** and **“Related Parties”** means the directors, employees, officers, partners or members of the Recipient, as applicable, and the Recipient’s outside consultants, attorneys, advisors, accountants, architects, engineers or subcontractors or sub-consultants (and their respective directors, employees, officers, partners or members) to whom any Protected Information is disclosed or made available.

2. **Use of Protected Information.** All Protected Information shall be used by the Recipient in accordance with the following requirements:

(a) All Protected Information shall be held in confidence and shall be processed, treated, disclosed and used by the Recipient and its Related Parties only for Project Purposes and in accordance with the Confidentiality Control Procedures established pursuant to Paragraph 2(c), below, including, without limitation, the Port Authority Handbook, receipt of which is acknowledged by Recipient and shall be acknowledged in writing by each Related Party by signing the Acknowledgment attached hereto as Exhibit A or Exhibit B, as applicable, and applicable legal requirements. Protected Information may be disclosed, only if and to the extent that such disclosure is an Authorized Disclosure.

(b) Recipient and each Related Party acknowledges and agrees that (i) any violation by the Recipient or any of its Related Parties of the terms, conditions or restrictions of this Agreement relating to Protected Information may result in penalties and other enforcement or corrective action as set forth in such statutes and regulations, including, without limitation, the issuance of orders requiring retrieval of Sensitive Security Information and Critical Infrastructure Information to remedy unauthorized disclosure and to cease future unauthorized disclosure and (ii) pursuant to the aforementioned Federal Regulations, including, without limitation, 49 C.F.R. §§ 15.17 and 1520.17, any such violation thereof or mishandling of information therein defined may constitute grounds for a civil penalty and other enforcement or corrective action by the United States Department of Transportation and the United States Department of Homeland Security, and appropriate personnel actions for Federal employees.

(c) Recipient and each Related Party covenants to the Port Authority that it has established, promulgated and implemented Confidentiality Control Procedures for identification, handling, receipt, care, and storage of Protected Information to control and safeguard against any violation of the requirements of this Agreement and against any unauthorized access, disclosure, modification, loss or misuse of Protected Information. Recipient and each Related Party shall undertake reasonable steps consistent with such Confidentiality Control Procedures to assure that disclosure of Protected Information is compartmentalized, such that all Protected Information shall be disclosed only to those persons and entities authorized to receive such Information as an Authorized Disclosure under this Agreement and applicable Confidentiality Control Procedures. The Confidentiality Control Procedures shall, at a minimum, adhere to, and shall not be inconsistent with, the procedures and practices established in the Port Authority Handbook.

(d) The Port Authority reserves the right to audit Recipient's Confidentiality Control Procedures, and those of each Related Party, as applicable, to ensure that it is in compliance with the terms of this Agreement.

(e) The Port Authority may request in writing that the Recipient or any Related Parties apply different or more stringent controls on the handling, care, storage and disclosure of particular items of Protected Information as a precondition for its disclosure. The Port Authority may decline any request by the Recipient or any of its Related Parties to provide such item of Protected Information if the Recipient or any of the Related Parties do not agree in writing to apply such controls.

(f) Nothing in this Agreement shall require the Port Authority to tender or provide access to or possession of any Protected Information to the Recipient or its Related Parties, whether or not the requirements of this Agreement are otherwise satisfied. However, if such

Protected Information is provided and accepted, the Recipient and its Related Parties shall abide by the terms, conditions and requirements of this Agreement.

(g) The Recipient and each Related Party agrees to be responsible for enforcing the provisions of this Agreement with respect to its Related Parties, in accordance with the Confidentiality Control Procedures. Except as required by law pursuant to written advice of competent legal counsel, or with the Port Authority's prior written consent, neither the Recipient, nor any of the Related Parties shall disclose to any third party, person or entity: (i) any Protected Information under circumstances where the Recipient is not fully satisfied that the person or entity to whom such disclosure is about to be made shall act in accordance with the Confidentiality Control Procedures whether or not such person or entity has agreed in writing to be bound by the terms of this Agreement or any "Acknowledgement" of its terms or (ii) the fact that Protected Information has been made available to the Recipient or such Related Parties, or the content or import of such Protected Information. The Recipient is responsible for collecting and managing the Acknowledgments signed by Related Parties pursuant to this Agreement. Recipient shall, at the Port Authority's request, provide the Port Authority a list of all Related Parties who have signed an Acknowledgment, and copies of such Acknowledgments.

(h) As to all Protected Information provided by or on behalf of the Port Authority, nothing in this Agreement shall constitute or be construed as a waiver of any public interest privilege or other protections established under applicable state or federal law.

3. **Disclosures and Discovery Requests.** If a subpoena, discovery request, Court Order, Freedom of Information Request, or any other request or demand authorized by law seeking disclosure of the Protected Information is received by the Recipient or any Related Party, Recipient shall notify the Port Authority thereof, to the extent permitted by law, with sufficient promptness so as to enable the Port Authority to investigate the circumstances, prepare any appropriate documentation and seek to quash the subpoena, to seek a protective order, or to take such other action regarding the request as it deems appropriate. In the absence of a protective order, disclosure shall be made, in consultation with the Port Authority, of only that part of the Protected Information as is legally required to be disclosed. If at any time Protected Information is disclosed in violation of this Agreement, the Recipient shall immediately give the Port Authority written notice of that fact and a detailed account of the circumstances regarding such disclosure to the Port Authority.

4. **Retention Limitations; Return of Protected Information.** Upon the earlier occurrence of either the Port Authority's written request or completion of Recipient's need for any or all Protected Information, such Protected Information, all writings and material describing, analyzing or containing any part of such Protected Information, including any and all portions of Protected Information that may be stored, depicted or contained in electronic or other media and all copies of the foregoing shall be promptly delivered to the Port Authority at Recipient's expense. In addition, as to Protected Information that may be stored in electronic or similar form, such Protected Information shall be deleted and completely removed so that such Protected Information is incapable of being recovered from all computer databases of the Recipient and all Related Parties. The Recipient may request in writing that the Port Authority consent to destruction of Protected Information, writings and materials in lieu of delivery thereof to the Port Authority. The Port Authority shall not unreasonably withhold its consent to such request. If the

Port Authority consents to such destruction, the Recipient and each Related Party shall deliver to the Port Authority a written certification by Recipient and such Related Party that such Protected Information, writings and materials have been so destroyed within such period as may be imposed by the Port Authority. Notwithstanding the foregoing, to the extent required for legal or compliance purposes, the Recipient may retain copies of Protected Information (in any format), provided that (a) the Port Authority is notified in writing of such retention, and (b) Recipient continues to abide by the requirements of this Agreement with respect to the protection of such Protected Information.

5. **Duration and Survival of Confidentiality Obligations.** The obligations under this Agreement shall be perpetual (unless otherwise provided in this Agreement) or until such time as the Protected Information is no longer considered protected, confidential and/or privileged by the Port Authority.

6. **Severability.** Each provision of this Agreement is severable and if a court should find any provision of this Agreement to be unenforceable, all other provisions of this Agreement shall remain in full force and effect.

7. **Injunctive and Other Relief.** Recipient and each Related Party acknowledges that the unauthorized disclosure and handling of Protected Information is likely to have a material adverse and detrimental impact on public safety and security and could significantly endanger the Port Authority, its facilities (including, without limitation, the Project site), its patrons and the general public and that damages at law are an inadequate remedy for any breach, or threatened breach, of this Agreement by Recipient or its Related Parties. The Port Authority shall be entitled, in addition to all other rights or remedies, to seek such restraining orders and injunctions as it may deem appropriate for any breach of this Agreement, without being required to show any actual damage or to post any bond or other security.

8. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of New York, without regard to conflict of laws principles. The Port Authority (subject to the terms of the Port Authority Legislation (as defined below)) and the Recipient specifically and irrevocably consent to the exclusive jurisdiction of any federal or state court in the County of New York and State of New York with respect to all matters concerning this Agreement and its enforcement. The Port Authority (subject to the terms of the Port Authority Legislation (as defined below)) and the Recipient agree that the execution and performance of this Agreement shall have a New York situs and, accordingly, they each consent (and solely with respect to the Port Authority, subject to the terms of the Port Authority Legislation (as defined below)) to personal jurisdiction in the State of New York for all purposes and proceedings arising from this Agreement. **“Port Authority Legislation”** shall mean the concurrent legislation of the State of New York and State of New Jersey set forth at Chapter 301 of the Laws of New York of 1950, as amended by Chapter 938 of the Laws of New York of 1974 (McKinney’s Unconsolidated Laws §§7101-7112) and Chapter 204 of the Laws of New Jersey of 1951 (N.J.S.A. 32:1-157 to 32:1-168).

9. **Notices.** Any notice, demand or other communication (each, a **“notice”**) that is given or rendered pursuant to this Agreement by either party to the other party, shall be: (i) given or rendered, in writing, (ii) addressed to the other party at its required address(es) for notices

delivered to it as set forth below, and (iii) delivered by either (x) hand delivery, or (y) nationally recognized courier service (e.g., Federal Express, Express Mail). Any such notice shall be deemed given or rendered, and effective for purposes of this Agreement, as of the date actually delivered to the other party at such address(es) (whether or not the same is then received by other party due to a change of address of which no notice was given, or any rejection or refusal to accept delivery). Notices from either party (to the other) may be given by its counsel.

The required address(es) of each party for notices delivered to it is (are) as set forth below. Each party, however, may, from time to time, designate an additional or substitute required address(es) for notices delivered to it, provided that such designation must be made by notice given in accordance with this Paragraph 9.

Original to the Port Authority: Rene Munoz  
The Port Authority of New York and New Jersey  
2 Montgomery Street, 3<sup>rd</sup> Floor  
Jersey City, NJ 07302

with a copy to: The Port Authority of New York and New Jersey  
225 Park Avenue South - 14<sup>th</sup> Floor  
New York, NY 10003  
Attn: General Counsel's Office c/o Caroline Ioannou, Law  
DISO

If to the Recipient: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

with a copy to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. **Entire Agreement.** This Agreement contains the complete statement of all the agreements among the parties hereto with respect to the subject matter thereof, and all prior agreements among the parties hereto respecting the subject matter hereof, whether written or oral, are merged herein and shall be of no further force or effect. This Agreement may not be changed, modified, discharged, or terminated, except by an instrument in writing signed by all of the parties hereto.

11. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which shall be one and the same document.

12. **Parties Bound.** This Agreement shall be binding upon the Recipient and its respective successors. The foregoing shall not be affected by the failure of any Related Party to join in this Agreement or to execute and deliver an Acknowledgement hereof.

13. **Authority.** The undersigned individual(s) executing this Agreement on behalf of the Recipient below represent(s) that they are authorized to execute this Agreement on behalf of the Recipient and to legally bind such party.

14. **Disclosure of Ownership Rights or License.** Nothing contained herein shall be construed as the granting or conferring by the Port Authority of any rights by ownership, license or otherwise in any Information.

15. **No Liability.** Neither the Commissioners of the Port Authority, nor any of them, nor any officer, agent or employee thereof, shall be charged personally by the Recipient with any liability, or held liable to the Recipient under any term or provision of this Agreement, or because of its execution or attempted execution or because of any breach, or attempted or alleged breach thereof.

16. **Construction.** This Agreement is the joint product of the parties hereto and each provision of this Agreement has been subject to the mutual consultation, negotiation, and agreement of the parties hereto, and shall not be construed for or against any party hereto. The captions of the various sections in this Agreement are for convenience only and do not, and shall not be deemed to, define, limit or construe the contents of such Sections.

**RECIPIENT:**

Signature: \_\_\_\_\_

Print Name: [9] \_\_\_\_\_

Title: [10] \_\_\_\_\_

Date: [11] \_\_\_\_\_

**EXHIBIT A**

**ACKNOWLEDGMENT BY RELATED PARTY INDIVIDUAL**

I, [1] \_\_\_\_\_ (“**Related Party**”), am employed as a(n) [2] \_\_\_\_\_ by [3] \_\_\_\_\_. I have been provided with and have read the Non Disclosure and Confidentiality Agreement between [4] \_\_\_\_\_ (the “**Recipient**”) and The Port Authority of New York and New Jersey (the “**Port Authority**”) dated [5a] \_\_\_\_\_ [5b] \_\_\_\_\_, [5c] \_\_\_\_\_ (hereinafter the “**Agreement**”), and the Port Authority Handbook attached to the Agreement. I understand that because of my employer’s relationship with [6] Port Authority, both my employer and I may be provided with access to, and/or copies of, sensitive security materials, protected or confidential information. If it is required for me to review or receive Protected Information, as it is defined in the aforementioned Agreement, I acknowledge that I will be bound by each and every term and provision contained therein, and that failure to do so may include, but is not limited to, the imposition of disciplinary action and sanctions, and/or the institution of legal action seeking injunctive relief, monetary and/or criminal penalties for violation of law and/or Port Authority policies and procedures, as well as for violation of federal and/or state regulations.

To the extent that I am currently in the possession of, or have previously come into contact with, marked information as it relates to the aforementioned Agreement, I agree to conform my handling procedures for Protected Information to the practices and procedures set forth and defined herein, or risk loss of access to said Information, removal from said Project and/or subjecting myself to the aforementioned disciplinary actions and/or civil and criminal penalties.

Signature: \_\_\_\_\_

Print Name: [7]

Date: [8]

**EXHIBIT B**

**ACKNOWLEDGMENT BY RELATED PARTY ENTITY**

The undersigned, [1] \_\_\_\_\_, is the [2] \_\_\_\_\_ of [3] \_\_\_\_\_, a [4] \_\_\_\_\_ (“**Related Party**”), located at [5] \_\_\_\_\_, and is duly authorized to execute this Acknowledgment on behalf of the above Related Party. The above Related Party is involved with the functions of [6] \_\_\_\_\_ in connection with [7] \_\_\_\_\_ for The Port Authority of New York and New Jersey (the “**Port Authority**”). I acknowledge and confirm that the above named Related Party has been provided with a copy of and shall be bound and shall abide by all of the terms, requirements and conditions set forth in the Non Disclosure and Confidentiality Agreement dated [8a] \_\_\_\_\_ [8b] \_\_\_\_\_, [8c] \_\_\_\_\_, between [9] \_\_\_\_\_ (the “**Recipient**”) and the Port Authority (hereinafter the “**Agreement**”), and by the Port Authority Handbook described in the Agreement. Appropriate and responsible officers and employees of the Related Party have carefully read and understand the terms and conditions of the Agreement. The Related Party has notice and acknowledges that any breach or violation of such terms, requirements and conditions may result in the imposition of remedies or sanctions as set forth or otherwise described therein against such Related Party.

Signature: \_\_\_\_\_

Print Name: [10]

Date: [11]

**Port Authority Non-Disclosure and Confidentiality Agreement (NDA)**  
**Instructions:**

Please fill in the NDA as described below. All original NDA's must be forwarded to the Port Authority contact with a copy to the Port Authority Law Department (as described on Page 8 of the NDA).

<b>Field Form Number</b>	<b>Description of Data to be Entered</b>
[1]	Insert Name of Your Company (All caps)
[2]	Insert Calendar Date
[3]	Insert Month
[4]	Insert Year
[5]	Insert Name of Your Company (All caps)
[6]	Insert Company's full street address (no P.O. boxes) – city, state, and zip code
[7]	Insert Agreement No. or Awarded Contract, Duration of Agreement or Contract, and Official Title of Agreement or Project.
[8a], [8b] & [8c]	Insert Name and address of Port Authority contact
[9]	Print Your Name (Signatory must be a Principal of the Company)
[10]	Print Your Title – (Signatory must be a Principal of the Company)
[11]	Insert Date Signed (Should match date on Page 1)

The NDA signor must also sign an Exhibit A Related Party Individual Acknowledgment. All Prime employees that will come in contact with information must sign an Exhibit A Related Party Individual Acknowledgment.

**EXHIBIT A**

**Port Authority Acknowledgment by Related Party Individual Instructions:**

Please fill in the Exhibit A Related Party Individual Acknowledgment as described below. All original Related Party Individual Acknowledgments must be forwarded to the Port Authority contact with a copy to the Port Authority Law Department.

<b>Field Form Number</b>	<b>Description of Data to be Entered</b>
[1]	Insert Your Name
[2]	Insert Your Working Title (i.e. <b>Project Manager, Field Inspector, Civil Engineer, etc.</b> )
[3]	Insert Name of Your Company
[4]	Insert Name of Your Company <b>OR</b> if employed by for Sub-consultant/Sub-contractor insert the <b>Prime Company's Name</b> . (All caps)
[5a], [5b] & [5c]	Insert Month, Date, and Year of the <b>Prime's Company NDA (page1)</b> ,
[6]	Insert "Port Authority" <b>OR</b> if you are an employee of Sub-Consultant/Sub-Contractor, insert the <b>Prime's Company Name</b> .
[7]	Print Your Name
[8]	Insert Date Signed

**EXHIBIT B**

**Port Authority Acknowledgment by Related Party Entity Instructions**  
**(For use by Sub-Consultants or Sub-Contractors ONLY)**

Please fill in the Related Party Entity Acknowledgment as described below. All original Related Party Entity Acknowledgments must be forwarded to the Port Authority contact with a copy to the Port Authority Law Department.

<b>Field Form Number</b>	<b>Description of Data to be Entered</b>
[1]	Insert Your Name – (Signatory must be a Principal of the Company)
[2]	Insert Your Title
[3]	Insert Name of Entity (Company Name)
[4]	Insert Type of Entity (Corp., LLC, etc.) and Jurisdiction of Formation (State)
[5]	Insert Full Address of Entity (Company Address)
[6]	Describe Scope of Work of Related Party (Work performing for Prime)
[7]	Describe Project (include Prime's Agreement Number or Awarded Contract Number and Official Title)
[8a], [8b] & [8c]	Enter Month, Date and Year of the <b><u>Prime's Company NDA</u></b> (page 1).
[9]	Insert Name of <b><u>Prime Company</u></b>
[10]	Print Your Name – (Signatory must be a Principal of the Company)
[11]	Insert Date Signed

Sub-Consultant or Sub-contractor that signs Exhibit B must also sign an Exhibit A Acknowledgment. All Sub-Consultant or Sub-contractor employees must sign Exhibit A Acknowledgment.

**PART III – CONTRACT SPECIFIC TERMS AND CONDITIONS,  
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## PART III – CONTRACT SPECIFIC TERMS AND CONDITIONS

### 1. General Agreement

Subject to all of the terms and conditions of this Contract, the undersigned (hereinafter called the “Contractor”) hereby offers and agrees to provide all the necessary supervision, personnel, equipment, materials and all other things necessary to perform the Work required by this Contract as specified in Part II, and fully set forth in Part V (the “Specifications”), at the location(s) listed in Part II and fully set forth in the Specifications, and do all other things necessary or proper therefor or incidental thereto, all in strict accordance with the provisions of the Contract Documents and any future changes therein; and the Contractor further agrees to assume and perform all other duties and obligations imposed upon it by this Contract.

In addition, all things not expressly mentioned in the Specifications but involved in the carrying out of their intent and in the complete and proper execution of the matters referred to in and required by this Contract are required by the Specifications, and the Contractor shall perform the same as though they were specifically delineated, described and mentioned therein.

### 2. Duration

- a) The initial term of this Contract (hereinafter called the “Base Term”) shall commence on or about the date specified in Part II hereof, on the specific date set forth in the Port Authority’s written notice of bid acceptance (hereinafter called the “Commencement Date”), and unless otherwise terminated, revoked or extended in accordance with the provisions hereof, shall expire as specified in Part II hereof (hereinafter called the “Expiration Date”).
- b) If specified as applicable to this Contract and set forth in Part II hereof, the Port Authority shall have the right to extend this Contract for additional period(s) (hereinafter referred to as the “Option Period(s)”) following the Expiration Date, upon the same terms and conditions subject only to adjustments of charges, if applicable to this Contract, as may be hereinafter provided in the paragraph entitled “Price Adjustments”. If the Port Authority shall elect to exercise the Option(s) to extend this Contract, then, no later than thirty (30) days prior to the Expiration Date, the Port Authority shall send a notice that it is extending the Base Term of this Contract, and this Contract shall thereupon be extended for the applicable Option Period. If the Contract provides for more than one Option Period, the same procedure shall apply with regard to extending the term of this Contract for succeeding Option Periods.
- c) Unless specified as not applicable to this Contract in Part II hereof, the Port Authority shall have the absolute right to extend the Base Term for an additional period of up to one hundred and twenty (120) days subsequent to the Expiration Date of the Base Term, or the Expiration Date of the final exercised Option Period (hereinafter called the “Extension Period”), subject to the same terms and conditions as the previous contract period. The prices quoted by the Contractor

for the previous contract period shall remain in effect during this Extension Period without adjustment. If it so elects to extend this Contract, the Port Authority will advise the Contractor, in writing, that the term is so extended, and stipulate the length of the extended term, at least thirty (30) days prior to the expiration date of the previous contract period.

### **3. Payment**

Subject to the provisions of this Contract, the Port Authority agrees to pay to the Contractor and the Contractor agrees to accept from the Port Authority as full and complete consideration for the performance of all its obligations under this Contract and as sole compensation for the Work performed by the Contractor hereunder, a compensation calculated from the actual quantities of services performed and the respective prices inserted by the Contractor in the Pricing Sheet(s), forming a part of this Contract, exclusive of compensation under the clause hereof entitled "Extra Work". The manner of submission of all bills for payment to the Contractor by the Port Authority for Services rendered under this Contract shall be subject to the approval of the Manager in all respects, including, but not limited to, format, breakdown of items presented and verifying records. All computations made by the Contractor and all billing and billing procedures shall be done in conformance with the following procedures:

- a) Payment shall be made in accordance with the prices for the applicable service (during the applicable Contract year) as they appear on the Pricing Sheet(s), as the same may be adjusted from time to time as specified herein, minus any deductions for services not performed and/or any liquidated damages to which the invoice may be subject and/or any adjustments as may be required pursuant to increases and decreases in areas or frequencies, if applicable. All Work must be completed within the time frames specified or as designated by the Manager.
- b) The Contractor shall, as a condition precedent to payment for the Work performed according to Part V Specifications, furnish the Manager upon completion of the Work with a completed "Service Maintenance Log" and "Service Maintenance Form" (see Attachments B and C, respectively) for each service provided. In addition to the forms (see Attachments B and C) stated above, the Contractor shall submit to the Manager a complete and correct invoice for the Work performed according to Part V Specifications accompanied by such information as may be required by the Manager for verification, within ten (10) business days upon completion of the Work. The invoice must show the Contractor's Federal Tax Identification Number. Payment will be made within thirty (30) days of Port Authority verification of the invoice.
- c) No certificate, payment, acceptance of any Work or any other act or omission of any representative of the Port Authority shall operate to release the Contractor from any obligation under or upon this Contract, or to estop the Port Authority from showing at any time that such certificate, payment, acceptance, act or omission was incorrect or to preclude the Port Authority from recovering any monies paid in excess of those lawfully due and any damage sustained by the Port Authority.

- d) In the event an audit of received invoices should indicate that the correct sum due the Contractor for the relevant billing period is less than the amount actually paid by the Port Authority, the Contractor shall pay to the Port Authority the difference promptly upon receipt of the Port Authority's statement thereof. The Port Authority may, however, in its discretion elect to deduct said sum or sums from any subsequent monthly payments payable to the Contractor hereunder.

"Final Payment", as the term is used throughout this Contract, shall mean the final payment made for services rendered in the last month of the Base Term or any extended term. However should this Contract be terminated for any reason prior to the last month of the Base Term or any extended term, then Final Payment shall be the payment made for services rendered in the month during which such termination becomes effective. The Contractor's acceptance of Final Payment shall act as a full and complete release to the Port Authority of all claims of and of all liability to the Contractor for all things done or furnished in connection with this Contract and for every act and neglect of the Port Authority and others relating to or arising out of this Contract, including claims arising out of breach of contract and claims based on claims of third persons. No payment, however, final or otherwise shall operate to release the Contractor from any obligations in connection with this Contract.

#### **4. Price Adjustment**

All Contract prices submitted by the Contractor and agreed to by The Port Authority, shall be applicable to the three (3) years of the Base Term. For the Option Period(s) that are applicable to this Contract and are exercised hereunder, (excluding the 120 day Extension Period as described in the paragraph entitled "Duration/Escalation" or "Duration" in PART III, Contract Specific Terms and Conditions, hereof) The Port Authority shall adjust the compensation due to the Contractor utilizing the Consumer Price Index for all Urban Consumers; Series Id: CUURA101SA0L2; Not Seasonally Adjusted; New York-Northern New Jersey-Long Island, NY-NJ\_CT-PA area; all items less shelter; 1982-1984=100, published by the Bureau of Labor Statistics of the United States Department of Labor (hereinafter called the "Price Index").

For the first Option Period of the Contract, the Price Index shall be determined for the months of April 2016 and April 2017. The amounts payable to the Contractor in the final year of the Base Term shall be multiplied by a fraction the numerator of which is the Price Index for April 2017 and the denominator of which is the Price Index for April 2016. The resulting product shall be the amounts payable to the Contractor in the first Option Period.

For the second Option Period of the Contract, the Price Index shall be determined for the months of April 2017 and April 2018. The amounts payable to the Contractor in the first Option Period shall be multiplied by a fraction the numerator of which is the Price Index for April 2018 and the denominator of which is the Price Index for April 2017. The resulting product shall be the amounts payable to the Contractor in the second Option Period.

For the third Option Period of the Contract, the Price Index shall be determined for the months of April 2018 and April 2019. The amounts payable to the Contractor in the second Option Period shall be multiplied by a fraction the numerator of which is the Price Index for April 2019 and the denominator of which is the Price Index for April 2018. The resulting product shall be the amounts payable to the Contractor in the third Option Period.

The Contractor's percentage markup/markdown for Compensation for Parts and Equipment (see Contractor's Pricing Sheet, Part IV, Exhibit "D") shall not be subject to adjustment.

In the event of a change in the basis for the computation of the said Index or the discontinuance of its publication, such other appropriate index shall be substituted as may be agreed upon by the Authority and the Contractor as properly reflecting changes in the value of the current United States money in a manner similar to that established in the said Price Index. In the event of the failure of the parties to so agree, the Port Authority may select and use such index, as it seems appropriate. Notwithstanding the provisions of this section, in no event shall any adjustment hereunder be greater than three percent (3%) per annum.

If, after an adjustment referred to in this Section, the Index used for computing such adjustment shall be changed or adjusted, then the amounts payable to the Contractor for that period shall be recomputed. If such recomputation results in a smaller increase in the amount payable to such period, then after notification of the change or adjustment, the recomputed amounts shall be in effect and upon demand by the Port Authority, the Contractor shall refund to the Port Authority excess amounts theretofore paid by the Port Authority for such period.

## **5. Liquidated Damages**

a) The Contractor's obligations for the performance and completion of the Work within the time or times provided for in this Contract are of the essence of this Contract. In the event that the Contractor fails to satisfactorily perform all or any part of the Work required hereunder in accordance with the requirements set forth in the Specifications (as the same may be modified in accordance with provisions set forth elsewhere herein) then, inasmuch as the damage and loss to the Port Authority for such failure to perform includes items of loss whose amount will be incapable or very difficult of accurate estimation, the damages for such failure to perform shall be liquidated as follows:

i. Failure to Perform Any or All of the Work in the Specification

If the Contractor fails to satisfactorily perform any or all of the Work, as determined by the Manager, as set forth in the Specifications at the frequencies therein stated, then the compensation payable by the Port Authority to the Contractor shall be reduced by an amount equal to two hundred percent (200%) of the unit price inserted by the Contractor in Part IV, Contractor's Pricing Sheets.

ii. Equipment Failure resulting in Service Interruptions

Equipment failure resulting in service interruptions shall be liquidated at the rate of four hundred dollars (\$400) per day that the equipment and systems is out of service after four (4) continuous hours on any given day. The Authority defines “Failure” as any activity, which causes a service interruption. Because the causes of service interruption are varied and not all causes of service interruption can be attributed to the equipment itself, the Authority/Manager shall define service interruptions chargeable to the Contractor. All reasons are subject to Liquidated Damages, except as defined below.

Service interruptions that shall not be charged to the Contractor’s performance are as follows:

- Shutdowns resulting from incidents or acts beyond the control of the Contractor (i.e., power failures, water damage, etc.).
- Shutdowns required in order to modify, repair, or maintain the equipment, for the enhancement of its operation or safety when required hereunder or otherwise requested by the Authority/Manager.
- Shutdowns required as a result of any accident resulting from negligence on the part of the user, and which is not the fault of the Contractor, as determined by the Manager.
- If in the sole opinion of the Manager the Contractor is making good faith efforts to return the equipment to service.

iii. For “Lapse of Insurance Coverage”

If the Contractor fails to provide the Manager with the approved certificates of insurance no less than fifteen (15) days prior to the expiration of each policy as required hereunder, then the amount payable hereunder shall be reduced by one hundred dollars (\$100) for each day such certificates are past due.

iv. Failure to Respond to and/or Perform Emergency Services

If the Contractor fails to respond to and/or perform emergency services within the time provided in the Specifications, then the amount payable to the Contractor under this Contract shall be reduced by five hundred dollars (\$500) per hour for each hour, or part thereof, past the time that the Contractor fails to provide the required service.

v. Failure to Respond to and/or Perform Call-back Services

If the Contractor fails to respond to and/or perform call-back services within the time provided in the Specifications, then the amount payable to

the Contractor under this Contract shall be reduced by three hundred dollars (\$300) per hour for each hour, or part thereof, past the time that the Contractor fails to provide the required Service.

vi. Failure to Respond to/Perform Extra Work

If the Contractor fails to respond to and/or perform Extra Work when such is deemed necessary by the Manager, then the amount payable to the Contractor under this Contract shall be reduced by one hundred dollars (\$100) per hour for each hour past the time designated by the Manager in his/her directive to begin such work.

vii. Failure to Provide Required or Requested Information

In the event that, for any reason, the Contractor fails to maintain or provide or have available when required or requested by the Port Authority or fails to submit any documentation, reports or records as required, the amount payable to the Contractor hereunder shall be reduced by an amount equal to one hundred dollars (\$100) per day multiplied by the number of days or fractions of days thereof the Contractor fails to maintain or provide any documentation, reports or records, as the Port Authority shall determine from time to time in its sole discretion.

viii. Failure to wear uniform/ID

In the event that the Contractor's employee(s) fail(s) to comply with the uniform and identification (ID) requirements as set forth herein, then the amount payable hereunder shall be reduced by an amount equal to twenty-five dollars (\$25) per violation, multiplied by the number of days or major fractions thereof that the Contractor's employees fail to comply with the uniform and/or identification requirements.

ix. Failure to Respond to Cellular Telephone and/or Electronic Communication

If any worker fails to respond to cellular telephone and/or electronic communication related to performance of his/her services hereunder within the required fifteen (15) minute response time provided in the Specifications, then the amount payable to the Contractor under this Contract shall be reduced by twenty-five dollars (\$25) for the initial failure to respond within the required fifteen (15) minute response time and for each hour, or part thereof, past the time that each worker fails to respond.

- b) The Manager shall determine whether the Contractor has performed in a satisfactory manner and their determination shall be final, binding and conclusive upon the Contractor.
- c) Failure of the Manager or the Port Authority to impose liquidated damages shall not be deemed Port Authority acceptance of unsatisfactory performance or a failure to perform on the part of the Contractor or a waiver of its remedies hereunder.

## **6. Insurance**

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 - \$5 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 as additional insured, including but not limited to premises-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 separation of insured conditions and severability of interests clauses for all policies. These insurance requirements shall be in effect for the duration of the contract to include any warrantee /guarantee period and any maintenance period . An act or omission of one of the insureds shall not reduce or void coverage to the other insureds. Furthermore, the Contractor's insurance shall be primary insurance as respects to the above additional insureds. Any insurance or self-insurance maintained by the above additional insureds shall not contribute to any loss or claim

**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 Contract 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 #4519N]*

## **7. Increase and Decrease in Areas or Frequencies**

The Manager shall have the right, at any time and from time to time in their sole discretion, to increase or decrease the frequencies of all or any part of the services required hereunder and/or to add areas not described herein in the Specifications or remove areas or parts of areas which are hereunder so described. In the event the Manager decides to change any frequencies or areas such change shall be by written notice not less than seven (7) days, said changes to be effective upon the date specified in said notice.

In the event of an increase or decrease in areas or frequencies, the Contractor's compensation will be adjusted to reflect such change in areas or frequencies utilizing the applicable Unit Price for such services (for the applicable Contract year) as set forth on the Pricing Sheet(s).

Where no specific Unit Price has been quoted for the type of services to be increased or decreased, the Manager shall have the right to negotiate the compensation to reflect such change, whether an increase or decrease in areas or frequencies, which, in the opinion of the Manager, are necessary to complete the work, by multiplying the increased or decreased amount by the negotiated rate.

In the event of a decrease, the Contractor shall not be entitled to compensation for Work not performed.

No such change in areas or frequencies will be implemented which results in a total increase or decrease in compensation that is greater than fifty percent (50%) of the Total Estimated Contract Price for the Base Term or, if changes are to be implemented during an Option Period, fifty percent (50%) for that Option Period.

Any increases in frequencies or areas shall not constitute Extra Work and, as such, shall not be limited by the Extra Work provisions of this Contract.

## **8. Extra Work**

The Contractor is required to provide separate materials, supplies, equipment and personnel for Extra Work when such is deemed necessary by the Manager. "Extra Work" as used herein shall be defined as work which differs from that expressly or impliedly required by the Specifications in their present form. Total Extra Work performed by the Contractor shall not exceed six percent (6%) of the Total Estimated

Contract Price of this Contract for the entire Term of this Contract including extensions thereof, or six percent (6%) of the Total Estimated Contract Price of each Section if this Contract is awarded by separate Sections.

An increase in area or frequency does not constitute Extra Work, but shall be compensable based on the prices in the Pricing Sheet(s) and the paragraph herein titled "Increase or Decrease in Areas or Frequencies".

The Contractor is required to perform Extra Work pursuant to a written order of the Manager expressly recognizing such work as Extra Work. If Lump Sum or Unit Price compensation cannot be agreed upon by the parties in writing prior to the start of Work, the Contractor shall perform such Extra Work and the Contractor's compensation shall be increased by the sum of the following amounts and such amounts only: (1) the actual net cost, in money, of the labor, and material, required for such Extra Work; (2) **six percent (6%)** of the amount under (1) above; (3) such rental as the Manager deems reasonable for plant and equipment (other than small tools) required for such Extra Work; (4) if the Extra Work is performed by a subcontractor, an additional **three percent (3%)** of the sum of the amounts under (1) through (3) above.

As used in this numbered clause (and in this clause only):

"Labor" means laborers, mechanics, and other employees below the rank of supervisor, directly employed at the Site of the Work subject to the Manager or their designee's authority to determine what employees of any category are "required for Extra Work" and as to the portion of their time allotted to Extra Work; and "cost of labor" means the wages actually paid to and received by such employees plus a proper proportion of (a) vacation allowances and union dues and assessments which the employer actually pays pursuant to contractual obligation upon the basis of such wages, and (b) taxes actually paid by the employer pursuant to law upon the basis of such wages and workers' compensation premiums paid pursuant to law.

"Employees" as used above means only the employees of one employer.

