THE PORT AUTHORITY OF NY & NJ

PROCUREMENT DEPARTMENT
2 MONTGOMERY STREET, 3RD FL.
JERSEY CITY, NJ 07302

INVITATION FOR BID/PUBLIC BID OPENING

BID INFORMATION

ISSUED DATE: August 19, 2014

TITLE: **GENERAL CLEANING SERVICES AT THE PORT AUTHORITY BUS TERMINAL (PABT)**

BID NO.: **39159**

SUBMIT SEALED BIDS BEFORE THE DUE DATE AND TIME TO THE ABOVE ADDRESS WHERE THEY WILL BE PUBLICLY OPENED AND READ

BID DUE DATE: SEPTEMBER 3, 2014 **TIME: 11:00 AM**

BUYER NAME: SELENE ORTEGA

PHONE NO.: (201) 395-3407
FAX NO.: (201) 395-3425
EMAIL: sortega@panynj.gov

BIDDER INFORMATION
(TO BE COMPLETED BY THE BIDDER)
(PLEASE PRINT)

_____
(NAME OF BIDDING ENTITY)

_____
(ADDRESS)

_____
(CITY, STATE AND ZIP CODE)

_____
(REPRESENTATIVE TO CONTACT-NAME & TITLE **(TELEPHONE)**

_____
(FEDERAL TAX I.D. NO.) **(FAX NO.)**

_____ BUSINESS CORPORATION _____PARTNERSHIP _____INDIVIDUAL

_____ OTHER (SPECIFY): _____

INVITATION FOR BID

- COVER PAGE: BID AND BIDDER INFORMATION
- PART I – STANDARD INFORMATION FOR BIDDERS
- PART II – CONTRACT SPECIFIC INFORMATION FOR BIDDERS
- PART III – CONTRACT SPECIFIC TERMS AND CONDITIONS
- PART IV – SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS AND PRICING SHEET(S)
- PART V – SPECIFICATIONS
- STANDARD CONTRACT TERMS AND CONDITIONS

PART I - STANDARD INFORMATION FOR BIDDERS, TABLE OF CONTENTS

1. General Information: The Port Authority of New York and New Jersey 3
2. Form and Submission of Bid 3
3. Vendor Profile 4
4. Acknowledgment of Addenda 4
5. Firm Offer 4
6. Acceptance or Rejection of Bids 4
7. Bidder's Questions 5
8. Additional Information To and From Bidders 5
9. Union Jurisdiction 5
10. Assessment of Bid Requirements 5
11. Bidder's Prerequisites 5
12. Qualification Information 6
13. Facility Inspection 8
14. Available Documents - General 8
15. Pre-award Meeting 8
16. Price Preference 8
17. M/WBE Subcontracting Provisions 8
18. Certification of Recycled Materials 10
19. City Payroll Tax 11
20. Additional Bidder Information 12

ATTACHMENT I A - Certified Environmentally Preferable Products/Practices 13

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 and 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 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. In addition, to update your certification file and to advise OBDCR of changes to any information, please email these changes to 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

ATTACHMENT I A - Certified Environmentally Preferable Products/Practices

Bidder Name: _____Date: _____

In line with the Port Authority's efforts to promote products and practices which reduce our impact on the environment and human health, Bidders are encouraged to provide information regarding their environmentally preferable/sustainable business practices as they relate to this contract wherever possible. Bidders are requested to complete this form and submit it with their response, if appropriate. Bidders are requested to submit appropriate documentation to support the items for which the Bidder indicates a "Yes" and present this documentation, in the proper sequence of this Attachment.

1. Packaging

Has the Bidder implemented any of the following environmental initiatives? (A checkmark indicates "Yes")

____ Use of corrugated materials that exceed the required minimum EPA recommended post-consumer recycled content

____ Use of other packaging materials that contain recycled content and are recyclable in most local programs

____ Promotes waste prevention and source reduction by reducing the extent of the packaging and/or offering packaging take-back services, or shipping carton return

____ Reduces or eliminates materials which have been bleached with chlorine or chlorine derivatives

____ Eliminates any packaging that may contain polyvinyl chloride (PVC), or polystyrene or heavy metals.

If yes, a description of the practices being followed should be include with the submission.

2. Business Practices / Operations / Manufacturing

Does the Bidder engage in practices that serve to reduce or minimize an impact to the environment, including, but not necessarily limited to, the following items? (A checkmark indicates "Yes")

____ Recycles materials in the warehouse or other operations

____ Use of alternative fuel vehicles or vehicles equipped with diesel emission control devices for delivery or transportation purposes

____ Use of energy efficient office equipment or signage or the incorporation of green building design elements

____ Use of recycled paper (that meets federal specifications) in their marketing and/or resource materials

____ Other sustainable initiative

If yes, a description of the practices being followed should be included with the submission.

3. Training and Education

Does the Bidder conduct/offer a program to train or inform customers and employees of the environmental benefits of the products to be offered under this contract, and/or does the Bidder conduct environmental training of its own staff?

☐ Yes ☐ No If yes, Bidder shall attach a description of the training offered and the specific criteria targeted by the training.

4. Certifications

Has the Bidder or any of its manufacturers and/or subcontractors obtained any of the following product / industry certifications? (A checkmark indicates "Yes")

____ ISO 14000 or adopted some other equivalent environmental management system

____ Other industry environmental standards (where applicable), such as the CERES principles, LEED Certification, C2C Protocol, Responsible Care Codes of Practice or other similar standards

____ Third Party product certifications such as Green Seal, Scientific Certification Systems, Smartwood, etc.

If yes, Bidders should attach copies of the certificates obtained.

I hereby certify under penalty of law, the above statements are true and correct.

_____ _____Name _____Date

PART II – CONTRACT SPECIFIC INFORMATION FOR BIDDERS, TABLE OF CONTENTS

1. Service(s) Required 2
2. Location(s) Services Required 2
3. Expected Date of Commencement of Contract 2
4. Contract Type 2
5. Duration of Contract 2
6. Option Period(s) 2
7. Price Adjustment during Option Period(s) (Index Based) 2
8. Extension Period 2
9. Facility Inspection 2
10. Specific Bidder's Prerequisites 2
11. Bidder's Additional Submittal Requirements 3
12. Available Documents 4
13. Contractor Staff Background Screening 4
14. Attached Documents 4
15. Aid to Bidders 5

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**

   Janitorial and general cleaning services and limited snow removal, as more fully described herein.

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

   The Port Authority Bus Terminal (PABT), located in New York, New York, as more fully described in the definition of "Facility" in the Specifications.

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

   On or about January 1, 2015.

4. **Contract Type**

   Monthly Lump Sum and Unit Price Services Contract.

5. **Duration of Contract**

   Three (3) years, expiring on or about December 31, 2017.

6. **Option Period(s)**

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

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

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

8. **Extension Period**

   120-day Extension Applicable.

9. **Facility Inspection**

   The Port Authority will conduct a facility inspection on August 26, 2014, at 10:00 a.m. All interested parties should meet at the Port Authority Bus Terminal, 625 8th Avenue, New York, NY 10018, South Wing, Times Square Hall, located between 40th and 41st Streets, second floor near the shoe repair. All Bidders shall e-mail Bern D'Aleo at bdaleo@panynj.gov to confirm their attendance and/or receive traveling directions. **PHOTO ID REQUIRED to attend the meeting.**
   IT IS HIGHLY RECOMMENDED FOR BIDDERS TO ATTEND

10. **Specific Bidder's Prerequisites**

    a. The Bidder shall have had at least five (5) years of continuous experience immediately prior to the date of submission of its bid in the management and operation of a janitorial and general cleaning business in a public hub, 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 five (5) 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 in a public hub 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) contract 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 $10 million dollars 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. Bidder's Additional Submittal Requirements

Bidders are strongly encouraged to retain current employees for this Contract and to provide for a stable workforce. Bidders are requested to submit additional documentation as follows:

a. A statement that an employee who performed a similar role at the Facility under the current Port Authority contract would suffer no diminution in wage rate under this Contract;

b. Supporting documentation that it provides or is capable of providing Health Benefits for its full time employees, who will be performing the services hereunder in compliance with the Health Benefit requirements set forth in Section V, clause entitled "Wages, Health and Supplemental Benefits for Full-Time Employees", with such Health Benefits to be provided within thirty (30) days of award of this Contract;

c. The "Calculation of Hourly Rate" forms included in Part IV detailing its allowance for holiday, vacation and sick days, health, retirement, and other supplemental benefits implemented and administered by the Bidder.

In preparing the "Calculation of Hourly Rate Form" for this Contract, the Bidder shall take into consideration the costs of all required benefits hereunder, including but not limited to: holiday, vacation, sick, health and retirement. Please note that all calculations should be based on 2,080 annual hours.

12. Available Documents

The following documents will be made available for reference and examination at the Facility Inspection:

A conformed copy of the current contract, General Cleaning Services at the Port Authority Bus Terminal – Contract #4600007540.

13. 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.

14. Attached Documents

The attached documents are provided for informational purposes only:

Current payroll records of employees assigned to the current contract for these services are attached.

Please note that the wages provided herein have been furnished by the incumbent Contractor and have not been audited by the Port Authority.

There is no guarantee that these wages will be the same at the commencement of the new Contract.

If awarded the Contract, the Contractor shall be required to pay its employees at least the same hourly wage rates said employees were paid under Contract # 4600007540 or the minimum hourly wages detailed in the "Wages and Supplemental Benefits Clause" included in the Part V, whichever is greater, even if those rates are higher than the rates on the attached active employee list.

15. Aid to Bidders

As an aid to Bidders in determining the appropriate amount of materials required in the performance of this Contract, the Port Authority provides the following historical data on approximate monthly materials usage. The Port Authority makes no representation, guarantees or warranties that the estimated amounts of materials or numbers provided herein are accurate or complete, or that they will constitute the amounts of materials required to be furnished under this Contract and, in addition, shall not be responsible for the conclusions to be drawn therefrom.

Currently, the PABT services approximately 225,000 people per day.

Currently, the monthly consumption of products is as follows:

Paper Products
Hand Towels C Fold – 100 cases
Hand towels Roll White (350') – 75 cases
Toilet Tissue 1 Ply JRT – 400 cases
Toilet Tissue 2 Ply – 100 cases

Liners
Large (250 per case) – 100 cases
Blue Recycle Bags (250) – 20 cases
Medium (250 per case) – 40 cases

Gloves
Latex Powder Free Large – 15 cases
Rubber Large (12 pkg) – 10 cases
Dust Mask – 4 cases
Urinal Blocks / Scented Screens – 5 cases

Pads
16" Red – 3 cases
16" Black – 3 cases
16" White – 3 cases

Supplies Needed
Bowl Cleaner – NABC (55 gal drum) – 3 ea.
Baseboard Stripper – 10 cases
Consume Eco-Lyzer – 25 cases
Defoamer – 4 cases
Graffiti Remover – 4 cases
Hand Soap Light & Foamy – 10 cases
Hand Soap Pink Satin (55 gal) – 6 ea.
Sc-200 Degreaser (55 gal) – 6 ea. (use as stripper)
Stainless Steel Cleaner Water Base – 5 cases

Wax
Floor Neutralizer – Floor Pep – 5 cases
Terra Glaze Scales (55 gal) – 4 ea.
Trilinc Floor Finish (55 gal) – 4 ea.
Bleach gals – 3 cases
Dust Pan Plastic – 10 ea.
Wet Floor sign –24 ea.

Miscellaneous Products
Disposal Kits Bodily Fluid – 2 cases
Wet Floor Sign – 4 cases
Trigger – 100 ea.

Cleaning Products
Ammonia – 2 cases
Bleach – 2 cases
Powder Cleaners – 2 cases
White T-Shirt (50 lbs.) – 16 boxes

Broom/Brush/Mop
Bowl Brush Plastic Handle – 75 each
Broom 18" – 100 each
Broom 24" – 75 each
Broom 24" Garage – 30 each
Duster Lambs Wool – 50 each
Mop Head 24 oz. – 4 cases
Speedy Dry Absorbent – 35 bags
Dust Pans Metal – 30 each

PART III – CONTRACT SPECIFIC TERMS AND CONDITIONS, TABLE OF CONTENTS

1. General Agreement 2
2. Duration 2
3. Payment 3
4. Price Adjustment 4
5. Liquidated Damages 6
6. Insurance Procured by the Contractor 10
7. Increase and Decrease in Areas or Frequencies 12
8. Extra Work 12

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 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) For each month in which Routine and Periodic Cleaning Services required by this Contract are performed by the Contractor, the Monthly Lump Sum Price for said services quoted by the Bidder in the Pricing Sheet (for the applicable Contract year), as such amount may be adjusted pursuant to the provisions of this Contract.

b) For each month in which Snow Removal or Pigeon Dropping Removal Services required by this Contract are performed by the Contractor hereunder, the applicable unit price per hour quoted by the Bidder in the Pricing Sheet (for the applicable Contract year) as such amount may be adjusted pursuant to the provisions of this Contract, times the number of hours expended in the month for Snow Removal Services.

c) For each item in which Extraordinary Cleaning Services required by this Contract are performed by the Contractor, the unit price per square foot or unit price per hour, as applicable, for such services quoted by the Bidder in the Pricing Sheet (for the applicable Contract year) may be adjusted pursuant to the provisions of this Contract to reflect the actual number of square feet and/or number of hours expended in the month for Extraordinary Cleaning Services.

Payment will be made monthly in accordance with the following:

i. On or after the tenth day of each month of this Contract starting with the second month and including the month following the month in which this Contract expires or is terminated, the Contractor shall submit to the Manager an invoice setting forth the amount due to the Contractor for the preceding calendar month as described above, accompanied by such information as may be required by the

Manager for verification and including a separate calculation of monies due for Extra Work.

ii. Payments made hereunder are subject to such adjustments as may be necessitated following Authority verification of the accuracy of amounts billed. Such payments are further subject to deductions for any liquidated damages to which the Port Authority may be entitled pursuant to the clause hereof entitled "Liquidated Damages."

iii. The compensation indicated above shall constitute full compensation for all Work whatsoever required by this Contract, excluding compensation for Extra Work assigned pursuant to the clause entitled "Extra Work," compensation for which shall be in accordance with the provisions of said clause.

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 stop 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.

In the event an audit of received invoices should indicate that the correct sum due to 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 accepted 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" in Part III,

Section 2, 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 year of the Option Period of the Contract, the Price Index shall be determined for the months of June 2016 and June 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 June 2017 and the denominator of which is the Price Index for June 2016. The resulting product shall be the amounts payable to the Contractor in the first year of the Option Period.

For the second year of the Option Period of the Contract, the Price Index shall be determined for the months of June 2017 and June 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 June 2018 and the denominator of which is the Price Index for June 2017. The resulting product shall be the amounts payable to the Contractor in the second year of the Option Period.

For the third year of the Option Period of the Contract, the Price Index shall be determined for the months of June 2018 and June 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 June 2019 and the denominator of which is the Price Index for June 2018. The resulting product shall be the amounts payable to the Contractor in the third year of the Option Period.

In the event the amounts payable to the Contractor as set forth on the Contractor's Pricing Sheet(s), as applicable, shall be adjusted hereunder, then, simultaneously with such adjustment, the Average Hourly Direct Wages and the Supplemental Benefits as set forth in the "Calculation of Average Hourly Rate Form" and accepted by the Port Authority (cumulatively the "Employee payments") shall also be adjusted by multiplying said amounts, as the same may have been previously adjusted hereunder, by the same fraction set forth in the applicable paragraph above, which was used to adjust the amounts payable to the Contractor in the corresponding year in the Base Term or Option Period, as applicable, and thereafter such adjusted Employee payments shall be in effect and payable as though set forth in this Contract. The Contractor shall pay and provide the same to employees hereunder and shall comply with all the terms and provisions of the section of the Contract entitled "Wages, Health and Supplemental Benefits." At the commencement of the Option Period, if any, the Contractor shall submit to the Port Authority its plan to ensure its compliance with the Employee payments requirement in effect during such Option Period. In the event that the Consumer Price Index is not available for any specified month as hereinabove set forth within the time set forth for payment, such Consumer Price Index for the last month then published shall be used to constitute the Consumer Price

Index. In the event that adjustment is calculated to be zero or negative, the effective adjustment shall be zero for that period with respect to the Average Hourly Direct Wages and the Supplemental Benefits required herein. Nothing herein shall prevent the Contractor from raising wages or increasing benefits at its own discretion.