"Net Cost" shall be the Contractor's actual cost after deducting all permitted cash and trade discounts, rebates, allowances, credits, sales taxes, commissions, and refunds (whether or not any or all of the same shall have been taken by the Contractor) of all parts and materials purchased by the Contractor solely for the use in performing its obligation hereunder provided, where such purchase has received the prior written approval of the Manager as required herein. The Contractor shall promptly furnish to the Manager such bills of sale and other instruments as the Manger may require,, executed, acknowledged and delivered, assuring to the Manager title to such materials, supplies, equipment, parts, and tools free of encumbrances.

"Materials" means temporary and consumable materials as well as permanent materials; and "cost of materials" means the price (including taxes actually paid by the Contractor pursuant to law upon the basis of such materials) for which such materials are sold for cash by the manufacturers or producers thereof, or by regular dealers therein, whether or not such materials are purchased directly from the manufacturer, producer or dealer (or if the Contractor is the manufacturer or producer thereof, the reasonable cost to the Contractor of the manufacture and production),

plus the reasonable cost of delivering such materials to the Site of the Work in the event that the price paid to the manufacturer, producer or dealer does not include delivery and in case of temporary materials, less their salvage value, if any.

The Manager shall have the authority to decide all questions in connection with the Extra Work. The exercise by the Manager of the powers and authorities vested in him/her by this section shall be binding and final upon the Port Authority and the Contractor.

The Contractor shall submit all reports, records and receipts as are requested by the Manager so as to enable him/her to ascertain the time expended in the performance of the Extra Work, the quantity of labor and materials used therein and the cost of said labor and materials to the Contractor.

The provisions of this Contract relating generally to Work and its performance shall apply without exception to any Extra Work required and to the performance thereof. Moreover, the provisions of the Specifications relating generally to the Work and its performance shall also apply to any Extra Work required and to the performance thereof, except to the extent that a written order in connection with any particular item of Extra Work may expressly provide otherwise.

If the Contractor deems work to be Extra Work, the Contractor shall give written notice to the Manager within twenty-four (24) hours of performing the work that it so considers as Extra Work, and failure of the Contractor to provide said notice shall be a waiver of any claim to an increase in compensation for such work and a conclusive and binding determination that it is not Extra Work.

The Contractor shall supply the amount of materials, supplies, equipment and personnel required by the Manager within forty-eight (48) hours following the receipt of written or verbal notice from the Manager, or in the case of an emergency as determined by the Manager, within two (2) hours following the Manager's written or oral notification. Where oral notification is provided hereunder, the Manager shall thereafter confirm the same in writing.

All Extra Work shall be billed to the Port Authority on a separate invoice on a monthly basis.

**PART IV – SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS SHEET AND PRICING SHEET(S), TABLE OF CONTENTS**

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**PART IV – SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS SHEET AND PRICING SHEET(S)**

**1. SIGNATURE SHEET**

OFFER: The undersigned offers and agrees to furnish to the Port Authority of New York and New Jersey the services and/or materials in compliance with all terms, conditions, specifications and addenda of the Contract. Signature also certifies understanding and compliance with the certification requirements of the standard terms and conditions as contained in the Standard Contract Terms and Conditions. This offer shall be irrevocable for 120 days after the date on which the Port Authority opens this bid.

**ONLY THE COMPANY NAMED AS THE BIDDING ENTITY BELOW WILL RECEIVE PAYMENT. THIS MUST BE THE SAME NAMED COMPANY AS INDICATED ON THE COVER SHEET**

Bidding Entity \_\_\_\_\_

Bidder's Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_ FAX \_\_\_\_\_

Email \_\_\_\_\_ EIN# \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

Print Name and Title \_\_\_\_\_

**ACKNOWLEDGEMENT:**

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, personally came before me, \_\_\_\_\_, who duly sworn by me, did depose that (s)he has knowledge of the matters herein stated and they are in all respects true and that (s)he has been authorized to execute the foregoing offer and statement of irrevocability on behalf of said corporation, partnership or firm.

\_\_\_\_\_  
Notary Public

NOTE: If a joint venture is bidding, duplicate this Signature Sheet and have each party to the joint venture sign separately and affix to the back of this Signature Sheet.

Bidder attention is called to the certification requirements contained in the Standard Contract Terms and Conditions, Part III. Indicate below if a signed, explanatory statement in connection with this section is attached hereto.

If certified by the Port Authority as an SBE or MWBE: \_\_\_\_\_ (indicate which one and date).

**2. NAME AND RESIDENCE OF PRINCIPALS SHEET**

Names and Residence of Principals of Bidder. If general or limited partner, or individual, so indicate.

NAME	TITLE	ADDRESS OF RESIDENCE (Do not give business address)
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### **3. PRICING SHEET(S)**

#### **Entry of Prices**

- a. The prices quoted shall be written in figures, in ink, preferably in black ink where required in the spaces provided on the Pricing Sheet(s) attached hereto and made a part hereof.
- b. All Bidders are asked to ensure that all charges quoted for similar operations in the Contract are consistent.
- c. Prices must be submitted for each Item required on the Pricing Sheet(s). Bidders are advised that the Items on the Pricing Sheet(s) correspond to the required services set forth in the Specifications hereunder.
- d. Bidders must insert all figures as required and verify all computations for accuracy. The Port Authority in its sole judgment reserves the right to: (1) reject Bids without checking them for mathematical errors or omissions, (2) reject Bids that contain or appear to contain errors or omissions, and (3) supply corrections to Bids that contain or appear to contain mathematical errors and omissions, and in this case the Port Authority reserves the right to recompute the Estimated Contract Price based upon the Unit Prices inserted by the Bidder, which amount shall govern in all cases.
- e. In the event that a Bidder quotes an amount in the Estimated column but omits to quote a Unit Price for that amount in the space provided, the Port Authority reserves the right to compute and insert the appropriate Unit Price.
- f. The Total Estimated Contract Price is solely for the purpose of facilitating the comparisons of Bids. Compensation shall be in accordance with the section of this Contract entitled "Payment".

**CONTRACTOR'S PRICING SHEET**  
**EXHIBIT "A"**  
**QUARTERLY PREVENTATIVE MAINTENANCE, INSPECTIONS, TESTS AND**  
**REPAIRS**  
**(FIRST YEAR)**

	(A)	(B)	(C)
Items	Quarterly Preventative Maintenance, Inspections, Tests and Repairs Price	Estimated Number of Service Routines per Year	Estimated Annual Price (A) X (B) = (C)
Ventilation System for 41 <sup>st</sup> St. Underpass Tunnel*:			
OASF – 1	\$ _____	2	\$ _____(1)
OASF – 2	\$ _____	2	\$ _____(2)
EF – 1	\$ _____	2	\$ _____(3)
EF – 2	\$ _____	2	\$ _____(4)
Ventilation System for Lower Bus Level*:			
EF – 3	\$ _____	2	\$ _____(5)
EF – 4	\$ _____	2	\$ _____(6)
EF – 5	\$ _____	2	\$ _____(7)
EF – 6	\$ _____	2	\$ _____(8)
Control System for Ventilation System for 41 <sup>st</sup> St. Underpass Tunnel	\$ _____	2	\$ _____(9)
Control System for Ventilation System for Lower Bus Level	\$ _____	2	\$ _____(10)
CO Gas Monitoring System for 41 <sup>st</sup> St. Underpass Tunnel	\$ _____	2	\$ _____(11)
CO and NO <sub>2</sub> Gas Monitoring Systems for Lower Bus Level, North and South Wings	\$ _____	2	\$ _____(12)
Ventilation System for Electrical Room	\$ _____	2	\$ _____(13)

\*Note: See PART V, "Equipment and Systems" for outside air fan (OASF) and exhaust fan (EF) details.

TOTAL ESTIMATED CONTRACT PRICE FOR  
THE FIRST YEAR OF QUARTERLY  
PREVENTATIVE MAINTENANCE, INSPECTIONS,  
TESTS AND REPAIRS

(Sum of column (C), items (1) through (13) above)

\$ \_\_\_\_\_  
**INCLUDE ON LINE (1) EXHIBIT "E"**

**PART IV - 5**

**PART IV – SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS SHEET AND PRICING SHEET(S)**

**CONTRACTOR'S PRICING SHEET**  
**EXHIBIT "A"**  
**QUARTERLY PREVENTATIVE MAINTENANCE, INSPECTIONS, TESTS AND**  
**REPAIRS**  
**(SECOND YEAR)**

	(A)	(B)	(C)
Items	Quarterly Preventative Maintenance, Inspections, Tests and Repairs Price	Estimated Number of Service Routines per Year	Estimated Annual Price (A) X (B) = (C)
Ventilation System for 41 <sup>st</sup> St. Underpass Tunnel*:			
OASF – 1	\$ _____	2	\$ _____(1)
OASF – 2	\$ _____	2	\$ _____(2)
EF – 1	\$ _____	2	\$ _____(3)
EF – 2	\$ _____	2	\$ _____(4)
Ventilation System for Lower Bus Level*:			
EF – 3	\$ _____	2	\$ _____(5)
EF – 4	\$ _____	2	\$ _____(6)
EF – 5	\$ _____	2	\$ _____(7)
EF – 6	\$ _____	2	\$ _____(8)
Control System for Ventilation System for 41 <sup>st</sup> St. Underpass Tunnel	\$ _____	2	\$ _____(9)
Control System for Ventilation System for Lower Bus Level	\$ _____	2	\$ _____(10)
CO Gas Monitoring System for 41 <sup>st</sup> St. Underpass Tunnel	\$ _____	2	\$ _____(11)
CO and NO <sub>2</sub> Gas Monitoring Systems for Lower Bus Level, North and South Wings	\$ _____	2	\$ _____(12)
Ventilation System for Electrical Room	\$ _____	2	\$ _____(13)

\*Note: See PART V, "Equipment and Systems" for outside air fan (OASF) and exhaust fan (EF) details.

TOTAL ESTIMATED CONTRACT PRICE FOR  
THE SECOND YEAR OF QUARTERLY  
PREVENTATIVE MAINTENANCE, INSPECTIONS,  
TESTS AND REPAIRS

(Sum of column (C), items (1) through (13) above)

\$ \_\_\_\_\_  
**INCLUDE ON LINE (2) EXHIBIT "E"**

**PART IV - 6**  
**PART IV – SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS SHEET AND PRICING SHEET(S)**

**CONTRACTOR'S PRICING SHEET**  
**EXHIBIT "A"**  
**QUARTERLY PREVENTATIVE MAINTENANCE, INSPECTIONS, TESTS AND**  
**REPAIRS**  
**(THIRD YEAR)**

	(A)	(B)	(C)
Items	Quarterly Preventative Maintenance, Inspections, Tests and Repairs Price	Estimated Number of Service Routines per Year	Estimated Annual Price (A) X (B) = (C)
Ventilation System for 41 <sup>st</sup> St. Underpass Tunnel*:			
OASF – 1	\$ _____	2	\$ _____(1)
OASF – 2	\$ _____	2	\$ _____(2)
EF – 1	\$ _____	2	\$ _____(3)
EF – 2	\$ _____	2	\$ _____(4)
Ventilation System for Lower Bus Level*:			
EF – 3	\$ _____	2	\$ _____(5)
EF – 4	\$ _____	2	\$ _____(6)
EF – 5	\$ _____	2	\$ _____(7)
EF – 6	\$ _____	2	\$ _____(8)
Control System for Ventilation System for 41 <sup>st</sup> St. Underpass Tunnel	\$ _____	2	\$ _____(9)
Control System for Ventilation System for Lower Bus Level	\$ _____	2	\$ _____(10)
CO Gas Monitoring System for 41 <sup>st</sup> St. Underpass Tunnel	\$ _____	2	\$ _____(11)
CO and NO <sub>2</sub> Gas Monitoring Systems for Lower Bus Level, North and South Wings	\$ _____	2	\$ _____(12)
Ventilation System for Electrical Room	\$ _____	2	\$ _____(13)

\*Note: See PART V, "Equipment and Systems" for outside air fan (OASF) and exhaust fan (EF) details.

TOTAL ESTIMATED CONTRACT PRICE FOR  
THE THIRD YEAR OF QUARTERLY  
PREVENTATIVE MAINTENANCE, INSPECTIONS,  
TESTS AND REPAIRS

(Sum of column (C), items (1) through (13) above)

\$ \_\_\_\_\_  
**INCLUDE ON LINE (3) EXHIBIT "E"**

**PART IV - 7**  
**PART IV – SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS SHEET AND PRICING SHEET(S)**

**CONTRACTOR'S PRICING SHEET**  
**EXHIBIT "B"**  
**SEMI-ANNUAL PREVENTATIVE MAINTENANCE, INSPECTIONS, TESTS AND**  
**REPAIRS**  
**(FIRST YEAR)**

	(A)	(B)	(C)
Items	Semi-Annual Preventative Maintenance, Inspections, Tests and Repairs Price	Estimated Number of Service Routines per Year	Estimated Annual Price (A) X (B) = (C)
Ventilation System for 41 <sup>st</sup> St. Underpass Tunnel*:			
OASF – 1	\$ _____	2	\$ _____ (1)
OASF – 2	\$ _____	2	\$ _____ (2)
EF – 1	\$ _____	2	\$ _____ (3)
EF – 2	\$ _____	2	\$ _____ (4)
Ventilation System for Lower Bus Level*:			
EF – 3	\$ _____	2	\$ _____ (5)
EF – 4	\$ _____	2	\$ _____ (6)
EF – 5	\$ _____	2	\$ _____ (7)
EF – 6	\$ _____	2	\$ _____ (8)
Control System for Ventilation System for 41 <sup>st</sup> St. Underpass Tunnel	\$ _____	2	\$ _____ (9)
Control System for Ventilation System for Lower Bus Level	\$ _____	2	\$ _____ (10)
CO Gas Monitoring System for 41 <sup>st</sup> St. Underpass Tunnel	\$ _____	2	\$ _____ (11)
CO and NO <sub>2</sub> Gas Monitoring Systems for Lower Bus Level, North and South Wings	\$ _____	2	\$ _____ (12)
Ventilation System for Electrical Room	\$ _____	2	\$ _____ (13)
DC Bus Capacitors	\$ _____	2	\$ _____ (14)

\*Note: See PART V, "Equipment and Systems" for outside air fan (OASF) and exhaust fan (EF) details.

TOTAL ESTIMATED CONTRACT PRICE FOR THE FIRST YEAR OF SEMI-ANNUAL PREVENTATIVE MAINTENANCE, INSPECTIONS, TESTS AND REPAIRS

\$ \_\_\_\_\_  
 INCLUDE ON LINE (4) EXHIBIT "E"

(Sum of column (C), items (1) through (14) above)

**PART IV - 8**  
**PART IV – SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS SHEET AND PRICING SHEET(S)**

**CONTRACTOR'S PRICING SHEET  
EXHIBIT "B"  
SEMI-ANNUAL PREVENTATIVE MAINTENANCE, INSPECTIONS, TESTS AND  
REPAIRS  
(SECOND YEAR)**

	(A)	(B)	(C)
Items	Semi-Annual Preventative Maintenance, Inspections, Tests and Repairs Price	Estimated Number of Service Routines per Year	Estimated Annual Price (A) X (B) = (C)
Ventilation System for 41 <sup>st</sup> St. Underpass Tunnel*:			
OASF – 1	\$ _____	2	\$ _____ (1)
OASF – 2	\$ _____	2	\$ _____ (2)
EF – 1	\$ _____	2	\$ _____ (3)
EF – 2	\$ _____	2	\$ _____ (4)
Ventilation System for Lower Bus Level*:			
EF – 3	\$ _____	2	\$ _____ (5)
EF – 4	\$ _____	2	\$ _____ (6)
EF – 5	\$ _____	2	\$ _____ (7)
EF – 6	\$ _____	2	\$ _____ (8)
Control System for Ventilation System for 41 <sup>st</sup> St. Underpass Tunnel	\$ _____	2	\$ _____ (9)
Control System for Ventilation System for Lower Bus Level	\$ _____	2	\$ _____ (10)
CO Gas Monitoring System for 41 <sup>st</sup> St. Underpass Tunnel	\$ _____	2	\$ _____ (11)
CO and NO <sub>2</sub> Gas Monitoring Systems for Lower Bus Level, North and South Wings	\$ _____	2	\$ _____ (12)
Ventilation System for Electrical Room	\$ _____	2	\$ _____ (13)
DC Bus Capacitors	\$ _____	2	\$ _____ (14)

\*Note: See PART V, "Equipment and Systems" for outside air fan (OASF) and exhaust fan (EF) details.

TOTAL ESTIMATED CONTRACT PRICE FOR  
THE SECOND YEAR OF SEMI-ANNUAL  
PREVENTATIVE MAINTENANCE, INSPECTIONS,  
TESTS AND REPAIRS

\$ \_\_\_\_\_  
INCLUDE ON LINE (5) EXHIBIT "E"

(Sum of column (C), items (1) through (14) above)

**PART IV - 9**

**PART IV – SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS SHEET AND PRICING SHEET(S)**

**CONTRACTOR'S PRICING SHEET**  
**EXHIBIT "B"**  
**SEMI-ANNUAL PREVENTATIVE MAINTENANCE, INSPECTIONS, TESTS AND**  
**REPAIRS**  
**(THIRD YEAR)**

	(A)	(B)	(C)
Items	Semi-Annual Preventative Maintenance, Inspections, Tests and Repairs Price	Estimated Number of Service Routines per Year	Estimated Annual Price (A) X (B) = (C)
Ventilation System for 41 <sup>st</sup> St. Underpass Tunnel*:			
OASF – 1	\$ _____	2	\$ _____(1)
OASF – 2	\$ _____	2	\$ _____(2)
EF – 1	\$ _____	2	\$ _____(3)
EF – 2	\$ _____	2	\$ _____(4)
Ventilation System for Lower Bus Level*:			
EF – 3	\$ _____	2	\$ _____(5)
EF – 4	\$ _____	2	\$ _____(6)
EF – 5	\$ _____	2	\$ _____(7)
EF – 6	\$ _____	2	\$ _____(8)
Control System for Ventilation System for 41 <sup>st</sup> St. Underpass Tunnel	\$ _____	2	\$ _____(9)
Control System for Ventilation System for Lower Bus Level	\$ _____	2	\$ _____(10)
CO Gas Monitoring System for 41 <sup>st</sup> St. Underpass Tunnel	\$ _____	2	\$ _____(11)
CO and NO <sub>2</sub> Gas Monitoring Systems for Lower Bus Level, North and South Wings	\$ _____	2	\$ _____(12)
Ventilation System for Electrical Room	\$ _____	2	\$ _____(13)
DC Bus Capacitors	\$ _____	2	\$ _____(14)

\*Note: See PART V, "Equipment and Systems" for outside air fan (OASF) and exhaust fan (EF) details.

TOTAL ESTIMATED CONTRACT PRICE FOR  
THE THIRD YEAR OF SEMI-ANNUAL  
PREVENTATIVE MAINTENANCE, INSPECTIONS,  
TESTS AND REPAIRS

\$ \_\_\_\_\_  
INCLUDE ON LINE (6) EXHIBIT "E"

(Sum of column (C), items (1) through (14) above)

**PART IV - 10**  
**PART IV – SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS SHEET AND PRICING SHEET(S)**

**CONTRACTOR'S PRICING SHEET  
EXHIBIT "C"  
EMERGENCY SERVICE - FIRST YEAR**

**WITHOUT ROADWAY PROTECTION**

	(D)	(E)	(F)
Repair Mechanic Labor Rate*	All Inclusive Labor Charge Per Hour**	Estimated Labor-Hours Per Year	Estimated Annual Price (D) X (E) = (F)
(A) Regular*** Working Hours	\$ _____	15	\$ _____(1)
(B) Overtime*** Working Hours	\$ _____	15	\$ _____(2)
(C) Premium*** Overtime Working Hours	\$ _____	15	\$ _____(3)

Total Estimated First Year Price for Emergency Service Without Roadway Protection (Sum of Column (F)) \$ \_\_\_\_\_(4)

**WITH ROADWAY PROTECTION**

	(D)	(E)	(F)
Repair Mechanic Labor Rate*	All Inclusive Labor Charge Per Hour**	Estimated Labor-Hours Per Year	Estimated Annual Price (D) X (E) = (F)
(A) Regular*** Working Hours	\$ _____	10	\$ _____(5)
(B) Overtime*** Working Hours	\$ _____	10	\$ _____(6)
(C) Premium*** Overtime Working Hours	\$ _____	10	\$ _____(7)

Total Estimated First Year Price for Emergency Service With Roadway Protection (Sum of Column (F)) \$ \_\_\_\_\_(8)

\*Labor indicated in (A), (B) and (C) is for Emergency Service to be performed and approved by the Manager.

\*\*Charge Per Labor-Hour in Column (D) above are all-inclusive wage rates which shall include the Contractor's overhead, including tolls, travel time, cost of vehicle use and profit. Compensation for materials used during Emergency Service shall be in accordance with the provisions of PART III entitled "Extra Work."

\*\*\*See clause in PART V entitled "Specific Definitions" for definitions of "Regular Working Hours," "Overtime Working Hours" and "Premium Overtime Working Hours."

TOTAL ESTIMATED CONTRACT PRICE FOR THE FIRST YEAR FOR EMERGENCY SERVICE (Sum of column (F), items (4) and (8) above)

\$ \_\_\_\_\_  
INCLUDE ON LINE (7) EXHIBIT "E"

**PART IV - 11  
PART IV - SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS SHEET AND PRICING SHEET(S)**

**CONTRACTOR'S PRICING SHEET  
EXHIBIT "C"  
EMERGENCY SERVICE - SECOND YEAR**

**WITHOUT ROADWAY PROTECTION**

	(D)	(E)	(F)
Repair Mechanic Labor Rate*	All Inclusive Labor Charge Per Hour**	Estimated Labor-Hours Per Year	Estimated Annual Price (D) X (E) = (F)
(A) Regular*** Working Hours	\$ _____	15	\$ _____(1)
(B) Overtime*** Working Hours	\$ _____	15	\$ _____(2)
(C) Premium*** Overtime Working Hours	\$ _____	15	\$ _____(3)

Total Estimated Second Year Price for Emergency Service Without Roadway Protection (Sum of Column (F)) \$ \_\_\_\_\_(4)

**WITH ROADWAY PROTECTION**

	(D)	(E)	(F)
Repair Mechanic Labor Rate*	All Inclusive Labor Charge Per Hour**	Estimated Labor-Hours Per Year	Estimated Annual Price (D) X (E) = (F)
(A) Regular*** Working Hours	\$ _____	10	\$ _____(5)
(B) Overtime*** Working Hours	\$ _____	10	\$ _____(6)
(C) Premium*** Overtime Working Hours	\$ _____	10	\$ _____(7)

Total Estimated Second Year Price for Emergency Service With Roadway Protection (Sum of Column (F)) \$ \_\_\_\_\_(8)

\*Labor indicated in (A), (B) and (C) is for Emergency Service to be performed and approved by the Manager.

\*\*Charge Per Labor-Hour in Column (D) above are all-inclusive wage rates which shall include the Contractor's overhead, including tolls, travel time, cost of vehicle use and profit. Compensation for materials used during Emergency Service shall be in accordance with the provisions of PART III entitled "Extra Work."

\*\*\*See clause in PART V entitled "Specific Definitions" for definitions of "Regular Working Hours," "Overtime Working Hours" and "Premium Overtime Working Hours."

TOTAL ESTIMATED CONTRACT PRICE FOR THE SECOND YEAR FOR EMERGENCY SERVICE \$ \_\_\_\_\_  
(Sum of column (F), items (4) and (8) above) INCLUDE ON LINE (8) EXHIBIT "E"

**PART IV - 12**

**PART IV – SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS SHEET AND PRICING SHEET(S)**

**CONTRACTOR'S PRICING SHEET  
EXHIBIT "C"  
EMERGENCY SERVICE - THIRD YEAR**

**WITHOUT ROADWAY PROTECTION**

	(D)	(E)	(F)
Repair Mechanic Labor Rate*	All Inclusive Labor Charge Per Hour**	Estimated Labor-Hours Per Year	Estimated Annual Price (D) X (E) = (F)
(A) Regular*** Working Hours	\$ _____	15	\$ _____(1)
(B) Overtime*** Working Hours	\$ _____	15	\$ _____(2)
(C) Premium*** Overtime Working Hours	\$ _____	15	\$ _____(3)

Total Estimated Third Year Price for Emergency Service Without Roadway Protection (Sum of Column (F)) \$ \_\_\_\_\_(4)

**WITH ROADWAY PROTECTION**

	(D)	(E)	(F)
Repair Mechanic Labor Rate*	All Inclusive Labor Charge Per Hour**	Estimated Labor-Hours Per Year	Estimated Annual Price (D) X (E) = (F)
(A) Regular*** Working Hours	\$ _____	10	\$ _____(5)
(B) Overtime*** Working Hours	\$ _____	10	\$ _____(6)
(C) Premium*** Overtime Working Hours	\$ _____	10	\$ _____(7)

Total Estimated Third Year Price for Emergency Service With Roadway Protection (Sum of Column (F)) \$ \_\_\_\_\_(8)

\*Labor indicated in (A), (B) and (C) is for Emergency Service to be performed and approved by the Manager.

\*\*Charge Per Labor-Hour in Column (D) above are all-inclusive wage rates which shall include the Contractor's overhead, including tolls, travel time, cost of vehicle use and profit. Compensation for materials used during Emergency Service shall be in accordance with the provisions of PART III entitled "Extra Work."

\*\*\*See clause in PART V entitled "Specific Definitions" for definitions of "Regular Working Hours," "Overtime Working Hours" and "Premium Overtime Working Hours."

TOTAL ESTIMATED CONTRACT PRICE FOR THE THIRD YEAR FOR EMERGENCY SERVICE (Sum of column (F), items (4) and (8) above)

\$ \_\_\_\_\_  
INCLUDE ON LINE (9) EXHIBIT "E"

**PART IV - 13**

**PART IV – SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS SHEET AND PRICING SHEET(S)**

**CONTRACTOR'S PRICING SHEET  
EXHIBIT "D"  
COMPENSATION FOR PARTS AND EQUIPMENT**

Bidder shall insert a percentage and this percentage shall be firm for three (3) years of the Contract and any option and extension periods thereafter.

Three-Year Estimated Net Cost*		Contractor's Percentage Mark-up/Mark-down		Estimated Total for Three (3) Years
\$50,000.00	x	+/- _____ %	= \$ _____	+ \$50,000 = \$ _____

TOTAL ESTIMATED CONTRACT PRICE  
FOR PARTS AND EQUIPMENT \$ \_\_\_\_\_

\*"Net Cost" shall be the Contractor's actual cost after deducting all permitted cash and trade discounts, rebates, allowances, credits, sales taxes, commissions and refunds (whether or not any or all of the same shall have been taken by the Contractor) for all materials, supplies, tools, and equipment purchased or leased by the Contractor solely for use in performing the Contractor's obligations hereunder, provided such purchase or lease has received the prior written approval of the Port Authority. Submission to the Manager of the documentation that the Contractor receives from its supplier that accompanies the material will be necessary to substantiate these charges.

**CONTRACTOR'S PRICING SHEET  
EXHIBIT "E"  
PRICING SUMMARY SHEET**

- (1) TOTAL ESTIMATED CONTRACT  
PRICE FOR THE FIRST YEAR OF QUARTERLY  
PREVENTATIVE MAINTENANCE,  
INSPECTIONS, TESTS AND REPAIRS**  
(from Exhibit "A") \$ \_\_\_\_\_
- (2) TOTAL ESTIMATED CONTRACT  
PRICE FOR THE SECOND YEAR OF QUARTERLY  
PREVENTATIVE MAINTENANCE,  
INSPECTIONS, TESTS AND REPAIRS**  
(from Exhibit "A") \$ \_\_\_\_\_
- (3) TOTAL ESTIMATED CONTRACT  
PRICE FOR THE THIRD YEAR OF QUARTERLY  
PREVENTATIVE MAINTENANCE,  
INSPECTIONS, TESTS AND REPAIRS**  
(from Exhibit "A") \$ \_\_\_\_\_
- (4) TOTAL ESTIMATED CONTRACT  
PRICE FOR THE FIRST YEAR OF SEMI-ANNUAL  
PREVENTATIVE MAINTENANCE, INSPECTIONS,  
TESTS AND REPAIRS**  
(from Exhibit "B") \$ \_\_\_\_\_
- (5) TOTAL ESTIMATED CONTRACT  
PRICE FOR THE SECOND YEAR OF SEMI-ANNUAL  
PREVENTATIVE MAINTENANCE, INSPECTIONS,  
TESTS AND REPAIRS**  
(from Exhibit "B") \$ \_\_\_\_\_
- (6) TOTAL ESTIMATED CONTRACT  
PRICE FOR THE THIRD YEAR OF SEMI-ANNUAL  
PREVENTATIVE MAINTENANCE, INSPECTIONS,  
TESTS AND REPAIRS**  
(from Exhibit "B") \$ \_\_\_\_\_
- (7) TOTAL ESTIMATED CONTRACT  
PRICE FOR THE FIRST YEAR OF  
EMERGENCY SERVICE**  
(from Exhibit "C") \$ \_\_\_\_\_
- (8) TOTAL ESTIMATED CONTRACT  
PRICE FOR THE SECOND YEAR OF  
EMERGENCY SERVICE**  
(from Exhibit "C") \$ \_\_\_\_\_

**(9) TOTAL ESTIMATED CONTRACT  
PRICE FOR THE THIRD YEAR OF  
EMERGENCY SERVICE**  
(from Exhibit "C")

\$ \_\_\_\_\_

**(10) TOTAL ESTIMATED CONTRACT  
PRICE FOR PARTS AND EQUIPMENT**  
(from Exhibit "D")

\$ \_\_\_\_\_

**TOTAL ESTIMATED THREE (3) YEAR  
CONTRACT PRICE**  
(Total items (1) through (10) above)

\$ \_\_\_\_\_

**PART V – SPECIFICATIONS, TABLE OF CONTENTS**

PART V – SPECIFICATIONS, TABLE OF CONTENTS ..... 1

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Service Maintenance Log ..... 20

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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” means the Port Authority Bus Terminal (PABT) Ventilation Building (on the northeast corner of Ninth Avenue and 41st Street), and the Lower Bus Level (North and South Wings), both located in the City and State of New York (NY).

“Contractor” means a successful bidder .

“Contractor’s Personnel” or “Personnel” mean an employee of the Contractor who has formal training and extensive on-the-job experience, and has achieved competence required to operate equipment and/or machinery and vehicles necessary to perform Work specified herein.

“Maintenance” or words of similar import, as used herein, mean the aggregate of the following: periodic inspection and testing of the Systems as specified herein; replacement (labor and materials by the Contractor) of worn, obsolete, broken, or otherwise unsuitable parts of the systems; but such Maintenance shall not include the furnishing or replacing of any parts or items or equipment that may be required as the result of damage caused by accident or negligence not attributable to employees of the Contractor.

“Normal Wear and Tear” means wear and tear of the parts of the Systems under normal use and do not show signs of misuse, intentional damage or vandalism. Any Systems’ part that the Contractor claims is damaged not due to Normal Wear and Tear should be brought to the notice of the Manager for approval before repair or replacement. Repairs necessitated by reasons other than Normal Wear and Tear shall be considered Extra Work.

“Fan Maintenance Systems,” “System,” “Systems,” or “Sub-Systems” mean the ventilation and gas monitoring systems, controls, and appurtenances installed at the PABT, and shall collectively include, but not be limited to, all items relating to maintenance, repairs, inspection and testing of the systems.

“Notice” means a written notice, provided via email or written letter sent via USPS.

“AABC” means the Associated Air Balance Council.

“AMCA” means the Air Movement and Control Association International, Inc.

“NEBB” means the National Environmental Balancing Bureau.

“Service Technician” or “Technician” mean an individual who has formal training and extensive on-the-job experience, has achieved competence in troubleshooting, repair, and Maintenance of fan Systems of the type installed in the Facility.

Reference to Work or its performance, “directed,” “required,” “permitted,” “ordered,” “designated,” “prescribed,” and words of similar import mean directed, required, permitted, ordered, designated, or prescribed by the Manager; and “approved”, “acceptable,” “satisfactory,” and words of similar import shall mean approved by or acceptable or satisfactory to the Manager; and “necessary,” “reasonable,” “proper,” “correct,” and words of similar import shall mean necessary, reasonable, proper, or correct in the judgments of the Manager.

“Regular Working Hours” and “Normal Working Hours” as used herein mean 6:30 a.m. to 3:00 p.m., Monday through Friday (for Maintenance), and 1:00 a.m. to 5:30 a.m., Monday through Saturday (for filter change only), excluding legal Holidays (in the State where the work is to be performed and as defined in the Standard Contract Terms and Conditions), which shall be when inspection, testing, maintenance, and repairs/replacement shall be carried out, except Emergency Service which shall be available twenty-four (24) hours per day, seven (7) days per week, including legal Holidays.

“Overtime Working Hours” as used herein mean hours other than Regular Working Hours and eight (8) hours (6:30 a.m. to 2:30 p.m.) on Saturday, but not Premium Overtime Working Hours.

“Premium Overtime Working Hours” as used herein mean hours in excess of eight (8) hours on Saturday and all day Sunday and Holidays.

## **2. Work Required by the Specifications**

These Specifications relate generally to the performance of inspections, maintenance, testing and repairs of the ventilation systems, gas monitoring systems, controls and appurtenances at the Port Authority Bus Terminal Ventilation Building. This Contract requires the Contractor to become fully responsible for the maintenance as specified herein of the ventilation systems, gas monitoring systems, controls and appurtenances, including the replacement of parts, and all labor required to keep the Systems in good operating condition. The Contractor’s price shall include but not be limited to the cost of all labor, parts, supervision, insurance, equipment rental, tolls, travel time, vehicle usage, fuel, profit and all other costs associated with the work.

The enumeration in this Contract of particular things to be furnished or done at the Contractor’s expense, or without cost or expense to The Authority, or without additional compensation to the Contractor shall not be deemed to imply that only things of a nature similar to those enumerated shall be so furnished and done; but the Contractor shall perform all Work as required without other compensation than that specifically provided, whatsoever changes may be made in the Contract Specifications, whatsoever Work may be required in addition to that required by the Contract Specifications in their present form, and whatsoever obstacles or unforeseen conditions may arise or be encountered.

The Specifications require the doing of all things necessary, or proper for, or incidental to, the matter referred to in the immediately preceding paragraphs. In addition, all things not expressly mentioned in these Specifications but involved in carrying out of their intent and in the complete and proper execution of the matter referred to in the immediately preceding paragraph are required by these Specifications, and the Contractor shall perform the same as though they were specifically delineated, described and mentioned.