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 (3%) per annum.

The amounts payable to the Contractor during the 120-day Extension Period shall not be subject to adjustment.

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 for 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 theretofor 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:

A. If the Contractor fails to satisfactorily perform any Station or Project Cleaning or item of the work set forth in Exhibit A of the Scope of Work at the frequencies therein stated, then the monthly installment payable hereunder shall be reduced by an amount equal to two hundred (200%) of the Unit Price inserted by the Contractor on the Contractor's Pricing Sheets for "Extraordinary Work" as appropriate for the applicable service and year, multiplied by the number of square feet or hours, as applicable, not satisfactorily cleaned as required during said month. Where no specific unit price has been quoted for the type of services not performed, liquidated damages will be computed utilizing the hourly rate for Station

Work Cleaners quoted by the Contractor, then in effect, multiplied by the number of hours, which in the opinion of the Manager, are necessary to complete the work not performed. In making his/her determination of necessary hours, the Manager shall consider generally accepted industry standards where such are available.

B. If the Contractor fails to satisfactorily perform any Snow Removal or Pigeon Dropping Removal at the times required by the Manager, then the monthly installment payable hereunder shall be reduced by two hundred percent (200%) of the applicable rate per hour for such services then in effect multiplied by the number of hours of such services not rendered. The Manager shall have the right to determine the number of hours required to satisfactorily perform the incomplete or non-performed Work and he/she shall consider generally accepted industry standards where such are available.

C. In the event the Contractor fails to provide the new and unused equipment as required in the Section hereunder entitled "Materials, Supplies and Equipment" in the Specifications, then the monthly installment payable hereunder shall be reduced by five hundred dollars ($500) for each day or any part thereof that the Contractor fails to provide each piece of new and unused equipment.

D. If the Contractor fails to provide and maintain in proper working order, as determined by the Manager, any cell phone devices required to be provided to the Resident Manager, Assistant Resident Manager or Supervisor hereunder, then the monthly installment payable hereunder shall be reduced by fifty dollars ($50) for each day or any part thereof during said month when any such cellular phone is not so provided and/or operable.

E. If the Resident Manager, Assistant Resident Manager or any Supervisor hereunder fails to respond to cellular phone communication related to performance of his/her services hereunder within the required fifteen (15) minute response time, then the monthly installment payable hereunder, 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 thereafter in which any Resident Manager, Assistant Resident Manager or Supervisor fails to respond.

F. If the Contractor fails to have the Resident Manager or Assistant Resident Manager on duty during the specified hours hereunder, then the monthly installment payable hereunder will be reduced by seven hundred fifty dollars ($750) for each day or any part thereof during said month when each required Resident Manager or Assistant Resident Manager is not on duty.

G. If the Contractor fails to have at any time the required number of Supervisors on duty during the specified hours hereunder in the Specifications, then the monthly installment payable hereunder will be reduced by one hundred dollars ($100) per hour for each hour or any part thereof when the Supervisor is not on duty.

H. If the Contractor fails to provide to the Manager a work schedule from the Work Order Tracking System covering the first three (3) months of the Contract within ten (10) days of the commencement date or each subsequent three (3) month report at least twenty (20) days prior to the commencement of each such three (3) months, then the monthly installment payable hereunder shall be reduced by one hundred fifty dollars ($150) for each day or part thereof that the work schedule is past due.

I. In the event the Contractor fails to provide the information every six (6) months as required in the Section hereunder entitled "Wages, Health and Supplemental Benefits" in the Specifications, then the monthly installment payable hereunder shall be reduced by two hundred dollars ($200) for each day or part thereof the Contractor fails to provide said information.

J. In the event the Contractor fails to provide the quarterly preventative maintenance program report as required in the Section hereunder entitled "Materials, Supplies and Equipment" of the Specifications, then the monthly installment payable hereunder shall be reduced by one hundred dollars ($100) for each day or part thereof the Contractor fails to provide said information.

K. If the Contractor fails to provide the Manager with the approved certificates of insurance no less than fifteen (15) days prior to the expiration date of each policy as required hereunder, then the monthly installment payable hereunder shall be reduced by two hundred dollars ($200) for each day or part thereof such certificates are past due.

L. In the event that the Contractor's employee(s) fail(s) to comply with the uniform and/or identification (ID) requirements as set forth herein, then the amount payable hereunder shall be reduced by an amount equal to fifty dollars ($50) 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.

M. If the Contractor fails to provide and maintain in good running and operating condition as determined by the Manager any motor vehicle for furnishing services hereunder, then the monthly installment payable hereunder shall be reduced by five hundred dollars ($500) for each day or

part thereof during such month which such motor vehicle is not so provided and operable.

N. If the Contractor fails to maintain in proper working order as determined by the Manager any item of equipment as determined by the Manager that is required hereunder, then the monthly installment payable hereunder shall be reduced by three hundred dollars ($300) per piece of equipment for each day, or part thereof during said month which any equipment, including, but not limited to, walk-behind floor scrubber, triple action machine, single action machine, roadway sweeper, roadway scrubber, scissor lift, hot water pressure washer, stair cleaning machine, motor vehicle, snow removal equipment, or other significant item of equipment, as determined by the Manager, is not provided and operable.

O. If the Contractor shall fail to submit to the Manager the Contractor's Safety Program within thirty (30) days of award or implement the program within ninety (90) days of award, as described herein, then the monthly installment payable hereunder shall be reduced by one hundred dollars ($100) for each day or part thereof that the Contractor fails to submit the report or implement the program.

P. If the Contractor shall fail to submit to the Manager the training plan for the training program within thirty (30) days of award as described herein, then the monthly installment payable hereunder shall be reduced by fifty dollars ($50) for each day or part thereof that the Contractor fails to submit the plan.

In addition, where any item of work scheduled at a frequency of less than once a month has not been satisfactorily performed during the month in which it has been scheduled, the Port Authority shall have the right to assess an additional one hundred percent (100%) of the monthly liquidated damages deduction for such work, each month until such time as it has been satisfactorily performed.

Should the Contractor only partially perform any item of work, within an area specifically defined in the Specifications, the Manager shall have the right, in computing liquidated damages hereunder, to base his/her computation on the percentage of the total quantity of square feet within said area to which said item of Work applies multiplied by the applicable liquidated damages.

b) The Manager shall determine whether the Contractor has performed in a satisfactory manner and his/her 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 Procured by the Contractor

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 - $5 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# 4520N].***

7. Increase and Decrease in Areas or Frequencies

The Manager shall have the right, at any time and from time to time in his/her 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 thirty (30) days, said changes to be effective upon the date specified in said notice.

In the event of an increase or decrease in areas, the monthly lump sum payments to be made hereunder shall be adjusted to reflect such additions or deletions in areas or frequencies utilizing the Unit Prices applicable to the Work added, deleted or rescheduled as same are set forth in the Contractor's Pricing Sheets (for the applicable Contract Year) for "Extraordinary Cleaning Services" (as same may be adjusted pursuant to the provisions of this Contract). If there is no Unit Price for the service which is increased or decreased, the hourly rate for Extraordinary Cleaner Services will be used multiplied by the number of additional or fewer hours necessitated. The Manager shall have the right to determine the number of hours required to satisfactorily perform the increased or decreased service and he shall consider generally accepted industry standards where such are available.

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 50% of the Total Estimated Contract Price for the Base Term or, if changes are to be implemented during an Option Period, 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 Options and extensions thereof.

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) ten percent (10%) 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 five percent (5%) 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 twenty-four (24) 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 four (4) hours following the receipt by the Contractor of 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 as a separate line item on the monthly invoice.

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

1. SIGNATURE SHEET 2
2. NAME AND RESIDENCE OF PRINCIPALS SHEET 3
3. PRICING SHEET(S) 4
   Entry of Prices 4

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)

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".

g. The Total Estimated Contract Price shall be obtained by adding the Estimated Annual Contract Price for the first year of the Contract, to the Estimated Annual Contract Price for each subsequent year.

NOTE: All prices shall include, but not be limited to the cost of labor, materials, supplies, equipment and other such items, including, those items listed on the Calculation of Hourly Rate Form attached to this Bid.

Contractor's Pricing Sheets – Year One

A. MONTHLY LUMP SUM

MONTHLY CLEANING	MONTHS	PRICE PER MONTH			ESTIMATED YEAR ONE PRICE
Station Cleaning	12 X	$		=	$
Project Work	12 X	$		=	$

Estimated Year One – Monthly Lump Sum **(A) $_____**

B. SNOW REMOVAL/PIGEON DROPPING REMOVAL

	Est. Annual No. of Hours		Unit Price Charge Per Hour		Estimated Year One Price
Snow Removal	2,000	X	$_____	=	$_____
Pigeon Dropping Removal	2,000	X	$_____	=	$_____

Estimated Year One – Snow/Pigeon Dropping Removal **(B) $_____**

C. EXTRAORDINARY WORK

Extraordinary Work	Estimated Year One Hours/Sq Ft	Unit Price per Hour /Sq.Ft.	Estimated Year One Price
Station Work Cleaners	1,000 hours	$_____	$_____
Floor Sealing	5,000 sq ft.	$_____	$_____
Strip & Refinish	5,000 sq ft.	$_____	$_____
Machine Scrub	5,000 sq ft.	$_____	$_____
Hand Sweeping	10,000 sq ft.	$_____	$_____
DeGum	5,000 sq ft.	$_____	$_____
Machine Sweep Roadway	10,000 sq ft.	$_____	$_____
Wet Mop	5,000 sq ft.	$_____	$_____
Degrease	10,000 sq ft.	$_____	$_____
Pressure Jet Wash	5,000 sq ft.	$_____	$_____
Machine Sweep	1,000 sq ft.	$_____	$_____
Shampoo & Extract	10,000 sq ft.	$_____	$_____
Wash & Rinse (Glazed Block, Metal Panels, Wood Plaster, etc.)	10,000 sq ft.	$_____	$_____
Wash & Rinse (Glass)	10,000 sq ft.	$_____	$_____

Vacuum (Brick Face)	2,000 sq ft.	$_____	$_____
Thorough Cleaning	1,000 hours	$_____	$_____
Spray Buff	5,000 sq ft.	$_____	$_____
Vacuum Carpeting	1,000 sq ft.	$_____	$_____
Wash Lavatory/Locker Rm Walls	1,000 sq ft.	$_____	$_____
Sweep, De-gum, Machine Scrub	1,000 sq ft.	$_____	$_____

Estimated Year One – Extraordinary Work **(C) $_____**

SUMMARY – YEAR ONE

1) Estimated Year One Price – Station Cleaning/Project (A) $_____

2) Estimated Year One Price – Snow/Pigeon Dropping Removal (B) $_____

3) Estimated Year One Price – Extraordinary Work (C) $_____

AA) Total Estimated Contract Price – Year One (A+B+C) : $_____

Contractor's Pricing Sheets – Year Two

A. MONTHLY LUMP SUM

MONTHLY CLEANING	MONTHS	PRICE PER MONTH			ESTIMATED YEAR TWO PRICE
Station Cleaning	12 X	$		=	$
Project Work	12 X	$		=	$

Estimated Year Two – Monthly Lump Sum **(A) $_____**

B. SNOW REMOVAL/PIGEON DROPPING REMOVAL

	Est. Annual No. of Hours		Unit Price Charge Per Hour		Estimated Year Two Price
Snow Removal	2,000	X	$_____	=	$_____
Pigeon Dropping Removal	2,000	X	$_____	=	$_____

Estimated Year Two – Snow/Pigeon Dropping Removal **(B) $_____**

C. EXTRAORDINARY WORK

Extraordinary Work	Estimated Year Two Hours/Sq Ft	Unit Price per Hour /Sq.Ft.	Estimated Year Two Price
Station Work Cleaners	1,000 hours	$_____	$_____
Floor Sealing	5,000 sq ft.	$_____	$_____
Strip & Refinish	5,000 sq ft.	$_____	$_____
Machine Scrub	5,000 sq ft.	$_____	$_____
Hand Sweeping	10,000 sq ft.	$_____	$_____
DeGum	5,000 sq ft.	$_____	$_____
Machine Sweep Roadway	10,000 sq ft.	$_____	$_____
Wet Mop	5,000 sq ft.	$_____	$_____
Degrease	10,000 sq ft.	$_____	$_____
Pressure Jet Wash	5,000 sq ft.	$_____	$_____
Machine Sweep	1,000 sq ft.	$_____	$_____
Shampoo & Extract	10,000 sq ft.	$_____	$_____
Wash & Rinse (Glazed Block, Metal Panels, Wood Plaster, etc.)	10,000 sq ft.	$_____	$_____
Wash & Rinse (Glass)	10,000 sq ft.	$_____	$_____

Vacuum (Brick Face)	2,000 sq ft.	$_____	$_____
Thorough Cleaning	1,000 hours	$_____	$_____
Spray Buff	5,000 sq ft.	$_____	$_____
Vacuum Carpeting	1,000 sq ft.	$_____	$_____
Wash Lavatory/Locker Rm Walls	1,000 sq ft.	$_____	$_____
Sweep, De-gum, Machine Scrub	1,000 sq ft.	$_____	$_____

Estimated Year Two – Extraordinary Work **(C) $_____**

SUMMARY – YEAR TWO

1) Estimated Year Two Price – Station Cleaning/Project (A) $_____

2) Estimated Year Two Price – Snow/Pigeon Dropping Removal (B) $_____

3) Estimated Year Two Price – Extraordinary Work (C) $_____

BB) Total Estimated Contract Price - Year Two (A+B+C): $_____

Contractor's Pricing Sheets – Year Three

A. MONTHLY LUMP SUM

MONTHLY CLEANING	MONTHS	PRICE PER MONTH			ESTIMATED YEAR THREE PRICE
Station Cleaning	12 X	$		=	$
Project Work	12 X	$		=	$

Estimated Year Three – Monthly Lump Sum **(A) $_____**

B. SNOW REMOVAL/PIGEON DROPPING REMOVAL

	Est. Annual No. of Hours		Unit Price Charge Per Hour		Estimated Year Three Price
Snow Removal	2,000	X	$_____	=	$_____
Pigeon Dropping Removal	2,000	X	$_____	=	$_____

Estimated Year Three – Snow/Pigeon Dropping Removal **(B) $_____**

C. EXTRAORDINARY WORK

Extraordinary Work	Estimated Year Three Hours/Sq Ft	Unit Price per Hour /Sq.Ft.	Estimated Year Three Price
Station Work Cleaners	1,000 hours	$_____	$_____
Floor Sealing	5,000 sq ft.	$_____	$_____
Strip & Refinish	5,000 sq ft.	$_____	$_____
Machine Scrub	5,000 sq ft.	$_____	$_____
Hand Sweeping	10,000 sq ft.	$_____	$_____
DeGum	5,000 sq ft.	$_____	$_____
Machine Sweep Roadway	10,000 sq ft.	$_____	$_____
Wet Mop	5,000 sq ft.	$_____	$_____
Degrease	10,000 sq ft.	$_____	$_____
Pressure Jet Wash	5,000 sq ft.	$_____	$_____
Machine Sweep	1,000 sq ft.	$_____	$_____
Shampoo & Extract	10,000 sq ft.	$_____	$_____
Wash & Rinse (Glazed Block, Metal Panels, Wood Plaster, etc.)	10,000 sq ft.	$_____	$_____
Wash & Rinse (Glass)	10,000 sq ft.	$_____	$_____

Vacuum (Brick Face)	2,000 sq ft.	$_____	$_____
Thorough Cleaning	1,000 hours	$_____	$_____
Spray Buff	5,000 sq ft.	$_____	$_____
Vacuum Carpeting	1,000 sq ft.	$_____	$_____
Wash Lavatory/Locker Rm Walls	1,000 sq ft.	$_____	$_____
Sweep, De-gum, Machine Scrub	1,000 sq ft.	$_____	$_____

Estimated Year Three – Extraordinary Work **(C) $_____**

SUMMARY – YEAR ONE

1) Estimated Year Three Price – Station Cleaning/Project (A) $_____

2) Estimated Year Three Price – Snow/Pigeon Dropping Removal (B) $_____

3) Estimated Year Three Price – Extraordinary Work (C) $_____

CC) Total Estimated Contract Price - Year Three (A+B+C): $_____

CONTRACTOR'S PRICING SHEETS
SUMMARY SHEET

AA. Total Estimated Annual Contract Price – Year One: $_____

BB. Total Estimated Annual Contract Price – Year Two: $_____

CC. Total Estimated Annual Contract Price – Year Three: $_____

TOTAL ESTIMATED THREE (3) YEAR CONTRACT PRICE:

$_____
(Add AA+BB+CC)

4. CALCULATION OF AVERAGE HOURLY RATE FORM(S)

INSTRUCTIONS FOR CALCULATION OF AVERAGE HOURLY RATE FORM(S)

Attached are the "Calculation of Average Hourly Rate" forms for the enumerated positions under this Contract, for each year of the Base Term. A separate form is required for each employee category. The Bidder shall use these forms in support of the Wages, Health and Supplemental Benefits Clause required under this Contract. When completing this form, please refer to the definitions located in the aforementioned clause.

A Proposer or Bidder's entries in these forms for Item#1, Item#2 and Item #3 shall become requirements if the bid is accepted by the Port Authority and the Bidder must maintain the averages quoted at all times.

Nothing in the forms shall modify the requirements of the clause entitled, "Wages, Health and Supplemental Benefits" or the terms and conditions of the subject Contract.

NOTE: All calculations should be based on 2,080 annual hours.

BIDDER NAME: _____ BID NUMBER _____

General Cleaning Services at the Port Authority Bus Terminal

Cleaner – First Year

MINIMUM HOURLY WAGE: $23.56

FULL-TIME EMPLOYEES FORM

ITEM# 1

AVERAGE HOURLY DIRECT WAGES $_____

NUMBER OF EMPLOYEES _____

ITEM #2

AVERAGE HEALTH BENEFITS

HEALTH $_____

ITEM #3

AVERAGE SUPPLEMENTAL BENEFITS (ITEMS NOT REQUIRED BY LAW)		NUMBER OF DAYS PROVIDED
HOLIDAY ALLOWANCE	$_____	_____
VACATION ALLOWANCE	$_____	_____
SICK TIME ALLOWANCE	$_____	_____
PENSION	$_____	
WELFARE	$_____	
OTHER SUPPLEMENTAL BENEFITS	$_____	
SPECIFY _____		

SUB TOTAL (ITEMS # 1, 2 & 3) $_____sub total 1, 2 & 3

ITEM #4

AVERAGE TAXES AND INSURANCE (ITEM REQUIRED BY LAW)

F.I.C.A.	$_____
N.Y.S.U.I./ N.J.S.U.I.	$_____
F.U.I.	$_____
WORKERS' COMPENSATION	$_____
GENERAL LIABILITY INSURANCE	$_____
DISABILITY INSURANCE	$_____
OTHER TAXES AND INSURANCE	$_____
SPECIFY _____	

ITEM #5

AVERAGE ADDITIONAL COMPONENTS

(IF APPLICABLE)

VEHICLE/MTCE/FUEL	$_____
UNIFORMS	$_____
EQUIPMENT	$_____
MATERIALS	$_____
SUPPLIES	$_____
RELIEF	$_____
ROLL CALL	$_____

OTHER COMPONENTS NOT SPECIFIED ABOVE$_____

SPECIFY _____

AVERAGE GENERAL ADMINISTRATIVE COSTS, OVERHEAD

AND PROFIT $_____

TOTAL (ITEMS # 1, 2, 3, 4 & 5) $_____

BIDDER NAME: _____ BID NUMBER _____

General Cleaning Services at the Port Authority Bus Terminal

Cleaner – Second Year

MINIMUM HOURLY WAGE: $23.70

FULL-TIME EMPLOYEES FORM

ITEM# 1

AVERAGE HOURLY DIRECT WAGES $_____

NUMBER OF EMPLOYEES _____

ITEM #2

AVERAGE HEALTH BENEFITS

HEALTH $_____

ITEM #3

AVERAGE SUPPLEMENTAL BENEFITS (ITEMS NOT REQUIRED BY LAW)		NUMBER OF DAYS PROVIDED
HOLIDAY ALLOWANCE	$_____	_____
VACATION ALLOWANCE	$_____	_____
SICK TIME ALLOWANCE	$_____	_____
PENSION	$_____	
WELFARE	$_____	
OTHER SUPPLEMENTAL BENEFITS	$_____	
SPECIFY _____		

SUB TOTAL (ITEMS # 1, 2 & 3) $_____sub total 1, 2 & 3

ITEM #4

AVERAGE TAXES AND INSURANCE (ITEM REQUIRED BY LAW)

F.I.C.A.	$_____
N.Y.S.U.I./ N.J.S.U.I.	$_____
F.U.I.	$_____
WORKERS' COMPENSATION	$_____
GENERAL LIABILITY INSURANCE	$_____
DISABILITY INSURANCE	$_____
OTHER TAXES AND INSURANCE	$_____
SPECIFY _____	

ITEM #5

AVERAGE ADDITIONAL COMPONENTS

(IF APPLICABLE)

VEHICLE/MTCE/FUEL	$_____
UNIFORMS	$_____
EQUIPMENT	$_____
MATERIALS	$_____
SUPPLIES	$_____
RELIEF	$_____
ROLL CALL	$_____

OTHER COMPONENTS NOT SPECIFIED ABOVE$_____

SPECIFY _____

AVERAGE GENERAL ADMINISTRATIVE COSTS, OVERHEAD

AND PROFIT $_____

TOTAL (ITEMS # 1, 2, 3, 4 & 5) $_____

BIDDER NAME: _____ BID NUMBER _____

General Cleaning Services at the Port Authority Bus Terminal

Cleaner – Third Year

MINIMUM HOURLY WAGE: $23.84

FULL-TIME EMPLOYEES FORM

ITEM# 1

AVERAGE HOURLY DIRECT WAGES $_____

NUMBER OF EMPLOYEES _____

ITEM #2

AVERAGE HEALTH BENEFITS

HEALTH $_____

ITEM #3

AVERAGE SUPPLEMENTAL BENEFITS (ITEMS NOT REQUIRED BY LAW) NUMBER OF DAYS PROVIDED

HOLIDAY ALLOWANCE $_____ _____

VACATION ALLOWANCE $_____ _____

SICK TIME ALLOWANCE $_____ _____

PENSION $_____

WELFARE $_____

OTHER SUPPLEMENTAL BENEFITS $_____

SPECIFY _____

SUB TOTAL (ITEMS # 1, 2 & 3) $_____sub total 1, 2 & 3

ITEM #4

AVERAGE TAXES AND INSURANCE (ITEM REQUIRED BY LAW)

F.I.C.A. $_____

N.Y.S.U.I./ N.J.S.U.I. $_____

F.U.I. $_____

WORKERS' COMPENSATION $_____

GENERAL LIABILITY INSURANCE $_____

DISABILITY INSURANCE $_____

OTHER TAXES AND INSURANCE $_____

SPECIFY _____

ITEM #5

AVERAGE ADDITIONAL COMPONENTS

(IF APPLICABLE)

VEHICLE/MTCE/FUEL $_____

UNIFORMS $_____

EQUIPMENT $_____

MATERIALS $_____

SUPPLIES $_____

RELIEF $_____

ROLL CALL $_____

OTHER COMPONENTS NOT SPECIFIED ABOVE$_____

SPECIFY _____

AVERAGE GENERAL ADMINISTRATIVE COSTS, OVERHEAD

AND PROFIT $_____

TOTAL (ITEMS # 1, 2, 3, 4 & 5) $_____

BIDDER NAME: _____ BID NUMBER _____

General Cleaning Services at the Port Authority Bus Terminal

Supervisor– First Year

MINIMUM HOURLY WAGE: $33.94

FULL-TIME EMPLOYEES FORM

ITEM# 1

AVERAGE HOURLY DIRECT WAGES $_____

NUMBER OF EMPLOYEES _____

ITEM #2

AVERAGE HEALTH BENEFITS

HEALTH $_____

ITEM #3

AVERAGE SUPPLEMENTAL BENEFITS (ITEMS NOT REQUIRED BY LAW)

		NUMBER OF DAYS PROVIDED
HOLIDAY ALLOWANCE	$_____	_____
VACATION ALLOWANCE	$_____	_____
SICK TIME ALLOWANCE	$_____	_____
PENSION	$_____	
WELFARE	$_____	
OTHER SUPPLEMENTAL BENEFITS	$_____	

SPECIFY _____

SUB TOTAL (ITEMS # 1, 2 & 3) $_____sub total 1, 2 & 3

ITEM #4

AVERAGE TAXES AND INSURANCE (ITEM REQUIRED BY LAW)

F.I.C.A.	$_____
N.Y.S.U.I./ N.J.S.U.I.	$_____
F.U.I.	$_____
WORKERS' COMPENSATION	$_____
GENERAL LIABILITY INSURANCE	$_____
DISABILITY INSURANCE	$_____
OTHER TAXES AND INSURANCE	$_____

SPECIFY _____

ITEM #5

AVERAGE ADDITIONAL COMPONENTS

(IF APPLICABLE)

VEHICLE/MTCE/FUEL	$_____
UNIFORMS	$_____
EQUIPMENT	$_____
MATERIALS	$_____
SUPPLIES	$_____
RELIEF	$_____
ROLL CALL	$_____

OTHER COMPONENTS NOT SPECIFIED ABOVE$_____

SPECIFY _____

AVERAGE GENERAL ADMINISTRATIVE COSTS, OVERHEAD

AND PROFIT $_____

TOTAL (ITEMS # 1, 2, 3, 4 & 5) $_____

BIDDER NAME: _____ BID NUMBER _____

General Cleaning Services at the Port Authority Bus Terminal

Supervisor– Second Year

MINIMUM HOURLY WAGE: $34.15

FULL-TIME EMPLOYEES FORM

ITEM# 1

AVERAGE HOURLY DIRECT WAGES $_____

NUMBER OF EMPLOYEES _____

ITEM #2

AVERAGE HEALTH BENEFITS

HEALTH $_____

ITEM #3

AVERAGE SUPPLEMENTAL BENEFITS (ITEMS NOT REQUIRED BY LAW) NUMBER OF DAYS PROVIDED

HOLIDAY ALLOWANCE $_____ _____

VACATION ALLOWANCE $_____ _____

SICK TIME ALLOWANCE $_____ _____

PENSION $_____

WELFARE $_____

OTHER SUPPLEMENTAL BENEFITS $_____

SPECIFY _____

SUB TOTAL (ITEMS # 1, 2 & 3) $_____sub total 1, 2 & 3

ITEM #4

AVERAGE TAXES AND INSURANCE (ITEM REQUIRED BY LAW)

F.I.C.A. $_____

N.Y.S.U.I./ N.J.S.U.I. $_____

F.U.I. $_____

WORKERS' COMPENSATION $_____

GENERAL LIABILITY INSURANCE $_____

DISABILITY INSURANCE $_____

OTHER TAXES AND INSURANCE $_____

SPECIFY _____

ITEM #5

AVERAGE ADDITIONAL COMPONENTS

(IF APPLICABLE)

VEHICLE/MTCE/FUEL $_____

UNIFORMS $_____

EQUIPMENT $_____

MATERIALS $_____

SUPPLIES $_____

RELIEF $_____

ROLL CALL $_____

OTHER COMPONENTS NOT SPECIFIED ABOVE$_____

SPECIFY _____

AVERAGE GENERAL ADMINISTRATIVE COSTS, OVERHEAD

AND PROFIT $_____

TOTAL (ITEMS # 1, 2, 3, 4 & 5) $_____

BIDDER NAME: _____ BID NUMBER _____

General Cleaning Services at the Port Authority Bus Terminal

Supervisor– Third Year

MINIMUM HOURLY WAGE: $34.35

FULL-TIME EMPLOYEES FORM

ITEM# 1

AVERAGE HOURLY DIRECT WAGES $_____

NUMBER OF EMPLOYEES _____

ITEM #2

AVERAGE HEALTH BENEFITS

HEALTH $_____

ITEM #3

AVERAGE SUPPLEMENTAL BENEFITS (ITEMS NOT REQUIRED BY LAW) NUMBER OF DAYS PROVIDED

HOLIDAY ALLOWANCE $_____ _____

VACATION ALLOWANCE $_____ _____

SICK TIME ALLOWANCE $_____ _____

PENSION $_____

WELFARE $_____

OTHER SUPPLEMENTAL BENEFITS $_____

SPECIFY _____

SUB TOTAL (ITEMS # 1, 2 & 3) $_____sub total 1, 2 & 3

ITEM #4

AVERAGE TAXES AND INSURANCE (ITEM REQUIRED BY LAW)

F.I.C.A. $_____

N.Y.S.U.I./ N.J.S.U.I. $_____

F.U.I. $_____

WORKERS' COMPENSATION $_____

GENERAL LIABILITY INSURANCE $_____

DISABILITY INSURANCE $_____

OTHER TAXES AND INSURANCE $_____

SPECIFY _____

ITEM #5

AVERAGE ADDITIONAL COMPONENTS

(IF APPLICABLE)

VEHICLE/MTCE/FUEL $_____

UNIFORMS $_____

EQUIPMENT $_____

MATERIALS $_____

SUPPLIES $_____

RELIEF $_____

ROLL CALL $_____

OTHER COMPONENTS NOT SPECIFIED ABOVE$_____

SPECIFY _____

AVERAGE GENERAL ADMINISTRATIVE COSTS, OVERHEAD

AND PROFIT $_____

TOTAL (ITEMS # 1, 2, 3, 4 & 5) $_____

BIDDER NAME: _____ BID NUMBER _____

General Cleaning Services at the Port Authority Bus Terminal

Administrative Clerk– First Year

MINIMUM HOURLY WAGE: $19.21

FULL-TIME EMPLOYEES FORM

ITEM# 1

AVERAGE HOURLY DIRECT WAGES $_____

NUMBER OF EMPLOYEES _____

ITEM #2

AVERAGE HEALTH BENEFITS

HEALTH $_____

ITEM #3

AVERAGE SUPPLEMENTAL BENEFITS (ITEMS NOT REQUIRED BY LAW) NUMBER OF DAYS PROVIDED

HOLIDAY ALLOWANCE $_____ _____

VACATION ALLOWANCE $_____ _____

SICK TIME ALLOWANCE $_____ _____

PENSION $_____

WELFARE $_____

OTHER SUPPLEMENTAL BENEFITS $_____

SPECIFY _____

SUB TOTAL (ITEMS # 1, 2 & 3) $_____sub total 1, 2 & 3

ITEM #4

AVERAGE TAXES AND INSURANCE (ITEM REQUIRED BY LAW)

F.I.C.A. $_____

N.Y.S.U.I./ N.J.S.U.I. $_____

F.U.I. $_____

WORKERS' COMPENSATION $_____

GENERAL LIABILITY INSURANCE $_____

DISABILITY INSURANCE $_____

OTHER TAXES AND INSURANCE $_____

SPECIFY _____

ITEM #5

AVERAGE ADDITIONAL COMPONENTS

(IF APPLICABLE)