Work required for inspections, maintenance, testing, and repairs of the ventilation systems, control systems, gas monitoring systems and appurtenances shall consist of the services outlined below as a minimum:

- A. Maintenance shall consist of providing a complete preventative maintenance program of quarterly and semi-annual service, to include but not be limited to inspection and repair services for the ventilation systems, control systems, gas monitoring systems and all appurtenances located in the ventilation building at the northeast corner of 41<sup>st</sup> Street and 9<sup>th</sup> Avenue and in the Lower Bus Level (both North and South Wings) of the Port Authority Bus Terminal (PABT). The primary electrical systems, fire alarm systems and Building Automation and Control System (BAMCS) for monitoring and control shall be maintained by others and interfaced via a demarcation point. The purpose of this service is to ensure the continuous operation of these systems, twenty-four (24) hours a day, seven (7) days a week, for the duration of the Contract.
- B. Maintenance and repair of the Systems shall be in accordance with the respective manufacturer's recommendations and as specified hereafter. The Contractor shall furnish all labor, cleaning materials, ladders, tools, temporary barricades, warning signs, and other safety precautions and all other things necessary or proper for or incidental to such inspection and/or maintenance. Inspection and maintenance shall be deemed to include such removal and replacement of equipment and materials as may be necessary or desirable to gain access to the equipment for inspection and/or maintenance.
- C. The Contractor shall make all necessary adjustments and repairs of malfunctions reported by the Manager during Normal Working Hours. If the adjustment or repair cannot be accomplished before the end of Normal Working Hours or requires additional Personnel, the Contractor's Personnel shall contact the Manager who may direct that the work be continued at that time or shall be performed at a later date. The Contractor shall be compensated for the labor incurred beyond Normal Working Hours, as applicable, at the rate set forth in the Contractor's Pricing Sheets. However, no payment shall be made for repair work that, in the opinion of the Manager, is necessitated by either (1) the Contractor's improper or incomplete performance of the Maintenance which is to be performed hereunder, or (2) due to non-verifiable actions of vandalism, misuse or abuse.
- D. The Contractor shall replace worn, failed or doubtful components with new components of the same manufacturer and of current design unless otherwise

agreed to and approved or specified by the Manager. All new components shall be compatible with existing components and shall be of equal quality and identical capability as the original equipment. Any existing component maintained under this Contract that is repaired, replaced or refinished by the Contractor or by others shall be maintained by the Contractor at no additional cost to the Authority. Items replaced shall become the property of the Authority.

#### E. Call-back Service

Call-back services shall consist of all non-scheduled repairs and maintenance, which are necessary when, in the opinion of the Manager, the maintenance to be provided hereunder has not been performed in accordance with the requirements of this Contract. No payment shall be made for Work that, in the opinion of the Manager, is necessitated by the Contractor's improper or incomplete performance of the Maintenance, which is to be performed hereunder. Such services shall be performed within four (4) hours of the Manager's request.

#### F. Equipment and Systems

The ventilation Systems and appurtenances shall include, but not be limited to, the following:

1. Ventilation system for the 41<sup>st</sup> Street Underpass Tunnel: The system includes two (2) outside air supply (OASF) and two (2) exhaust (EF) fans, one (1) carbon monoxide (CO) gas monitoring system, adjustable frequency drives, motorized discharge dampers, limit switches, vibration switches, electric motor heaters, sound traps, damper interlocks, variable frequency drive (VFDs)/VFD – Bypasses and blocking contactors, Programming, building automated management and controls system (BAMCS) and Fire Alarm System inputs and outputs, and appurtenances for the proper operation of the ventilation fans.

Control sequences for ventilation Systems shall follow those listed in Operations and Control Requirements as shown in Contract LT-444 drawing M-9 (supporting documents). VFD Bypasses shall be controlled by facility BAMCS. Fire Protection Deluge System shall be maintained by others.

The following facility documents shall be provided to the Contractor for reference only: "Operation and Maintenance Manual # 3 Mechanical and Electrical Systems Ventilation Building 41<sup>st</sup> Street Underpass" (Blue Book) and revisions and subsequent upgrades made under "LT-444 41st Street Ventilation Building Rehabilitation of Ventilation System."

The two (2) outside air supply fans are as follows:

<u>FAN</u>	<u>CFM</u>	<u>Total S.P. in W.G.</u>	<u>Motor H.P.</u>	<u>Manufacturer</u>
OASF-1	162,250	2.6	150	Joy Tech
OASF-2	162,250	2.6	150	Joy Tech

The two (2) exhaust fans are as follows:

<u>FAN</u>	<u>CFM</u>	<u>Total S.P. in W.G.</u>	<u>Motor H.P.</u>	<u>Manufacturer</u>
EF-1	166,300	3.7	200	Joy Tech
EF-2	166,300	3.7	200	Joy Tech

Where: CFM = cubic feet per minute  
S.P. = static pressure  
in W.G. = inches water gauge (or “ W.G.”)  
H.P. = horse power

2. Ventilation system for Lower Bus Level: The system includes four (4) exhaust fans, one (1) carbon monoxide (CO) and nitrogen dioxide (NO<sub>2</sub>) gas monitoring system, adjustable frequency drives, motorized discharge dampers, limit switches, vibration switches, electric motor heaters, sound traps, damper interlocks, variable frequency drives (VFDs)/VFD – bypasses and blocking contactors, programming, BAMCS and fire alarm system inputs and outputs, and appurtenances for the proper operation of the ventilation fans, and appurtenances for the proper operation of the ventilation fans.

The four (4) exhaust fans are as follows:

<u>FAN</u>	<u>CFM</u>	<u>Total S.P. in W.G.</u>	<u>Motor H.P.</u>	<u>Manufacturer</u>
EF-3	166,300	4.5	200	Joy Tech
EF-4	166,300	4.5	200	Joy Tech
EF-5	166,300	4.5	200	Joy Tech
EF-6	166,300	4.5	200	Joy Tech

3. Control systems for both ventilation systems (located in the 41<sup>st</sup> Street ventilation building): The system includes programmable logic controller (PLC), input/output scanner, operator interface terminal, transformers, control components, and accessories for the proper control operation of the ventilation systems.
4. CO gas monitoring system for 41<sup>st</sup> Street Underpass Tunnel: The system includes CO sensor and analyzer, programmable logic controller, sample pump, coalescing filter, sample flowmeter, sequencing solenoid valve, eight (8) end-of-line filters, manual calibration equipment, printer, sample piping, and appurtenances for the proper operation of the CO gas monitoring system.

5. CO and NO<sub>2</sub> gas monitoring system for Lower Bus Level: The system includes CO sensor and analyzer, NO<sub>2</sub> sensor and analyzer, programmable logic controller, sample pump, coalescing filter, sample flowmeter, sequencing solenoid valve, thirty-two (32) end-of-line filters, manual calibration equipment, printer, sample piping and appurtenances for the proper operation of the CO and NO<sub>2</sub> gas monitoring system.
6. Ventilation system for building and electrical rooms: The system includes all fans listed below, motorized combination fire/smoke dampers, two (2) unit heater thermostats, differential pressure switch, air filters and appurtenances for the proper operation of the ventilation fans.

The building ventilation system fans are as follows:

<u>FAN</u>	<u>CFM</u>	<u>Total S.P. in W.G.</u>	<u>Motor H.P.</u>	<u>Manufacturer</u>
OASF-3	20,000	0.875	7.5	Porter
EF-7	1,075	0.25	0.25	IGL Industries *2nd Floor Electrical Room
EF-8	5,500	0.25	0.75	IGL Industries *3rd Floor Transformer Room
EF-9	5,500	0.25	0.75	IGL Industries *3rd Floor Transformer Room
EF-10	19,000	1.0	7.5	Porter

#### G. Maintenance Schedule

Preventative Maintenance (PM) shall be performed quarterly and semi-annually as a minimum level of service, or more often as required by the manufacturer of the installed equipment. The quarterly and semi-annual inspections, maintenance, testing and repairs shall be performed during Normal Working Hours as defined herein, and all Work shall be scheduled at least one (1) week in advance with the Manager and such schedule shall be subject to his/her approval. Compensation for any inspections, maintenance, testing and repairs required by the equipment manufacturer which are beyond the minimum level of service set forth herein shall be considered included within the prices set forth in Part IV, Exhibits "A" and "B" of the Contractor's Pricing Sheets.

The Contractor shall notify the Manager prior to performing a lock out/tag out operation with the help of the Facility. A lock out/tag out operation, in accordance with all applicable regulations and facility procedures, shall be performed with the help of the Facility to disconnect power from the fan motors before testing any motors or electrical components.

Quarterly Inspection and Maintenance – At a minimum, the Contractor shall perform the services indicated hereunder, not less than eighty-five (85) days or more than ninety-five (95) days apart. The Semi-annual Inspection and Maintenance, as described below, will include, but not be limited to, the quarterly services below, and shall substitute for two (2) Quarterly Inspection and Maintenance routines:

1. Ventilation System for the 41<sup>st</sup> Street Underpass Tunnel and Lower Bus Level (both North and South Wings):
  - a) Check for obstructions, dirt, rags, etc., in inlet or outlet ductwork and remove obstructions, if any. Test the operation of the motorized dampers in opening and closing, and replace worn or defective components.
  - b) Clean screens and other air flow accessories of dirt causing resistance to air flow and decreasing the volume of air supplied. Power wash dampers and linkage at least annually.
  - c) Inspect and lubricate as recommended by the respective manufacturer all motor, fan, and damper bearings. Do not over lubricate. Power wash all internal components at least annually.
  - d) Check and operate all fans, adjustable frequency drives (AFDs), and gas monitoring systems to ensure proper operation of ventilation systems.
  - e) Check damper limit switches, vibration switches, and damper interlocks for proper operation. Replace worn or failed components.
  - f) Adjust, repair or replace components which are not functioning properly. Replace indicating devices and components which are malfunctioning.
  - g) Check damper linkages for proper operation and replace worn or defective components. Check damper seals for looseness and reposition them to ensure there is no wind milling of the fans. Replace seals if necessary.
  - h) Test the operation of the vibration switches to ensure that the switches will trip the power supply to the ventilation fans when the vibration levels exceed the switch setpoint.
  - i) Test the operation of the motorized dampers limit switches to ensure that the ventilation fans shall not run when the motorized dampers are not fully open.

- j) Check remote operation of VFD bypasses from BAMCS. Clean and adjust contactors.
2. Control System / Drive Room:  
Check filter for cleanliness. Clean or replace filters if necessary. Change all filters at least once a year. Check, clean and lubricate electrical drive room ventilation system (EF-7). Ensure proper operation of dampers and thermostats.
  3. Gas Monitoring Systems: MSA MultiGardSLC500
    - a) Check the performance of the gas sensor and analyzer, sample pump, flowmeter and battery. Replace worn and failed components.
    - b) Check performance of and adjust sequencing solenoid valve to balance flow. Replace if necessary.
    - c) Check the performance of the printer and replace printer paper, if necessary.
    - d) Test both systems with manual calibration equipment and calibrate the system to ensure proper operation of the ventilation systems.
    - e) Clean and lubricate all system components. Ensure proper operation of control signal and sequence of VFD drives. Change all filters at least annually.
  4. Ventilation Systems for Electrical Room and Building (located in the 41<sup>st</sup> Street Ventilation Building):
    - a) Inspect and lubricate motor and fan bearings, as recommended by the respective manufacturer. Do not over lubricate.
    - b) Check, clean and lubricate electrical transformer room ventilation system (EF-8 and EF-9). Ensure proper operation of dampers and thermostats. Change filters at least annually.

Semi-annual Inspection and Maintenance – At a minimum, the Contractor shall perform the services indicated hereunder, not less than 175 days or more than 185 days apart. The Semi-annual Inspection and Maintenance, as described below, will include the quarterly services, and shall substitute for two (2) Quarterly Inspection and Maintenance routines:

1. Ventilation System for the 41<sup>st</sup> Street Underpass Tunnel and Lower Bus Level (both North and South Wings):
  - a) Inspect and clean wheel blades for dust or dirt accumulations. Check for proper balancing. If required, re-balance the blades.
  - b) Remove and clean any dust buildup from each adjustable frequency drive's (AFD) enclosure and heat sinks. Use compressed air to remove dust buildup.

- c) Perform and log voltage and amperage readings. Make a comparison with the previous readings and provide a report in writing to the Manager. Advise the Manager of any unusual or abnormal conditions.
- d) Megohm test of fan motors (non-destructive testing of motors).
- e) Check condition of contacts for deterioration from wear, arcing, short cycling, or corrosion. Replace all defective contacts.
- f) Inspect ventilation fans for any unusual conditions such as rattling, vibration, and loose nuts or bolts. Check mounting bolts for tightness and measure fans' vibration levels.
- g) Inspect grease lubrication lines for cracks or leaks to ensure proper lubrication. Replace defective lines.
- h) Check blade tip angles and reset if required. Check torque on blade nuts.
- i) For each adjustable frequency drive, tighten all screw-type electrical connections, both power and control. Inspect electric wiring to ensure that insulation is intact. Synchronize motor with drive units, to ensure optimum efficiency.
- j) Parts for controls or complete controls including air flow control, switches, relays which are worn or failed due to ordinary wear and tear shall be replaced at no extra cost to the Authority. Replacement parts or controls shall have equal quality and identical capacity as the original equipment (as determined by the Manager) and shall be compatible with other control components for each ventilation fan and adjustable frequency drives.
- k) Perform vibration analysis for each ventilation fan. Compare the readings with the manufacturer's permissible levels.
- l) Perform air flow test for each fan in accordance with the procedures stipulated in the AMCA Standard 203. The air flow test shall be performed by an independent company specializing in fluid balancing with certification by NEBB or AABC. Submit test report to the Manager.

2. Control System / Drive Room:

- a) Remove and clean any dust buildup from the enclosure and heat sinks.
- b) Inspect control panel wiring to ensure that all connections are tight and that insulation is intact.
- c) Tighten all screw type electrical connections, both power and control. Inspect electric wiring to ensure that insulation is intact.
- d) Parts for control or complete controls including switches, relays which are worn or failed due to Normal Wear and Tear shall be replaced at no extra cost to the Authority. Replacement parts or controls shall have equal capacity as the original equipment (as determined by the

Manager) and shall be compatible with other controls components for each ventilation fan and adjustable frequency drives.

3. Gas Monitoring Systems:
  - a) Remove and clean any dust buildup from the gas monitoring systems' panels. Inspect wiring to ensure that all connections are tight and that insulation is intact.
  - b) Test both systems with manual calibration equipment and calibrate the system, if necessary, to ensure proper operation of the ventilation systems.
  - c) Check the end-of-line filters at each sample pick-up location for cleanliness. Replace filters if necessary. Filters must be replaced every year.
  - d) Check and test each sample tubing for leaks. Repair and correct any sources of leaks.
  - e) Tighten all screw type electrical connections, both power and control. Inspect electrical wiring to ensure that insulation is intact.
  - f) Parts for controls or complete controls including switches and relays which are worn or failed due to ordinary wear and tear shall be replaced at no extra cost to the Authority. Replacement parts or controls shall have equal quality and identical capacity as the original equipment (as determined by the Manager) and shall be compatible with other control components for each gas monitoring system.
  - g) Check the performance of flowmeter and replace, if necessary, to ensure proper operation of the gas monitoring system.
  - h) Replace gas sensors and analyzer(s) and coalescing filter(s) for each system. Check the performance of battery and replace, if necessary.
  - i) Submit to the Manager a printout of readings for trend analysis.
4. Ventilation Systems for Electrical Room and Building (located in the 41<sup>st</sup> Street Ventilation Building):
  - a) Check air filters for cleanliness and air flow. Replace air filters, if necessary.
  - b) Test the operation of the thermostat, ventilation fan, and combination fire/smoke dampers. Perform and log voltage and amperage readings. Make a comparison with the previous readings.
  - c) Check thermostats for proper control operation of the ventilation fan, combination fire smoke dampers and unit heaters.
  - d) Check fan belt wear, alignment of sheaves and tension.

- e) Perform and log voltage and amperage readings. Make a comparison with the previous readings, and provide a report in writing to the Manager. Advise the Manager of any unusual or abnormal conditions.

5. DC Bus Capacitors:

Inspect and replace worn or defective DC bus capacitors. Adjust frequency drives for optimum efficiency.

H. Emergency Service

The Contractor shall furnish Emergency Service within two (2) hours after the Manager's request unless otherwise directed by the Manager. These two (2) hours begin to toll upon the Manager's good faith implementation of the response plan provided by the Contractor in accordance with this section, even if contact with the Contractor is not actually made. If the Contractor fails to furnish Emergency Service within two (2) hours after the request, Liquidated Damages shall be imposed in accordance with Part III of this Contract. Emergency Service shall be available twenty-four (24) hours a day, seven (7) days per week, including Holidays. All malfunctions or inefficient or improper operation of the equipment shall be investigated by the Contractor and the cause thereof forthwith repaired, removed, adjusted or otherwise attended to, so that the System or equipment is restored to proper operation at the earliest possible time.

The Contractor shall provide the Manager with a listing of three (3) alternate telephone numbers listed in order of priority to ensure definite contact when service is needed under Emergency Service. Any change in the emergency telephone numbers shall be given to the Manager verbally and in writing at least five (5) business days prior to the date such change will take effect.

I. Report / Documentation

Within five (5) days upon completion of the Work performed according to PART V Specifications for quarterly and semi-annual Maintenance, and in addition to any other documentation, the Contractor shall submit to the Manager, a completed "Service Maintenance Log" and "Service Maintenance Form" (see Attachments "B" and "C", respectively) for each service provided.

J. Technical Specifications and Standards for Ventilation, Controls and Gas Monitoring Systems

This section specifies the technical specifications and standards that are applicable under this Contract.

- 1. The mechanical and electrical systems installation shall conform to all provisions of the National Electric Code (NEC), the National Electric

Safety Code (NESC), the National Fire Protection Association (NFPA), the Insurance Service Organization (ISO), NYC Building Code, and all laws, ordinances and other codes which would be applicable, if the Authority were a private corporation.

2. In case of conflict between provisions of codes, laws, ordinances, etc., the more stringent requirements shall apply.

#### K.. Service Interruptions

The Contractor shall submit a monthly availability report within five (5) days of the first of the month. The report shall indicate both the availability and all service interruptions regardless of the cause including scheduled preventive maintenance, and the availability of the unit considering only the service interruptions chargeable to the Contractor as defined in this Contract.

To the extent that the Contractor's failure to perform services results from delay which is not the fault of the Contractor and which is beyond the Contractor's control and which it is unable to overcome by the exercise of all reasonable efforts or which it could not reasonably have anticipated or avoided, the Authority will not assess liquidated damages hereunder. It shall be deemed that acts of God, war and acts of government, not yet specifically proposed or taken are beyond the Contractor's control.

Should The Authority exercise its right to terminate this Agreement pursuant to Standard Contract Terms and Conditions, Part II, General Provisions, Section 6, entitled "Rights and Remedies of the Authority", liquidated damages will be assessed by the Authority only for delays occurring prior to such termination.

### 3. Personnel Requirements

The Contractor (and any Subcontractor) shall furnish competent and adequately trained personnel to perform the Work required under this Contract. If, in the opinion of the Manager, any employee so assigned is performing his/her functions unsatisfactorily, the Contractor shall take all steps necessary to ensure that the Contract is performed in full accordance with the requirements hereof. All Contractor's employees performing Work required under this Contract shall have the ability to communicate in the English language to the extent necessary to comprehend directions given by either the Contractor's supervisory staff or by the Manager's staff. The successful Contractor shall submit to the Authority the names and home addresses of employees who will perform Maintenance work under this Contract. No employee will be permitted to work under this Contract without approval of the Authority.

Further, if in the determination of the Manager, any such employee has taken any action which constitutes a conflict of interest or which is inconsistent with the highest level of honesty, ethical conduct or public trust or which the Manager determines is adverse to the public interest or to the best interest of the Port Authority, the

Contractor shall remove any such personnel within twenty-four (24) hours, upon notice from the Port Authority.

A. Lead Mechanic

A qualified lead mechanic shall be at the work site each working day required by this contract and said mechanic shall report to the Manager's office or his/her representative's office prior to commencing each day's work and again after the completion of each day's work. The Manager reserves the right to change or rotate the work schedule on an as-needed basis to reflect changing job situations. The lead mechanic shall serve as the Contractor's representative at the Site of the Work and shall ensure that all Work required hereunder is performed in the manner and at the times specified. The lead mechanic shall also be available to the Manager at such times as the Manager may require, to discuss any matter pertaining to this Contract, to review and/or inspect Work being performed hereunder and to receive such instructions, directives or information as the Manager may wish to transmit and at such other days and times as the Manager may require.

The lead mechanic shall furnish and make entries in the logbook, which shall be maintained in the Manager's office, and contain the following information:

- a. Time started.
- b. Time finished
- c. The date.
- d. The number of workers.
- e. The type of equipment.
- f. Schedule of work.
- g. Work completed.
- h. Lead Mechanic's signature.

The Manager shall have the right to approve any lead mechanic proposed by the Contractor for assignment hereunder.

All lead mechanics shall have at least two (2) years prior experience in the performance of functions similar to those to which they are being assigned and the Contractor shall provide the Manager with such proof of prior experience, including references, as the Manager may request. The Contractor shall also provide the Manager with copies of any employment applications submitted to the Contractor by those individuals proposed for assignment. Notwithstanding the above, if any individual demonstrates exceptional ability, the Port Authority may waive the requirement of two (2) years prior experience with respect to such individual.

When working on site, the Port Authority shall provide the Contractor's lead mechanic with a radio, which has been programmed with the appropriate Port Authority frequencies and the lead mechanic shall respond by this or other communication means or in person to the Manager within fifteen (15) minutes

of receiving any radio notice. The facility radio shall not be removed from the work site and shall be returned to the Manager daily.

Primary residence telephone numbers and alternate phone numbers shall be made available to the Manager for the lead mechanic(s) on the Contractor's staff for use in emergency notifications and shall be updated promptly as necessary.

At its own expense, the Contractor shall provide a cellular telephone with service coverage over the applicable areas available at all times to each crew working.

The cost for all such lead mechanics shall be borne by the Contractor as an included cost and shall not be separately billable hereunder. If during the course of this Contract the lead mechanic leaves and/or is replaced and his/her position is filled by someone unfamiliar with the operations, then it is the Contractor's responsibility to acclimate this individual as to his/her duties during his/her tour schedule. The period spent familiarizing this individual with the Facility and duties shall be considered non-compensable hours by the Port Authority.

**B. Personnel Uniforms and Badges**

The Contractor shall provide for his/her personnel all necessary distinctive uniforms and identification badges or woven identification insignia of a type and style which shall be subject to prior and continuing approval of the Manager, and the Contractor's employees shall wear these uniforms and identification badges or insignia at all times when performing the operations hereunder. Employees without proper identification shall not be permitted to work. The Contractor shall be responsible for ensuring that its employees are wearing proper safety shoes, reflectorized safety vests, hard hats, goggles, dust masks, gloves and/or rain gear appropriate for the tasks performed. The Manager shall have the right to require removal of any employee who shall fail to wear proper uniform and shoes, and the exercise of this right shall not limit the obligations of the Contractor to perform the Work specified.

The Port Authority will provide one Facility identification badge to each member of the Contractor's employees. Such badges shall be worn at all times while at the Site of Work. Employees without proper identification shall not be permitted to work at the site.

**C. Transportation for Contractor's Personnel**

The Contractor shall provide for the transportation of his/her personnel, materials and equipment to the Sites of Work at the Facility. The Contractor shall comply with Authority rules, regulations, and such procedures as are now in force and such reasonable future rules, regulations, and procedures as may hereafter be adopted by the Authority for safe operation of motor vehicles at the Facility. All Contractor's vehicles operated at the Facility in connection with this Contract shall be permanently labeled on both sides of

the vehicles with the Contractor's name, address and telephone number in contrasting lettering having a minimum dimension of 3" high with ½" thick lines. Magnetic signs are not acceptable. The Authority will not furnish free Facility use parking passes or privileged parking in any garage or roadway on Facility property. All vehicles must be properly placarded with vehicle security identification when parked or driven in non-public areas of the buildings.

#### **4. Safety Provisions and Licenses**

In the performance of the Contract, the Contractor shall exercise every precaution to prevent injury to workers and the public or damage to property. The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. The Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss, including but not limited to all employees on the Site of Work, the public and other persons and entities who may be affected thereby.

The Contractor shall further comply with all Port Authority rules, regulations and procedures, whether currently in effect or promulgated subsequent to the date of this Contract, which pertain in any way to the use, operation or parking of such vehicles at the Site of the Work including, but not limited to, those pertaining to the safety, inspection, identification and licensing of such vehicles.

The Contractor shall obtain and display at the place of work one copy of the Material Safety Data Sheet (MSDS) conforming to the requirements of Federal Regulations 29 CFR 1910.1200(g) for each chemical utilized for work on this Contract. Within thirty (30) days after award of this Contract, the Contractor shall submit to the Facility Manager, for review and approval, the Contractor's Safety Program which shall comply with all applicable Federal, state, municipal and local regulations pertaining to employee safety and Right-to-Know and shall include, among other things, the designation by the Contractor of a qualified individual who will administer such Safety Programs. A twenty-four (24) hour contact number for this individual shall be provided to the Manager.

#### **5. Work Area Protection**

Maintenance and repairs of all system components (i.e. filter changes) that are located in the active roadway shall occur between the hours of 1:00 a.m. and 5:30 a.m. The Contractor shall provide sufficient roadway protection at all times when his/her employees are working in or adjacent to roadways. Said work protection shall meet or exceed Port Authority O&M Standard 73, - "PABT Work Area Protection" annexed hereto as Attachment "A."

Any Work performed that is not located in or adjacent to the active bus roadways shall be furnished during Normal Working Hours as defined herein.

## **6. Service Maintenance Log and Form**

The Contractor's Service Technician shall report to the Manager or his/her designated representative at the start and completion of each Maintenance routine, and said technician shall keep the Manager informed of the Work performed by them by furnishing him/her with a completed "Service Maintenance Log" and "Service Maintenance Form", annexed hereto as Attachments "B" and "C", respectively, which shall include Work performed, materials replaced, deficiencies noted, repairs needed or any recommendations. In addition to any pertinent data, the technician shall also include such data as times of arrival and departure, the hours any equipment was out of service, a checklist indicating the specific components which were inspected and/or adjusted, and the name(s) of the worker(s). A completed copy of the Contractor's "Service Maintenance Log" and "Service Maintenance Form" shall be attached to and submitted with each of the Contractor's invoices.

## **7. Access to Equipment**

The Contractor shall give a minimum of one (1) week advance notice of their intention to perform Work (other than "Emergency Services" or previously scheduled Maintenance) under this Contract to the Manager or his/her designated representative, in order that, any necessary arrangements may be made. This notice shall include the Contractor's expected hours of arrival and departure, areas to be serviced and the number of workers or crews that will be working. The Authority will not furnish any free facility use passes or public parking spaces for the Contractor.

## **8. Drawings**

The Contractor shall produce accurate and complete schematic and one-line drawings of the existing System at the beginning of this Contract and each subsequent year. The Contractor shall provide working drawings of the System as modifications are made, and on new equipment and systems installed as required by the Manager, including wiring and connection diagrams. In the case where equipment is installed, the Contractor shall provide updated working drawings, as required by the Manager, one (1) month after installation is complete. The drawings, the number of copies, and the details to be shown thereon shall be as approved by the Manager in advance of their preparation. Before accepting any working drawings, the Contractor shall submit prints thereof, including the required number of revised prints, as determined by the Manager, until the drawings are approved by the Manager. After approval thereof, no change shall be made thereon unless approved in writing by the Manager. Tracings of working drawings shall be delivered to the Manager prior to final payment.

Drawings shall be produced on an AutoCAD software program and shall document all devices, system components, and connections. The Authority may provide the base building functional drawings at its discretion for the Contractor to use for this purpose. Compensation for drawings shall be on in accordance with Part III, "Extra Work."

## **9. High Security Areas**

Work under this Contract is required in high security areas as such may be designated, at any time, by the Manager. Prior to the start of Work under this Contract, the Contractor shall obtain from the Manager a list of those areas currently designated as high security areas. This list is subject, at any time, to revision by the Manager and the Contractor shall be responsible for obtaining all such revisions. The Authority will require observance of certain security procedures with respect to the performance of such Work, which procedures may include the escort to, at and/or from such high security areas of personnel working therein

The Contractor shall notify the Manager at least twenty-four (24) hours prior to undertaking the performance of any Work in a high security area. The Contractor shall further conform to such procedures which may at any time, be established by the Manager regarding access to such areas or escorting of personnel.

## **10. Post Award Inspection**

The Contractor shall be afforded an escorted post award inspection of the ventilation systems, control systems, gas monitoring systems, and appurtenances in order to ascertain its condition and arrive at an agreement with the Manager as to any shortcomings or existing deficiencies prior to the commencement of Work.

Prior to the commencement of Work, the Contractor shall provide to the Manager an oral, or if requested by the Manager, a written estimate of the labor hours, equipment and replacement parts and components necessary to perform any and all Work. Such estimates shall be subject to the acceptance of the Manager. Further, the actual amount of equipment, replacement parts, components and labor hours expended shall be subject to the verification and acceptance of the Manager prior to any payment.

**ATTACHMENT “A”**  
**Operating & Maintenance (O&M) Standard 73:**  
**“Port Authority Bus Terminal (PABT) Work Area Protection”**



**ATTACHMENT "C"**  
**Service Maintenance Form**

Date: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Reason for Service:

Quarterly or Semi-Annual Testing:

Extra Work:

Emergency Service:  Reported "Out of Service" Date & Time: \_\_\_\_\_

"Back in Service" Date & Time: \_\_\_\_\_

Total Hours "Out of Service": \_\_\_\_\_

Equipment Serviced: \_\_\_\_\_

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Description Work: \_\_\_\_\_

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Repairs Made: \_\_\_\_\_

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Materials Required: \_\_\_\_\_

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Check here if all equipment is in service:

Mechanic's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## PORT AUTHORITY BUS TERMINAL (PABT) WORK AREA PROTECTION

### I. INTRODUCTION

This Standard establishes the minimum methods and procedures required to ensure protection of motorists, and Port Authority and Contractor crews working in the roadways and sidewalks of the Port Authority Bus Terminal for short durations. One day's work schedule is considered short duration although it may be necessary to reconstruct the protection schemes on the following days. Work projects requiring long-term barricading, detour design, etc., require special study by the Traffic Engineering Group and should be provided in preconstruction traffic control plans or as Contract Drawings.

This Standard should be used in conjunction with the following Port Authority Operating and Maintenance Standard:

Standard 6 Emergency Lights for Port Authority Vehicles

Definitions and abbreviations used throughout this Standard are provided in Section IIB of this Standard.

Additionally, the Traffic Engineering Group is available to provide guidance to ensure compliance with this Standard.

### II. USE OF TRAFFIC CONTROL DEVICES

#### A. GENERAL

Traffic control devices shall be properly installed prior to the commencement of construction or maintenance operations, and shall be properly maintained. The devices

## O&M Standards

shall remain in place as long as construction or maintenance is in progress, and shall be immediately removed thereafter. Where operations are performed in stages, only those devices that apply to the existing stage shall be in place. Signs not applicable to the existing stage shall be removed, covered, or turned so as not to be readable by oncoming traffic.

Traffic control devices shall conform to the requirements listed below:

1. Portions of the latest editions, including all amendments thereto, of the Federal Highway Administration (FHWA): "Manual on Uniform Traffic Control Devices" (MUTCD) Part VI as hereinafter specified, and applicable portions of the companion "Traffic Control Devices Handbook" (TCDH); "Standard Highway Signs"; and the "Standard Color Tolerance Charts".
2. American Association of State Highway and Transportation Officials (AASHTO): "Roadside Design Guide", Chapter 9: "Safety Appurtenances for Work Zones", as hereinafter specified.
3. The requirements of the Americans with Disabilities Act (ADA) laws in all respects as specified in the "ADA Accessibility Guidelines (ADAAG) for Buildings and Facilities".
4. American Traffic Safety Service Associations (ATSSA): "Guidelines for the Use of Portable Changeable Message Signs".
5. FHWA Publication No. FHWA-RD-97-135, "Older Driver Highway Design Handbook", latest edition and amendments thereto.
6. Work zone safety devices purchased after October 1, 1998 shall be certified to meet the impact requirements of NCHRP Report #350, Test Level 2 for use in areas posted at less than 45 mph, and Test Level 3 in areas posted at 45 mph or greater. Use of work zone safety devices purchased on or prior to October 1, 1998 will be permitted only in areas posted at less than 45 mph provided they are

## O&M Standards

certified to meet the impact criteria of NCHRP Report #230.

### B. TYPES AND DEFINITIONS OF DEVICES

Traffic control devices shall conform to the requirements listed below:

1. BACK-UP TRUCK shall have a gross weight between 11,000 lbs, and 26,000 lbs, and rear-most wheels situated close to the rear of the truck body. Standard Federal Motor Carrier Safety Regulations Section 393.86 rear bumpers are not an acceptable substitute for the required rear wheel location. In addition, truck shall be equipped with:
  - a. standard flashing hazard signal lights.
  - b. sealed beam rotating yellow warning light, truck mounted 7 to 10 feet above the roadway and located so as to be visually unobstructed by any part of the truck body, load, or equipment.
  - c. vehicle-mounted impact attenuator such as the Alpha 70K TMA as manufactured by Energy Absorption Systems, Inc. Chicago, Ill. or approved equal.
2. TRAFFIC CONES - Traffic devices used to close work areas per MUTCD PART VI.
3. DRUMS - Traffic devices used to close work areas per MUTCD PART VI.
4. FLASHING ARROW SIGN UNIT (FASU) - An engine/generator, solar, or battery-powered flashing sign with lights displayed in the shape of an arrow.
5. HIGH INTENSITY FLASHING LIGHT TYPE B - Flashing warning lights with vandal-resistant on/off switch, mounting hardware, and new bulbs and batteries. Type B flashing-light battery cases shall be set on the ground/pavement and equipped with neatly routed electrical cords to the detachable remote-mounted light head.

## O&M Standards

6. SIGNS - Reflectorized, typically fluorescent orange panels using text and/or symbol messages to warn and direct oncoming traffic.
7. TEMPORARY MAINTENANCE PLATFORM - Scaffolding supporting raised walkways or surfaces used by the personnel to gain access to the maintenance or construction Work.
8. WORK AREA - The area immediately surrounding the Work in progress, typically where workers are afoot; and/or the space within a roadway where Work on the roadway is being done.

### C. GENERAL REQUIREMENTS

- Work only within closed areas delineated by appropriate pedestrian and/or vehicular traffic control devices as shown.
- Maintain appropriate overhead ramp signals. (Red over closed lane, amber over open lane.)
- Give sufficient, appropriate advance notice of the Work to the Lincoln Tunnel's Communication Desk and/or the Terminal's Control Center of the schedule, location and nature of the Work.

### III. RESPONSIBILITIES

- Facility Management shall assure that Port Authority crews adhere, as a minimum, to this Standard.
- The Port Authority Sign Shop shall, upon request, supply the necessary signs when they are not available at the facility.
- Traffic Engineering shall design Work Area protection schemes for special conditions.
- If Contractor's services are required, the Contractor is responsible for furnishing, proper use and final removal of the traffic control devices, barricades, and other devices required by the Contract, or, in the absence of a Contract requirement, to furnish, properly use and finally remove the traffic control devices, barricades and other devices required by this Standard.