VEHICLE/MTCE/FUEL $_____

UNIFORMS $_____

EQUIPMENT $_____

MATERIALS $_____

SUPPLIES $_____

RELIEF $_____

ROLL CALL $_____

OTHER COMPONENTS NOT SPECIFIED ABOVE$_____

SPECIFY _____

AVERAGE GENERAL ADMINISTRATIVE COSTS, OVERHEAD

AND PROFIT $_____

TOTAL (ITEMS # 1, 2, 3, 4 & 5) $_____

BIDDER NAME: _____ BID NUMBER _____

General Cleaning Services at the Port Authority Bus Terminal

Administrative Clerk– Second Year

MINIMUM HOURLY WAGE: $19.33

FULL-TIME EMPLOYEES FORM

ITEM# 1

AVERAGE HOURLY DIRECT WAGES $_____

NUMBER OF EMPLOYEES _____

ITEM #2

AVERAGE HEALTH BENEFITS

HEALTH $_____

ITEM #3

AVERAGE SUPPLEMENTAL BENEFITS (ITEMS NOT REQUIRED BY LAW)		NUMBER OF DAYS PROVIDED
HOLIDAY ALLOWANCE	$_____	_____
VACATION ALLOWANCE	$_____	_____
SICK TIME ALLOWANCE	$_____	_____
PENSION	$_____	
WELFARE	$_____	
OTHER SUPPLEMENTAL BENEFITS	$_____	
SPECIFY _____		

SUB TOTAL (ITEMS # 1, 2 & 3) $_____sub total 1, 2 & 3

ITEM #4

AVERAGE TAXES AND INSURANCE (ITEM REQUIRED BY LAW)

F.I.C.A.	$_____
N.Y.S.U.I./ N.J.S.U.I.	$_____
F.U.I.	$_____
WORKERS' COMPENSATION	$_____
GENERAL LIABILITY INSURANCE	$_____
DISABILITY INSURANCE	$_____
OTHER TAXES AND INSURANCE	$_____
SPECIFY _____	

ITEM #5

AVERAGE ADDITIONAL COMPONENTS

(IF APPLICABLE)

VEHICLE/MTCE/FUEL	$_____
UNIFORMS	$_____
EQUIPMENT	$_____
MATERIALS	$_____
SUPPLIES	$_____
RELIEF	$_____
ROLL CALL	$_____

OTHER COMPONENTS NOT SPECIFIED ABOVE$_____

SPECIFY _____

AVERAGE GENERAL ADMINISTRATIVE COSTS, OVERHEAD

AND PROFIT $_____

TOTAL (ITEMS # 1, 2, 3, 4 & 5) $_____

BIDDER NAME: _____ BID NUMBER _____

General Cleaning Services at the Port Authority Bus Terminal

Administrative Clerk– Third Year

MINIMUM HOURLY WAGE: $19.45

FULL-TIME EMPLOYEES FORM

ITEM# 1

AVERAGE HOURLY DIRECT WAGES $_____

NUMBER OF EMPLOYEES _____

ITEM #2

AVERAGE HEALTH BENEFITS

HEALTH $_____

ITEM #3

AVERAGE SUPPLEMENTAL BENEFITS (ITEMS NOT REQUIRED BY LAW)		NUMBER OF DAYS PROVIDED
HOLIDAY ALLOWANCE	$_____	_____
VACATION ALLOWANCE	$_____	_____
SICK TIME ALLOWANCE	$_____	_____
PENSION	$_____	
WELFARE	$_____	
OTHER SUPPLEMENTAL BENEFITS	$_____	
SPECIFY _____		

SUB TOTAL (ITEMS # 1, 2 & 3) $_____sub total 1, 2 & 3

ITEM #4

AVERAGE TAXES AND INSURANCE (ITEM REQUIRED BY LAW)

F.I.C.A.	$_____
N.Y.S.U.I./ N.J.S.U.I.	$_____
F.U.I.	$_____
WORKERS' COMPENSATION	$_____
GENERAL LIABILITY INSURANCE	$_____
DISABILITY INSURANCE	$_____
OTHER TAXES AND INSURANCE	$_____
SPECIFY _____	

ITEM #5

AVERAGE ADDITIONAL COMPONENTS

(IF APPLICABLE)

VEHICLE/MTCE/FUEL	$_____
UNIFORMS	$_____
EQUIPMENT	$_____
MATERIALS	$_____
SUPPLIES	$_____
RELIEF	$_____
ROLL CALL	$_____

OTHER COMPONENTS NOT SPECIFIED ABOVE$_____

SPECIFY _____

AVERAGE GENERAL ADMINISTRATIVE COSTS, OVERHEAD

AND PROFIT $_____

TOTAL (ITEMS # 1, 2, 3, 4 & 5) $_____

PART V – SPECIFICATIONS, TABLE OF CONTENTS

PART V – SPECIFICATIONS, TABLE OF CONTENTS 1
1. Specific Definitions 2
2. Work Required by the Specifications 2
3. Wages, Health and Supplemental Benefits 2
4. Station & Project Cleaning 7
5. Management and Supervision 9
6. Office Staff 11
7. Approval of Equipment, Materials and Supplies 11
8. Materials, Supplies and Equipment 11
9. Specific Trash Removal 14
10. Employee Uniform, Identification Badge and Appearance 14
11. Breakdown, Malfunction or Damage 16
12. Contractor's Vehicle - Parking - Licenses 16
13. Scheduling of Work 17
14. Space Provided to the Contractor 18
15. Inclement Weather Requirements - Snow Removal 18
16. Safety Provisions 19
17. Training Requirements 20
18. Extraordinary Work 22
19. Re-lamping 22
20. Minimum Mandatory Staffing 22
21. Walk Off Mats 25
22. Pigeon Dropping Removal 26
23. Bollard Cleaning & Stainless Steel Guard Rails 27
24. Station Workers 27
25. Lavatory Attendants 27
26. Motor Stair Cleaning 28
27. Assistance to Elderly and Disabled 28
28. Truss Cleaning 28
29. Project Work 29

PART V – SPECIFICATIONS

1. Specific Definitions

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

“Facility” shall mean the Port Authority Bus Terminal (PABT) in New York City, NY.

"Clean" shall mean the absence of debris, soil, graffiti, litter, stains, dirt, trash, dust, liquids, smears, film, and odors from any and all surfaces to the satisfaction of the Manager.

“NW” shall mean North Wing.

“SW” shall mean South Wing.

Whenever the terms "as needed" or "as required" or "as necessary" or "if necessary" are indicated in the Specifications or Exhibits, these terms shall be construed to mean that items of work shall be performed so as to result in a clean condition, as defined above, for the area or item.

The term “Manager” shall mean the Manager of the Port Authority Bus Terminal or his or her designated representative.

2. Work Required by the Specifications

These Specifications relate generally to the performance of janitorial and general cleaning services and limited snow removal and pigeon dropping removal services at the Port Authority Bus Terminal and other areas described herein at the Port Authority Bus Terminal (collectively “the Facility”).

These Specifications require the doing of all things necessary or proper for or incidental to the matter referred to in the immediately preceding paragraph. In addition, all things not expressly mentioned in the Specifications but involved in carrying out 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 described.

3. Wages, Health and Supplemental Benefits

A. Definitions:

1) “Employee” shall mean any person, employed by the Contractor or its subcontractors, to perform any of the Services required under this Contract.

2) “Full Time Employee” (F.T.E.) shall mean any individual or Employee who is paid on a straight time hourly basis, working on such a compensation basis for a minimum of thirty (30) hours during a seven (7) day consecutive period continually (including vacation, sick leave, etc.)

throughout each Contract Year. Time for which an employee is paid on an overtime or premium time basis shall not be counted in determining the thirty (30) hours requirement. The Port Authority will not reimburse the Contractor for any overtime without the Port Authority's prior written consent.

3) "Straight-time" shall mean the non-overtime hours actually worked by Employees under this Contract and shall include the time an employee spends at roll call, whether or not paid; however, meal periods and relief time shall be excluded, whether or not paid.

4) "Direct Wages" shall mean monetary amounts paid by the Contractor or its subcontractor(s) to its employees for straight time (non-overtime) hours worked, including shift differentials, if any. Employee incentive plan payments are not included as Direct Wages.

5) "Average Hourly Direct Wages" shall be calculated by dividing the sum of the direct hourly Straight-time wages paid to all Employees in each Employee category by the number of Straight-time hours worked by the Employees in such category.

6) "Minimum Hourly Wages" shall mean the levels of fair wages determined by the Port Authority for Employees in each Employee category based on certain benchmarks or other prevailing standards. Employees may not receive Direct Wages lower than the Minimum Hourly Wages stated hereunder.

7) "Health Benefits" shall mean benefits, other than Supplemental Benefits, as hereinafter defined, paid or covered under health insurance plans, to cover the costs of healthcare for Full Time Employees and their families.

8) The "Cost of Health Benefits" shall mean the cost to the Contractor (and its subcontractors) of such benefits that meet the requirements of this Contract for providing health coverage for Full Time Employees and their families.

9) "Average Health Benefits" shall be calculated by dividing the sum of the Health Benefits paid or provided for Straight-time hours worked by all Full Time Employees in each employee category by the number of Straight-time hours worked by the Full Time Employees in such category.

10) "Supplemental Benefits" shall mean benefits, other than Health Benefits, provided to Employees, including, but not limited to: fair and reasonable vacation allowances, sick leave, holiday, jury duty, birthday, welfare, retirement and non-occupational disability benefits, life, accident, or other such types of insurance, but excluding Health Benefits.

11) The "Cost of Supplemental Benefits" shall mean the cost to the Contractor (and its subcontractors) of all remuneration for employment provided to Employees in any medium other than cash, but including payments which are not Wages within the meaning of this numbered clause.

12) "Average Supplemental Benefits" shall be calculated by dividing the sum of the Supplemental Benefits, which shall exclude Health Benefits, paid or provided for Straight-time hours worked by all Employees in each Employee category by the number of Straight-time hours worked by the Employees in such category.

13) "Contract Year," as used in this Agreement shall mean the twelve (12) month period commencing on the Commencement Date of the Contract and each successive twelve (12) month period thereafter or such portion of a twelve (12) month period that the Contract is in effect if the Contract should expire or be terminated on other than the last day of such twelve (12) month period.

B. Supplemental Benefits including but not limited to holiday, sick time and vacation time that are accrued in one year but not paid until the following year, are not allowed to be included in the computation of benefits until they are paid.

For example: Assume an employee begins working for the Contractor on January 1, 2012. Although the employee accrues 10 vacation days, he/she cannot take them until he/she has worked for the Contractor for one year. The employee finally takes his/her vacation in February 2013. The employee's vacation benefits accrued in 2012 but were never paid. Therefore, the Contractor may not include the employee's vacation benefits in the computation of Supplemental Benefits until it is actually paid. At that time, the vacation time will be credited retroactively and applied in the computation of benefits for the year 2012.

C. The Contractor in the performance of the Services herein, shall pay or provide (and shall cause any subcontractor to pay or provide) not less than the Minimum Hourly Wages for each Employee in each category as set forth below and the Average Direct Hourly Wage, as set forth in the Calculation of Average Hourly Rate Form and accepted by the Port Authority.

Minimum Hourly Wages

	YEAR ONE	YEAR TWO	YEAR THREE
Supervisor	$33.94 (per hour)	$34.15 (per hour)	$34.35 (per hour)
Cleaner	$23.56 (per hour)	$23.70 (per hour)	$23.84 (per hour)
Administrative Clerk	$19.21 (per hour)	$19.33 (per hour)	$19.45 (per hour)

D. The Contractor, in the performance of the Services herein, shall pay or provide (and shall cause any subcontractor to pay or provide) not less than the Health Benefits accepted by the Port Authority for each Full Time Employee in each category, and the Health Benefits shall be subject to the requirements as set forth below.

1) Health Benefits shall be provided to Full Time Employees and their families.

2) Health Benefits shall include a health insurance program addressing the following list of recommended acceptable components:

    a. up to and including family coverage, as applicable
    b. inpatient hospital services
    c. outpatient surgical facility
    d. emergency room services
    e. prenatal services
    f. well visits/immunizations/routine visits for illness
    g. prescription drug benefit

3) The Cost of Health Benefits shall be as proposed by the Contractor, and accepted by the Authority, with an exact numerical (dollar) requirement for Health Benefits.

4) The Contractor shall demonstrate to the satisfaction of the Port Authority that Health Benefits are furnished by the Contractor and all subcontractors through one of the following, with no employee contribution to health coverage premiums:

    i. The Contractor's and subcontractors' employees and their families are covered under a health benefit plan paid for and provided by the Contractor;

    ii. The Contractor's and Subcontractors' Employees and their families are covered by a union benefit plan authorized under the Taft Hartley Act 29 USCA Section 186 (c);

    iii. The Contractor's and subcontractors' employees and their families are covered by a government health benefits program, including, but not limited to Healthy New York, Child Health Plus and NJ Family Care.

5) Health Benefits shall be provided to Full Time Employees (F.T.E.'s) and their families no later than thirty (30) days from the first date of Employee performance under the Contract.

6) The Contractor shall provide each F.T.E. with written information, i.e. documents relating to each Employee's health care coverage.

7) The Contractor shall provide continued health benefits to F.T.E.'s and their families of the same quality, or better as those approved by the Authority and initially provided under this Contract, throughout the duration of the Contract term.

E. The Contractor in the performance of the Services herein, shall pay or provide (and shall cause any subcontractor to pay or provide) not less than Supplemental Benefits established in the Calculation of Average Hourly Rate Form and accepted by the Port Authority for each Employee category, and such Supplemental Benefits shall be subject to the requirements as set forth below.

1) Without limiting the foregoing, under no circumstances shall the cost of providing uniforms or footwear, cleaning of uniforms, training and

transportation to and from post, or any other items incidental to rendering the Services covered under this Contract, be allowed or included in the Cost of Supplemental Benefits.

2) Any reimbursements to employees for expenses, and payroll taxes, employee incentive plans and any other benefits required by law are not includable in the Cost of Supplemental Benefits.

3) The established numerical value for the Supplemental Benefits, other than Health Benefits, shall be as set forth in the Calculation of Average Hourly Rate Form and accepted by the Port Authority.

F. In the event that the compensation payable under this Contract is subject to adjustment from time to time as provided in the paragraph entitled "Price Adjustment" in the Contract Specific Terms and Conditions, then the Average Direct Hourly Wages and Supplemental Benefits set forth in the Calculation of Average Hourly Rate Form and accepted by the Port Authority, shall be adjusted by multiplying said amounts by the same percentage amount which was used to adjust the compensation payable under this Contract, as the same may have been further adjusted.

G. Nothing contained herein shall be construed to prevent the Contractor or any subcontractor from paying or providing any individual Employee Hourly Direct Wages, Health and Supplemental Benefits higher than the Minimum Hourly Wages, Health and Supplemental Benefits described in this numbered clause. It is understood that the Contractor's obligation to pay or provide the Minimum Hourly Wages as set forth above, the Health Benefits as accepted by the Authority and the Supplemental Benefits as set forth in the Calculation of Average Hourly Rate Form and accepted by the Port Authority, allows the Contractor to pay or provide some of its Employees hourly Direct Wages, Health Benefits and other Supplemental Benefits that are higher than the minimum and nothing herein shall be construed to constitute a representation or guarantee by the Port Authority that the Contractor or its subcontractors can obtain employees for the amounts herein-before described.

H. Contractors (and its subcontractors) should expect to be audited with respect to Wages, Health and Supplemental Benefits paid or provided to Employees under this Contract. All Wage and Benefit requirements under this Contract will be strictly enforced. Failure on the part of the Contractor (and its subcontractors) to comply with any of the requirements under this Contract, including but not limited to the timely submission of payroll certifications and documents related to Health Benefits and Supplemental Benefits provided to Employees may be deemed a substantial breach of this Contract giving rise to the rights and remedies enumerated hereafter in the paragraph entitled "Rights and Remedies of the Port Authority" in the Standard Contract Terms and Conditions, as well as any other rights and remedies the Port Authority would have in the absence of such enumeration and failure to comply with each of these requirements will be taken into consideration prior to award of future contracts with the Port Authority.

I. The Contractor and its subcontractors shall maintain records in accordance with the requirements set forth in the paragraph entitled “Records and Reports” in the Standard Contract Terms and Conditions.