# O&M Standards

## IV. WORK AREA PROTECTION SCHEMES

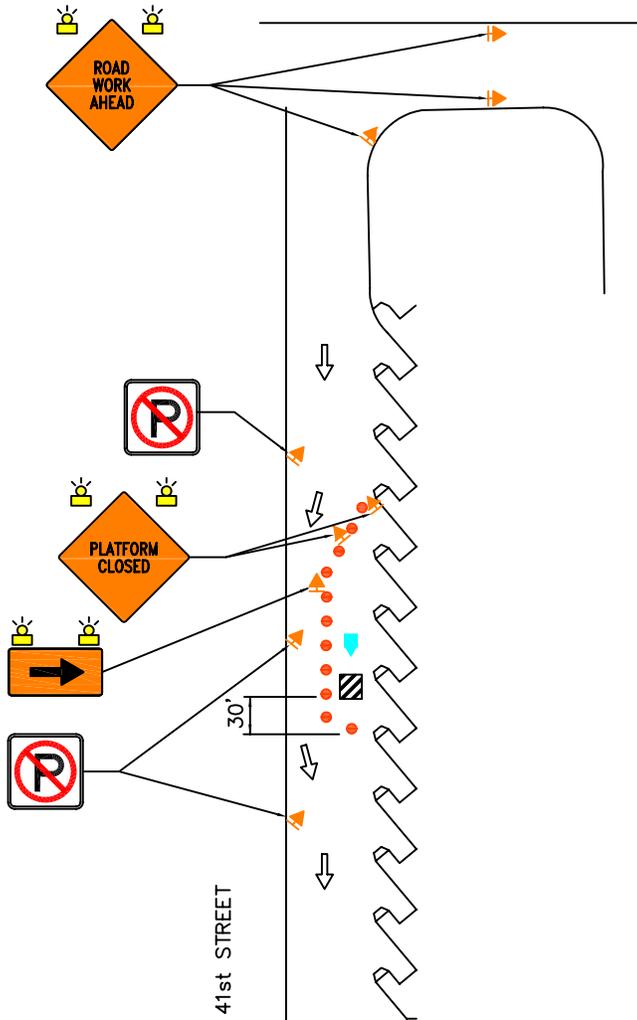
The following drawings illustrate the Work Area Protection Schemes used at the Port Authority Bus Terminal:

Figure No.	Title
1.	South Wing - Lower Level South Wing - Lower Level - 10 Foot Wide Passing Lane
2.	South Wing - Lower Level Corner
3.	North Wing - Lower Level
4.	South Wing - Third Floor (Suburban Bus Level) Unloading Platform
5.	South Wing - Third Floor (Suburban Bus Level) Loading Platforms
6.	South Wing - Third Floor (Suburban Bus Level) Corner Lane Closings
7.	South Wing - Fourth Floor (Upper Bus Level) Lane Closings
8.	South Wing - Fourth Floor (Upper Bus Level) Corner Lane Closings
9.	North Wing - Fourth Floor (Upper Bus Level)
10.	Worker/Pedestrian Protection For Temporary Sidewalk Work Along 40 <sup>th</sup> Street
11.	Worker/Pedestrian Protection For Temporary Sidewalk Work Area Along 41 <sup>st</sup> Street
12.	Worker/Pedestrian Protection For Temporary Sidewalk Work Area Along 42 <sup>nd</sup> Street

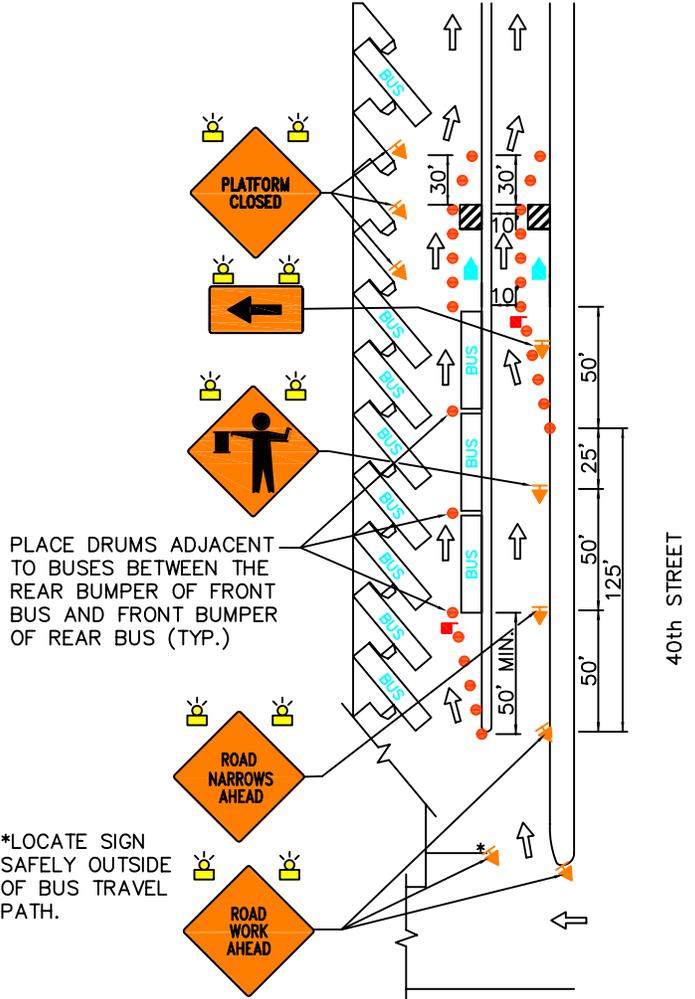
## O&M Standards

Figure No.	Title
13.	Worker/Pedestrian Protection For Temporary Sidewalk Work Area Along 9 <sup>th</sup> Avenue
14.	Worker/Pedestrian Protection For Temporary Sidewalk Work Area Along 8 <sup>th</sup> Avenue
15.	Bus Terminal - 5 <sup>th</sup> Floor Public Parking Lane Closing
16.	Bus Terminal - 6 <sup>th</sup> Floor Public Parking Lane Closed
17.	Bus Terminal - 6 <sup>th</sup> Floor Public Parking Lane Diverted
18.	Bus Terminal - 7 <sup>th</sup> Floor Public Parking Lane Closed
19.	Bus Terminal - 7 <sup>th</sup> Floor Public Parking Lane Diverted
20.	Bus Terminal - Lane Closings for Two Way Ramps
21.	Bus Terminal - Lane Closings for One Way Ramps

### South Wing - Lower Level



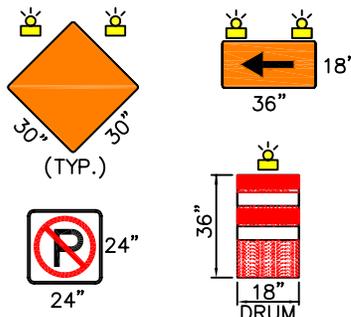
### South Wing - Lower Level 10 Foot Wide Passing Lane



### Legend

- DRUM (10 FOOT SPACING)
- ⚡ LOW INTENSITY FLASHING LIGHT TYPE A
- ➡ SIGN LOCATION AND ORIENTATION
- ▨ WORK AREA
- FLAGGER (PROVIDED BY PORT AUTHORITY POLICE)
- 🚚 BACK-UP VEHICLE WITH IMPACT ATTENUATOR AND FLASHING WARNING LIGHTS

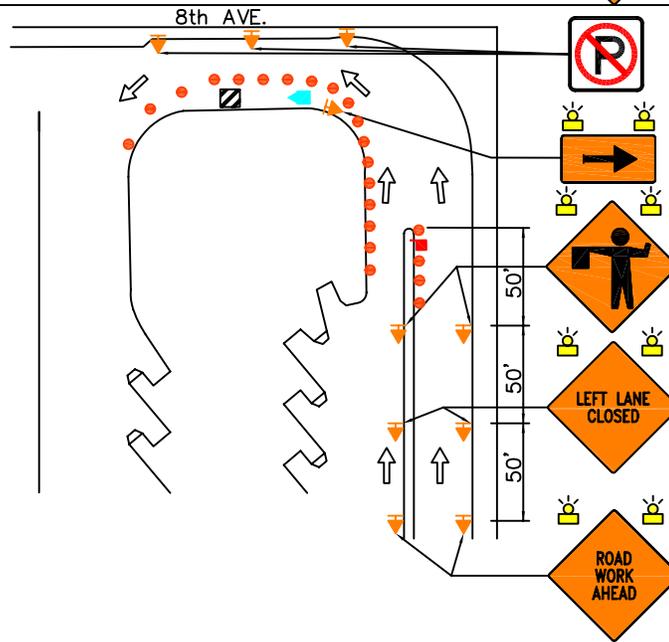
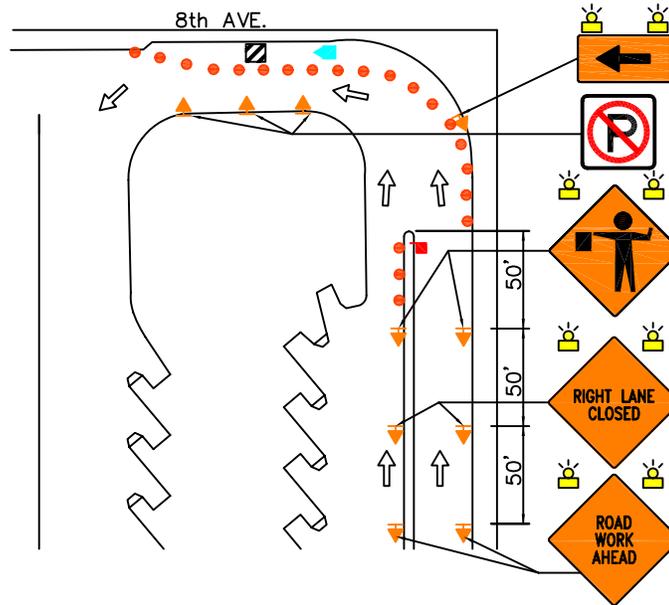
### Details



### Notes

1. ANGLE SIGNS TOWARD ONCOMING TRAFFIC AROUND ALL CURVES.
2. BACK-UP TRUCK:
  - PLACE IN FIRST GEAR OR PARK
  - SET EMERGENCY BRAKE
  - SET ATTENUATOR IN DOWN POSITION
  - CHOCK ALL WHEELS.
3. SIGNS SHALL BE MOUNTED ON PORTABLE SIGN SUPPORTS OR BARRICADES.
4. SIGNS AND DRUMS REFLECTORIZED WITH HIGH INTENSITY SHEETING PER MUTCD.

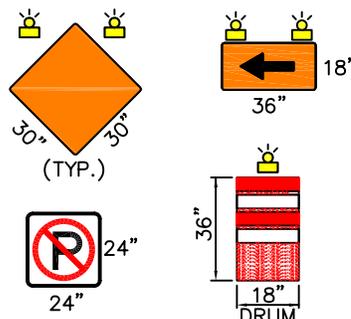
### South Wing - Lower Level Corner



### Legend

- DRUM (10 FOOT SPACING)
- ⚡ LOW INTENSITY FLASHING LIGHT TYPE A
- ▶ SIGN LOCATION AND ORIENTATION
- ▨ WORK AREA
- FLAGGER (PROVIDED BY PORT AUTHORITY POLICE)
- ← BACK-UP VEHICLE WITH IMPACT ATTENUATOR AND FLASHING WARNING LIGHTS

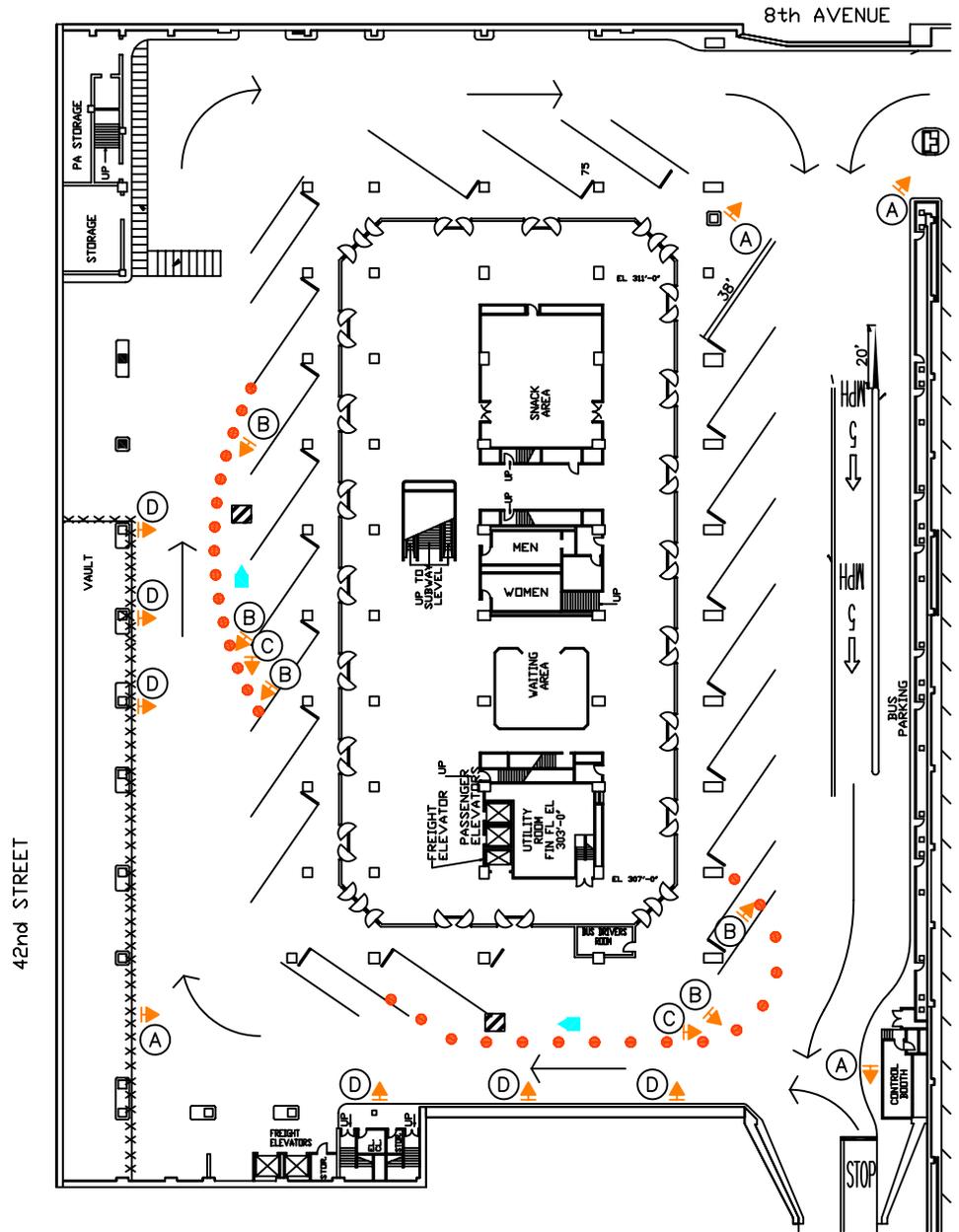
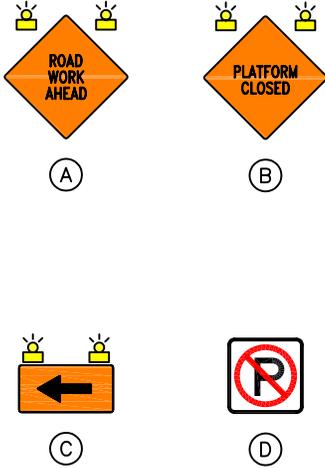
### Details



### Notes

1. ANGLE SIGNS TOWARD ONCOMING TRAFFIC AROUND ALL CURVES.
2. BACK-UP TRUCK:
  - PLACE IN FIRST GEAR OR PARK
  - SET EMERGENCY BRAKE
  - SET ATTENUATOR IN DOWN POSITION
  - CHOCK ALL WHEELS.
3. SIGNS SHALL BE MOUNTED ON PORTABLE SIGN SUPPORTS OR BARRICADES.
4. SIGNS AND DRUMS REFLECTORIZED WITH HIGH INTENSITY SHEETING PER MUTCD.

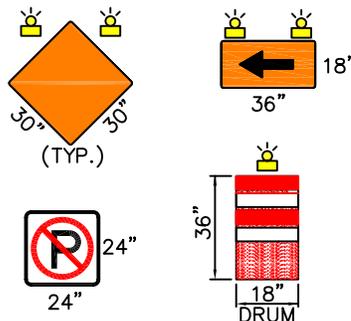
North Wing - Lower Level



Legend

- DRUM (10 FOOT SPACING)
- ⚡ LOW INTENSITY FLASHING LIGHT TYPE A
- ▶ SIGN LOCATION AND ORIENTATION
- ▨ WORK AREA
- ◀ BACK-UP VEHICLE WITH IMPACT ATTENUATOR AND FLASHING WARNING LIGHTS

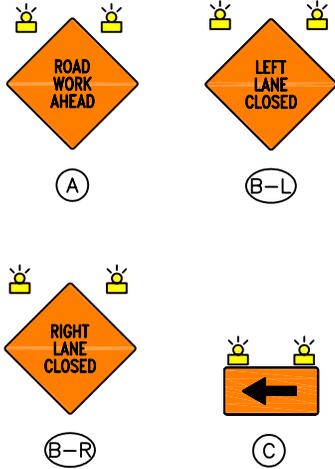
Details



Notes

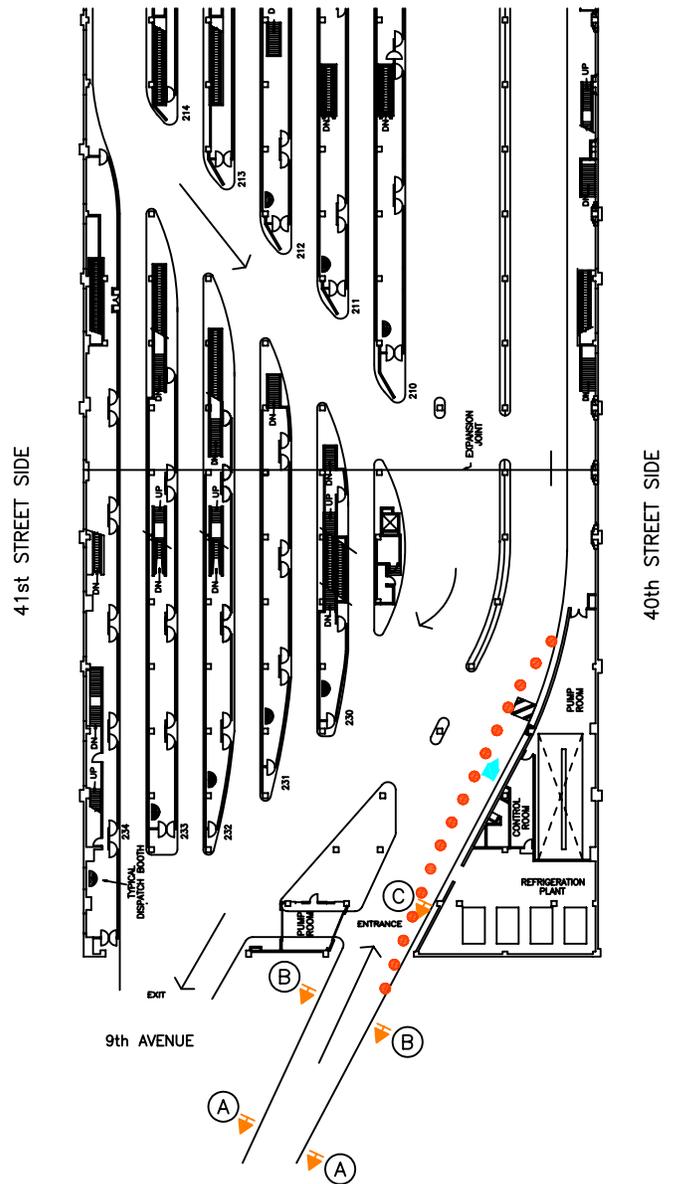
1. ANGLE SIGNS TOWARD ONCOMING TRAFFIC AROUND ALL CURVES.
2. BACK-UP TRUCK:
  - PLACE IN FIRST GEAR OR PARK
  - SET EMERGENCY BRAKE
  - SET ATTENUATOR IN DOWN POSITION
  - CHOCK ALL WHEELS.
3. SIGNS SHALL BE MOUNTED ON PORTABLE SIGN SUPPORTS OR BARRICADES.
4. SIGNS AND DRUMS REFLECTORIZED WITH HIGH INTENSITY SHEETING PER MUTCD.

### South Wing - Third Floor (Suburban Bus Level) Unloading Platform



SIGN (A) IS REQUIRED FOR ANY WORK ON THE 3RD FLOOR.

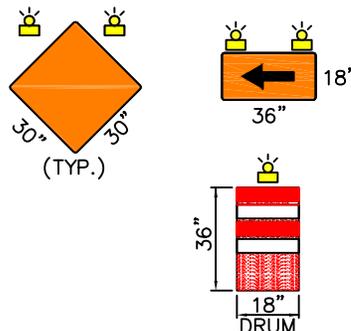
SIGN (B) SHALL BE INSTALLED FOR A LANE CLOSURE ANYWHERE ALONG THE UNLOADING PLATFORM.



### Legend

- DRUM (10 FOOT SPACING)
- ☀️ LOW INTENSITY FLASHING LIGHT TYPE A
- ➡️ SIGN LOCATION AND ORIENTATION
- ▨ WORK AREA
- 🚚 BACK-UP VEHICLE WITH IMPACT ATTENUATOR AND FLASHING WARNING LIGHTS

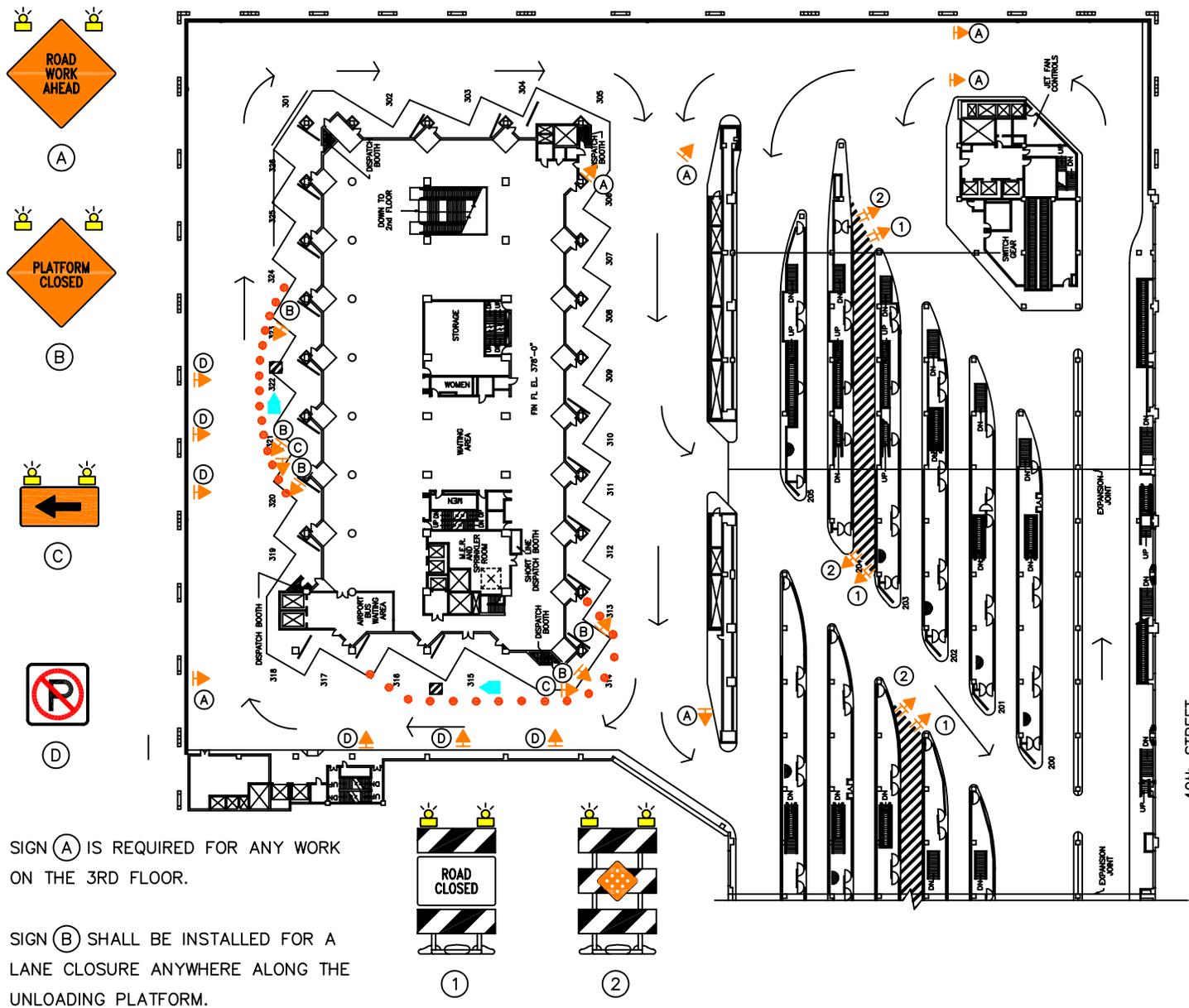
### Details



### Notes

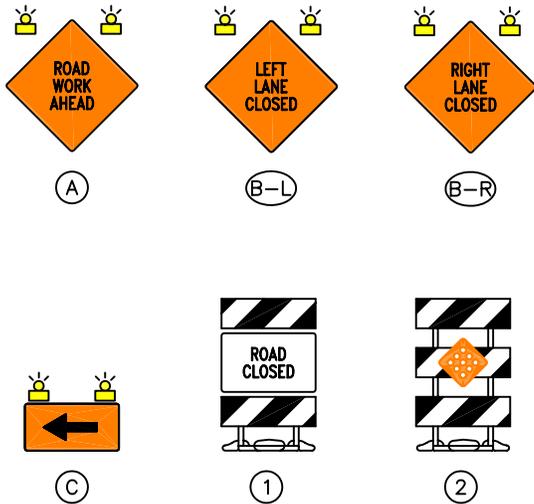
1. ANGLE SIGNS TOWARD ONCOMING TRAFFIC AROUND ALL CURVES.
2. BACK-UP TRUCK:
  - PLACE IN FIRST GEAR OR PARK
  - SET EMERGENCY BRAKE
  - SET ATTENUATOR IN DOWN POSITION
  - CHOCK ALL WHEELS.
3. SIGNS SHALL BE MOUNTED ON PORTABLE SIGN SUPPORTS OR BARRICADES.
4. SIGNS AND DRUMS REFLECTORIZED WITH HIGH INTENSITY SHEETING PER MUTCD.

### South Wing - Third Floor (Suburban Bus Level) Loading Platforms

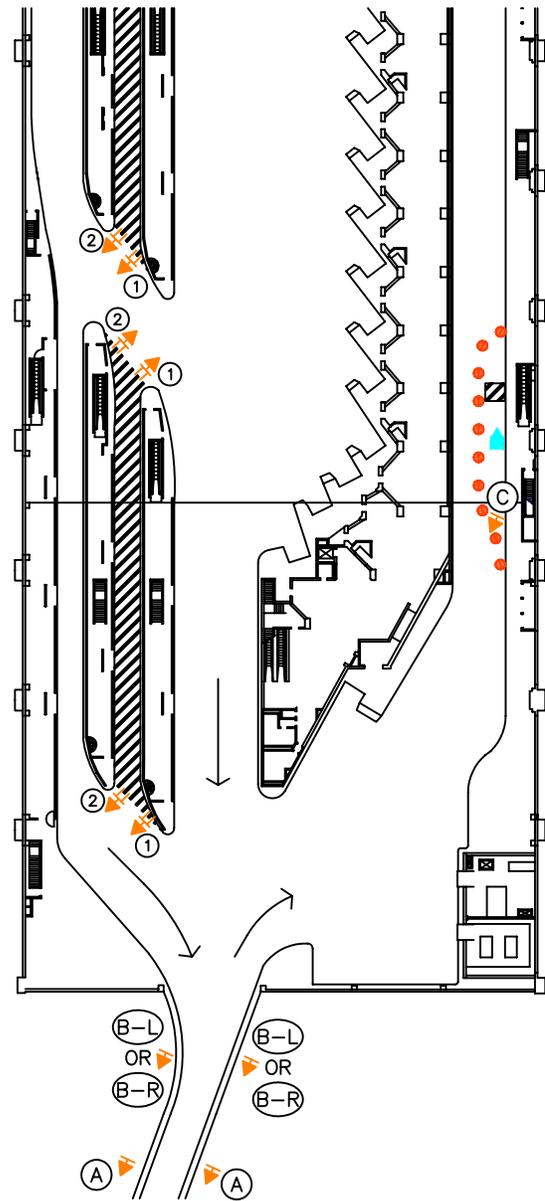




### South Wing - Fourth Floor (Upper Bus Level) Lane Closings



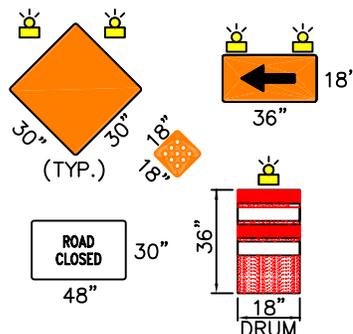
SIGN (A) IS REQUIRED FOR ANY WORK ON THE 4TH FLOOR.



### Legend

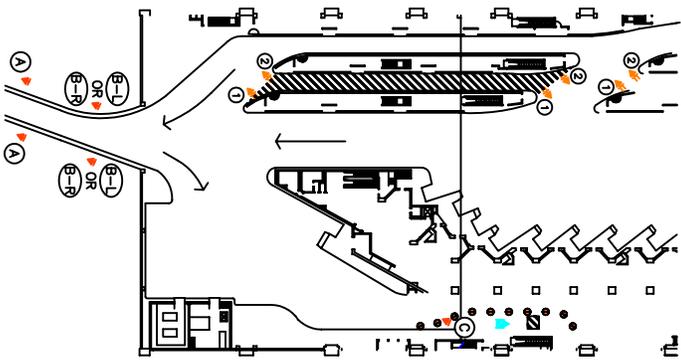
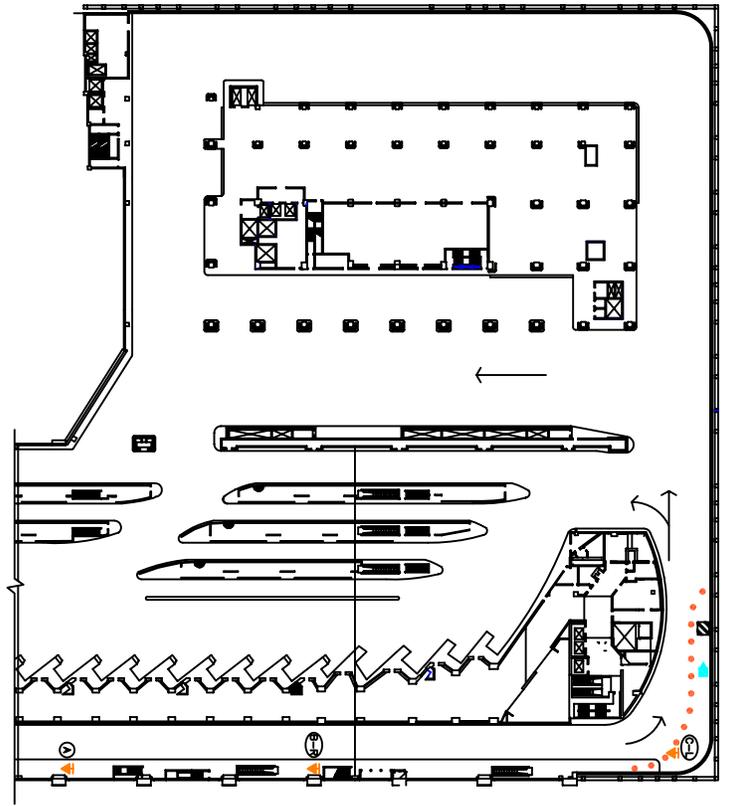
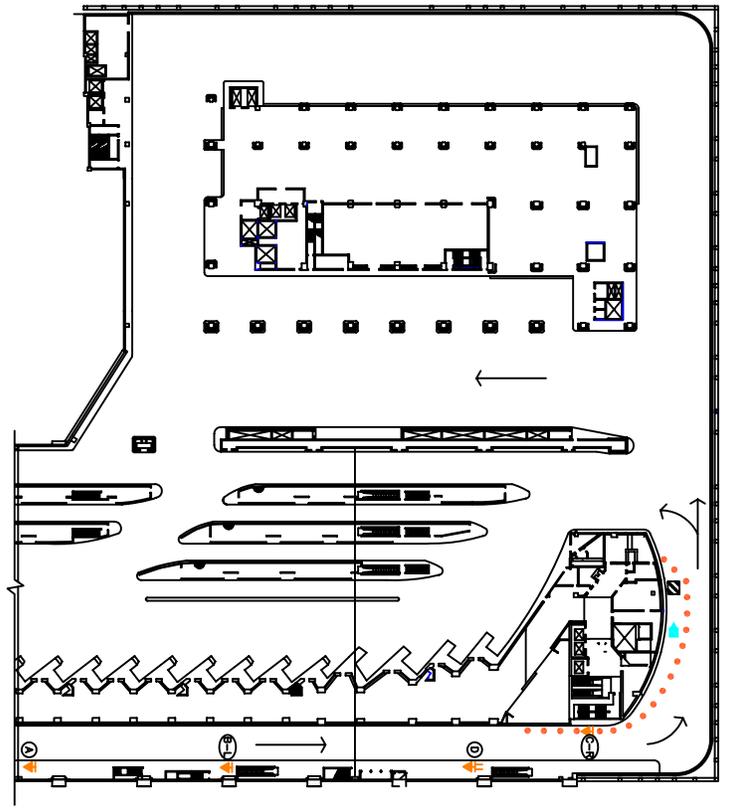
- DRUM (10 FOOT SPACING)
- ⚡ LOW INTENSITY FLASHING LIGHT TYPE A
- ➡ SIGN LOCATION AND ORIENTATION
- ▨ WORK AREA
- 🚚 BACK-UP VEHICLE WITH IMPACT ATTENUATOR AND FLASHING WARNING LIGHTS
- ➡ TYPE III BARRICADES WITH PLYWOOD SIGN

### Details

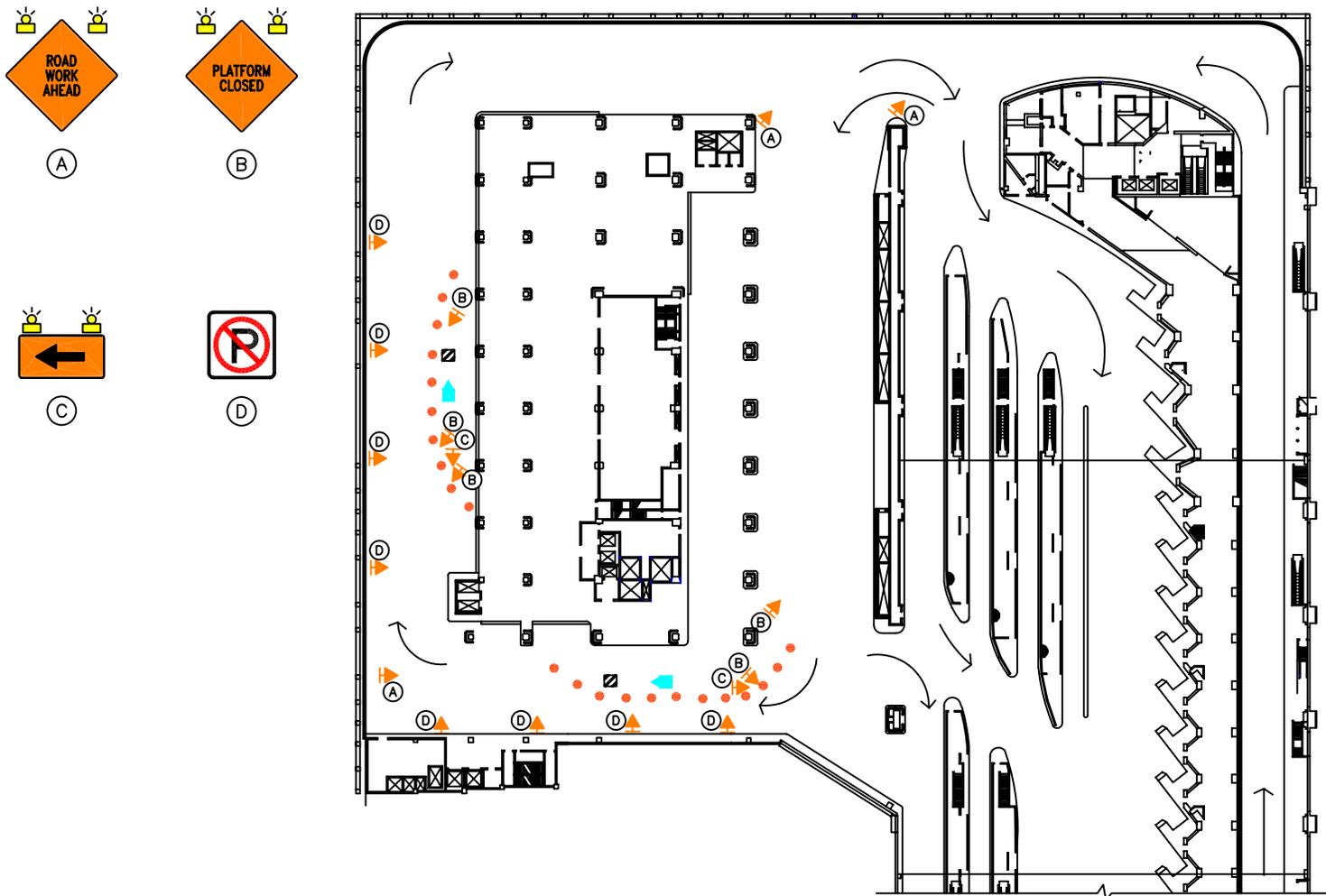


### Notes

1. ANGLE SIGNS TOWARD ONCOMING TRAFFIC AROUND ALL CURVES.
2. BACK-UP TRUCK:
  - PLACE IN FIRST GEAR OR PARK
  - SET EMERGENCY BRAKE
  - SET ATTENUATOR IN DOWN POSITION
  - CHOCK ALL WHEELS.
3. SIGNS SHALL BE MOUNTED ON PORTABLE SIGN SUPPORTS OR BARRICADES.
4. SIGNS AND DRUMS REFLECTORIZED WITH HIGH INTENSITY SHEETING PER MUTCD.



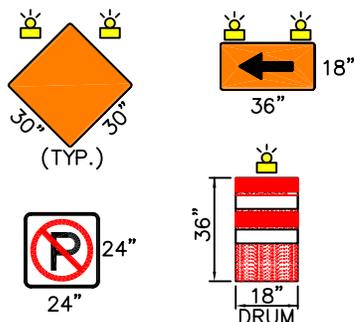
### North Wing - Fourth Floor (Upper Bus Level)



### Legend

- DRUM (10 FOOT SPACING)
- ☁️ LOW INTENSITY FLASHING LIGHT TYPE A
- ▶️ SIGN LOCATION AND ORIENTATION
- ▨ WORK AREA
- 🚚 BACK-UP VEHICLE WITH IMPACT ATTENUATOR AND FLASHING WARNING LIGHTS

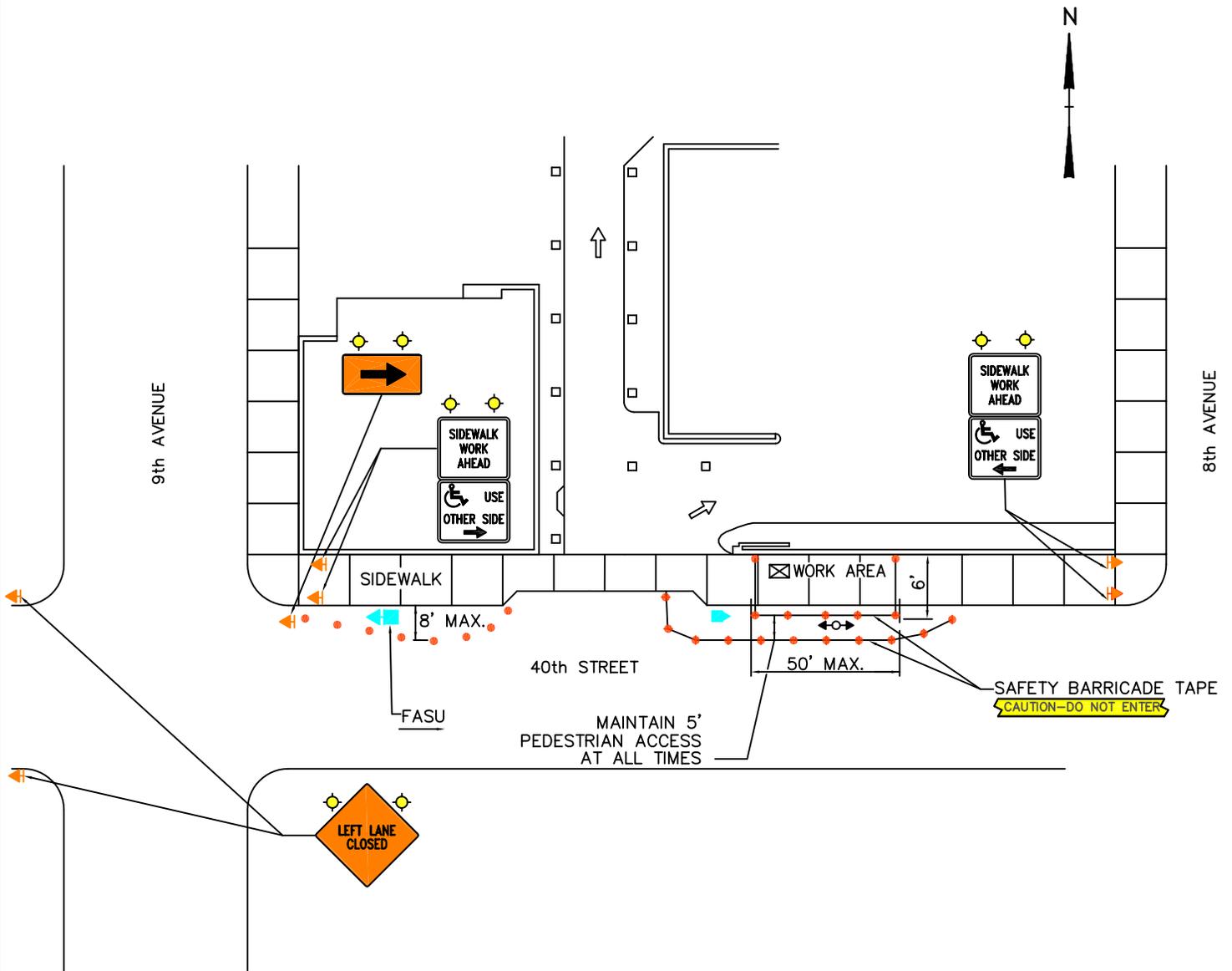
### Details



### Notes

1. ANGLE SIGNS TOWARD ONCOMING TRAFFIC AROUND ALL CURVES.
2. BACK-UP TRUCK:
  - PLACE IN FIRST GEAR OR PARK
  - SET EMERGENCY BRAKE
  - SET ATTENUATOR IN DOWN POSITION
  - CHOCK ALL WHEELS.
3. SIGNS SHALL BE MOUNTED ON PORTABLE SIGN SUPPORTS OR BARRICADES.
4. SIGNS AND DRUMS REFLECTORIZED WITH HIGH INTENSITY SHEETING PER MUTCD.

Worker/Pedestrian Protection For Temporary Sidewalk Work In Along 40th Street

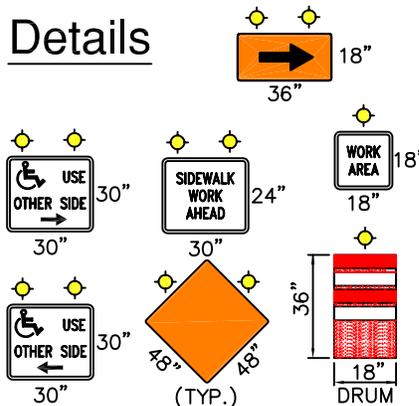


THIS SCHEME APPLIES TO: 40TH STREET BETWEEN 8TH AND 9TH AVENUES

Legend

- DRUM (10 FOOT SPACING)
- ◆ HIGH INTENSITY FLASHING LIGHT TYPE B
- ▶ SIGN LOCATION AND ORIENTATION
- ▶ TRAILER MOUNTED FASU
- ↔ PEDESTRIAN DIRECTION
- ⊠ TEMPORARY MAINTENANCE PLATFORM
- ▶ BACK-UP VEHICLE WITH IMPACT ATTENUATOR AND FLASHING WARNING LIGHTS
- ▶ SAFETY BARRICADE TAPE

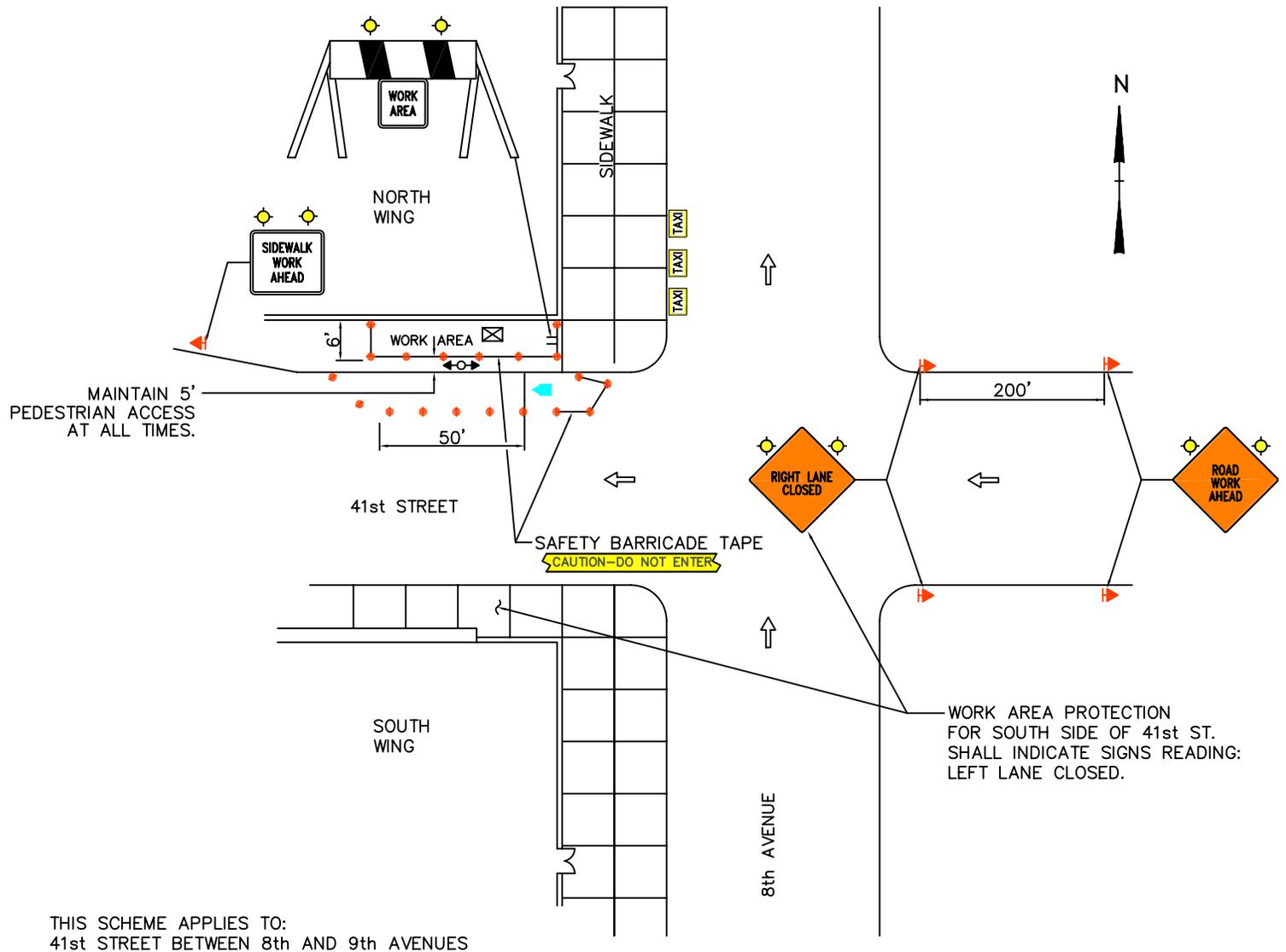
Details



Notes

1. ANGLE SIGNS TOWARD ONCOMING TRAFFIC AROUND ALL CURVES.
2. BACK-UP TRUCK:
  - PLACE IN FIRST GEAR OR PARK
  - SET EMERGENCY BRAKE
  - SET ATTENUATOR IN DOWN POSITION
  - CHOCK ALL WHEELS.
3. SIGNS SHALL BE MOUNTED ON PORTABLE SIGN SUPPORTS OR BARRICADES.
4. SIGNS AND DRUMS REFLECTORIZED WITH HIGH INTENSITY SHEETING PER MUTCD.

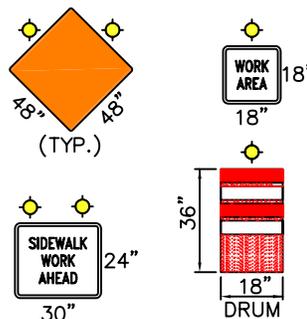
### Worker/Pedestrian Protection For Temporary Sidewalk Work Area Along 41st Street



### Legend

- DRUM (10 FOOT SPACING)
- ⬤ HIGH INTENSITY FLASHING LIGHT TYPE B
- ▶ SIGN LOCATION AND ORIENTATION
- ↔ PEDESTRIAN DIRECTION
- ⊠ TEMPORARY MAINTENANCE PLATFORM
- ⊞ WORK AREA BARRICADE
- TAXI TAXI
- 🚚 BACK-UP VEHICLE WITH IMPACT ATTENUATOR AND FLASHING WARNING LIGHTS
- CAUTION-DO NOT ENTER SAFETY BARRICADE TAPE

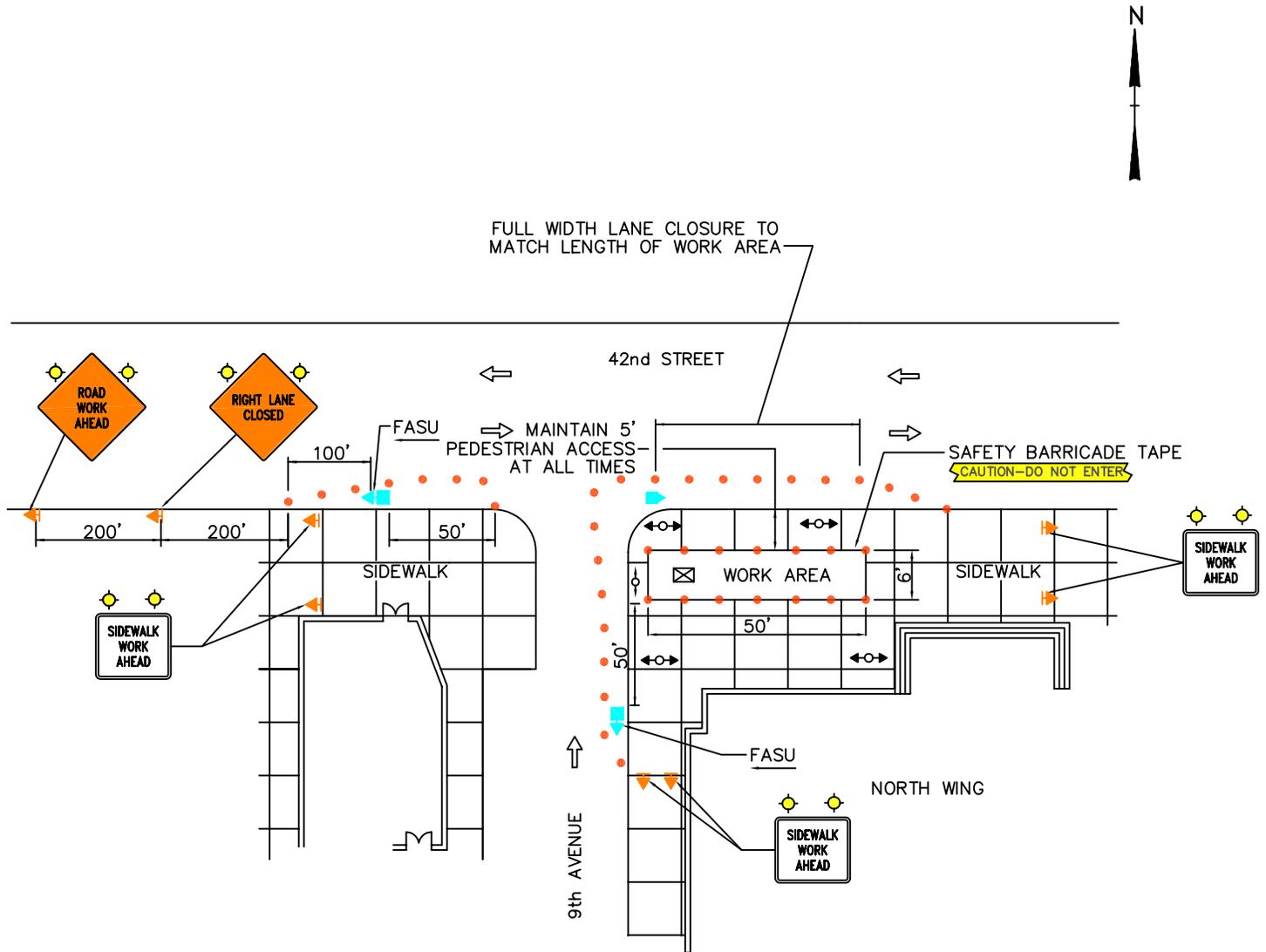
### Details



### Notes

1. ANGLE SIGNS TOWARD ONCOMING TRAFFIC AROUND ALL CURVES.
2. BACK-UP TRUCK:
  - PLACE IN FIRST GEAR OR PARK
  - SET EMERGENCY BRAKE
  - SET ATTENUATOR IN DOWN POSITION
  - CHOCK ALL WHEELS.
3. SIGNS SHALL BE MOUNTED ON PORTABLE SIGN SUPPORTS OR BARRICADES.
4. SIGNS AND DRUMS REFLECTORIZED WITH HIGH INTENSITY SHEETING PER MUTCD.

### Worker/Pedestrian Protection For Temporary Sidewalk Work Area Along 42nd Street

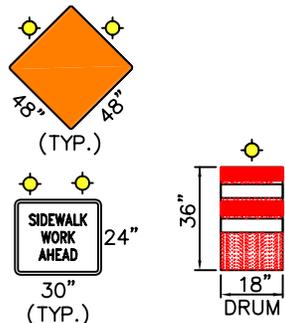


THIS SCHEME APPLIES TO:  
42nd STREET BETWEEN 8th AND 9th AVENUES.

#### Legend

- DRUM (10 FOOT SPACING)
- ⬤ HIGH INTENSITY FLASHING LIGHT TYPE B
- ▶ SIGN LOCATION AND ORIENTATION
- ▶ TRAILER MOUNTED FASU
- ↔ PEDESTRIAN DIRECTION
- ⊠ TEMPORARY MAINTENANCE PLATFORM
- ▶ BACK-UP VEHICLE WITH IMPACT ATTENUATOR AND FLASHING WARNING LIGHTS
- CAUTION-DO NOT ENTER SAFETY BARRICADE TAPE

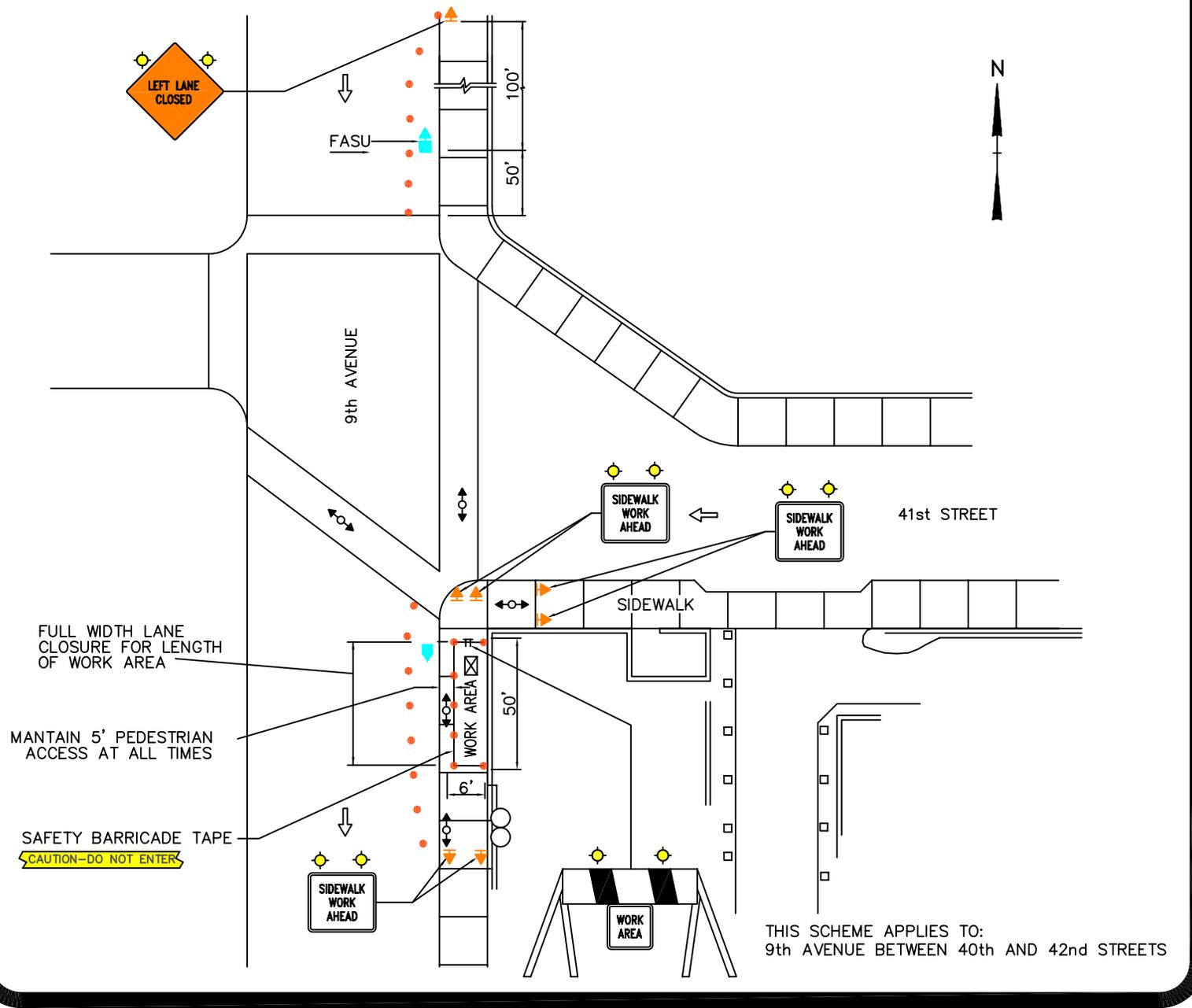
#### Details



#### Notes

1. ANGLE SIGNS TOWARD ONCOMING TRAFFIC AROUND ALL CURVES.
2. BACK-UP TRUCK:
  - PLACE IN FIRST GEAR OR PARK
  - SET EMERGENCY BRAKE
  - SET ATTENUATOR IN DOWN POSITION
  - CHOCK ALL WHEELS.
3. SIGNS SHALL BE MOUNTED ON PORTABLE SIGN SUPPORTS OR BARRICADES.
4. SIGNS AND DRUMS REFLECTORIZED WITH HIGH INTENSITY SHEETING PER MUTCD.

Worker/Pedestrian Protection For Temporary Sidewalk Work Area Along 9th Avenue

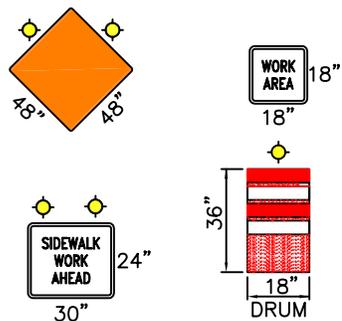


Legend

Details

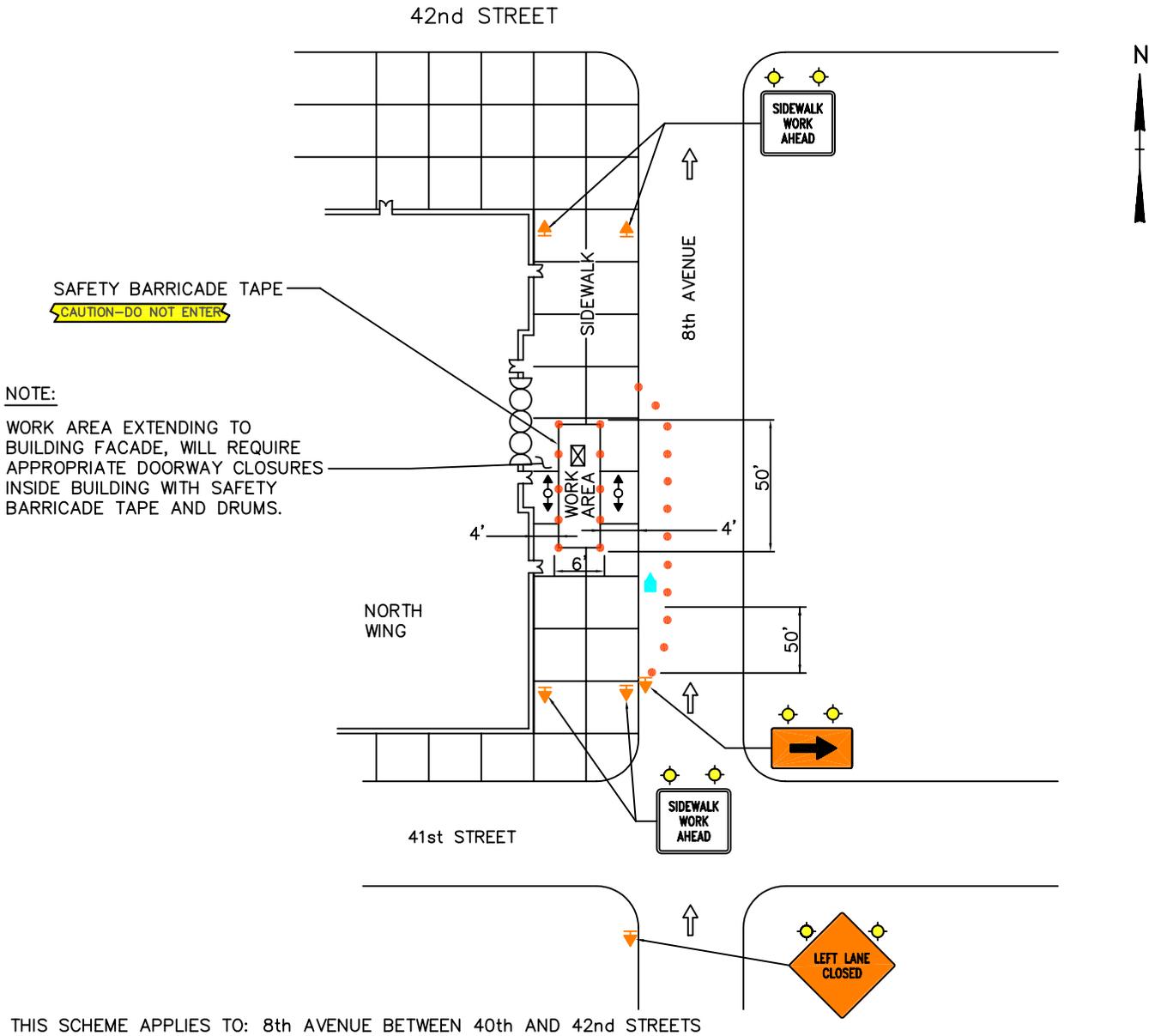
Notes

- DRUM (10 FOOT SPACING)
- ◊ HIGH INTENSITY FLASHING LIGHT TYPE B
- ▶ SIGN LOCATION AND ORIENTATION
- ↔ PEDESTRIAN DIRECTION
- ⊠ TEMPORARY MAINTENANCE PLATFORM
- ▮ WORK AREA BARRICADE
- ◀ BACK-UP VEHICLE WITH IMPACT ATTENUATOR AND FLASHING WARNING LIGHTS
- ◀ TRAILER MOUNTED FASU
- CAUTION-DO NOT ENTER SAFETY BARRICADE TAPE



1. ANGLE SIGNS TOWARD ONCOMING TRAFFIC AROUND ALL CURVES.
2. BACK-UP TRUCK:
  - PLACE IN FIRST GEAR OR PARK
  - SET EMERGENCY BRAKE
  - SET ATTENUATOR IN DOWN POSITION
  - CHOCK ALL WHEELS.
3. SIGNS SHALL BE MOUNTED ON PORTABLE SIGN SUPPORTS OR BARRICADES.
4. SIGNS AND DRUMS REFLECTORIZED WITH HIGH INTENSITY SHEETING PER MUTCD.

### Worker/Pedestrian Protection For Temporary Sidewalk Work Area Along 8th Avenue

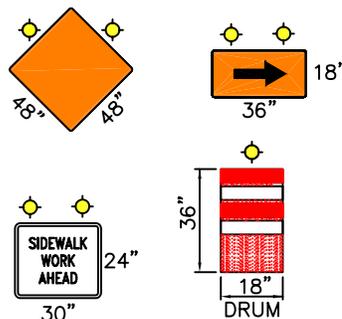


#### Legend

#### Details

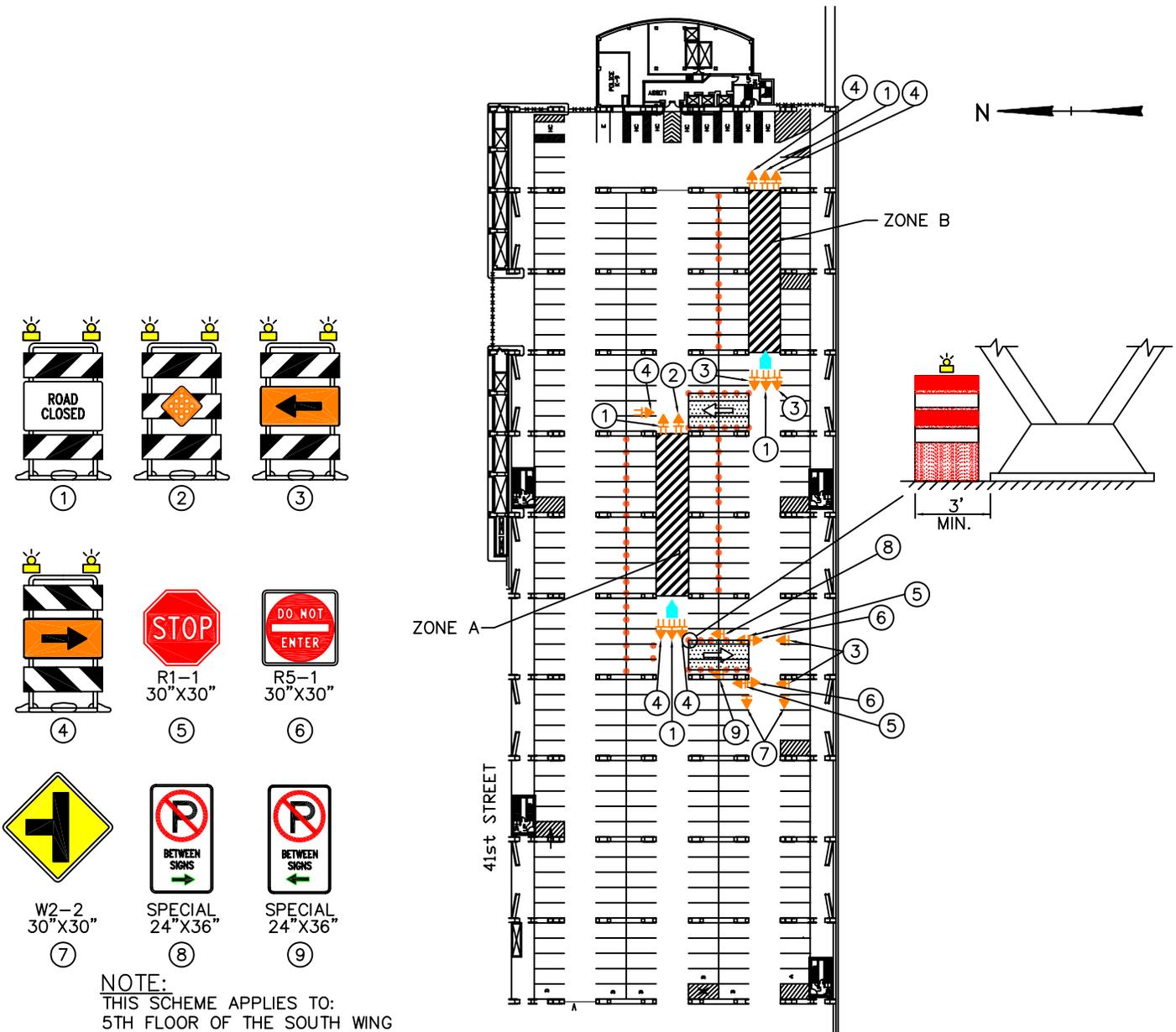
#### Notes

- DRUM (10 FOOT SPACING)
- ◊ HIGH INTENSITY FLASHING LIGHT TYPE B
- ▶ SIGN LOCATION AND ORIENTATION
- ↔ PEDESTRIAN DIRECTION
- ☒ TEMPORARY MAINTENANCE PLATFORM
- ◀ BACK-UP VEHICLE WITH IMPACT ATTENUATOR AND FLASHING WARNING LIGHTS
- CAUTION-DO NOT ENTER SAFETY BARRICADE TAPE



1. ANGLE SIGNS TOWARD ONCOMING TRAFFIC AROUND ALL CURVES.
2. BACK-UP TRUCK:
  - PLACE IN FIRST GEAR OR PARK
  - SET EMERGENCY BRAKE
  - SET ATTENUATOR IN DOWN POSITION
  - CHOCK ALL WHEELS.
3. SIGNS SHALL BE MOUNTED ON PORTABLE SIGN SUPPORTS OR BARRICADES.
4. SIGNS AND DRUMS REFLECTORIZED WITH HIGH INTENSITY SHEETING PER MUTCD.