For records related to Wages, Health and Supplemental Benefits, the Contractor and its subcontractors are also required to provide such records and books of account in spreadsheet or other electronic format, when requested by Port Authority.

Upon request by the Port Authority, the Contractor (and its subcontractors) shall have (15) fifteen business days to provide such payroll records and books of account unless the Port Authority indicates, in writing, that such records and books of account may be provided at a later date.

In the event the Contractor or a subcontractor(s) fails to provide the required records, or if the Port Authority determines that the records and books of account provided for audit are incomplete, the Port Authority may, at its sole discretion, estimate Wages, Health and Supplemental Benefits and non-overtime hours worked in order to determine whether the Contractor (or its subcontractors) was in compliance with the Wages, Health and Supplemental Benefits provisions of this Contract.

J. Further, the Contractor shall submit (and shall cause its subcontractors to submit) to the Port Authority on the fifteenth day of the seventh month following the month in which the Commencement Date of this Contract falls and every six months thereafter, and the month following the month in which the termination date of this Contract falls, a certified statement signed by an executive officer of the Contractor (or its subcontractor) based upon the Contractor’s (or subcontractor’s) payroll records which indicate that the Wage, Health and Supplemental Benefits requirements set forth in this section were met during the six month period ending on the last day of the month preceding the date of submission of the said statement, together with such other detailed information as the Port Authority may request from time to time regarding Wages, Health and Supplemental Benefits paid or provided by the Contractor or its subcontractor to Employees engaged in providing the Contractor's Services under the Contract. Each certified statement shall contain a summary of the data used to substantiate the certification with at least the level of detail specified in Exhibit I.

The Port Authority’s acceptance of a certification statement in a format other than what is set forth in this section shall not relieve the Contractor of any of the obligations contained in this section for Wage, Health and Supplemental Benefits accepted by the Port Authority and required to be provided to the Contractor’s Employees.

4. Station & Project Cleaning

The Exhibits attached hereto and made a part of these Specifications enumerate those areas at the Facility that are to be cleaned hereunder on a routine basis as “stations”, as well as those cleaning services that are to be provided by the Contractor on a regularly

scheduled (“Project”) basis. Such areas shall be cleaned in the manner and at the times and frequencies set forth in Exhibit A or at other hours designated by the Manager.

Where the Exhibits in these Specifications set forth any Work which is to be performed at a frequency of less than once per month, the Manager shall have the right to specify the week and month during which such work shall occur. . However, failure of the Manager to give such directions shall not relieve the Contractor of its obligations to perform such Work at the frequencies set forth in these Specifications.

Subject to the provisions of the immediately preceding paragraph, with respect to the terms "Frequency of Cleaning" as set forth in the Exhibit A, the following shall apply:

1 x yr. - Items marked "1 x yr." shall be cleaned once each year, but the Contractor shall allow at least 10 calendar months (298 days) but no more than 12 calendar months (365 days) to elapse between cleanings.

2 x yr. - Items marked "2 x yr." shall be cleaned twice each year, but the Contractor shall allow at least 5 calendar months to elapse between cleanings.

4 x yr. - Items marked "4 x yr." shall be cleaned four times each year, but the Contractor shall allow at least 80 calendar days to elapse between cleanings.

6 x yr. - Items marked "6 x yr." shall be cleaned every other month, but the Contractor shall allow at least 30 calendar days to elapse between cleanings.

8 x yr. – Items marked “8 x yr.” shall be cleaned every 46 days, but the Contractor shall not allow more than 48 calendar days to elapse between cleanings.

10 x yr. - Items marked "10 x yr." shall be cleaned ten times each year, but the Contractor shall allow at least 30 calendar days to elapse between cleanings.

12 x yr. - Items marked "12 x yr." shall be cleaned once each month, but the Contractor shall allow at least 25 calendar days but no more than 30 calendar days to elapse between cleanings.

22 x yr. – Items marked “22 x yr.” shall be cleaned every 17 days, but the Contractor shall allow no more than 19 calendar days to elapse between cleanings.

26 x yr. - Items marked "26 x yr." shall be cleaned once every two weeks, but the Contractor shall allow at least 11 calendar days but no more than 14 calendar days to elapse between cleanings.

52 x yr. - Items marked "52 x yr." shall be cleaned once a week, but the Contractor shall allow at least 4 calendar days to elapse between cleanings.

104 x yr. – Items marked “104 x yr.” shall be cleaned twice per week. The Contractor shall allow at least four days but no more than six days to elapse between cleaning.

156 x yr. – Items marked “156 x yr.” shall be cleaned 156 times per year and the Contractor shall allow at least two days but no more than four days to elapse between cleaning.

260 x yr. – Items marked “260 x yr.” shall be cleaned daily, Monday through Friday, inclusive of holidays.

365 x yr. – Items marked “365 x yr.” shall be cleaned 365 times per year (daily).

520 x yr. – Items marked “520 x yr” shall be cleaned two times per day, Monday through Friday, inclusive of holidays. The Contractor shall allow at least eight hours but no more than twelve hours to elapse between cleanings.

730 x yr. – Items marked “730 x yr.” shall be cleaned twice per day 365 days per year. The Contractor shall allow at least eight hours but no more than twelve hours to elapse between cleanings.

1095 x yr. – Items marked “1095 x yr.” shall be cleaned three times per day 365 days per year. The Contractor shall allow at least six hours but no more than eight hours to elapse between cleaning.

1460 x yr. – Items marked “1460 x yr” shall be cleaned four times per day 365 days per year. The Contractor shall allow at least four hours but no more than six hours to elapse between cleanings.

5. Management and Supervision

A. The Contractor shall assign a Resident Manager whose presence at the Facility is required during the hours of 6:30 a.m. to 2:30 p.m., Monday through Friday, excluding holidays, and at such other times as the Manager may require. However, the Manager reserves the right to change or rotate the work schedule on an as-needed basis to reflect changing job situations.

The Resident Manager so assigned shall serve as the Contractor's representative at the Facility and shall have day-to-day responsibility for ensuring that all Work required hereunder is performed in the manner and at the times specified. Such responsibility shall include, but shall not be limited to, regular inspection of all areas in which Work is being performed hereunder; overall supervision of assigned staff; scheduling of Work; ordering of equipment, material and supplies and training of employees. The Contractor's Resident Manager 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. The Resident Manager will also be required to resolve labor issues with employees.

The Contractor shall assign an Assistant Resident Manager whose presence at the site of work is required from 10:15 p.m. to 6:15 a.m., Monday through Friday, excluding holidays, and at such other times as the Manager may require. However the Manager

reserves the right to change or rotate the work schedule on an as needed basis to reflect the changing job situations.

The Contractor shall provide the following supervisory personnel at a minimum as described below. Two (2) Supervisors for all three (3) tours (6:00 a.m. – 2:30 p.m.; 2:00 p.m. – 10:30 p.m.; 10:15 p.m. – 6:15 a.m.), including Holidays and weekends.

The Supervisors shall be authorized by the Contractor to receive and put into effect promptly all orders, directions and instructions from the Manager, regarding the performance of the work specified in the Contract and job inspection tours of the premises.

B. No Resident Manager, Assistant Resident Manager or Supervisor assigned hereunder shall directly perform the cleaning, janitorial services and snow removal required by this Contract.

C. All Resident Managers, Assistant Resident Managers and Supervisors assigned hereunder shall be able to speak and write in the English language.

D. The Manager reserves the right to approve any Resident Manager, Assistant Resident Manager or Supervisor proposed by the Contractor for assignment hereunder.

E. All Resident Managers, Assistant Resident Managers and Supervisors assigned hereunder shall have at least five (5) years prior experience in the performance of functions similar to those to which they are being assigned and shall have worked in a public hub similar in size to this facility. 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 an individual demonstrates exceptional ability, the Port Authority may waive the requirement of five (5) years prior experience with respect to such individual.

F. Primary residence telephone numbers and alternate phone numbers shall be made available to the Manager for all Supervisory personnel employed by the Contractor for use in emergency notifications and shall be updated as necessary.

G. The Supervisors shall devote their entire time to immediate supervision of the personnel performing the cleaning and janitorial work required hereunder, and they shall not be assigned to the performance of administrative tasks.

H. All costs for the Resident Manager and the Assistant Resident Manager shall be included in the Monthly Lump Sum and shall not be separately billable hereunder.

I. The Resident Manager, Assistant Resident Manager and Supervisor shall be provided by the Contractor a cell phone device, approved by the Port Authority, and shall

respond to the Manager within fifteen (15) minutes of receiving notice.

6. Office Staff

The Contractor shall assign an Administrative Clerk whose presence at the Site of the Work is required during the hours of 6:30 a.m. to 2:30 p.m., Monday through Friday, excluding holidays and at such other times as the Manager may require. The administrative clerk shall perform administrative and clerical functions necessary for the efficient operation of this Contract including, but not limited to scheduling, payroll and billing.

7. Approval of Equipment, Materials and Supplies

The Contractor in performing the work required hereunder shall use only equipment, materials and supplies approved in advance by the Manager.

As operator of the Port Authority Bus Terminal, the Port Authority is concerned with providing and maintaining a clean and safe environment for its employees, tenants, patrons and visitors. Therefore, the Contractor shall be required to implement a cleaning program where chemicals and products will be classified as “Green”. “Green Products” are described as those that are safe for the environment and safe for the end user. It is understood that not every cleaning function has an appropriate “green product” but the Contractor should routinely monitor the market for newer and safer chemicals to reduce employee and patron exposure. The Contractor shall take a pro-active role to achieve compliance in this area. In any event, the Contractor will provide the Manager with a complete list of cleaning products designating each product as green or non-green. All products shall be on the Port Authority’s Approved Product List or may be submitted for approval and subsequent placement on the Approved Products List.

The Contractor may propose additional equipment, materials and supplies for the Manager's and Inspection and Safety Division's approval. If so approved, their use shall be subject to such conditions and instructions with respect to use as the Manager may establish in granting his/her approval.

All equipment, materials and supplies used in the performance of Work required hereunder shall be used in accordance with their manufacturers’ instructions.

8. Materials, Supplies and Equipment

A. All equipment listed in this section shall be in a new and unused condition at the start date of the Base Term of the Contract and at the start of the Option Period, if exercised.

B. Materials and supplies to be provided by the Contractor hereunder shall include, but shall not be limited to: detergents, degreasers, soaps, sanitizers, deodorizers, air fresheners, paper products, strippers, stripping pads, buffing pads, brushes, brooms, mops, squeegees, buckets, dust cloths, clear plastic bags, polishes, sponges, paper picks, grease/oil absorbent (speedi-dri), graffiti removal, glue removal, gum removal

products, and floor finishes (25% solid wax; floor sealer shall be commercial high grade) such as Magnum Liquid Glass or Port Authority approved equal.

AAll floor finishes shall consist of two (2) seal coats and two (2) finish coats of the products approved under this Contract.
FFor possible medical waste cleanup, the Contractor should have available for use by its employees the following: red bags, gloves, Sharps containers, a bleach solution, and any other items deemed necessary for the cleaning of medical waste. In addition, the Contractor will provide absorbent pads and absorbent socks of sufficient size to contain heavy water leaks.

C. Equipment to be provided by the Contractor hereunder shall include, but shall not be limited to: floor scrubbers and polishers (commonly known as single action floor machines), walk-behind automatic floor scrubbers (commonly known as scrubber-vacs), commercial (cyclone) salt spreaders, snow shovels, six (6) Tennant 250 air movers, four (4) Tennant 3240/3260 vacuums, four (4) Tennant VHDU 14 vacuums, two (2) Tennant 2370 ultra high speed floor burnishers, two (2) F5/F10 19” floor machines, two (2) sets of light weight aluminum scaffolding (capable of extending over all of the motor stairs/escalators), two (2) Castex (Model # EX900R) carpet shampoo machines, six (6) 55 gallon Nacecare Solution wet vacuums (Model NTD 2003-2), two (2) Clark (Model Summit-20) twenty (20) gallon wet vacuums, six (6) Rubber Maid (Model #4466) flat bed platform hand trucks (60”x30”), two (2) hand punch time clocks (Acroprint Model #150), one (1) electronic punch clock (Safescan Model # TA-810), four (4) Rubber Maid Model 1025 1 ½ cu yd tilt truck, four (4) Rubber Maid Model 1315 1 cu yd tilt truck, two (2) Kaivac Model 2150 cleaning systems, one (1) pallet jack, twenty five (25) Rubber Maid janitorial maid carts (Model 9T72) with bucket, ringer, mop, and black vinyl bag. All equipment to be provided will be of the specified manufacturer or a Port Authority approved equal.

In addition, the Contractor shall provide cell phone type communication devices or Port Authority approved equal communication devices to the Resident Manager, Assistant Resident Manager and Supervisors. These cell phone type communication devices must be completely compatible with the Facility’s cell phones, which are Verizon, and must have push-to-talk feature.

D. Furthermore, the Contractor shall stock and shall refill, as necessary, dispensers or containers for liquid soap, paper towels, toilet tissue, air fresheners, and toilet seat covers which are located in the lavatories and other areas to be cleaned hereunder. In addition, the Contractor shall maintain all such dispensers and containers so as to keep same in full working order.

E. Should the Manager determine that any such dispenser or container is so damaged or unusable as to require replacement, the Contractor shall replace with a tamper-proof, stainless steel (American Specialties Model #0042, surface-mounted jumbo-roll), heavy-duty dispenser or Port Authority approved equal, and shall provide such replacement at no additional cost to the Port Authority.

F. The Contractor shall obtain the Manager's approval of the type, number

and planned location of any replacement unit prior to its installation. The Manager's approval shall also be obtained before any dispenser or container is relocated or removed from the Site of the Work.

G. The Port Authority will furnish to the Contractor sand and/or deicing materials for use as required for inclement weather, icing conditions, etc., at the Facility. Therefore, the cost of this material shall not be included in the Pricing Sheets.

H. The Contractor shall provide a Tennant Model 800 or Port Authority approved equal for roadway sweeping.

I. The Contractor shall also provide a Tennant Model 500 or Port Authority approved equal, roadway scrubber.

J. The Contractor shall also provide eight (8) Tennant Model M30 with eco.H2O, or Port Authority approved equal, power scrubbers/degreasers. There shall be six (6) 36” and two (2) 32” power scrubbers.

K. The Contractor shall provide at least two (2) twenty-five foot Gene scissors lifts Model # GS1930 or Port Authority approved equal, with 36 inch extension platform, as well as adequate OSHA approved scaffolding.

L. The Contractor shall also provide the following: one (1) Hydro Tech Presser Jet Washer, Model # T300S with Hydro Tek SCU 30009 KAF Unit or Port Authority approved equal, transporter trailer, 270 gallon water tank, with all accessories and three (3) guns capable of a two man operation.

M. The Contractor shall provide three (3) Rubber Maid vac packs, Model 9VDH10 or Port Authority approved equal, with accessories.

N. The Contractor shall provide three (3) Stairmaster or Port Authority approved equal, motor stair cleaning machines equipped with three (3) 32 inch brushes and three (3) 27 inch brushes. The Contractor shall, as determined by the Manager, replace worn brushes at no additional cost to the Authority.

O. For snow removal, the Contractor shall provide four (4) John Deere (Model #1128DDE) snow blowers with chains or Port Authority approved equal, and three (3) Gravely (Model #926058) power brooms with chains.

P. The Contractor shall have in effect at the start of the Contract a Quarterly Preventive Maintenance Program under a factory authorized service to repair all equipment utilized to perform the Contractor’s services. The Preventive Maintenance Program should cover all equipment listed in this section and any additional equipment the Manager deems necessary. A report is due to the Manager quarterly, showing that said services were rendered.

Q. All equipment provided by the Port Authority to the Contractor, must be maintained by the Contractor at no additional cost to the Port Authority.

R. The following specification covers single ply toilet tissue in roll form to be provided by the Contractor:

1) Requirements: Toilet tissue shall be white, unglazed, soft, strong and absorbent. It shall be free from sliver, dirt, holes and other objectionable matter or other such defects. The tissue shall be made of clean processed wood fibers. Edges shall be clean-cut and not ragged and shall have no disagreeable odor either wet or dry. The tissue shall conform to EPA guidelines for recycled fiber of 82% recycled content of which a minimum of 34% shall be post consumer.

2) Physical Requirements of Roll Toilet Tissue:

a) Basic Weight (minimum)	10.5
b) Tensile Strength, dry 2 oz./inch machine direction (minimum)	14
c) Absorbency (maximum)	25 seconds
d) Brightness (minimum)	78%

3) Workmanship: Toilet tissue shall be in accordance with specifications and shall be uniform in color; trimmed with clear smooth edges (no protrusion of tissue beyond the core ends will be permitted); non-perforated to allow even flow of tissue and shall conform to levels of quality established herein.

4) Packaging and Delivery: The rolls of toilet tissue shall be packaged in conformance with the manufacturers' standards for this product. Each roll shall be securely wrapped and each roll shall show each manufacturer's name brand name/number. The product wrapper shall remove freely from the tissue roll. Delivery shall be in unopened cartons for easy removal from delivery vehicle.

5) Toilet Tissue Dimensions: Each roll of tissue shall not be less than 2,200 linear feet and shall have a width of not less than 3-15/16 inches, with a diameter of 9.0 inches around the core. The core shall be approximately 3.0 inches (inside diameter).

9. Specific Trash Removal

The Port Authority will provide, at no cost to the Contractor, dumpsters at a designated location into which the Contractor shall place only trash generated by the Contractor under this Contract. The Facility has a Source Separation Program in effect, by which the Contractor is responsible for placing the material in the proper dumpster, as designated by the Manager.

10. Employee Uniform, Identification Badge and Appearance

The Contractor shall provide new distinctive uniforms to each employee performing the cleaning and janitorial work required hereunder, approved by the Manager prior to the

commencement date of this Contract, which shall be worn at all times during which such Work is being performed. Such uniforms shall include the Contractor's identification (ID) badge with picture ID bearing the employee's name and an insignia badge, the design of which will be provided to the Contractor by the Authority, and procured by the Contractor for its employees performing services under this Contract, all of which shall be subject at all times to the Manager's approval. In addition, the Contractor shall provide its employees with all foul weather gear appropriate for the performance of services hereunder, which shall include, but not be limited to, gloves, waterproof boots, hooded insulated parkas and safety vests.

The Contractor shall provide all male Resident Manager, male Assistant Resident Manager and male Supervisors hereunder with consistent and distinctive business attire, which will include a blazer with Contractor's logo on left breast pocket, dress slacks, and a shirt and tie, as approved by the Port Authority. All female Resident Manager, female Assistant Resident Manager and female Supervisor shall also be dressed in business attire and may wear a skirt or slacks with a dress blouse.

The Contractor will be granted a five (5) day grace period at the start of the Contract to ensure that its employees are attired in proper uniform; however, the Contractor shall provide immediately to each employee performing the cleaning and janitorial work required hereunder the following as a minimum: the Contractor's identification badge and shirt.

The Contractor agrees that its employees will present a neat, clean and orderly appearance at all times. The Contractor shall cause its employees to change to freshly clean uniforms daily and supply its employees with a sufficient number of uniforms to comply with said requirements. The Contractor shall also be responsible for providing cleaning service for the uniforms to each of its employees. The type of uniform and shoes are specified hereunder for each function. No sneakers will be permitted. Personal clothing shall not, in any manner cover any part of the uniform. The Contractor shall supply a minimum of seven (7) seasonal uniforms for each employee. The Contractor shall include seven (7) short-sleeved shirts and seven (7) long-sleeved shirts.

<u>Cleaner</u>

Black Pants or Blue Pants

Black Belt
Shirt – Blue
Black Shoes – Steel Toe only (ANSI Z41PT83)

<u>Temporary/Vacation Relief Employees (Cleaner)</u>

The Contractor shall provide any temporary/vacation relief employees with a short or long-sleeved shirt and black or blue pants. No jeans permitted. ID shall be visible at all times. The Contractor shall collect IDs and uniforms from each temporary and/or vacation relief employee prior to the employee’s receipt of check/payment from the Contractor. The Contractor shall return IDs to the Manager after collecting them from the temporary/vacation relief employees.

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 obligations of the Contractor to perform the work or to furnish the required number of employees at each location at the premises, as specified.

11. Breakdown, Malfunction or Damage

Immediately upon the Contractor's discovery of any damage or signs of disrepair to, mechanical breakdown or malfunction of, or cracks or breaks in any item to be cleaned hereunder, the Contractor shall advise the Manager and shall place such "Out of Order" or warning signs as are appropriate. Such signs will be furnished by the Port Authority and shall remain in place until necessary repairs are completed.

12. Contractor's Vehicle - Parking - Licenses

A. The Contractor’s vehicle requirements for this Contract shall be a Ford F-250, 4x4, V8, or Port Authority approved equal pickup, with hydraulic lift gate capable of lifting all equipment called for under this Contract. This vehicle shall remain on the Facility premises at all times for the exclusive use for Work required hereunder or approved otherwise by the Manager. The vehicle shall have a rotating amber beacon and shall be maintained to ensure sound mechanical performance and safe operating condition. The vehicle must be new and unused the start date of the Base Term of this Contract and, at the start of the Option Period, if exercised, and shall have a permanently affixed Contractor emblem, decal or insignia at all times.

B. No personal vehicles shall be used in the performance of this Contract. The vehicle shall be kept clean and neat at all times. This vehicle shall also be provided with any hitches required to move any trailer-mounted equipment. The trailer-mounted equipment is listed elsewhere in this specification. It must have a snow plow with shoes, and a poly lower portion blade (on the plow). It must have a power inverter.

C. The Port Authority will permit the Contractor during the effective period of this Contract to park the required motor vehicle described above in such locations as may from time to time or at any time be designated by the Manager.

D. The Contractor shall comply with all directions issued by the Manager with respect to such parking authorization. The Contractor shall comply with such rules, regulations and procedures as are in force and such existing 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 Facility 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. If required by the Manager, prior to their use, such vehicle shall successfully undergo a safety inspection by the Port Authority's motor vehicle personnel. If required by the Manager, the vehicle used in the performance of Work required hereunder shall display, at all times, a license plate issued by the Port Authority attesting to the successful completion of

such Port Authority inspection.

E. The Contractor shall have in effect at the start of the Contract a Preventive Maintenance Program for the required vehicle to include all required New York and/or New Jersey State vehicle inspections. This Preventative Maintenance Program shall also include all required repairs. The Preventive Maintenance Program should cover all equipment listed in this section and any additional equipment the Manager deems necessary. A report is due quarterly showing that said services were rendered. The Preventive Maintenance Program shall be at no additional cost to the Authority.

13. Scheduling of Work

A. The Contractor shall during the term of this Contract with respect to Work covered by these Specifications submit to the Manager a written report generated by computer as herein described, setting forth the Contractor's advance scheduling for each three (3) month period of the Contract, which report shall include the Work scheduled by the Contractor to be accomplished during said three (3) month period, the dates and time of day when such Work will be done, the number of employees to be assigned to each shift, and such other information as the Authority may from time to time require, which report shall be subject to the continuing approval of the Manager. The first such report covering the first three (3) months of this Contract shall be submitted by the Contractor within ten (10) days prior to the commencement of this Contract and each subsequent three month report shall be submitted by the Contractor at least twenty (20) days prior to the commencement of each such three (3) month period. The Contractor shall also submit promptly to the Manager a written report of any changes in the aforesaid scheduling it contemplates making during the course of any three (3) month period, but no changes shall be made without the prior approval of the Manager. The Contractor shall procure and maintain at its own expense, a computer and software program for use in the scheduling of Work and monthly billing. The software program shall be compatible with the Facility Windows-based software program. The Contractor will provide a Work Order Tracking System (WOTS) for all Project work. The Work Order Tracking System will consist of a computer program by which the Contractor can program/track all Project work to comply with the frequencies required in each work area and be able to verify when the Work is completed and signed off by the Port Authority Supervisor on duty.

All invoices and schedules must clearly indicate the appropriate line items on the Pricing Sheets.

B. The Contractor shall, within twenty-four (24) hours, comply with any oral or written requests given by the Manager to correct or remedy a condition or situation deemed by the Manager to require action.

Immediate response shall be expected of the Contractor's personnel for any condition or situation determined by the Manager to constitute any emergency. The Contractor shall submit to the Manager on the first day of each calendar month during the term of this Contract a written monthly report setting forth the actions taken by the Contractor with respect to any matters which the Manager may have, during the

preceding month, requested the Contractor to correct or remedy. All accomplishments, problems, unusual circumstances must be included in the monthly report.

C. The Contractor hereby further agrees to furnish to the Authority from time to time such other written reports in connection with its operations hereunder as the Port Authority may deem necessary or desirable in connection with the Port Authority's responsibility as the operator of the Facility.

D. The Contractor's employees may be assigned to any cleaning duty on a temporary basis by verbal notification from the Manager. For permanent changes in the tour of duty at the PABT, the Port Authority will give the Contractor four (4) weeks written notice.

F. The Contractor's employees may be assigned cleaning duties on a day to day basis without any specific pattern and without geographical boundaries within the Facility, at the discretion of the Port Authority.

14. Space Provided to the Contractor

The Port Authority will furnish the Contractor with non-exclusive locker space and lavatory and rest room facilities for use by the personnel performing the Work required hereunder. The Port Authority will also provide the Contractor with space for the storage of the Contractor's cleaning equipment, materials and supplies. Said facilities and space shall be designated by the Manager and may be changed at any time at his/her discretion. Janitorial closets are to be kept locked at all times.

The Port Authority, by its officers, employees, and representatives, shall have the right at any time to enter upon the facilities and/or spaces so provided to the Contractor, to inspect the same, to observe the performance by the Contractor of his obligations under this Contract, 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. Without limiting the generality of the foregoing, the Port Authority shall have the right for its own benefit or for the benefit of others at the Site of the Work, to maintain existing and future utility systems or portions thereof on the facilities and spaces provided to the Contractor hereunder and to enter upon such facilities and spaces at any time to make such repairs, replacements, additions or alterations to such systems as may, in the opinion of the Port Authority be deemed necessary or advisable.

15. Inclement Weather Requirements - Snow Removal

When directed by the Manager, the Contractor shall completely and expeditiously remove any snow, ice or sleet from such exterior areas of Facility as the Manager may designate and shall keep such area free from further accumulations. Exterior areas shall include, but shall not be limited to, sidewalks, building entrances, emergency exits, pedestrian crosswalks and handicapped ramps. Exterior areas shall also include the Port Authority Employee Parking Lot and all associated walkways and driveways. The Employee Parking Lot is located on the west side of 9th Avenue between 40th and 41st

Streets. The Contractor will also be responsible for removing snow, ice or sleet from the sidewalk in front of Project Find and the alleyway between Project Find/Open Door and the Greyhound Tunnel, located directly across from the Facility on 9th Avenue.

At the request of the Manager, snow, which is so removed, shall be deposited by the Contractor in such areas at the Facility as the Manager may designate. Deposit shall be in such a manner as to avoid interference with vehicular and pedestrian traffic. The Contractor shall not be responsible for removing such deposited snow away from the Facility.

Within four (4) hours of the Manager's request, the Contractor shall provide such separate personnel as are deemed necessary by the Manager for the performance of services required under this clause. Compensation for each hour expended by such additional personnel in the performance of such services shall be at the appropriate Price Per Hour as set forth in the Contractor's Pricing Sheets, which form a part of this Contract. All snow removal personnel shall have the physical capability to perform snow removal functions. All such employees are subject to the approval of the Manager and the Contractor shall maintain and shall submit such records as the Manager may require, documenting the number of hours expended by each such employee in the performance of services required by this numbered clause. The Manager shall notify the Contractor when its services for snow removal or flood response are no longer needed.

The Contractor shall provide its employees with all foul weather gear appropriate for the performance of services required by this numbered clause including, but not limited to, gloves, waterproof boots and hooded, insulated parkas.

In addition to the materials, supplies and equipment as described herein, the Contractor shall further provide snow shovels, brooms, ice choppers, cyclone (commercial grade) spreaders and other equipment necessary for the performance of services required by this numbered clause. This equipment can be secured and stored at the Facility at a location provided by the Port Authority.

Sand/or deicing materials shall be applied by the use of a cyclone spreader by the Contractor to such exterior of areas as the Manager may direct. Said materials shall be provided by the Port Authority at no charge to the Contractor, but the Contractor shall be responsible for transporting such materials to and from the storage location at the Facility, which is designated by the Manager. The Contractor shall also submit weekly usage reports to the Manager detailing all sand and/or deicing material utilized by the Contractor for the week covered.

Snow Removal Services shall not be included in the Contractor's Monthly Lump Sum Charge, but will be covered by the price for Snow Removal Services separately quoted by the Contractor under Snow Removal as set forth above.

16. Safety Provisions

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 to or loss of property or injury to any person including but not limited to all employees on the work, the public and other persons and entities who may be affected thereby.

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 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. The Contractor shall have ninety (90) days to implement this Safety Program.

The Contractor shall, at its own expense and as an included cost, be required to train all its personnel in the proper handling of medical and human waste to include blood-borne pathogens as mandated by Federal OSHA Regulations and to supply materials, equipment and medical waste cleanup kits for medical waste cleanup at the facility. Such kits shall include at a minimum, but not be limited to, sharps containers, gloves, masks, and a bleach solution.

Additionally, the Contractor shall provide to selected personnel, at least two of whom shall be present each shift, Hazardous Waste Operations and Emergency Response (HAZWOPER) First Responder Operations Level 1 Training in accordance with OSHA 29 CFR 1910 120 (q)(6)(ii). At least one (1) Supervisor per shift must be HAZWOPER Trained.

17. Training Requirements

As operator of the Port Authority Bus Terminal, the Port Authority is concerned with providing assistance and information, if required, as well as maintaining a clean and safe environment for its employees, tenants and the traveling public.

It shall be the responsibility of the Contractor to ensure that all of its employees performing the Work hereunder receive training as specified in items (1) and (2) below. The on-going training program (referenced to herein as the "Training Program") will focus on Supervisory and Technical Skills. Brief descriptions of the requirements of the various components of the Training Program are as follows:

(1) <u>Supervisory</u>

The Contractor's Managers and Supervisors shall have training in basic Supervisory Skills, Labor Relations, Motivation, Team Building, and Managing People. The

Contractor shall submit to the Manager a schedule for such supervisory training within thirty (30) days of the award of this Contract. The required supervisory training shall be completed within six (6) months of the Contract start date and the Option Period, if exercised. Any newly hired or promoted Supervisory personnel working hereunder shall receive all such supervisory training within three (3) months of their appointment to such supervisory position. The Contractor may utilize subcontractors/consultants to conduct any portion of the supervisory training, and all supervisory training required herein shall be at no additional cost to the Port Authority.

(2) <u>Technical</u>

The Contractor shall provide for its staff orientation and training (referred to herein as "technical training") in the physical areas covered by the Contract, routine and Project work specifications, cleaning materials and their applications, proper use and maintenance of equipment including snow equipment, and any additional technical training such as snowplowing operations, snow removal, etc., that the Manager deems necessary. Such technical training will be at no cost to the Port Authority. The Contractor may utilize subcontractors/consultants to conduct any portion of the technical training.

The Contractor shall also ensure that the staff has been trained in wheelchair safety and the assistance of the disabled. The Contractor shall also ensure that the training will include, but not be limited to:

- Security Training
    - Recognizing and Dealing with Suspicious People
    - Behavioral Factors
    - Carrying Packages
    - Recognizing and Dealing with Unwarranted Interest in the Facility
    - How to Recognize and Handle a Suspicious Package or Envelope
    - Recognizing and Dealing with Suspicious Vehicles
- OSHA Safety Training
    - Hazard Communication
    - Fire and Life Safety (i.e. how to use a fire extinguisher)
    - Bloodborne Pathogen Program
    - Ladder Safety/Fall Protection
    - Back Injury Prevention
    - Lockout/Tagout of Energy Sources
- Sexual Harassment
- Hazardous Waste and Universal Waste Management

Within thirty days (30) following the Commencement Date of this Contract, the Contractor shall submit a Training Plan for the Training Program hereunder to the Manager for approval and upon the Manager's approval of the Contractor's Training Plan, the Contractor shall implement said Training Plan which shall include but not be limited to the following:

i) a list of all Supervisors and staff who will receive training and the type of training they will receive;

ii) the person or organization responsible for conducting the different training programs; and

iii) a training calendar indicating approximate dates during which different training sessions are planned.