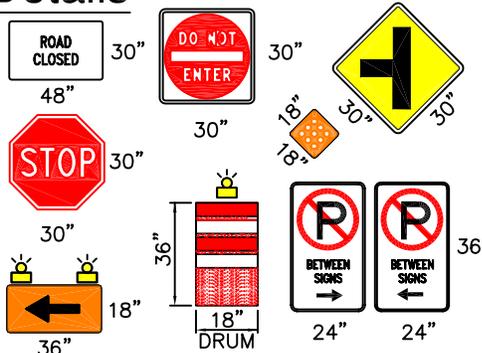
### Bus Terminal - 5th Floor Public Parking Lane Closing



### Legend

- DRUM (10 FOOT SPACING)
- ☀️ LOW INTENSITY FLASHING LIGHT TYPE A
- ➡️ SIGN LOCATION AND ORIENTATION
- ➡️ TYPE III BARRIAD E WITH PLYWOOD SIGN
- ▨ WORK AREA
- ▨ TEMPORARY PATH DURING CONSTRUCTION
- 🚚 BACK-UP VEHICLE WITH IMPACT ATTENUATOR AND FLASHING WARNING LIGHTS

### Details

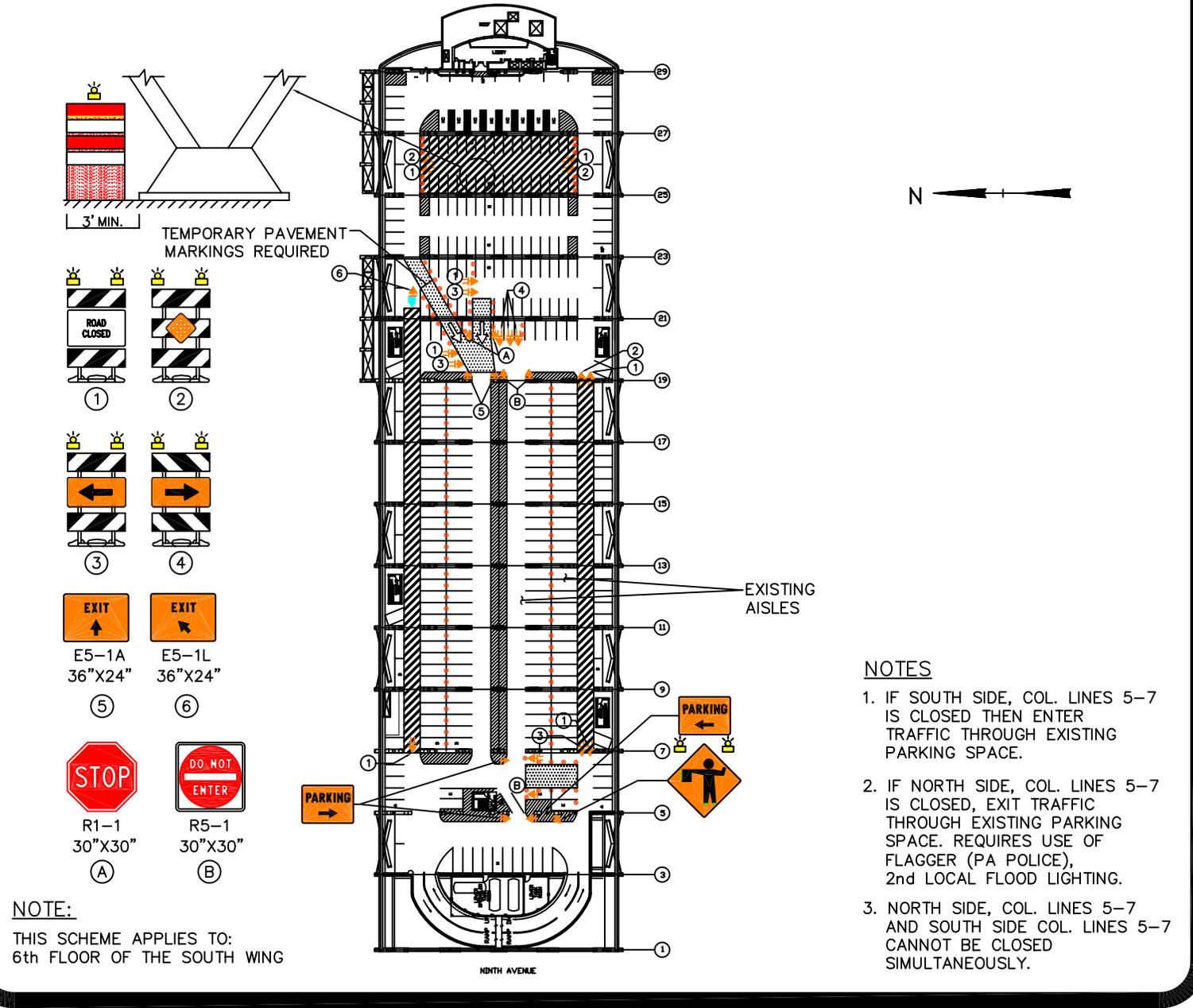


### Notes

1. ANGLE SIGNS TOWARD ONCOMING TRAFFIC AROUND ALL CURVES.
2. BACK-UP TRUCK:
  - PLACE IN FIRST GEAR OR PARK
  - SET EMERGENCY BRAKE
  - SET ATTENUATOR IN DOWN POSITION
  - CHOCK ALL WHEELS.
3. SIGNS SHALL BE MOUNTED ON PORTABLE SIGN SUPPORTS OR BARRICADES.
4. SIGNS AND DRUMS REFLECTORIZED WITH HIGH INTENSITY SHEETING PER MUTCD.



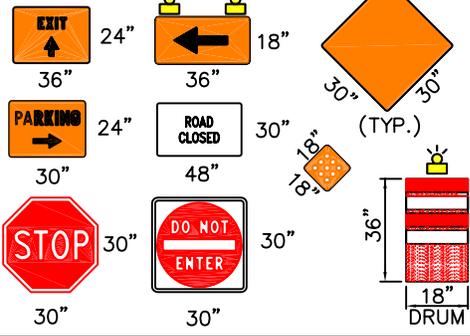
### Bus Terminal - 6th Floor Public Parking Lane Diverted



### Legend

- DRUMS (10 FOOT SPACING)
- ☁ LOW INTENSITY FLASHING LIGHT TYPE A
- ⇄ TYPE III BARRICADES WITH PLYWOOD SIGN
- ➡ SIGN LOCATION AND ORIENTATION
- ▨ WORK AREA
- ▤ TEMPORARY PATH DURING CONSTRUCTION
- 🚚 BACK-UP TRUCK WITH IMPACT ATTENUATOR AND FLASHING WARNING LIGHTS

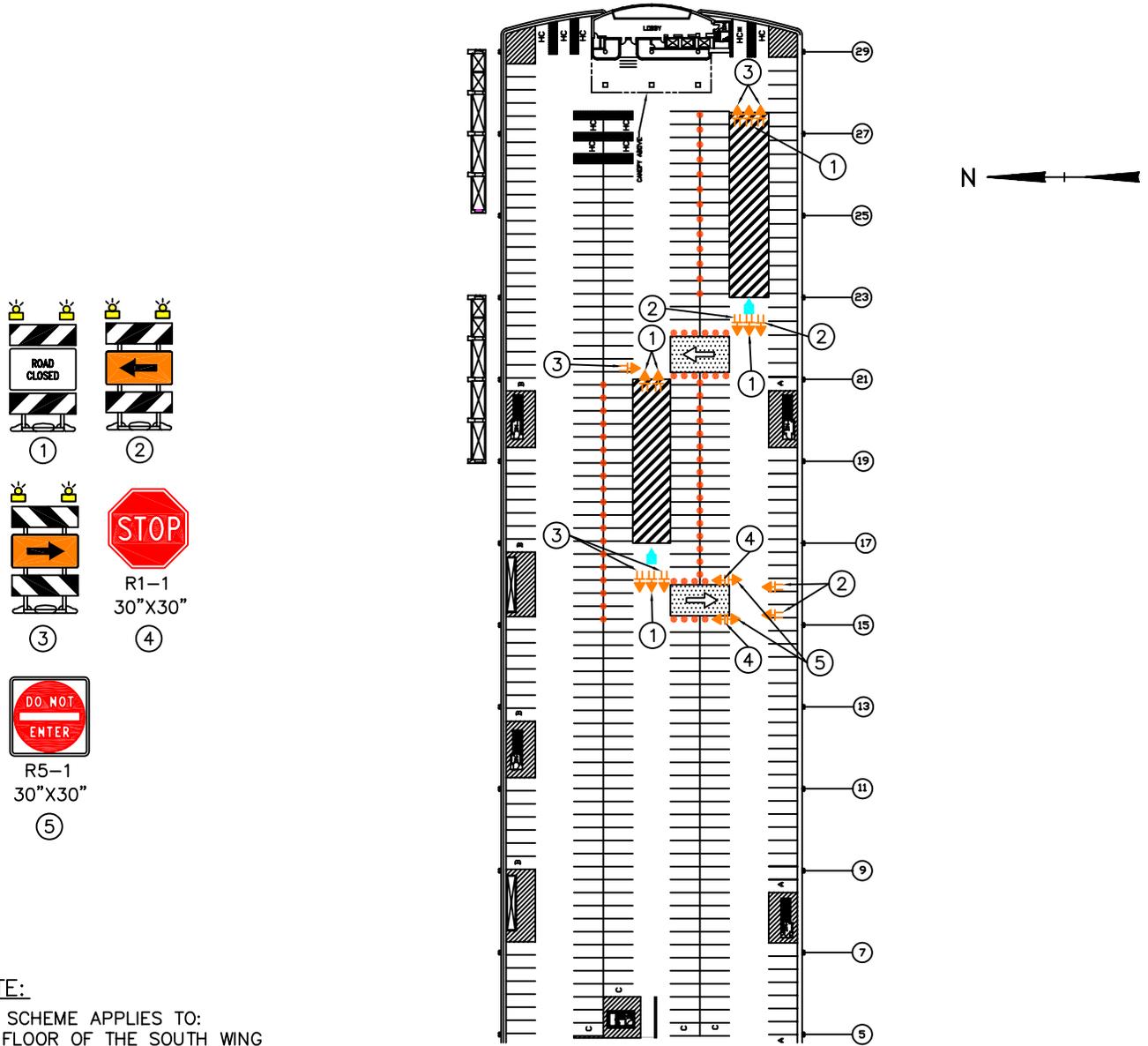
### Details



### Notes

- ANGLE SIGNS TOWARD ONCOMING TRAFFIC AROUND ALL CURVES.
- BACK-UP TRUCK:
  - PLACE IN FIRST GEAR OR PARK
  - SET EMERGENCY BRAKE
  - SET ATTENUATOR IN DOWN POSITION
  - CHOCK ALL WHEELS.
- SIGNS SHALL BE MOUNTED ON PORTABLE SIGN SUPPORTS OR BARRICADES.
- SIGNS AND DRUMS REFLECTORIZED WITH HIGH INTENSITY SHEETING PER MUTCD.

Bus Terminal - 7th Floor Public Parking Lane Closed

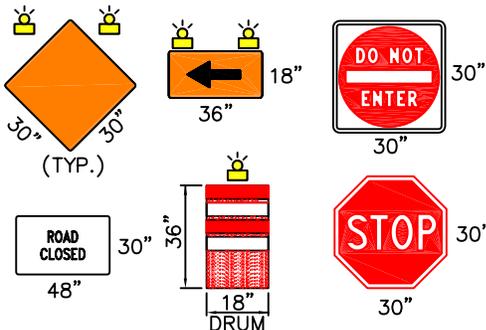


**NOTE:**  
THIS SCHEME APPLIES TO:  
7TH FLOOR OF THE SOUTH WING

**Legend**

- DRUMS (10 FOOT SPACING)
- ⚡ LOW INTENSITY FLASHING LIGHT TYPE A
- ➡ TYPE III BARRICADES WITH PLYWOOD SIGN
- ➡ SIGN LOCATION AND ORIENTATION
- ▨ WORK AREA
- ⋯ TEMPORARY PATH DURING CONSTRUCTION
- 🚚 BACK-UP TRUCK WITH IMPACT ATTENUATOR AND FLASHING WARNING LIGHTS

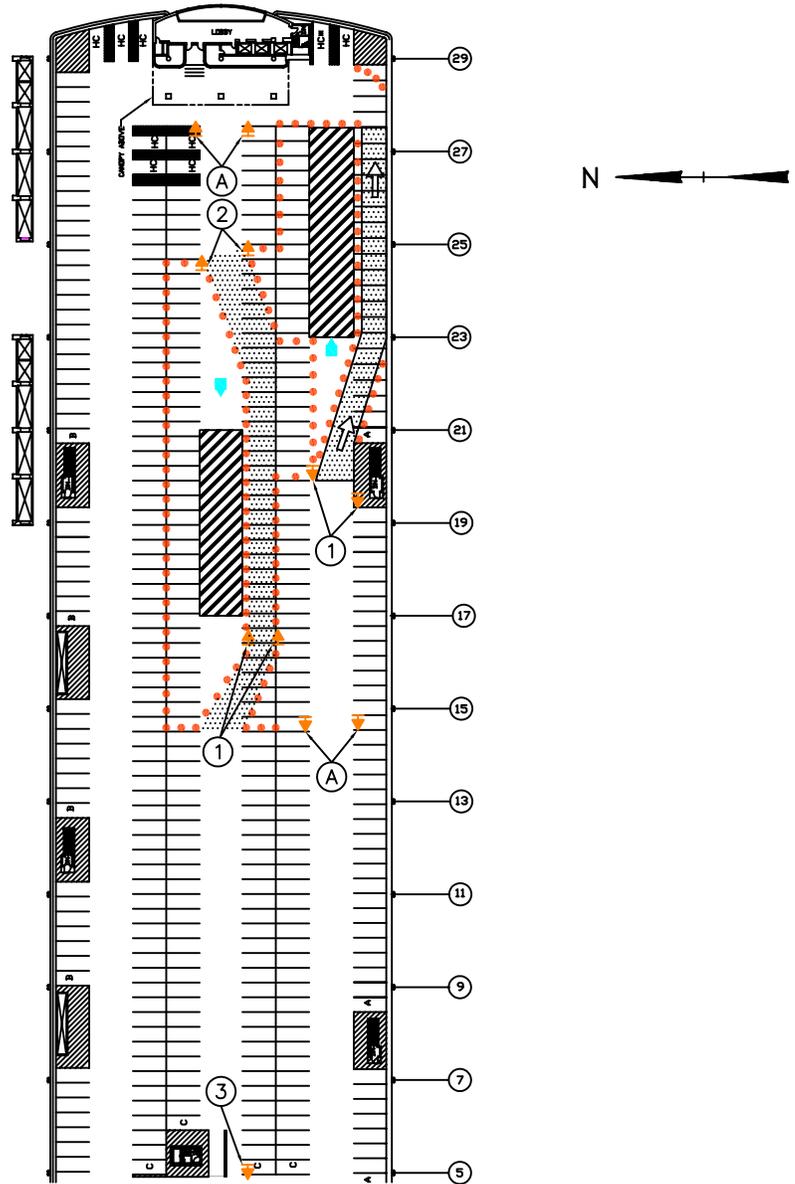
**Details**



**Notes**

1. ANGLE SIGNS TOWARD ONCOMING TRAFFIC AROUND ALL CURVES.
2. BACK-UP TRUCK:
  - PLACE IN FIRST GEAR OR PARK
  - SET EMERGENCY BRAKE
  - SET ATTENUATOR IN DOWN POSITION
  - CHOCK ALL WHEELS.
3. SIGNS SHALL BE MOUNTED ON PORTABLE SIGN SUPPORTS OR BARRICADES.
4. SIGNS AND DRUMS REFLECTORIZED WITH HIGH INTENSITY SHEETING PER MUTCD.

### Bus Terminal - 7th Floor Public Parking Lane Diverted



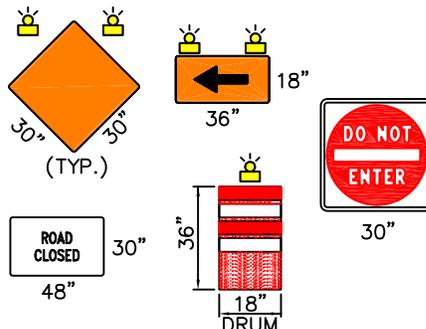
**NOTE:**

THIS SCHEME APPLIES TO:  
7TH FLOOR OF THE SOUTH WING

### Legend

- DRUMS (10 FOOT SPACING)
- ⚡ LOW INTENSITY FLASHING LIGHT TYPE A
- ➡ TYPE III BARRICADES WITH PLYWOOD SIGN
- ➡ SIGN LOCATION AND ORIENTATION
- ▨ WORK AREA
- ▤ TEMPORARY PATH DURING CONSTRUCTION
- 🚚 BACK-UP TRUCK WITH IMPACT ATTENUATOR AND FLASHING WARNING LIGHTS

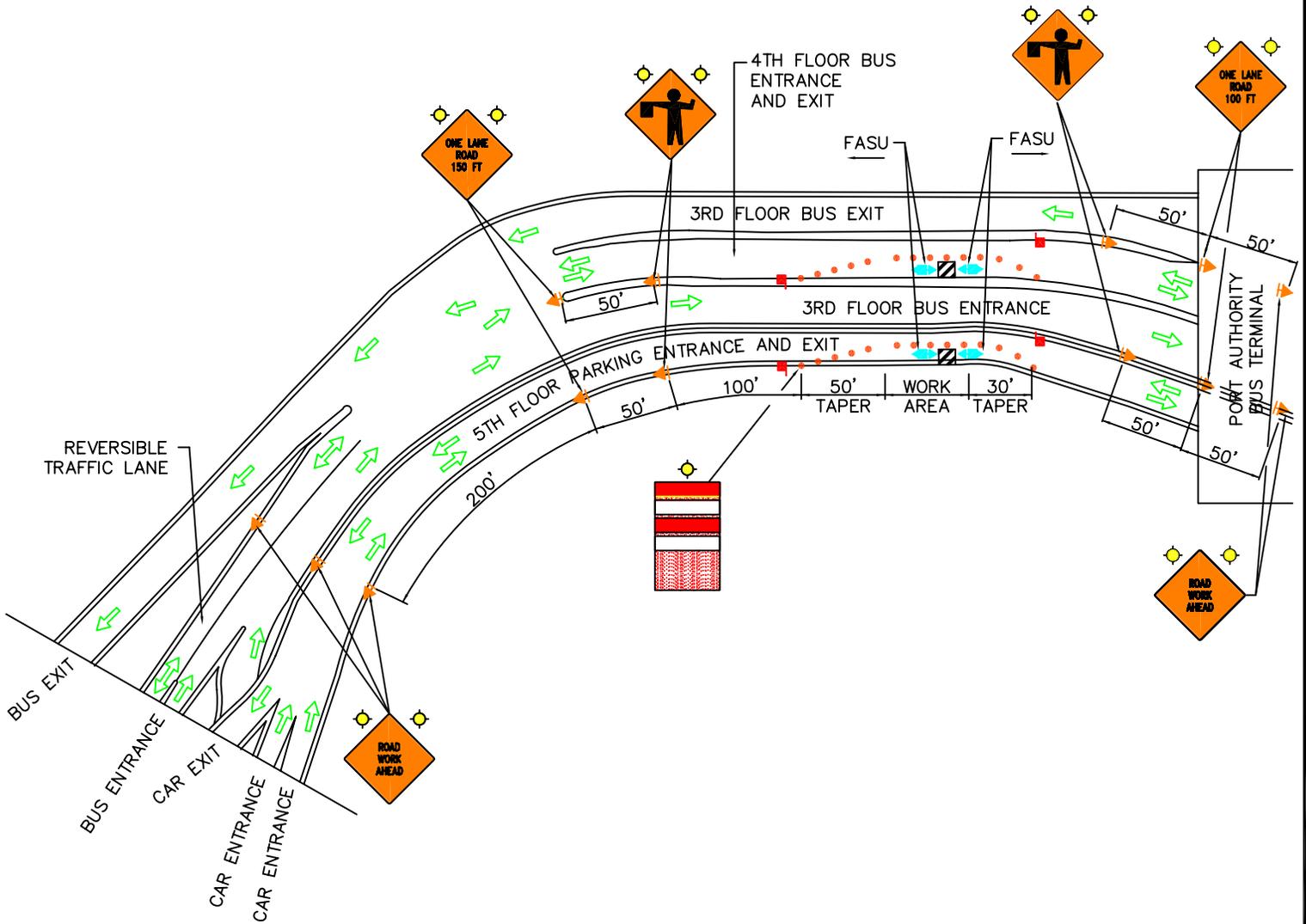
### Details



### Notes

1. ANGLE SIGNS TOWARD ONCOMING TRAFFIC AROUND ALL CURVES.
2. BACK-UP TRUCK:
  - PLACE IN FIRST GEAR OR PARK
  - SET EMERGENCY BRAKE
  - SET ATTENUATOR IN DOWN POSITION
  - CHOCK ALL WHEELS.
3. SIGNS SHALL BE MOUNTED ON PORTABLE SIGN SUPPORTS OR BARRICADES.
4. SIGNS AND DRUMS REFLECTORIZED WITH HIGH INTENSITY SHEETING PER MUTCD.

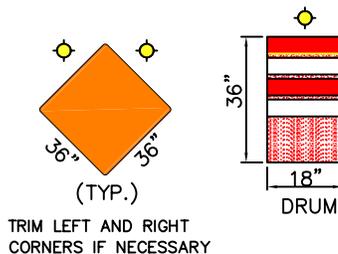
## Bus Terminal - Lane Closings For Two Way Ramps



### Legend

- DRUM (10 FOOT SPACING)
- ⚡ HIGH INTENSITY FLASHING LIGHT TYPE B
- ▶ SIGN LOCATION AND ORIENTATION
- ▨ WORK AREA
- FLAGGER (PROVIDED BY PORT AUTHORITY POLICE)
- 🚚 BACK-UP VEHICLE WITH IMPACT ATTENUATOR AND FLASHING ARROW SIGN UNIT (FASU)

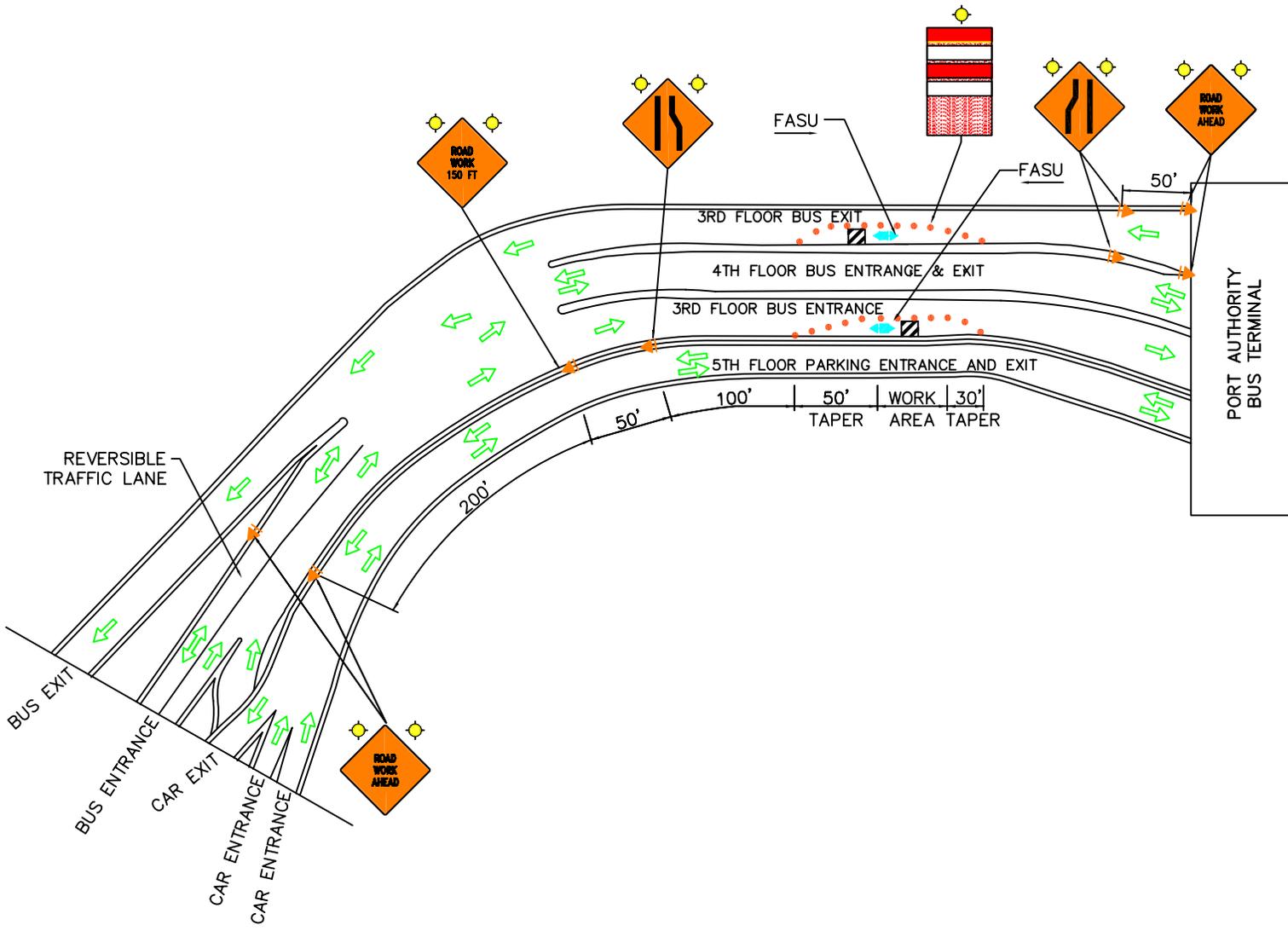
### Details



### Notes

1. ANGLE SIGNS TOWARD ONCOMING TRAFFIC AROUND ALL CURVES.
2. BACK-UP TRUCK:
  - PLACE IN FIRST GEAR OR PARK
  - SET EMERGENCY BRAKE
  - SET ATTENUATOR IN DOWN POSITION
  - CHOCK ALL WHEELS.
3. SIGNS SHALL BE MOUNTED ON PORTABLE SIGN SUPPORTS OR BARRICADES.
4. SIGNS AND DRUMS REFLECTORIZED WITH HIGH INTENSITY SHEETING PER MUTCD.

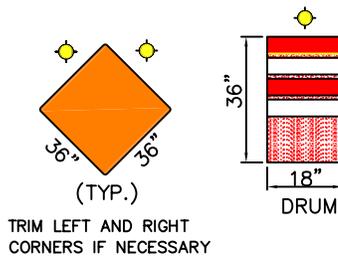
### Bus Terminal - Lane Closings For One Way Ramps



### Legend

- DRUM (10 FOOT SPACING)
- ⚡ HIGH INTENSITY FLASHING LIGHT TYPE B
- ▶ SIGN LOCATION AND ORIENTATION
- ▨ WORK AREA
- 🚚 BACK-UP VEHICLE WITH IMPACT ATTENUATOR AND FLASHING ARROW SIGN UNIT (FASU)

### Details



### Notes

1. ANGLE SIGNS TOWARD ONCOMING TRAFFIC AROUND ALL CURVES.
2. BACK-UP TRUCK:
  - PLACE IN FIRST GEAR OR PARK
  - SET EMERGENCY BRAKE
  - SET ATTENUATOR IN DOWN POSITION
  - CHOCK ALL WHEELS.
3. SIGNS SHALL BE MOUNTED ON PORTABLE SIGN SUPPORTS OR BARRICADES.
4. SIGNS AND DRUMS REFLECTORIZED WITH HIGH INTENSITY SHEETING PER MUTCD.

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## STANDARD CONTRACT TERMS AND CONDITIONS

### PART I GENERAL DEFINITIONS

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

Authority or Port Authority - shall mean the Port Authority of New York and New Jersey.

Contract, Document or Agreement - shall mean the writings setting forth the scope, terms, conditions and Specifications for the procurement of Goods and/or Services, as defined hereunder and shall include, but not be limited to: Invitation for Bid (IFB), Request for Quotation (RFQ), Request for Proposal (RFP), Purchase Order (PO), Cover Sheet, executed Signature Sheet, AND PRICING SHEETS with Contract prices inserted, "STANDARD CONTRACT TERMS AND CONDITIONS," and, if included, attachments, endorsements, schedules, exhibits, or drawings, the Authority's acceptance and any written addenda issued over the name of the Authority's Manager, Purchasing Services Division.

Days or Calendar Days - shall mean consecutive calendar days, Saturdays, Sundays, and holidays, included.

Week - unless otherwise specified, shall mean seven (7) consecutive calendar days, Saturdays, Sundays, and holidays.

Month - unless otherwise specified, shall mean a calendar month.

Director - shall mean the Director of the Department which operates the facility of the Port Authority at which the services hereunder are to be performed, for the time being, or his/her successor in duties for the purpose of this Contract, acting personally or through one of his/her authorized representatives for the purpose of this Contract.

Manager - shall mean the Manager of the Facility for the time being or his successor in duties for the purpose of this Contract, acting personally or through his duly authorized representative for the purpose of this Contract.

No person shall be deemed a representative of the Director or Manager except to the extent specifically authorized in an express written notice to the Contractor signed by the Director or Manager, as the case may be. Further, no person shall be deemed a successor in duties of the Director unless the Contractor is so notified in writing signed by the Authority's Manager, Purchasing Services Division. No person shall be deemed a successor in duties of the Manager unless the Contractor is so notified in a writing signed by the Director.

Minority Business Enterprise (MBE) - shall mean a business entity which is at least 51% owned and controlled by one or more members of one or more minority groups, or, in the case of a publicly held corporation, at least 51% of the stock of which is owned by one or more minority groups, and whose management and daily business operations are controlled by one or more such individuals who are citizens or permanent resident aliens.

"Minority Group" means any of the following racial or ethnic groups:

- (a) Black persons having origins in any of the Black African racial groups not of Hispanic origin;
- (b) Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American culture or origin, regardless of race;
- (c) Asian and Pacific Islander persons having origins in any of the original peoples of the Far East, Southeast Asia, The Indian Subcontinent, or the Pacific Islands;

- (d) Native American or Alaskan native persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification.

Site of the Work - or words of similar import shall mean the Facility and all buildings and properties associated therewith as described in this Contract.

Small Business Enterprise (SBE) - The criteria for a Small Business Enterprise are:

- o The principal place of business must be located in New York or New Jersey;
- o The firm must have been in business for at least three years with activity;
- o Average gross income limitations by industry as established by the Port Authority.

Subcontractor - shall mean anyone who performs work (other than or in addition to the furnishing of materials, plant or equipment) in connection with the services to be provided hereunder, directly or indirectly for or on behalf of the Contractor (and whether or not in privity of contract with the Contractor), but shall not include any person who furnished merely his own personal labor or his own personal services. "Subcontractor", however, shall exclude the Contractor or any subsidiary or parent of the Contractor or any person, firm or corporation which has a substantial interest in the Contractor or in which the Contractor or the parent or the subsidiary of the Contractor, or an officer or principal of the Contractor or of the parent of the subsidiary of the Contractor has a substantial interest, provided, however, that for the purpose of the clause hereof entitled "Assignments and Subcontracts" the exclusion in this paragraph shall not apply to anyone but the Contractor itself.

Women-Owned Business Enterprise (WBE) - shall mean a business enterprise which is at least 51% owned by one or more women, or, in the case of a publicly held corporation, at least 51% of the stock of which is owned by one or more women and whose management and daily business operations are controlled by one or more women who are citizens or permanent or resident aliens.

Work - shall mean all services, equipment and materials (including materials and equipment, if any, furnished by the Authority) and other facilities and all other things necessary or proper for, or incidental to the services to be performed or goods to be furnished in connection with the service to be provided hereunder.

## **PART II GENERAL PROVISIONS**

### **1. Facility Rules and Regulations of The Port Authority**

- a. The Contractor shall observe and obey (and compel its officers, employees, guests, invitees, and those doing business with it, to observe and obey) the facility Rules and Regulations of the Port Authority now in effect, and such further reasonable Rules and Regulations which may from time to time during the term of this Agreement be promulgated by the Port Authority for reasons of safety, health, preservation of property or maintenance of a good and orderly appearance and efficient operation of the Facility. The Port Authority agrees that, except in case of emergency, it shall give notice to the Contractor of every Rule and Regulation hereafter adopted by it at least five days before the Contractor shall be required to comply therewith.
- b. A copy of the facility Rules and Regulations of the Port Authority shall be available for review by the Contractor at the Office of the Secretary of the Port Authority.

### **2. Contractor Not An Agent**

This Agreement does not constitute the Contractor the agent or representative of the Port Authority for any purpose whatsoever except as may be specifically provided in this Agreement. It is hereby specifically

acknowledged and understood that the Contractor, in performing its services hereunder, is and shall be at all times an independent Contractor and the officers, agents and employees of the Contractor shall not be or be deemed to be agents, servants or employees of the Port Authority.

### 3. Contractor's Warranties

The Contractor represents and warrants:

- a. That it is financially solvent, that it is experienced in and competent to perform the requirements of this Contract, that the facts stated or shown in any papers submitted or referred to in connection with the solicitation are true, and, if the Contractor be a corporation, that it is authorized to perform this Contract;
- b. That it has carefully examined and analyzed the provisions and requirements of this Contract, and that from its own investigations it has satisfied itself as to the nature of all things needed for the performance of this Contract, the general and local conditions and all other matters which in any way affect this Contract or its performance, and that the time available to it for such examination, analysis, inspection and investigation was adequate;
- c. That the Contract is feasible of performance in accordance with all its provisions and requirements and that it can and will perform it in strict accordance with such provisions and requirements;
- d. That no Commissioner, officer, agent or employee of the Port Authority is personally interested directly or indirectly in this Contract or the compensation to be paid hereunder;
- e. That, except only for those representations, statements or promises expressly contained in this Contract, no representation, statement or promise, oral or in writing, of any kind whatsoever by the Port Authority, its Commissioners, officers, agents, employees or consultants has induced the Contractor to enter into this Contract or has been relied upon by the Contractor, including any with reference to: (1) the meaning, correctness, suitability, or completeness of any provisions or requirements of this Contract; (2) the nature, quantity, quality or size of the materials, equipment, labor and other facilities needed for the performance of this Contract; (3) the general or local conditions which may in any way affect this Contract or its performance; (4) the price of the Contract; or (5) any other matters, whether similar to or different from those referred to in (1) through (4) immediately above, affecting or having any connection with this Contract, the bidding thereon, any discussions thereof, the performance thereof or those employed therein or connected or concerned therewith.

Moreover, the Contractor accepts the conditions at the Site of the Work as they may eventually be found to exist and warrants and represents that it can and will perform the Contract under such conditions and that all materials, equipment, labor and other facilities required because of any unforeseen conditions (physical or otherwise) shall be wholly at its own cost and expense, anything in this Contract to the contrary notwithstanding.