All required training hereunder should be concluded within one (1) month of the Manager's approval of the Contractor's Training Plan unless the Manager determines otherwise.

The Contractor shall provide annual refresher training for all Technical training listed above as well as the HAZWOPER training.

18. Extraordinary Work

At the verbal request of the Manager, followed by a written notice, the Contractor shall perform those extraordinary cleaning services at the unit prices inserted by the Proposer in the attached Contractor's Pricing Sheets for "Extraordinary Work." "Extraordinary Work" shall not include the repetition of prior work performed by the Contractor and determined by the Manager to be unsatisfactory and requested to be repeated. Such Extraordinary Work shall include services in additional areas. It shall also include work frequencies beyond the minimums set forth herein when the Manager determines that such additional frequencies are required due to special events or other circumstances out of the ordinary. The Manager's request must specifically identify the work as Extraordinary Work before such unit prices are payable.

19. Re-lamping

Re-lamping shall be performed in accordance with the schedule set forth in Project Work. The Contractor shall perform this work with at least a three (3) person crew. The Contractor shall supply all scaffolding, scissors, lifts, etc. The bulbs shall be supplied by the Port Authority. Spot re-lamping shall be performed by the Contractor as necessary. Not all fixtures will require bulb replacement; see Fixture Cleaning and Bulb Replacement section in Exhibit A for details. The Contractor shall report any roadway lights that do not operate to the Manager.

20. Minimum Mandatory Staffing

All stations shall be staffed 365 days per year, 366 in a leap year, unless otherwise noted in the station work descriptions. The Contractor is responsible for ensuring all stations are continually staffed and must provide coverage at all times,, including but not limited to, breaks, lunches, vacations, absences, and lateness. The Contractor is also advised that certain stations require gender specific coverage (See Exhibit A).

For the Supervisors, the Contractor shall provide coverage for vacations, absences, and

lateness.

The Contractor shall have the following minimum mandatory staffing:

STATION CLEANING
6:00 a.m. – 2:30 p.m.
365 days per year
366 days per leap year

Station Number	**Number of Full-time Workers**
Station 8-01	1
Station 8-02	1
Station 8-04	1
Station 8-08	1
Station 8-09	1
Station 8-10	1
Station 8-11	1
Station 8-12	1
Station 8-13	1
Station 8-14	1
Station 8-16	1
Station 8-17	1
Station 8-18	1
Station 8-19	1
Station 8-20	1
Station 8-21	1
Station 8-24	1
Station 8-25	1
Station 8-27	1
Station 8-28	1
Station 8-29	1
Station 8-30	4
Window Washer 6:00 a.m. – 2:30 p.m. Monday – Friday, exclusive of Holidays	1

2:00 p.m. – 10:30 p.m.
365 days per year
366 days per leap year

Station Number	**Number of Full-time Workers**
Station 4-01	1
Station 4-03	1

Station 4-04	1
Station 4-05	1
Station 4-07	1
Station 4-08	1
Station 4-10	1
Station 4-11	1
Station 4-12	1
Station 4-13	1
Station 4-14	1
Station 4-16	1
Station 4-19	1
Station 4-20	1
Station 4-23	1
Station 4-24	1
Station 4-25	1
Station 4-26	1
Station 4-28	1

10:15 p.m. – 6:15 a.m.
365 days per year
366 days per leap year

Station Number	**Number of Full-time Workers**
Station 12-1	1
Station 12-2	1
Station 12-3	1
Station 12-4	1
Station 12-5	1
Station 12-6	1
Station 12-7	1
Station 12-7A	1
Station 12-8	1
Station 12-9	1
Station 12-10	4
Window Washer 10:15 p.m. – 6:15 a.m. Monday – Friday, exclusive of Holidays	2

Project Workers: 19 per day

<u>Supervision</u>

- Resident Manager: 1
  (6:30 a.m. – 2:30 p.m. Monday – Friday, exclusive of Holidays)
- Assistant Resident Manager: 1

(10:15 p.m. – 6:15 a.m. Monday – Friday, exclusive of Holidays)

- Supervisors: 2
  (all shifts, 365 days per year, 366 days per leap year)

21. Walk Off Mats

The Contractor shall supply, lay down, pick up and clean walk off mats at various locations at the Facility as directed by the Manager. The Contractor shall replace the mats once a year. The Contractor shall sweep and vacuum the mats daily, and shampoo the mats as determined by the Manager.

The mats shall be Berkshire Grade Entrance Mats as manufactured by Matsine or Port Authority approved equal. The mats shall be a charcoal color with red inlay logo printing 18" in height as described below. The logo shall be "PABT." In addition, the mats shall have an all around 2" sewn on black vinyl border.

Note: Mats listed below with an asterisk (*) require the "PABT" logo.

The mats shall be supplied as follows:

North Wing

42nd Street Lobby
Two (2) 15' x 15'*
One (1) 8' x 18'

8th Avenue Lobby
Two (2) 14' 9" x 20'*
One (1) 6' x 16' 6" Left automatic door
One (1) 5' 9" x 26' Right automatic door
One (1) 5' 6" x 9' 6" inside Left automatic door

South Wing

8th Avenue Duane Reade outer side
Two (2) 9' x 20' (the logo is split; one says "PA" the other says "BT")*

8th Avenue Duane Reade inner side
Two (2) 12' x 18'

8th Avenue Lobby
One (1) 23' x 15' top center
One (1) 5'6" x 26' Left automatic door
Two (2) 15' x 16'*
One (1) 5' x 16' Right automatic door

8th Avenue End
One (1) 20' x 15'*
One (1) 5' x 20' Right automatic door
One (1) 5' x 16' 6" Left automatic door

40th Street side door
One (1) 4' x 12'*

Manager's Office
One (1) 17' x 20'*

9th Avenue Lobby Front
One (1) 12' x 15'*
One (1) 7' x 9'
One (1) 10' x 10'
One (1) 8' x 8' by Sliding door
One (1) 7' x 15' Taxi road way side

South Wing Lower Level Entrance from Taxi Roadway
One (1) 18' x 8'*

22. Pigeon Dropping Removal

Pigeon dropping removal shall be performed in accordance with the specifications described below.

Compensation for pigeon dropping removal shall be at the hourly rate entered by the Contractor on the Pricing Sheets. This hourly rate shall include, but not be limited to, the cost of all equipment, supervision, labor and all things associated with the work.

Workers involved in the cleaning of droppings must at a minimum wear a National Institute for Occupational Safety and Health (NIOSH)-approved N-95 dust mask, gloves and disposable protective coveralls. If an employee prefers to wear a tight fitting respirator, P-100 cartridges should be used and disposed of following the completion of the job. If the pigeon droppings are located above the worker, goggles or safety glasses must be worn. All personal protective equipment that cannot be cleaned must be disposed of at the end of each instance of removal.

Large accumulations of pigeon droppings should be removed in the following manner:

a) Use a germicidal solution consisting of 10% household bleach (1 part household bleach mixed with 9 parts water) and thoroughly mix with droppings to a paste-like consistency.

b) Transfer the mixture into a plastic bag. The bagged droppings should then be sealed and placed in a dumpster.

c) After the gross removal of the droppings, the affected areas must be lightly mopped with the working germicidal solution and left to air dry. Mop heads used to clean affected areas should be placed in a plastic bag, sealed and placed in a dumpster.

d) If it is necessary to remove dead pigeons the above listed personal protective equipment should be worn. Every effort must be taken to use equipment such as shovels and brooms to pick up the dead bird. The dead bird should be placed in a doubled plastic bag and disposed of in the dumpster.

23. Bollard Cleaning & Stainless Steel Guard Rails

The Contractor shall clean the bollards three (3) times per year, or as otherwise directed by the Manager. There are approximately 550 (1' diameter x 2'9" high) bollards at the Facility. For the ten (10), ten (10)-foot lengths of stainless steel guard rails, the Contractor shall clean them three (3) times per year, or as otherwise directed by the Manager.

Using a soft, fine grit scrubbing pad (green in color), the Contractor shall gently work in ZUD cleanser (produced by Malco or PA approved equal) and work thoroughly into the body of the bollard and guard rail. Extra effort may be needed for heavily rusted spots. Rinse with fresh water and wipe with clean cloth.

Compensation for bollard cleaning and stainless steel guard rails shall be included in the Project Work lump sum price in the Pricing Sheets.

24. Station Workers

Cleaners assigned to stations (also known as sStation Workers) are required to handle any janitorial condition. Maid carts are to be equipped with the proper cleaning equipment and janitorial supplies. When a Station Worker requires supplies, they are to make contact with the Contractor's Supervisor so that additional materials can be provided. Equipment requirements shall include but not be limited to pan and broom, rest room cleaning supplies, mop and bucket, maid cart, safety equipment, treated cloth floor sweeper, glass cleaning supplies, stainless steel cleaning supplies, gum remover, graffiti remover, and any other item or product that would or could be needed to provide the level of service required herein.

Station workers must remain dedicated to the stations that they are filling. They may not be utilized to cover other stations, perform project work or any other duties while assigned to a station. However, the Manager reserves the right to move staff from a station when the need arises.

25. Lavatory Attendants

Lavatory Attendants (Cleaners) are high visibility employees. They will be called upon to provide verbal assistance to patrons either by providing accurate directions or by directing patrons to the correct person or agency so that assistance can be provided. Lavatory Attendants must be able to speak English proficiently. Lavatory Attendants must be equipped with appropriate safety equipment to assure their personal safety when servicing lavatories. They must be skillfully trained in how to respond to cleaning tasks where blood borne pathogens and other biological concerns could be present. They must be skilled in safely cleaning up and disposing of any materials related to a hazardous

cleanup such as human bodily fluids, solid waste hypodermic needles, etc. Attendants should be aware of any persons needing assistance for themselves or from others.

26. Motor Stair Cleaning

There are approximately fifty-four (54) motor stairs (escalators) in the building. Motor stairs shall be cleaned monthly with the Stairmaster machines or as directed by the Manager.

27. Assistance to Elderly and Disabled

The Contractor shall be responsible for providing wheelchair escorts, blind escorts and similar assistance to elderly and disabled patrons when requested by the Port Authority. The Contractor's staff will respond immediately when requested by the Port Authority to provide this service. This service will be available at all times and all shifts. The Contractor shall ensure that its staff is thoroughly trained in the safe and respectful assistance to the elderly and disabled including the use of wheelchairs. Wheelchairs will be provided by the Port Authority and will generally be kept at the Facility's Operations Control Center.

28. Truss Cleaning

The Contractor shall clean the truss twice a year, once in the spring and once in the fall. The truss extends vertically from the top of the 2nd floor up to the bottom of the 5th floor and extends horizontally from the area above Duane Reade on 40th Street, continuous along 8th Avenue from 40th Street to 42nd Street and then from 42nd Street and 8th Avenue to the McGraw Hill building on 42nd Street. The work shall be performed on the midnight tour. Cleaning shall consist of power washing. The Contractor shall be responsible for any damage to the trusses due to improper use of power washing.

29. Project Work

PLEASE NOTE ANY SURFACE WITH * = SCAFFOLD REQUIRED

	Type Surfaces	Operation	Square	Frequency (Per Year)
FLOOR CLEANING			Footage	
Upper Parking Level Lobby & Entrance Area	Quarry Tile	Floor Sealing	1115	2
Upper Parking Level Lobby & Entrance Area	Quarry Tile	Strip & Refinish	1115	2
Upper Parking Level Lobby & Entrance Area	Quarry Tile	Sweep-Degum-Mac. Scrub	1115	365
Middle Parking Level Lobby & Entrance Area	Quarry Tile	Floor Sealing	1517	2
Middle Parking Level Lobby & Entrance Area	Quarry Tile	Strip & Refinish	1517	2
Middle Parking Level Lobby & Entrance Area	Quarry Tile	Sweep-Degum-Mac. Scrub	1517	365
Lower Parking Level Lobby & Entrance Area	Quarry Tile	Floor Sealing	784	2
Lower Parking Level Lobby & Entrance Area	Quarry Tile	Strip & Refinish	784	2
Lower Parking Level Lobby & Entrance Area	Quarry Tile	Sweep-Degum-Mac. Scrub	784	365
Public Concourse	Quarry Tile	Floor Sealing	16605	2
Public Concourse	Quarry Tile	Strip & Refinish	16605	2
Public Concourse	Quarry Tile	Sweep-Degum-Mac. Scrub	16605	365
Men's Restroom East End NW	Ceramic Tile	Machine Scrub	204	12
Ladies Restroom East End NW	Ceramic Tile	Machine Scrub	292	12
Bus Driver's Restroom, East End NW	Ceramic Tile	Machine Scrub	101	12
Men's Restroom, West End 9th Ave. SW	Ceramic Tile	Machine Scrub	113	12
Women's Restroom, West End 9th Ave. SW	Ceramic Tile	Machine Scrub	139	12
Bus Platform 206	Resilient Tile	Strip & Refinish	1050	2
Bus Platform 206	Resilient Tile	Spray Buff	1050	22
Bus Platform 206	Resilient Tile	Wet Mop	1050	52
Bus Platform 206	Resilient Tile	Sweep	1050	156
Bus Platform 207	Resilient Tile	Strip & Refinish	1696	2
Bus Platform 207	Resilient Tile	Spray Buff	1696	22
Bus Platform 207	Resilient Tile	Wet Mop	1696	52
Bus Platform 207	Resilient Tile	Sweep	1696	156
Bus Platform 208	Resilient Tile	Strip & Refinish	1187	2
Bus Platform 208	Resilient Tile	Spray Buff	1187	22
Bus Platform 208	Resilient Tile	Wet Mop	1187	52
Bus Platform 208	Resilient Tile	Sweep	1187	156
Bus Platform 220	Resilient tile	Strip & Refinish	1743	2
Bus Platform 220	Resilient Tile	Spray Buff	1743	22
Bus Platform 220	Resilient Tile	Wet Mop	1743	52
Bus Platform 220	Resilient Tile	Sweep	1743	156
Bus Platform 221	Resilient Tile	Strip & Refinish	1560	2
Bus Platform 221	Resilient Tile	Spray Buff	1560	22
Bus Platform 221	Resilient Tile	Wet Mop	1560	52
Bus Platform 221	Resilient Tile	Sweep	1560	156
Bus Platform 222	Resilient Tile	Strip & Refinish	1530	2