Nothing in the Specifications or any other part of the Contract is intended as or shall constitute a representation by the Port Authority as to the feasibility of performance of this Contract or any part thereof.

The Contractor further represents and warrants that it was given ample opportunity and time and by means of this paragraph was requested by the Port Authority to review thoroughly all documents forming this Contract prior to opening of Bids on this Contract in order that it might request inclusion in this Contract of any statement, representation, promise or provision which it desired or on which it wished to place reliance; that it did so review said documents, that either every such statement, representation, promise or provision has been included in this Contract or else, if omitted, that it expressly relinquishes the benefit of any such omitted statement, representation, promise or provision and is willing to perform this Contract without claiming reliance thereon or making any other claim on account of such omission.

The Contractor further recognizes that the provisions of this numbered clause (though not only such provisions) are essential to the Port Authority's consent to enter into this Contract and that without such provisions, the Authority would not have entered into this Contract.

#### **4. Personal Non-Liability**

Neither the Commissioners of the Port Authority nor any of them, nor any officer, agent or employee thereof, shall be charged personally by the Contractor with any liability, or held personally liable to the Contractor under any term or provision of this Agreement, or because of its execution or attempted execution, or because of any breach, or attempted or alleged breach, thereof.

#### **5. Equal Employment Opportunity, Affirmative Action, Non-Discrimination**

- a. The Contractor is advised to ascertain and comply with all applicable federal, State and local statutes, ordinances, rules and regulations and, federal Executive Orders, pertaining to equal employment opportunity, affirmative action, and non-discrimination in employment.
- b. Without limiting the generality of any other term or provision of this Contract, in the event of the Contractor's non-compliance with the equal opportunity and non-discrimination clause of this Contract, or with any of such statutes, ordinances, rules, regulations or Orders, this Contract may be cancelled, terminated or suspended in whole or in part.

#### **6. Rights and Remedies of the Port Authority**

The Port Authority shall have the following rights in the event the Contractor is deemed guilty of a breach of any term whatsoever of this Contract:

- a. The right to take over and complete the Work or any part thereof as agent for and at the expense of the Contractor, either directly or through others.
- b. The right to cancel this Contract as to any or all of the Work yet to be performed.
- c. The right to specific performance, an injunction or any appropriate equitable remedy.
- d. The right to money damages.

For the purpose of this Contract, breach shall include but not be limited to the following, whether or not the time has yet arrived for performance of an obligation under this Contract: a statement by the Contractor to any representative of the Port Authority indicating that the Contractor cannot or will not perform any one or more of its obligations under this Contract; any act or omission of the Contractor or any other occurrence which makes it improbable at the time that it will be able to perform any one or more of its obligations under this Contract; any suspension of or failure to proceed with any part of the Work by the Contractor which makes it improbable at the time that it will be able to perform any one or more of its obligations under this Contract.

The enumeration in this numbered clause or elsewhere in this Contract of specific rights and remedies of the Port Authority shall not be deemed to limit any other rights or remedies which the Authority would have in the absence of such enumeration; and no exercise by the Authority of any right or remedy shall operate as a waiver of any other of its rights or remedies not inconsistent therewith or to estop it from exercising such other rights or remedies.

#### **7. Rights and Remedies of the Contractor**

Inasmuch as the Contractor can be adequately compensated by money damages for any breach of this Contract which may be committed by the Port Authority, the Contractor expressly agrees that no default, act or omission of the Port Authority shall constitute a material breach of this Contract, entitling the Contractor to cancel or rescind this Contract or to suspend or abandon performance.

#### **8. Submission To Jurisdiction**

The Contractor hereby irrevocably submits itself to the jurisdiction of the Courts of the State of New York and New Jersey, in regard to any controversy arising out of, connected with, or in any way concerning this Contract.

The Contractor agrees that the service of process on the Contractor in relation to such jurisdiction may be made, at the option of the Port Authority, either by registered or certified mail addressed to it at the address

of the Contractor indicated on the signature sheet, or by actual personal delivery to the Contractor, if the Contractor is an individual, to any partner if the Contractor be a partnership or to any officer, director or managing or general agent if the Contractor be a corporation.

Such service shall be deemed to be sufficient when jurisdiction would not lie because of the lack of basis to serve process in the manner otherwise provided by law. In any case, however, process may be served as stated above whether or not it might otherwise have been served in a different manner.

## **9. Harmony**

- a. The Contractor shall not employ any persons or use any labor, or use or have any equipment, or permit any condition to exist which shall or may cause or be conducive to any labor complaints, troubles, disputes or controversies at the Facility which interfere or are likely to interfere with the operation of the Port Authority or with the operations of lessees, licensees or other users of the Facility or with the operations of the Contractor under this Contract.

The Contractor shall immediately give notice to the Port Authority (to be followed by written notices and reports) of any and all impending or existing labor complaints, troubles, disputes or controversies and the progress thereof. The Contractor shall use its best efforts to resolve any such complaint, trouble, dispute or controversy. If any type of strike, boycott, picketing, work stoppage, slowdown or other labor activity is directed against the Contractor at the Facility or against any operations of the Contractor under this Contract, whether or not caused by the employees of the Contractor, and if any of the foregoing, in the opinion of the Port Authority, results or is likely to result in any curtailment or diminution of the services to be performed hereunder or to interfere with or affect the operations of the Port Authority, or to interfere with or affect the operations of lessees, licensees, or other users of the Facility or in the event of any other cessation or stoppage of operations by the Contractor hereunder for any reason whatsoever, the Port Authority shall have the right at any time during the continuance thereof to suspend the operations of the Contractor under this Contract, and during the period of the suspension the Contractor shall not perform its services hereunder and the Port Authority shall have the right during said period to itself or by any third person or persons selected by it to perform said services of the Contractor using the equipment which is used by the Contractor in its operations hereunder as the Port Authority deems necessary and without cost to the Port Authority. During such time of suspension, the Contractor shall not be entitled to any compensation. Any flat fees, including management fees, shall be prorated. Prior to the exercise of such right by the Port Authority, it shall give the Contractor notice thereof, which notice may be oral. No exercise by the Port Authority of the rights granted to it in the above subparagraph shall be or be deemed to be a waiver of any rights of termination or revocation contained in this Contract or a waiver of any rights or remedies which may be available to the Port Authority under this Contract or otherwise.

- b. During the time that the Contractor is performing the Contract, other persons may be engaged in other operations on or about the worksite including Facility operations, pedestrian, bus and vehicular traffic and other Contractors performing at the worksite, all of which shall remain uninterrupted.

The Contractor shall so plan and conduct its operations as to work in harmony with others engaged at the site and not to delay, endanger or interfere with the operation of others (whether or not specifically mentioned above), all to the best interests of the Port Authority and the public as may be directed by the Port Authority.

## **10. Claims of Third Persons**

The Contractor undertakes to pay all claims lawfully made against it by subcontractors, suppliers and workers, and all claims lawfully made against it by other third persons arising out of or in connection with or because of the performance of this Contract and to cause all subcontractors to pay all such claims

lawfully made against them.

### **11. No Third Party Rights**

Nothing contained in this Contract is intended for the benefit of third persons, except to the extent that the Contract specifically provides otherwise by use of the words "benefit" or "direct right of action."

### **12. Provisions of Law Deemed Inserted**

Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included therein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Contract shall forthwith be physically amended to make such insertion.

### **13. Costs Assumed By The Contractor**

It is expressly understood and agreed that all costs of the Contractor of whatever kind or nature and whether imposed directly upon the Contractor under the terms and provisions hereof or in any other manner whatsoever because of the requirements of the operation of the service or otherwise under this Agreement shall be borne by the Contractor or without compensation or reimbursement from the Port Authority, except as specifically set forth in this Agreement. The entire and complete cost and expense of the Contractor's services and operations hereunder shall be borne solely by the Contractor and under no circumstances shall the Port Authority be liable to any third party (including the Contractor's employees) for any such costs and expenses incurred by the Contractor and under no circumstances shall the Port Authority be liable to the Contractor for the same, except as specifically set forth in this Section.

### **14. Default, Revocation or Suspension of Contract**

a. If one or more of the following events shall occur:

1. If fire or other cause shall destroy all or a substantial part of the Facility.
2. If any governmental agency shall condemn or take a temporary or permanent interest in all or a substantial part of the Facility, or all of a part of the Port Authority's interest herein;

then upon the occurrence of such event or at any time thereafter during the continuance thereof, the Port Authority shall have the right on twenty-four (24) hours written notice to the Contractor to revoke this Contract, such revocation to be effective upon the date and time specified in such notice.

In such event this Contract shall cease and expire on the effective date of revocation as if said date were the date of the expiration of this Contract. Such revocation shall not, however, relieve the Contractor of any liabilities or obligations hereunder which shall have accrued on or prior to the effective date of revocation.

b. If one or more of the following events shall occur:

1. The Contractor shall become insolvent, or shall take the benefit of any present or future insolvency statute, or shall make a general assignment for the benefit of creditors, or file a voluntary petition in bankruptcy or a petition or answer seeking an arrangement or its reorganization or the readjustment of its indebtedness under the federal bankruptcy laws or under any other law or statute of the United States or of any State thereof, or consent to the appointment of a receiver, trustee, or liquidator of all or substantially all its property; or
2. By order or decree of a court the Contractor shall be adjudged bankrupt or an order shall be made approving a petition filed by any of the creditors, or, if the Contractor is a corporation, by any of the stockholders of the Contractor, seeking its reorganization or the readjustment of

its indebtedness under the federal bankruptcy laws or under any law or statute of the United States or of any State thereof; or

3. A petition under any part of the federal bankruptcy laws or an action under any present or future insolvency law or statute shall be filed against the Contractor and shall not be dismissed within thirty (30) days after the filing thereof; or
4. The interest of the Contractor under this Contract shall be transferred to, passed to or devolve upon, by operation of law or otherwise, any other person, firm or corporation, or
5. The Contractor, if a corporation, shall, without the prior written approval of the Port Authority, become a surviving or merged corporation in a merger, a constituent corporation in a consolidation, or a corporation in dissolution; or
6. If the Contractor is a partnership, and the said partnership shall be dissolved as the result of any act or omission of its copartners or any of them, or by operation of law or the order or decree of any court having jurisdiction, or for any other reason whatsoever; or
7. By or pursuant to, or under authority of any legislative act, resolution or rule, or any order or decree of any court or governmental board, agency or officer having jurisdiction, a receiver, trustee, or liquidator shall take possession or control of all or substantially all of the property of the Contractor and such possession or control of all or substantially all of the property of the Contractor and shall continue in effect for a period of fifteen (15) days;

then upon the occurrence of any such event or at any time thereafter during the continuance thereof, the Port Authority shall have the right upon five (5) days notice to the Contractor to terminate this Contract and the rights of the Contractor hereunder; termination to be effective upon the date and time specified in such notice as if said date were the date of the expiration of this Contract. Termination shall not relieve the Contractor of any liabilities or obligations hereunder which have accrued on or prior to the effective date of termination.

c. If any of the following shall occur:

1. The Contractor shall cease, abandon any part of the service, desert, stop or discontinue its services in the premises for any reason whatsoever and regardless of the fault of the Contractor; or
2. The Contractor shall fail to keep, perform and observe each and every other promise, covenant and agreement set forth in this Contract on its part to be kept, performed or observed, within five (5) days after receipt of notice of default thereunder from the Port Authority (except where fulfillment of its obligations requires activity over a greater period of time, and the Contractor shall have commenced to perform whatever may be required for fulfillment within five (5) days after receipt of notice and continues such performance without interruption except for causes beyond its control);

then upon the occurrence of any such event or during the continuance thereof, the Port Authority shall have the right on twenty four (24) hours notice to the Contractor to terminate this Contract and the rights of the Contractor hereunder, termination to be effective upon the date and time specified in such notice. Termination shall not relieve the Contractor of any liabilities which shall have accrued on or prior to the effective date of termination.

- d. If any of the events enumerated in this Section shall occur prior to commencement date of this Contract the Port Authority upon the occurrence of any such event or any time thereafter during the continuance thereof by twenty-four (24) hours notice may terminate or suspend this Contract and the rights of the Contractor hereunder, such termination or suspension to be effective upon the date specified in such notice.
- e. No payment by the Port Authority of any monies to the Contractor for any period or periods after

default of any of the terms, covenants or conditions hereof to be performed, kept and observed by the Contractor and no act or thing done or omitted to be done by the Port Authority shall be deemed to be a waiver of the right of the Port Authority to terminate this Contract or of any other right or remedies to which the Port Authority may be entitled because of any breach thereof. No waiver by the Port Authority of any default on the part of the Contractor in the performance of any of the terms, covenants and conditions hereof to be performed, kept or observed by the Contractor shall be or be construed to be a waiver by the Port Authority of any other subsequent default in the performance of any of the said terms, covenants and conditions.

- f. In addition to all other rights of revocation or termination hereunder and notwithstanding any other provision of this Contract the Port Authority may terminate this Contract and the rights of the Contractor hereunder without cause at any time upon five (5) days written notice to the Contractor and in such event this Contract shall cease and expire on the date set forth in the notice of termination as fully and completely as though such dates were the original expiration date hereof and if such effective date of termination is other than the last day of the month, the amount of the compensation due to the Contractor from the Port Authority shall be prorated when applicable on a daily basis. Such cancellation shall be without prejudice to the rights and obligations of the parties arising out of portions already performed but no allowance shall be made for anticipated profits.
- g. Any right of termination contained in this paragraph, shall be in addition to and not in lieu of any and all rights and remedies that the Port Authority shall have at law or in equity consequent upon the Contractor's breach of this Contract and shall be without prejudice to any and all such other rights and remedies. It is hereby specifically agreed and understood that the exercise by the Port Authority of any right of termination set forth in this paragraph shall not be or be deemed to be an exercise by the Port Authority of an election of remedies so as to preclude the Port Authority from any right to money damages it may have for the period prior to the effective date of termination to the original expiration date of the Contract, and this provision shall be deemed to survive the termination of this Contract as aforesaid.
- h. If (1) the Contractor fails to perform any of its obligations under this Contract or any other agreement between the Port Authority and the Contractor (including its obligation to the Port Authority to pay any claim lawfully made against it by any supplier, subcontractor or worker or other person which arises out of or in connection with the performance of this Contract or any other agreement with the Port Authority) or (2) any claim (just or unjust) which arises out of or in connection with this Contract or any other agreement between the Port Authority and the Contractor is made against the Port Authority or (3) any subcontractor under this Contract or any other agreement between the Port Authority and the Contractor fails to pay any claims lawfully made against it by any supplier, subcontractor, worker or other third person which arises out of or in connection with this Contract or any other agreement between the Port Authority and the Contractor or if in the opinion of the Port Authority any of the aforesaid contingencies is likely to arise, then the Port Authority shall have the right, in its discretion, to withhold out of any payment (final or otherwise) such sums as the Port Authority may deem ample to protect it against delay or loss or to assure the payment of just claims of third persons, and to apply such sums in such manner as the Port Authority may deem proper to secure such protection or satisfy such claims. All sums so applied shall be deducted from the Contractor's compensation. Omission by the Port Authority to withhold out of any payment, final or otherwise, a sum for any of the above contingencies, even though such contingency has occurred at the time of such payment, shall not be deemed to indicate that the Port Authority does not intend to exercise its right with respect to such contingency. Neither the above provisions for rights of the Port Authority to withhold and apply monies nor any exercise or attempted exercise of, or omission to exercise, such rights by the Port Authority shall create any obligation of any kind to such supplier, subcontractors, worker or other third persons. If, however, the payment of any amount due the Contractor shall be improperly delayed, the Port Authority shall pay the Contractor interest thereon at the rate of 6% per annum for the period of the

delay, it being agreed that such interest shall be in lieu of and in liquidation of any damages to the Contractor because of such delay.

- i. If the Port Authority has paid any sum or has incurred any obligation or expense which the Contractor has agreed to pay or reimburse the Port Authority, or if the Port Authority is required or elects to pay any sum or sums or incurs any obligations or expense by reason of the failure, neglect or refusal of the Contractor to perform or fulfill any one or more of the conditions, covenants, or agreements contained in this Contract, or as a result of an act of omission of the Contractor contrary to the said conditions, covenants and agreements, the Contractor shall pay to the Port Authority the sum or sums so paid or expense so incurred, including all interests, costs and damages, promptly upon the receipt of the Port Authority's statement therefore. The Port Authority may, however, in its discretion, elect to deduct said sum or sums from any payment payable by it to the Contractor.
- j. If the Port Authority pays any installment to the Contractor without reducing said installment as provided in this Contract, it may reduce any succeeding installment by the proper amount, or it may bill the Contractor for the amount by which the installment paid should have been reduced and the Contractor shall pay to the Port Authority any such amount promptly upon receipt of the Port Authority's statement therefore.
- k. The Port Authority shall also have the rights set forth above in the event the Contractor shall become insolvent or bankrupt or if his affairs are placed in the hands of a receiver, trustee or assignee for the benefit of creditors.

#### **15. Sales or Compensating Use Taxes**

Purchases of services and tangible personal property by the Port Authority in the States of New York and New Jersey are generally exempt from state and local sales and compensating use taxes, and from most federal excises (Taxes). Therefore, the Port Authority's purchase of the Contractor's services under this Contract is exempt from Taxes. Accordingly, the Contractor must not include Taxes in the price charged to the Port Authority for the Contractor's services under this Contract. The Contractor certifies that there are no such taxes included in the prices for this Contract. The Contractor shall retain a copy of this Contract to substantiate the exempt sale.

The compensation set forth in this Agreement is the complete compensation to the Contractor, and the Port Authority will not separately reimburse the Contractor for any taxes unless specifically set forth in this Agreement.

#### **16. No Estoppel or Waiver**

The Port Authority shall not be precluded or estopped by any payment, final or otherwise, issued or made under this Contract, from showing at any time the true amount and character of the services performed, or from showing that any such payment is incorrect or was improperly issued or made; and the Port Authority shall not be precluded or estopped, notwithstanding any such payment, from recovering from the Contractor any damages which it may sustain by reason of any failure on its part to comply strictly with this Contract, and any moneys which may be paid to it or for its account in excess of those to which it is lawfully entitled.

No cancellation, rescission or annulment hereof, in whole or as to any part of the services to be provided hereunder, or because of any breach hereof, shall be deemed a waiver of any money damages to which the Port Authority may be entitled because of such breach. Moreover, no waiver by the Authority of any breach of this Contract shall be deemed to be a waiver of any other or any subsequent breach.

#### **17. Records and Reports**

The Contractor shall set up, keep and maintain (and shall cause its subcontractors to set up, keep and maintain) in accordance with generally accepted accounting practice during the term of this Agreement and

any extensions thereof and for three years after the expiration, termination or revocation thereof, records, payroll records and books of account (including, but not limited to, records of original entry and daily forms, payroll runs, cancelled checks, time records, union agreements, contracts with health, pension and other third party benefit providers) recording all transactions of the Contractor (and its subcontractors), at, through or in any way connected with or related to the operations of the Contractor (and its subcontractors) hereunder, including but not limited to all matters relating to the charges payable to the Contractor hereunder, all wages and supplemental benefits paid or provided to or for its employees (and its subcontractors' employees) and such additional information as the Port Authority may from time to time and at any time require, and also including, if appropriate, recording the actual number of hours of service provided under the Contract, and keeping separate records thereof which records and books of account shall be kept at all times within the Port District. The Contractor shall permit (and cause its subcontractors to permit) in ordinary business hours during the term of this Agreement including any extensions thereof and for three years thereafter the examination and audit by the officers, employees and representatives of the Port Authority of such records and books of account and also any records and books of account of any company which is owned or controlled by the Contractor, or which owns or controls the Contractor if said company performs services similar to those performed by the Contractor anywhere in the Port District. However, if within the aforesaid three year period the Port Authority has notified the Contractor in writing of a pending claim by the Port Authority under or in connection with this Contract to which any of the aforesaid records and documents of the Contractor or of its subcontractors relate either directly or indirectly, then the period of such right of access shall be extended to the expiration of six years from the date of final payment with respect to the records and documents involved.

Upon request of the Port Authority, the Contractor shall furnish or provide access to the federal Form I-9 (Employment Eligibility Verification) for each individual performing work under this Contract. This includes citizens and noncitizens.

The Contractor (and its subcontractors) shall, at its own expense, install, maintain and use such equipment and devices for recording the labor hours of the service as shall be appropriate to its business and necessary or desirable to keep accurate records of the same and as the general manager or the Facility Manager may from time to time require, and the Contractor (and its subcontractors) shall at all reasonable times allow inspection by the agents and employees of the Port Authority of all such equipment or devices.

- a. The Contractor hereby further agrees to furnish to the Port Authority from time to time such written reports in connection with its operations hereunder as the Port Authority may deem necessary or desirable. The format of all forms, schedules and reports furnished by the Contractor to the Port Authority shall be subject to the continuing approval of the Port Authority.
- b. No provision in this Contract giving the Port Authority a right of access to records and documents is intended to impair or affect any right of access to records and documents which they would have in the absence of such provision. Additional record keeping may be required under other sections of this Contract.

## **18. General Obligations**

- a. Except where expressly required or permitted herein to be oral, all notices, requests, consents and approvals required to be given to or by either party shall be in writing and all such notices, requests, consents and approvals shall be personally delivered to the other party during regular business hours or forwarded to such party by United States certified mail, return receipt requested, addressed to the other party at its address hereinbefore or hereafter provided. Until further notice the Contractor hereby designates the address shown on the bottom of the Contractors Signature Sheet as their address to which such notices, requests, consents, or approvals may be forwarded. All notices, requests, consents, or approvals of the Contractor shall be forwarded to the Manager at the Facility.
- b. The Contractor shall comply with the provisions of all present and future federal, state and municipal laws, rules, regulations, requirements, ordinances, orders and directions which pertain to its operations

under this Contract and which affect the Contract or the performance thereof and those engaged therein as if the said Contract were being performed for a private corporation, except where stricter requirements are contained in the Contract in which case the Contract shall control. The Contractor shall procure for itself all licenses, certificates, permits or other authorization from all governmental authorities, if any, having jurisdiction over the Contractor's operations hereunder which may be necessary for the Contractor's operations. The Contractor's obligation to comply with governmental requirements are not to be construed as a submission by the Port Authority to the application to itself of such requirements.

- c. The Contractor shall pay all taxes, license, certification, permit and examination fees and excises which may be assessed on its property or operations hereunder or income therefrom, and shall make all applications, reports and returns required in connection therewith.
- d. The Contractor shall, in conducting its operations hereunder, take all necessary precautions to protect the general environment and to prevent environmental pollution, contamination, damage to property and personal injury. In the event the Contractor encounters material reasonably believed to be asbestos, polychlorinated biphenyl (PCB) or any other hazardous material, in conducting its operations hereunder, the Contractor shall immediately stop Work in the area affected and report the condition in writing to the Manager. Work in the affected area shall not thereafter be resumed by the Contractor except upon the issuance of a written order to that effect from the Manager.
- e. The Contractor shall promptly observe, comply with and execute the provisions of any and all present and future rules and regulations, requirements, standard orders and directions of the American Insurance Association, the Insurance Services Office, National Fire Protection Association, and any other body or organization exercising similar functions which may pertain or apply to the Contractor's operations hereunder.

The Contractor shall not do or permit to be done any act which:

- 1. will invalidate or be in conflict with any fire insurance policies covering the Facility or any part thereof or upon the contents of any building thereon; or
  - 2. will increase the rate of any fire insurance, extended coverage or rental insurance on the Facility or any part thereof or upon the contents of any building thereon; or
  - 3. in the opinion of the Port Authority will constitute a hazardous condition, so as to increase the risk normally attendant upon the operations contemplated by this Contract; or
  - 4. may cause or produce in the premises, or upon the Facility any unusual, noxious or objectionable smoke, gases, vapors, odors; or
  - 5. may interfere with the effectiveness or accessibility of the drainage and sewerage system, fire protection system, sprinkler system, alarm system, fire hydrants and hoses, if any, installed or located or to be installed or located in or on the Facility; or
  - 6. shall constitute a nuisance in or on the Facility or which may result in the creation, commission or maintenance of a nuisance in or on the Facility.
- f. If by reason of the Contractor's failure to comply with the provisions of this Section and provided the Port Authority has given the Contractor five (5) days written notice of its failure and the Contractor shall not have cured said failure within said five (5) days, any fire insurance, extended coverage or rental insurance rate on the Facility or any part thereof or upon the contents of any building thereon shall at any time be higher than it otherwise would be, then the Contractor shall on demand pay the Port Authority that part of all fire insurance, extended coverage or rental insurance premiums paid or payable by the Port Authority which shall have been charged because of such violations by the Contractor.
  - g. The Contractor shall conduct its operations hereunder so as not to endanger, unreasonably interfere with, or delay the operations or activities of any tenants or occupants on the premises or the Facility and, moreover, shall use the same degree of care in performance on the premises as would be required by law of the Port Authority and shall conduct operations hereunder in a courteous, efficient and safe manner.
  - h. The Contractor shall provide such equipment and medical facilities as may be necessary to supply first

aid service in case of accidents to its personnel who may be injured in the furnishing of service hereunder. The Contractor shall maintain standing arrangements for the removal and hospital treatment of any of its personnel who may be injured.

## **19. Assignments and Subcontracting**

- a. The Contractor shall not sell, transfer, mortgage, pledge, subcontract or assign this Contract or any part thereof or any of the rights granted hereunder or any moneys due or to become due to it hereunder or enter into any contract requiring or permitting the doing of anything hereunder by an independent Contractor, without the prior written approval of the Port Authority, and any such sale, transfer, mortgage, pledge, subcontract, assignment or contract without such prior written approval shall be void as to the Port Authority.
- b. All subcontractors who provide permanent personnel to the Contractor for work under this Contract shall be given written notice to comply with all requirements of the Contract. The Contractor shall be responsible and liable for the performance and acts of each subcontractor.
- c. All persons to whom the Contractor sublets services shall be deemed to be its agents and no subletting or approval thereof shall be deemed to release this Contractor from its obligations under this Contract or to impose any obligations on the Port Authority to such subcontractor or to give the subcontractor any rights against the Port Authority.

## **20. Indemnification and Risks Assumed By The Contractor**

To the extent permitted by law, the Contractor shall indemnify and hold harmless the Port Authority, its Commissioners, officers, representatives and employees from and against all claims and demands, just or unjust, of third persons (including Contractor's employees, employees, officers, and agents of the Port Authority) arising out of or in any way connected or alleged to arise out of or alleged to be in any way connected with the Contract and all other services and activities of the Contractor under this Contract and for all expenses incurred by it and by them in the defense, settlement or satisfaction thereof, including without limitation thereto, claims and demands for death, for personal injury or for property damage, direct or consequential, whether they arise from the acts or omissions of the Contractor, the Port Authority, third persons (including Contractor's employees, employees, officers, and agents of the Port Authority), or from the acts of God or the public enemy, or otherwise, including claims and demands of any local jurisdiction against the Port Authority in connection with this Contract.

The Contractor assumes the following risks, whether such risks arise from acts or omissions (negligent or not) of the Contractor, the Port Authority or third persons (including Contractor's employees, employees, officers, and agents of the Port Authority) or from any other cause, excepting only risks occasioned solely by affirmative willful acts of the Port Authority done subsequent to the opening of proposals on this Contract, and shall to the extent permitted by law indemnify the Port Authority for all loss or damage incurred in connection with such risks:

- a. The risk of any and all loss or damage to Port Authority property, equipment (including but not limited to automotive and/or mobile equipment), materials and possessions, on or off the premises, the loss or damage of which shall arise out of the Contractor's operations hereunder. The Contractor shall if so directed by the Port Authority, repair, replace or rebuild to the satisfaction of the Port Authority, any and all parts of the premises or the Facility which may be damaged or destroyed by the acts or omissions of the Contractor, its officers, agents, or employees and if the Contractor shall fail so to repair, replace, or rebuild with due diligence the Port Authority may, at its option, perform any of the foregoing work and the Contractor shall pay to the Port Authority the cost thereof.
- b. The risk of any and all loss or damage of the Contractor's property, equipment (including but not limited to automotive and/or mobile equipment) materials and possessions on the Facility.
- c. The risk of claim, whether made against the Contractor or the Port Authority, for any and all loss or damages occurring to any property, equipment (including but not limited to automotive and/or mobile

equipment), materials and possessions of the Contractor's agents, employees, materialmen and others performing work hereunder.

- d. The risk of claims for injuries, damage or loss of any kind just or unjust of third persons arising or alleged to arise out of the performance of work hereunder, whether such claims are made against the Contractor or the Port Authority.

If so directed, the Contractor shall at its own expense defend any suit based upon any such claim or demand, even if such suit, claim or demand is groundless, false or fraudulent, and in handling such shall not, without obtaining express advance 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 provision of any statutes respecting suits against the Port Authority.

Neither the requirements of the Port Authority under this Contract, nor of the Port Authority of the methods of performance hereunder nor the failure of the Port Authority to call attention to improper or inadequate methods or to require a change in the method of performance hereunder nor the failure of the Port Authority to direct the Contractor to take any particular precaution or other action or to refrain from doing any particular thing shall relieve the Contractor of its liability for injuries to persons or damage to property or environmental impairment arising out of its operations.

## **21. Approval of Methods**

Neither the approval of the Port Authority of the methods of furnishing services hereunder nor the failure of the Port Authority to call attention to improper or inadequate methods or to require a change in the method of furnishing services hereunder, nor the failure of the Port Authority to direct the Contractor to take any particular precautions or to refrain from doing any particular thing shall relieve the Contractor of its liability for injuries to persons or damage to property or environmental impairment arising out of its operations.

## **22. Safety and Cleanliness**

- a. The Contractor shall, in the furnishing of services hereunder, exercise every precaution to prevent injury to person or damage to property or environmental impairment and avoid inconvenience to the occupants of or any visitors to the Facility. The Contractor shall, without limiting the generality hereof, place such personnel, erect such barricades and railings, give such warnings, display such lights, signals or signs, place such cones and exercise precautions as may be necessary, proper or desirable.
- b. The Contractor shall in case of unsafe floor conditions due to construction, wetness, spillage, sickness and all other types of hazardous conditions proceed to rope off the unsafe area and place appropriate warnings signs to prevent accidents from occurring. The Contractor shall clean said area to the satisfaction of the Manager.
- c. The Contractor shall at all times maintain in a clean and orderly condition and appearance any and all facilities provided by the Port Authority for the Contractor's operations, and all fixtures, sink closets, equipment, and other personal property of the Port Authority which are located in said facilities.

## **23. Accident Reports**

The Contractor shall promptly report in writing to the Manager of the Facility and to the Deputy Chief, Litigation Management of the Port Authority all accidents whatsoever arising out of or in connection with its operations hereunder and which result in death or injury to persons or damage to property, setting forth such details thereof as the Port Authority may desire. In addition, if death or serious injury or serious damage is caused, such accidents shall be immediately reported by telephone to the aforesaid representatives of the Port Authority.

## **24. Trash Removal**

The Contractor shall remove daily from the Facility by means provided by the Contractor all garbage, debris and other waste material (solid or liquid) arising out of or in connection with its operations hereunder, and any such garbage, debris and other waste material not immediately removed shall be temporarily stored in a clear and sanitary condition, approved by the Facility Manager and shall be kept covered except when filling or emptying them. The Contractor shall exercise care in removing such garbage, debris and other waste materials from the Facility. The manner of such storage and removal shall always be subject in all respects to the continual approval of the Port Authority. No equipment or facilities of the Port Authority shall be used in such removal unless with its prior consent in writing. No such garbage, debris or other waste materials shall be or be permitted to be thrown, discharged or disposed into or upon the waters at or bounding the Facility.

## **25. Lost and Found Property**

The Contractor shall instruct its personnel that all items of personal property found by the Contractor's employees at the Site must be turned in to the Port Authority and a receipt will be issued therefor.

## **26. Property of the Contractor**

- a. All property of the Contractor at the Site by virtue of this Contract shall be removed on or before the expiration or sooner termination or revocation of this Contract.
- b. If the Contractor shall fail to remove its property upon the expiration, termination or revocation of this Contract the Port Authority may, at its option, dispose of such property as waste or as agent for the Contractor and at the risk and expense of the Contractor, remove such property to a public warehouse, or may retain the same in its own possession, and in either event after the expiration of thirty (30) days may sell the same in accordance with any method deemed appropriate; the proceeds of any such sale shall be applied first, to the expenses of sale and second, to any sums owed by the Contractor to the Port Authority; any balance remaining shall be paid to the Contractor. Any excess of the total cost of removal, storage and sale and other costs incurred by the Port Authority as a result of such failure of performance by the Contractor over the proceeds of sale shall be paid by the Contractor to the Port Authority upon demand.

## **27. Modification of Contract**

This Contract may not be changed except in writing signed by the Port Authority and the Contractor. The Contractor agrees that no representation or warranties shall be binding upon the Port Authority unless expressed in writing in this Contract.

## **28. Invalid Clauses**

If any provision of this Contract shall be such as to destroy its mutuality or to render it invalid or illegal, then, if it shall not appear to have been so material that without it the Contract would not have been made by the parties, it shall not be deemed to form part thereof but the balance of the Contract shall remain in full force and effect.

## **29. Approval of Materials, Supplies and Equipment**

Only Port Authority approved materials, supplies, and equipment are to be used by the Contractor in performing the Work hereunder. Inclusion of chemical containing materials or supplies on the Port Authority Approved Products List – Environmental Protection Supplies constitutes approval. The list may be revised from time to time and at any time by the Port Authority and it shall be incumbent upon the Contractor to obtain the most current list from the Manager of the Facility.

At anytime during the Solicitation, pre-performance or performance periods, the Contractor may propose the use of an alternate product or products to those on the Approved Products List – Environmental Protection Supplies, which product(s) shall be subject to review and approval by the Port Authority. Any alternate

product so approved by the Port Authority may be used by the Contractor in performing the Services hereunder. Until such approval is given, only products on the Approved Products List – Environmental Protection Supplies may be used.

### **30. Intellectual Property**

The right to use all patented materials, appliances, processes of manufacture or types of construction, trade and service marks, copyrights and trade secrets, collectively hereinafter referred to as “Intellectual Property Rights”, in the performance of the work, shall be obtained by the Contractor without separate or additional compensation. Where the services under this Agreement require the Contractor to provide materials, equipment or software for the use of the Port Authority or its employees or agents, the Port Authority shall be provided with the Intellectual Property Rights required for such use without further compensation than is provided for under this Agreement.

The Contractor shall indemnify the Port Authority against and save it harmless from all loss and expense incurred as a result of any claims in the nature of Intellectual Property Rights infringement arising out of the Contractor’s or Port Authority’s use, in accordance with the above immediately preceding paragraph, of any Intellectual Property. The Contractor, if requested, shall conduct all negotiations with respect to and defend such claims. If the Contractor or the Port Authority, its employees or agents be enjoined either temporarily or permanently from the use of any subject matter as to which the Contractor is to indemnify the Port Authority against infringement, then the Port Authority may, without limiting any other rights it may have, require the Contractor to supply temporary or permanent replacement facilities approved by the Manager, and if the Contractor fails to do so the Contractor shall, at its expense, remove all such enjoined facilities and refund the cost thereof to the Port Authority or take such steps as may be necessary to insure compliance by the Contractor and the Port Authority with said injunction, to the satisfaction of the Port Authority.

In addition, the Contractor shall promptly and fully inform the Director in writing of any intellectual property rights disputes, whether existing or potential, of which it has knowledge, relating to any idea, design, method, material, equipment or any other matter related to the subject matter of this Agreement or coming to its attention in connection with this Agreement.

### **31. Contract Records and Documents – Passwords and Codes**

When the performance of the contract services requires the Contractor to produce, compile or maintain records, data, drawings, or documents of any kind, regardless of the media utilized, then all such records, drawings, data and documents which are produced, prepared or compiled in connection with this contract, shall become the property of the Port Authority, and the Port Authority shall have the right to use or permit the use of them and any ideas or methods represented by them for any purpose and at any time without other compensation than that specifically provided herein.

When in the performance of the contract services the Contractor utilizes passwords or codes for any purpose, at any time during or after the performance of such services, upon written request by the Authority, the Contractor shall make available to the designated Authority representative all such passwords and codes.

### **32. Designated Secure Areas**

Services under the Contract may be required in designated secure areas, as the same may be designated by the Manager from time to time (“Secure Areas”). The Port Authority shall require the observance of certain security procedures with respect to Secure Areas, which may include the escort to, at, and/or from said high security areas by security personnel designated by the Contractor or any subcontractor’s personnel required to work therein. All personnel that require access to designated secure areas who are not under positive escort by an authorized individual will be required to undergo background screening and personal identity verification.

Forty-eight (48) hours prior to the proposed performance of any work in a Secure Area, the Contractor shall notify the Manager. The Contractor shall conform to the procedures as may be established by the Manager from time to time and at any time for access to Secure Areas and the escorting of personnel hereunder. Prior to the start of work, the Contractor shall request a description from the Manager of the Secure Areas which will be in effect on the commencement date. The description of Secure Areas may be changed from time to time and at any time by the Manager during the term of the Contract.

### **33. Notification of Security Requirements**

The Authority has the responsibility of ensuring safe, reliable and secure transportation facilities, systems, and projects to maintain the well-being and economic competitiveness of the region. Therefore, the Authority reserves the right to deny access to certain documents, sensitive security construction sites and facilities (including rental spaces) to any person that declines to abide by Port Authority security procedures and protocols, any person with a criminal record with respect to certain crimes or who may otherwise poses a threat to the construction site or facility security. The Authority reserves the right to impose multiple layers of security requirements on the Contractor, its staff and subcontractors and their staffs depending upon the level of security required, or may make any amendments with respect to such requirements as determined by the Authority.

These security requirements may include but are not limited to the following:

- Execution of Port Authority Approved Non-disclosure Agreements

At the direction of the Port Authority, the Contractor shall be required to have its principals, staff and/or subcontractor(s) and their staff, execute Port Authority approved non-disclosure agreements.

- Contractor/ Subcontractor identity checks and background screening

The Port Authority’s designated background screening provider may require inspection of not less than two forms of valid/current government issued identification (at least one having an official photograph) to verify staff’s name and residence; screening federal, state, and/or local criminal justice agency information databases and files; screening of any terrorist identification files; access identification to include some form of biometric security methodology such as fingerprint, facial or iris scanning, or the like.

The Contractor may be required to have its staff, and any subcontractor’s staff, material-men, visitors or others over whom the Contractor/subcontractor has control, authorize the Authority or its designee to perform background checks, and a personal identity verification check. Such authorization shall be in a form acceptable to the Authority. The Contractor and subcontractors may also be required to use an organization designated by the Authority to perform the background checks.

As of January 29, 2007, 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 shall be reimbursable to the Contractor (and its subcontractors) as an out-of-pocket expense as provided herein. Staff that are rejected for a credential for any reason are not reimbursable.

- Issuance of Photo Identification Credential

No person will be permitted on or about the Authority construction site or facility (including rental spaces) without a facility-specific photo identification credential approved by the Authority. If the authority requires facility-specific identification credential for the Contractor's and the subcontractor's staff, the Authority will supply such identification at no cost to the Contractor or its subcontractors. Such facility-specific identification credential shall remain the property of the Authority and shall be returned to the Authority at the completion or upon request prior to completion of the individual's assignment at the specific facility. It is the responsibility of the appropriate Contractor or subcontractor to immediately report to the Authority the loss of any staff member's individual facility-specific identification credential. The Contractor or subcontractor shall be billed for the cost of the replacement identification credential. Contractor's and subcontractor's staff shall display Identification badges in a conspicuous and clearly visible manner, when entering, working or leaving an Authority construction site or facility.

Employees may be required to produce not less than two forms of valid/current government issued identification having an official photograph and an original, unlaminated social security card for identify and SSN verification. Where applicable, for sensitive security construction sites or facilities, successful completion of the application, screening and identify verification for all employees of the Contractor and subcontractors shall be completed prior to being provided a S.W.A.C. ID Photo Identification credential.

- Access control, inspection, and monitoring by security guards

The Authority may provide for Authority construction site or facility (including rental spaces) access control, inspection and monitoring by Port Authority Police or Authority retained contractor security guards. However, this provision shall not relieve the Contractor of its responsibility to secure its equipment and work and that of its subconsultant/subcontractor's and service suppliers at the Authority construction site or facility (including rental spaces). In addition, the Contractor, subcontractor or service provider is not permitted to take photographs, digital images, electronic copying and/or electronic transmission or video recordings or make sketches on any other medium at the Authority construction sites or facilities (including rental spaces), except when necessary to perform the Work under this Contract, without prior written permission from the Authority. Upon request, any photograph, digital images, video recording or sketches made of the Authority construction site or facility shall be submitted to the Authority to determine compliance with this paragraph, which submission shall be conclusive and binding on the submitting entity.

- Compliance with the Port Authority Information Security Handbook

The Contract may require access to Port Authority information considered Protected Information ("PI") as defined in the Port Authority Information Security Handbook ("Handbook"), dated October, 2008, corrected as of November 14, 2013, and as may be further amended. The Handbook and its requirements are hereby incorporated into this agreement and will govern the possession, distribution and use of PI if at any point during the lifecycle of the project or solicitation it becomes necessary for the Contractor to have access to PI. Protecting sensitive information requires the application of uniform safeguarding measures to prevent unauthorized disclosure and to control any authorized disclosure of this information within the Port Authority or when released by the Port Authority to outside entities. The following is an outline of some of the procedures, obligations and directives contained in the Handbook:

- (1) require that the Contractor and subcontractors, when appropriate, sign Non-Disclosure Agreements (NDAs), or an Acknowledgment of an existing NDA, provided by the Authority as a condition of being granted access to Protected Information categorized and protected as per the Handbook;
- (2) require that individuals needing access to PI be required to undergo a background check, pursuant to the process and requirements noted in § 3.2 of the Information Security Handbook.
- (3) require Contractors and commercial enterprises to attend training to ensure security awareness regarding Port Authority information;

- (4) specific guidelines and requirements for the handling of PI to ensure that the storage and protection of PI;
- (5) restrictions on the transfer, shipping, and mailing of PI;
- (6) prohibitions on the publication, posting, modifying, copying, reproducing, republishing, uploading, transmitting, or distributing PI on websites or web pages. This may also include restricting persons, who either have not passed a pre-screening background check, or who have not been granted access to PI, from viewing such information;
- (7) require that PI be destroyed using certain methods, measures or technology pursuant to the requirements set forth in the Handbook;
- (8) require the Contractor to mandate that each of its subcontractors maintain the same levels of security required of the Contractor under any Port Authority awarded contract.
- (9) prohibit the publication, exchange or dissemination of PI developed from the project or contained in reports, except between Contractors and subcontractors, without prior approval of the Port Authority;
- (10) require that PI only be reproduced or copied pursuant to the requirements set forth in the Handbook.

- Audits for Compliance with Security Requirements

The Port Authority may conduct random or scheduled examinations of business practices under this section entitled "NOTIFICATION OF SECURITY REQUIREMENTS" and the Handbook in order to assess the extent of compliance with security requirements, Protected Information procedures, protocols and practices, which may include, but not be limited to, verification of background check status, confirmation of completion of specified training, and/or a site visit to view material storage locations and protocols.

### **34. Construction In Progress**

The Contractor recognizes that construction may be in progress at the Facility and may continue throughout the term of this Contract. Notwithstanding, the Contractor shall at all times during the term hereof maintain the same standards of performance and cleanliness as prevails in non-affected areas as required by the standards hereunder.

### **35. Permit-Required Confined Space Work**

Prior to commencement of any work, the Contractor shall request and obtain from the Port Authority a description of all spaces at the facility which are permit-required confined spaces requiring issuance of an OSHA permit.

Prior to the commencement of any work in a permit-required confined space at a Port Authority facility requiring issuance of an OSHA permit, the Contractor shall contact the Manager to obtain an Authority Contractor Permit-Required Confined Space Notification form. The notification form must be filled out and submitted prior to commencing permit-required confined space work. All confined space work shall be performed in accordance with all applicable OSHA requirements. The Contractor shall provide its employees with a copy of its own company permit and shall furnish the Port Authority with a copy of the permit upon completion of the work. The Contractor must supply all equipment required for working in a confined space.

### **36. Signs**

Except with the prior written approval of the Port Authority, the Contractor shall not erect, maintain or display any signs or posters or any advertising on or about the Facility.

### **37. Vending Machines, Food Preparation**

The Contractor shall not install, maintain or operate on the Facility, or on any other Port Authority property, any vending machines without the prior written approval of the Port Authority. No foods or beverages shall

be prepared or consumed at the Facility by any of the Contractor's employees except in areas as may be specifically designated by the Port Authority for such purpose.

### **38. Confidential Information/Non-Publication**

a. As used herein, confidential information shall mean all information disclosed to the Contractor or the personnel provided by the Contractor hereunder which relates to the Authority's and/or PATH's past, present, and future research, development and business activities including, but not limited to, software and documentation licensed to the Authority or proprietary to the Authority and/or PATH and all associated software, source code procedures and documentation. Confidential information shall also mean any other tangible or intangible information or materials including but not limited to computer identification numbers, access codes, passwords, and reports obtained and/or used during the performance of the Contractor's Services under this Contract.

b. Confidential information shall also mean and include collectively, as per *The Port Authority of New York & New Jersey Information Security Handbook (October 15, 2008, corrected as of November 14, 2013)*, Protected Information, Confidential Proprietary Information, Confidential Privileged Information and information that is labeled, marked or otherwise identified by or on behalf of the Authority so as to reasonably connote that such information is confidential, privileged, sensitive or proprietary in nature. Confidential Information shall also include all work product that contains or is derived from any of the foregoing, whether in whole or in part, regardless of whether prepared by the Authority or a third-party or when the Authority receives such information from others and agrees to treat such information as Confidential.

c. The Contractor shall hold all such confidential information in trust and confidence for the Authority, and agrees that the Contractor and the personnel provided by the Contractor hereunder shall not, during or after the termination or expiration of this Contract, disclose to any person, firm or corporation, nor use for its own business or benefit, any information obtained by it under or in connection with the supplying of services contemplated by this Contract. The Contractor and the personnel provided by the Contractor hereunder shall not violate in any manner any patent, copyright, trade secret or other proprietary right of the Authority or third persons in connection with their services hereunder, either before or after termination or expiration of this Contract. The Contractor and the personnel provided by the Contractor hereunder shall not willfully or otherwise perform any dishonest or fraudulent acts, breach any security procedures, or damage or destroy any hardware, software or documentation, proprietary or otherwise, in connection with their services hereunder. The Contractor shall promptly and fully inform the Director in writing of any patent, copyright, trade secret or other intellectual property rights or disputes, whether existing or potential, of which the Contractor has knowledge, relating to any idea, design, method, material, equipment or other matter related to this Contract or coming to the Contractor's attention in connection with this Contract.

d. The Contractor shall not issue nor permit to be issued any press release, advertisement, or literature of any kind, which refers to the Port Authority or to the fact that goods have been, are being or will be provided to it and/or that services have been, are being or will be performed for it in connection with this Agreement, unless the vendor first obtains the written approval of the Port Authority. Such approval may be withheld if for any reason the Port Authority believes that the publication of such information would be harmful to the public interest or is in any way undesirable.

**39. Time is of the Essence**

Time is of the essence in the Contractor’s performance of this Contract inasmuch as the Work to be performed will affect the operation of public facilities.

**40. Holidays**

The following holidays will be observed at the Site:

- |                            |                        |
|----------------------------|------------------------|
| New Year's Day             | Labor Day              |
| Martin Luther King Jr. Day | Columbus Day           |
| Presidents Day             | Veterans Day           |
| Memorial Day               | Thanksgiving Day       |
| Independence Day           | Day After Thanksgiving |
| Christmas Day              |                        |

This list is subject to periodic revision and the Contractor shall be responsible for obtaining all updated lists from the office of the Manager. If any such holiday falls on a Sunday then the next day shall be considered the holiday and/or if any such holiday falls on a Saturday then the preceding day shall be considered the holiday.

**41. Personnel Standards**

In addition to any specific personnel requirements that may be required under the clause entitled “Personnel Requirements” in the Specifications, the Contractor (and any Subcontractor) shall furnish competent and adequately trained personnel to perform the Work hereunder. If, in the opinion of the Manager, any employee so assigned is performing their functions unsatisfactorily, they shall be replaced by the Contractor within twenty-four (24) hours following the Contractor’s receipt of the Manager’s request for such replacement.

All Contractor's employees performing Work hereunder shall have the ability to communicate in the English language to the extent necessary to comprehend directions given by either the Contractor's supervisory staff or by the Manager's staff. Any employee operating a motor vehicle must have a valid driver's license.

The Contractor shall verify that employees working under this Contract in the United States are legally present in the United States and authorized to work by means of the federally required I-9 program

**42. General Uniform Requirements for Contractor’s Personnel**

In addition to any specific uniform requirements that may be required by the Specifications, uniforms must be worn at all times during which the Services are being performed hereunder. The Contractor agrees that his/her employees will present a neat, clean and orderly appearance at all times. Uniforms shall include the Contractor’s identification badge with picture ID bearing the employee’s name. All uniforms, colors, types and styles shall be subject to the prior approval of the Manager. The Contractor will also be responsible for ensuring that its employees are wearing shoes appropriate for the tasks performed. The Manager shall have the right to require removal of any employee who shall fail to wear the proper uniform and shoes, and the exercise of this right shall not limit the obligation of the Contractor to perform the Services or to furnish any required number of employees at a specific location at the Site as specified.

#### **43. Labor, Equipment and Materials Supplied by the Contractor**

The Contractor shall, at all times during the performance of this Contract, furnish all necessary labor, supervision, equipment and materials necessary for the prompt and efficient performance of the Work, whether such materials and equipment are actually employed in the furnishing of the Work or whether incidental thereto.

All materials used by the Contractor in furnishing Work hereunder shall be of such quality as to accomplish the purposes of this Contract and the Services to be furnished hereunder in such manner so as not to damage any part of the Site.

The Port Authority by its officers, employees and representatives shall have the right at all times to examine the supplies, materials and equipment used by the Contractor, to observe the operations of the Contractor, its agents, servants and employees and to do any act or thing which the Port Authority may be obligated or have the right to do under this Contract or otherwise.

All equipment, materials and supplies used in the performance of this Contract required hereunder shall be used in accordance with their manufacturer's instructions.

Materials and supplies to be provided by the Contractor hereunder shall comply with OSHA and all applicable regulations.

#### **44. Contractor's Vehicles – Parking - Licenses**

At the discretion of the Manager, the Port Authority may permit the Contractor during the effective period of this Contract to park vehicle(s) used by it in its operations hereunder in such location as may from time to time or at any time be designated by the Manager. The Contractor shall comply with such existing rules, regulations and procedures as are now in force and such reasonable future rules, regulations and procedures as may hereafter be adopted by the Port Authority for the safety and convenience of persons who park automotive vehicles in any parking area at the Site or for the safety and proper persons who park automotive vehicles in any parking area at the Site or for the safety and proper identification of such vehicles, and the Contractor shall also comply with any and all directions pertaining to such parking which may be given from time to time and at any time by the Manager. Any vehicle used by the Contractor hereunder shall be marked or placarded, identifying it as the Contractor's vehicle.

#### **45. Manager's Authority**

In the performance of the Work hereunder, the Contractor shall conform to all orders, directions and requirements of the Manager and shall perform the Work hereunder to the satisfaction of the Manager at such times and places, by such methods and in such manner and sequence as he/she may require, and the Contract shall at all stages be subject to his/her inspection. The Manager shall determine the amount, quality, acceptability and fitness of all parts of the Work and shall interpret the Specifications and any orders for Extra Work. The Contractor shall employ no equipment, materials, methods or staff or personnel to which the Manager objects. Upon request, the Manager shall confirm in writing any oral order, direction, requirement or determination.

The Manager shall have the authority to decide all questions in connection with the Services to be performed hereunder. The exercise by the Manager of the powers and authorities vested in him/her by this section shall be binding and final upon the Port Authority and the Contractor.

#### **46. Price Preference**

If this solicitation has not been set aside for the purposes of making an award based on bids solicited from Port Authority certified Minority Business, Women Business or Small Business Enterprises as indicated by the bidder pre-requisites in Part II hereof, for awards of contracts, not exceeding \$1,000,000, for:

- (a) Services, a price preference of 5% is available for New York or New Jersey Small Business Enterprises (SBE); or

(b) Services (excluding Janitorial/Cleaning Services), a price preference of 10% is available for New York or New Jersey Minority or Women Business Enterprises (M/WBE),

certified by the Port Authority by the day before the bid opening.

If the Bidder is a Port Authority certified MBE, WBE or SBE, enter the applicable date(s) certification was obtained in the space provided on the Signature Sheet attached hereto.

#### **47. M/WBE Good Faith Participation**

If specified as applicable to this Contract, the Contractor shall use every good-faith effort to provide for participation by certified Minority Business Enterprises (MBEs) and certified Women-owned Business Enterprises (WBEs) as herein defined, in all purchasing and subcontracting opportunities associated with this Contract, including purchase of equipment, supplies and labor services.

Good Faith efforts to include participation by MBEs/WBEs shall include the following:

- a. Dividing the services and materials to be procured into small portions, where feasible.
- b. Giving reasonable advance notice of specific contracting, subcontracting and purchasing opportunities to such MBEs/WBEs as may be appropriate.
- c. Soliciting services and materials from a Port Authority certified MBE/WBE or seeking MBEs/WBEs from other sources. To access the Port Authority's Directory of MBE/WBE Certified Firms go to [www.panynj.gov/supplierdiversty](http://www.panynj.gov/supplierdiversty)
- d. Ensuring that provision is made to provide progress payments to MBEs/WBEs on a timely basis.
- e. Observance of reasonable commercial standards of fair dealing in the respective trade or business.

Subsequent to Contract award, all changes to the M/WBE Participation Plan must be submitted via a modified M/WBE Participation Plan to the Manager for review and approval by the Authority's Office of Business Diversity and Civil Rights. For submittal of modifications to the M/WBE Plan, Contractors are directed to use form PA3749C, which may be downloaded at <http://www.panynj.gov/business-opportunities/become-vendor.html>. The Contractor shall not make changes to its approved M/WBE Participation Plan or substitute M/WBE subcontractors or suppliers for those named in their approved plan without the Manager's prior written approval. Unauthorized changes or substitutions, including performing the work designated for a subcontractor with the Contractor's own forces, shall be a violation of this section. Progress toward attainment of M/WBE participation goals set forth herein will be monitored throughout the duration of this Contract.

The Contractor shall also submit to the Manager, along with invoices, the Statement of Subcontractor Payments as the M/WBE Participation Report, which may be downloaded at <http://www.panynj.gov/business-opportunities/become-vendor.html>. The Statement must include the name and business address of each M/WBE subcontractor and supplier actually involved in the Contract, a description of the work performed and/or product or service supplied by each such subcontractor or supplier, the date and amount of each expenditure, and such other information that may assist the Manager in determining the Contractor's compliance with the foregoing provisions.

If, during the performance of this Contract, the Contractor fails to demonstrate good faith efforts in carrying out its M/WBE Participation Plan and the Contractor has not requested and been granted a

full or partial waiver of the M/WBE participation goals set forth in this Contract, the Authority will take into consideration the Contractor's failure to carry out its M/WBE Participation Plan in its evaluation for award of future Authority contracts.

### **PART III CONTRACTOR'S INTEGRITY PROVISIONS**

#### **1. Certification of No Investigation (criminal or civil anti-trust), Indictment, Conviction, Debarment, Suspension, Disqualification and Disclosure of Other Information**

By bidding on this Contract, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that the Bidder and each parent and/or affiliate of the Bidder has not

- a. been indicted or convicted in any jurisdiction;
- b. been suspended, debarred, found not responsible or otherwise disqualified from entering into any contract with any governmental agency or been denied a government contract for failure to meet standards related to the integrity of the Bidder;
- c. had a contract terminated by any governmental agency for breach of contract or for any cause based in whole or in part on an indictment or conviction;
- d. ever used a name, trade name or abbreviated name, or an Employer Identification Number different from those inserted in the Bid;
- e. had any business or professional license suspended or revoked or, within the five years prior to bid opening, had any sanction imposed in excess of fifty thousand dollars (\$50,000) as a result of any judicial or administrative proceeding with respect to any license held or with respect to any violation of a federal, state or local environmental law, rule or regulation;
- f. had any sanction imposed as a result of a judicial or administrative proceeding related to fraud, extortion, bribery, bid rigging, embezzlement, misrepresentation or anti-trust regardless of the dollar amount of the sanctions or the date of their imposition; and
- g. been, and is not currently, the subject of a criminal investigation by any federal, state or local prosecuting or investigative agency and/or a civil anti-trust investigation by any federal, state or local prosecuting or investigative agency.

#### **2. Non-Collusive Bidding, and Code of Ethics Certification, Certification of No Solicitation Based On Commission, Percentage, Brokerage, Contingent or Other Fees**

By bidding on this Contract, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, that

- a. the prices in its bid have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- b. the prices quoted in its bid have not been and will not be knowingly disclosed directly or indirectly by the Bidder prior to the official opening of such bid to any other bidder or to any competitor;
- c. no attempt has been made and none will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition;
- d. this organization has not made any offers or agreements or taken any other action with respect to any Authority employee or former employee or immediate family member of either which would constitute a breach of ethical standards under the Code of Ethics dated April 11, 1996, (a copy of which is available upon request) nor does this organization have any knowledge of any act on the part of an Authority employee or former Authority employee relating either directly

- or indirectly to this organization which constitutes a breach of the ethical standards set forth in said Code;
- e. no person or selling agency other than a bona fide employee or bona fide established commercial or selling agency maintained by the Bidder for the purpose of securing business, has been employed or retained by the Bidder to solicit or secure this Contract on the understanding that a commission, percentage, brokerage, contingent, or other fee would be paid to such person or selling agency; and
  - f. the Bidder has not offered, promised or given, demanded or accepted, any undue advantage, directly or indirectly, to or from a public official or employee, political candidate, party or party official, or any private sector employee (including a person who directs or works for a private sector enterprise in any capacity), in order to obtain, retain, or direct business or to secure any other improper advantage in connection with this Contract.
  - g. no person or organization has been retained, employed or designated on behalf of the Bidder to impact any Port Authority determination, where the solicitation is a Request for Proposals, with respect to (i) the solicitation, evaluation or award of this Contract, or (ii) the preparation of specifications or request for submissions in connection with this Contract.

The foregoing certifications shall be deemed to be made by the Bidder as follows:

- \* if the Bidder is a corporation, such certification shall be deemed to have been made not only with respect to the Bidder itself, but also with respect to each parent, affiliate, director, and officer of the Bidder, as well as, to the best of the certifier's knowledge and belief, each stockholder of the Bidder with an ownership interest in excess of 10%;
- \* if the Bidder is a partnership, such certification shall be deemed to have been made not only with respect to the Bidder itself, but also with respect to each partner.

Moreover, the foregoing certifications, if made by a corporate Bidder, shall be deemed to have been authorized by the Board of Directors of the Bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of such certification as the act and deed of the corporation.

In any case where the Bidder cannot make the foregoing certifications, the Bidder shall so state and shall furnish with the signed bid a signed statement which sets forth in detail the reasons therefor. If the Bidder is uncertain as to whether it can make the foregoing certifications, it shall so indicate in a signed statement furnished with its bid, setting forth in such statement the reasons for its uncertainty. With respect to the foregoing certification in paragraph "2g", if the Bidder cannot make the certification, it shall provide, in writing, with the signed bid: (i) a list of the name(s), address(es), telephone number(s), and place(s) of principal employment of each such individual or organization; and (ii) a statement as to whether such individual or organization has a "financial interest" in this Contract, as described in the Procurement Disclosure policy of the Authority (a copy of which is available upon request to the Director of the Procurement Department of the Authority). Such disclosure is to be updated, as necessary, up to the time of award of this Contract. As a result of such disclosure, the Port Authority shall take appropriate action up to and including a finding of non-responsibility.

Failure to make the required disclosures shall lead to administrative actions up to and including a finding of non-responsiveness or non-responsibility.

Notwithstanding that the Bidder may be able to make the foregoing certifications at the time the bid is submitted, the Bidder shall immediately notify the Authority in writing during the period of irrevocability of bids and the term of the Contract, if Bidder is awarded the Contract, of any change of circumstances which might under this clause make it unable to make the foregoing certifications, might render any portion of the

certifications previously made invalid, or require disclosure. The foregoing certifications or signed statement shall be deemed to have been made by the Bidder with full knowledge that they would become a part of the records of the Authority and that the Authority will rely on their truth and accuracy in awarding and continuing this Contract. In the event that the Authority should determine at any time prior or subsequent to the award of this Contract that the Bidder has falsely certified as to any material item in the foregoing certifications, has failed to immediately notify the Port Authority of any change in circumstances which might make it unable to make the foregoing certifications, might render any portion of the certifications previously made invalid, or require disclosure, or has willfully or fraudulently furnished a signed statement which is false in any material respect, or has not fully and accurately represented any circumstance with respect to any item in the foregoing certifications required to be disclosed, the Authority may determine that the Bidder is not a responsible Bidder with respect to its bid on the Contract or with respect to future bids on Authority contracts and may exercise such other remedies as are provided to it by the Contract with respect to these matters. In addition, Bidders are advised that knowingly providing a false certification or statement pursuant hereto may be the basis for prosecution for offering a false instrument for filing (see e.g. New York Penal Law, Section 175.30 et seq.). Bidders are also advised that the inability to make such certification will not in and of itself disqualify a Bidder, and that in each instance the Authority will evaluate the reasons therefor provided by the Bidder. Under certain circumstances the Bidder may be required as a condition of Contract award to enter into a Monitoring Agreement under which it will be required to take certain specified actions, including compensating an independent Monitor to be selected by the Port Authority, said Monitor to be charged with, among other things, auditing the actions of the Bidder to determine whether its business practices and relationships indicate a level of integrity sufficient to permit it to continue business with the Port Authority.

### **3. Bidder Eligibility for Award of Contracts - Determination by an Agency of the State of New York or New Jersey Concerning Eligibility to Receive Public Contracts**

Bidders are advised that the Authority has adopted a policy to the effect that in awarding its contracts it will honor any determination by an agency of the State of New York or New Jersey that a Bidder is not eligible to bid on or be awarded public contracts because the Bidder has been determined to have engaged in illegal or dishonest conduct or to have violated prevailing rate of wage legislation.

The policy permits a Bidder whose ineligibility has been so determined by an agency of the State of New York or New Jersey to submit a bid on a Port Authority contract and then to establish that it is eligible to be awarded a contract on which it has bid because (i) the state agency determination relied upon does not apply to the Bidder, or (ii) the state agency determination relied upon was made without affording the Bidder the notice and hearing to which the Bidder was entitled by the requirements of due process of law, or (iii) the state agency determination was clearly erroneous or (iv) the state determination relied upon was not based on a finding of conduct demonstrating a lack of integrity or violation of a prevailing rate of wage law.

The full text of the resolution adopting the policy may be found in the Minutes of the Authority's Board of Commissioners meeting of September 9, 1993.

### **4. Contractor Responsibility, Suspension of Work and Termination**

During the term of this Contract, the Contractor shall at all times during the Contract term remain responsible. The Contractor agrees, if requested by the Port Authority to present evidence of its continuing legal authority to do business in the States of New Jersey or New York, integrity, experience, ability, prior performance, and organizational and financial capacity.

The Port Authority, in its sole discretion, reserves the right to suspend any or all activities under this Contract, at any time, when it discovers information that calls into question the responsibility of the Contractor. In the event of such suspension, the Contractor will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract

activity may resume at such time as the Port Authority issues a written notice authorizing a resumption of performance under the Contract.

Upon written notice to the Contractor, and an opportunity to be heard with appropriate Port Authority officials or staff, the Contract may be terminated by Port Authority at the Contractor's expense where the Contractor is determined by the Port Authority to be non-responsible. In such event, the Port Authority or its designee may complete the contractual requirements in any manner he or she may deem advisable and pursue available legal or equitable remedies for breach, including recovery of costs from Contractor associated with such termination.

## **5. No Gifts, Gratuities, Offers of Employment, Etc.**

At all times, the Contractor shall not offer, give or agree to give anything of value either to a Port Authority employee, agent, job shopper, consultant, construction manager or other person or firm representing the Port Authority, or to a member of the immediate family (i.e., a spouse, child, parent, brother or sister) of any of the foregoing, in connection with the performance by such employee, agent, job shopper, consultant, construction manager or other person or firm representing the Port Authority of duties involving transactions with the Contractor on behalf of the Port Authority, whether or not such duties are related to this Contract or any other Port Authority contract or matter. Any such conduct shall be deemed a material breach of this Contract.

As used herein "anything of value" shall include but not be limited to any (a) favors, such as meals, entertainment, transportation (other than that contemplated by the Contract or any other Port Authority contract), etc. which might tend to obligate the Port Authority employee to the Contractor, and (b) gift, gratuity, money, goods, equipment, services, lodging, discounts not available to the general public, offers or promises of employment, loans or the cancellation thereof, preferential treatment or business opportunity. Such term shall not include compensation contemplated by this Contract or any other Port Authority contract. Where used herein, the term "Port Authority" shall be deemed to include all subsidiaries of the Port Authority.

The Contractor shall insure that no gratuities of any kind or nature whatsoever shall be solicited or accepted by it and by its personnel for any reason whatsoever from the passengers, tenants, customers or other persons using the Facility and shall so instruct its personnel.

In the event that the Contractor becomes aware of the occurrence of any conduct that is prohibited by this section entitled "No Gifts, Gratuities, Offers of Employment, Etc.", it shall report such occurrence to the Port Authority's Office of Inspector General within three (3) business days of obtaining such knowledge. (See "<http://www.panynj.gov/inspector-general>" for information about to report information to the Office of Inspector General). Failing to report such conduct shall be grounds for a finding of non-responsibility.

In addition, during the term of this Contract, the Contractor shall not make an offer of employment or use confidential information in a manner proscribed by the Code of Ethics and Financial Disclosure dated April 11, 1996, (a copy of which is available upon request to the Office of the Secretary of the Port Authority).

The Contractor shall include the provisions of this clause in each subcontract entered into under this Contract.

## **6. Conflict of Interest**

During the term of this Contract, the Contractor shall not participate in any way in the preparation, negotiation or award of any contract (other than a contract for its own services to the Authority) to which it is contemplated the Port Authority may become a party, or participate in any way in the review or resolution of a claim in connection with such a contract if the Contractor has a substantial financial interest in the contractor or potential contractor of the Port Authority or if the Contractor has an arrangement for future employment or for any other business relationship with said contractor or potential contractor, nor shall the Contractor at any time take any other action which might be viewed as or give the appearance of conflict of interest on its part. If the possibility of such an arrangement for future employment or for another business arrangement has been or is the subject of

a previous or current discussion, or if the Contractor has reason to believe such an arrangement may be the subject of future discussion, or if the Contractor has any financial interest, substantial or not, in a contractor or potential contractor of the Authority, and the Contractor's participation in the preparation, negotiation or award of any contract with such a contractor or the review or resolution of a claim in connection with such a contract is contemplated or if the Contractor has reason to believe that any other situation exists which might be viewed as or give the appearance of a conflict of interest, the Contractor shall immediately inform the Director in writing of such situation giving the full details thereof. Unless the Contractor receives the specific written approval of the Director, the Contractor shall not take the contemplated action which might be viewed as or give the appearance of a conflict of interest. The Director may require the Contractor to submit a mitigation plan addressing and mitigating any disclosed or undisclosed conflict, which is subject to the approval of the Director and shall become a requirement, as though fully set forth in this Contract. In the event the Director shall determine that the performance by the Contractor of a portion of its Services under this Agreement is precluded by the provisions of this numbered paragraph, or a portion of the Contractor's said Services is determined by the Director to be no longer appropriate because of such preclusion, then the Director shall have full authority on behalf of both parties to order that such portion of the Contractor's Services not be performed by the Contractor, reserving the right, however, to have the Services performed by others and any lump sum compensation payable hereunder which is applicable to the deleted work shall be equitably adjusted by the parties. The Contractor's execution of this document shall constitute a representation by the Contractor that at the time of such execution the Contractor knows of no circumstances, present or anticipated, which come within the provisions of this paragraph or which might otherwise be viewed as or give the appearance of a conflict of interest on the Contractor's part. The Contractor acknowledges that the Authority may preclude it from involvement in certain disposition/privatization initiatives or transactions that result from the findings of its evaluations hereunder or from participation in any contract, which results, directly or indirectly, from the Services provided by the Contractor hereunder. The Port Authority's determination regarding any questions of conflict of interest shall be final.

## **7. Definitions**

As used in this section, the following terms shall mean:

Affiliate - Two or more firms are affiliates if a parent owns more than fifty percent of the voting stock of each of the firms, or a common shareholder or group of shareholders owns more than fifty percent of the voting stock of each of the firms, or if the firms have a common proprietor or general partner.

Agency or Governmental Agency - Any federal, state, city or other local agency, including departments, offices, public authorities and corporations, boards of education and higher education, public development corporations, local development corporations and others.

Investigation - Any inquiries made by any federal, state or local criminal prosecuting and/or law enforcement agency and any inquiries concerning civil anti-trust investigations made by any federal, state or local governmental agency. Except for inquiries concerning civil anti-trust investigations, the term does not include inquiries made by any civil government agency concerning compliance with any regulation, the nature of which does not carry criminal penalties, nor does it include any background investigations for employment, or Federal, State, and local inquiries into tax returns.

Officer - Any individual who serves as chief executive officer, chief financial officer, or chief operating officer of the Bidder by whatever titles known.

Parent - An individual, partnership, joint venture or corporation which owns more than 50% of the voting stock of the Bidder.

If the solicitation is a Request for Proposal:

Bid - shall mean Proposal;

Bidder - shall mean Proposer;  
Bidding - shall mean submitting a Proposal.

In a Contract resulting from the taking of bids:

Bid - shall mean bid;

Bidder - shall mean Bidder; except and until the Contract has been awarded, then it shall mean

Contractor

Bidding - shall mean executing this Contract.

In a Contract resulting from the taking of Proposals:

Bid - shall mean Proposal;

Bidder - shall mean Proposer;

Bidding - shall mean executing this Contract.