Bus Platform 222	Resilient Tile	Spray Buff	1530	22
Bus Platform 222	Resilient Tile	Wet Mop	1530	52
Bus Platform 222	Resilient Tile	Sweep	1530	156
Bus Platform 223	Resilient Tile	Strip & Refinish	1501	2
Bus Platform 223	Resilient Tile	Spary Buff	1501	22
Bus Platform 223	Resilient Tile	Wet Mop	1501	52
Bus Platform 223	Resilient Tile	Sweep	1501	156
Bus Platform 224	Resilient Tile	Strip & Refinish	2324	2
Bus Platform 224	Resilient Tile	Spray Buff	2324	22
Bus Platform 224	Resilient Tile	Wet Mop	2324	52
Bus Platform 224	Resilient Tile	Sweep	2324	156
Roadways	Concrete	Machine Sweep	73938	260
Unloading Platform 400	Ceramic Tile	Floor Sealing	8240	2
Unloading Platform 400	Ceramic Tile	Strip & Refinish	8240	2
Unloading Platform 400	Ceramic Tile	Sweep-Degum-Mac. Scrub	8240	365
Sawtooth Platform, Gates 401-421	Concrete Sidewalk	Machine Scrub	4960	12
Exterior Gates 401 - 421	Concrete Sidewalk	Degrease	7960	2
Roadway, Bus Platform 206	Concrete Roadway	Machine Sweep	1800	156
Roadway, Bus Platform 206	Concrete Roadway	Degrease	1800	4
Roadway, Bus Platform 207	Concrete Roadway	Machine Sweep	1800	156
Roadway, Bus Platform 207	Concrete Roadway	Degrease	1800	6
Roadway, Bus Platform 208	Concrete Roadway	Machine Sweep	1800	156
Roadway, Bus Platform 208	Concrete Roadway	Degrease	1800	6
Roadway, Bus Platform 220	Concrete Roadway	Machine Sweep	1700	156
Roadway, Bus Platform 220	Concrete Roadway	Degrease	1700	6
Roadway, Bus Platform 221	Concrete Roadway	Machine Sweep	1800	156
Roadway, Bus Platform 221	Concrete Roadway	Degrease	1800	6
Roadway. Bus Platform 222	Concrete Roadway	Machine Sweep	1700	156
Roadway, Bus Platform 222	Concrete Roadway	Degrease	1700	6
Roadway, Bus Platform 223	Concrete Roadway	Machine Sweep	1800	156
Roadway, Bus Platform 223	Concrete Roadway	Degrease	1800	6
Roadway, Bus Platform 224	Concrete Roadway	Machine Sweep	2240	156
Roadway, Bus Platform 224	Concrete Roadway	Degrease	2240	6
Roadway, Bus Berths Gates 401-421	Concrete Roadway	Machine Sweep	14013	156
Roadway, Bus Berths Gates 401-421	Concrete Roadway	Degrease	14013	6
Unloading Platform 300	Ceramic Tile	Sweep-Degum-Mac. Scrub	4467	365
Bus Platform 200	Resilient Tile	Strip & Refinish	1492	2
Bus Platorm 200	Resilient Tile	Spray Buff	1492	22
Bus Platform 200	Resilient Tile	Wet Mop	1492	52
Bus Platform 200	Resilient Tile	Sweep	1492	156
Bus Platform 201	Resilient Tile	Strip & Refinish	1043	2
Bus Platform 201	Resilient Tile	Spray Buff	1043	22
Bus Platform 201	Resilient Tile	Wet Mop	1043	52
Bus Platform 201	Resilient Tile	Sweep	1043	156
Bus Platform 202	Resilient Tile	Strip & Refinish	959	2
Bus Platform 202	Resilient Tile	Spray Buff	959	22
Bus Platform 202	Resilient Tile	Wet Mop	959	52

Bus Platform 202	Resilient Tile	Sweep	959	156
Bus Platform 203	Resilient Tile	Strip & Refinish	734	2
Bus Platform 203	Resilient Tile	Spray Buff	734	22
Bus Platform 203	Resilient Tile	Wet Mop	734	52
Bus Platform 203	Resilient Tile	Sweep	734	156
Bus Platform 204	Resilient Tile	Strip & Refinish	727	2
Bus Platform 204	Resilient Tile	Spray Buff	727	22
Bus Platform 204	Resilient Tile	Wet Mop	727	52
Bus Platform 204	Resilient Tile	Sweep	727	156
Bus Platform 205	Resilient Tile	Strip & Refinish	728	2
Bus Platform 205	Resilient Tile	Spray Buff	728	22
Bus Platform 205	Resilient Tile	Wet Mop	728	52
Bus Platform 205	Resilient Tile	Sweep	728	156
Bus Platform 210	Resilient Tile	Strip & Refinish	1607	2
Bus Platform 210	Resilient Tile	Spray Buff	1607	22
Bus Platform 210	Resilient Tile	Wet Mop	1607	52
Bus Platform 210	Resilient Tile	Sweep	1607	156
Bus Platform 211	Resilient Tile	Strip & Refinish	1541	2
Bus Platform 211 Bus Platform 211	Resilient Tile	Wet Mop	1541	52
Bus Platform 211	Resilient Tile	Sweep	1541	156
Bus Platform 212	Resilient Tile	Strip & Refinish	1585	2
Bus Platform 212	Resilient Tile	Spray Buff	1585	22
Bus Platform 212	Resilient Tile	Wet Mop	1585	52
Bus Platform 212	Resilient Tile	Sweep	1585	156
Bus Platform 213	Resilient Tile	Strip & Refinish	1287	2
Bus Platform 213	Resilient Tile	Spray Buff	1287	22
Bus Platform 213	Resilient Tile	Wet Mop	1287	52
Bus Platform 213	Resilient Tile	Sweep	1287	156
Bus Platform 214	Resilient Tile	Strip & Refinish	1432	2
Bus Platform 214	Resilient Tile	Spray Buff	1432	22
Bus Platform 214	Resilient Tile	Wet Mop	1432	52
Bus Platform 214	Resilient Tile	Sweep	1432	156
Bus Platform 230	Resilient Tile	Strip & Refinish	509	2
Bus Platform 230	Resilient Tile	Spray Buff	509	22
Bus Platform 230	Resilient Tile	Wet Mop	509	52
Bus Platform 230	Resilient Tile	Sweep	509	156
Bus Platform 231	Resilient Tile	Strip & Refinish	1318	2
Bus Platform 231	Resilient Tile	Spray Buff	1318	22
Bus Platform 231	Resilient Tile	Wet Mop	1318	52
Bus Platform 231	Resilient Tile	Sweep	1318	156
Bus Platform 232	Resilient Tile	Strip & Refinish	1161	2
Bus Platform 232	Resilient Tile	Spray Buff	1161	22
Bus Platform 232	Resilient Tile	Wet Mop	1161	52
Bus Platform 232	Resilient Tile	Sweep	1161	156
Bus Platform 233	Resilient Tile	Strip & Refinish	1465	2
Bus Platform 233	Resilient Tile	Spray Buff	1465	22

Bus Platform 233	Resilient Tile	Wet Mop	1465	52
Bus Platform 233	Resilient Tile	Sweep	1465	156
Bus Platform 234	Resilient Tile	Strip & Refinish	2548	2
Bus Platform 234	Resilient Tile	Spray Buff	2548	22
Bus Platform 234	Resilient Tile	Wet Mop	1465	52
Bus Platform 234	Resilient Tile	Sweep	1465	156
Roadways	Concrete	Machine Sweep	77488	260
Roadway, Bus Platform 200	Concrete Roadway	Machine Sweep	2176	260
Roadway, Bus Platform 200	Concrete Roadway	Degrease	2176	6
Roadway, Bus Platform 201	Concrete Roadway	Machine Sweep	1920	260
Roadway, Bus Platform 201	Concrete Roadway	Degrease	1920	6
Roadway, Bus Platform 202	Concrete Roadway	Machine Sweep	1920	260
Roadway, Bus Platform 202	Concrete Roadway	Degrease	1920	6
Roadway, Bus Platform 203	Concrete Roadway	Machine Sweep	1920	260
Roadway, Bus Platform 203	Concrete Roadway	Degrease	1920	6
Roadway, Bus Platform 204	Concrete Roadway	Machine Sweep	2400	260
Roadway, Bus Platform 204	Concrete Roadway	Degrease	2400	6
Roadway, Bus Platform 205	Concrete Roadway	Machine Sweep	2352	260
Roadway, Bus Platform 205	Concrete Roadway	Degrease	2352	6
Roadway, Bus Platform 210	Concrete Roadway	Machine Sweep	2016	260
Roadway, Bus Platform 210	Concrete Roadway	Degrease	2016	6
Roadway, Bus Platform 211	Concrete Roadway	Machine Sweep	2592	260
Roadway, Bus Platform 211	Concrete Roadway	Degrease	2592	6
Roadway, Bus Platform 212	Concrete Roadway	Machine Sweep	2592	260
Roadway, Bus Platform 212	Concrete Roadway	Degrease	2592	6
Roadway, Bus Platform 213	Concrete Roadway	Machine Sweep	2544	260
Roadway, Bus Platform 213	Concrete Roadway	Degrease	2544	6
Roadway, Bus Platform 214	Concrete Roadway	Machine Sweep	2544	260
Roadway, Bus Platform 214	Concrete Roadway	Degrease	2544	6
Roadway, Bus Platform 230	Concrete Roadway	Machine Sweep	1008	260
Roadway, Bus Platform 230	Concrete Roadway	Degrease	1008	6
Roadway, Bus Platform 231	Concrete Roadway	Machine Sweep	1824	260
Roadway. Bus Platform 231	Concrete Roadway	Degrease	1824	6
Roadway, Bus Platform 232	Concrete Roadway	Machine Sweep	2256	260
Roadway, Bus Platform 232	Concrete Roadway	Degrease	2256	6
Roadway, Bus Platform 233	Concrete Roadway	Machine Sweep	2784	260
Roadway, Bus Platform 233	Concrete Roadway	Degrease	2784	6
Roadway, Bus Platform 234	Concrete Roadway	Machine Sweep	2976	260
Roadway, Bus Platform 234	Concrete Roadway	Degrease	2976	6
Concourse, Unloading (6) Area	Quarry Tile	Floor Sealing	16368	2
Concourse, Unloading (6) Area	Quarry Tile	Strip & Refinish	16368	2
Concourse & Mixing Area	Quarry & Terrazzo Tile	Sweep-Degum-Mac. Scrub	34974	365
Men's Restroom	Quarry Tile	Machine Scrub	28	12
Concourse Area	Terrazzo	Seal	17655	2
Concourse Area	Terrazzo	Strip & Refinish	17655	2
Men's Restroom	Ceramic Tile	Machine Scrub	440	12

Concourse Corridor	Quarry Tile	Seal	2491	2
Concourse Corridor	Quarry Tile	Strip & Refinish	2491	2
Women's Restroom	Terrazzo	Machine Scrub	39	12
Women's Restroom	Ceramic Tile	Machine Scrub	466	12
Refrigeration Plant	Quarry Tile	Machine Scrub	140	12
Refrigeration Plant	Cement Floor	Machine Scrub	4170	4
Refrigeration Plant	Vinyl Tile	Spray Buff	243	22
Refrigeration Plant	Vinyl Tile	Strip & Refinish	243	2
Refrigeration Plant Lavatory	Ceramic Tile	Machine Scrub	112	12
Concourse Area	Quarry Tile	Seal	51246	2
Concourse Area	Quarry Tile	Strip & Refinish	51246	2
Concourse Area	Quarry Tile	RESEAl /Spray Buff	51246	12
Concourse Area	Quarry Tile	Sweep-Degum-Mac. Scrub	51246	365
Men's Restroom	Ceramic Tile	Machine Scrub	734	12
Women's Restroom	Ceramic Tile	Machine Scrub	925	12
41st St. West Vestibule	Brick	Floor Sealing	140	2
41st St. West Vestibule	Brick	Strip & Refinish	140	2
41st St. West Vestibule	Brick	Sweep-Degum-Mac. Scrub	140	365
41st St. East Vestibule	Brick	Floor Sealing	250	2
41st St. East Vestibule	Brick	Strip & Refinish	250	2
41st St. East Vestibule	Brick	Sweep-Degum-Mac. Scrub	250	365
40th St. Vestibule	Brick	Floor Sealing	231	2
40th St. Vestibule	Brick	Strip & Refinish	231	2
40th St. Vestibule	Brick	Sweep-Degum-Mac. Scrub	231	365
8th Avenue Lobby	Brick	Floor Sealing	1779	2
8th Avenue Lobby	Brick	Strip & Refinish	1779	2
8th Avenue Lobby	Brick	Sweep-Degum-Mac. Scrub	1779	365
Service Corridor	Terrazzo	Floor Sealing	365	2
Service Corridor	Terrazzo	Strip & Refinish	365	2
Service Corridor	Terrazzo	Sweep-Degum-Mac. Scrub	365	365
Ticket Info. Window SW MC	Vinyl Tile	Spray Buff	900	22
Ticket Info. Window SW MC	Vinyl Tile	Strip & Refinish	900	4
Satellite Booth	Quarry Tile	Wet Mop	68	52
Detective Office	Vinyl Tile	Spray Buff	1320	6
Police Desk	Carpet	Shampoo	208	4
Police Offices	Carpet	Shampoo	1503	4
Police Desk Area	Quarry Tile	Machine Scrub	554	12
Police Cell Area	Quarry Tile	Machine Scrub	196	12
Police Reserve Room	Quarry Tile	Machine Scrub	518	12
Police Corridor	Quarry Tile	Machine Scrub	380	12
Police Youth Division	Quarry Tile	Machine Scrub	700	12
Info. Center Reception Area	Quarry Tile	Machine Scrub	925	12
Info. Center Res. Room Men's Restroom	Ceramic Tile	Machine Scrub	88	12
Info. Center Ladies Room	Ceramic Tile	Machine Scrub	88	12
Info. Center Office Area	Carpet	Shampoo	3165	4
Operations Office	Carpet	Shampoo	726	4
Operations Office	Carpet	Shampoo	726	4

Operations Office	Carpet	Shampoo	500	4
Oper./Eng. Men's Room	Ceramic Tile	Machine Scrub	100	12
Oper./Eng. Ladies's Room	Ceramic Tile	Machine Scrub	100	12
Eng. Construction Office	Carpet	Shampoo	2340	2
Eng. Construction Office	Vinyl Tile	Spray Buff	2980	22
Eng. Construction Office	Vinyl Tile	Strip & Refinish	833	2
Oper. Control Center	Carpet	Shampoo	1120	4
8th Avenue Subway Lobby	Terrazzo	Seal	1361	2
8th Avenue Subway Lobby	Terrazzo	Strip & Refinish	1361	2
Concourse Area, Crossover & Lobby	Terrazzo	Floor Sealing	5632	2
Concourse Area, Crossover & Lobby	Terrazzo	Strip & Refinish	5632	2
Concourse Area, Crossover & Lobby	Terrazzo	Sweep-Degum-Mac. Scrub	5632	365
Passageway for Platform 51-56	Quarry Tile	Machine Scrub	713	12
Public Concourse	Quarry Tile	Floor Sealing	20634	2
Public Concourse	Quarry Tile	Strip & Refinish	20634	2
Public Concourse	Quarry Tile	Sweep-Degum-Mac. Scrub	20634	365
9th Avenue Lobby	Quarry Tile	Floor Sealing	1866	2
9th Avenue Lobby	Quarry Tile	Strip & Refinish	1866	2
9th Avenue Lobby	Quarry Tile	Sweep-Degum-Mac. Scrub	1866	365
Bus Platform 51-56	Quarry Tile	Floor Sealing	4708	2
Bus Platform 51-56	Quarry Tile	Strip & Refinish	4708	2
Bus Platform 51-56	Quarry Tile	Sweep-Degum-Mac. Scrub	4708	365
Bus Roadways	Concrete Roadway	Machine Sweep	48569	260
Bus Berths Odd Gates 1-39	Concrete Roadway	Machine Sweep	12281	260
Bus Berths Odd Gates 1-39	Concrete Roadway	Degrease	12281	6
Bus Berths Even Gates 2-40	Concrete Roadway	Machine Sweep	14281	260
Bus Berths Even Gates 2-40	Concrete Roadway	Degrease	14281	6
Bus Parking Areas Across from Even Gates 2-36	Concrete Roadway	Machine Sweep	3960	260
Bus Parking Areas Across from Even Gates 2-36	Concrete Roadway	Degrease	3960	6
Bus Parking Areas Across from Odd Gates 1-37	Concrete Roadway	Machine Sweep	3960	260
Bus Park'g Area N. Wall Across from Odd Gates 1-37	Concrete Roadway	Degrease	3960	6
Sawtooth Platform in Front of Even Gates 2-40	Concrete Sidewalk	Machine Scrub	5825	52
Sawtooth Platform in Front of Even Gates 2-40	Concrete Sidewalk	Degrease	5825	6
Sawtooth Platform in Front of Odd Gates 1-39	Concrete Sidewalk	Machine Scrub	5732	52
9th Ave. Taxi Rdwy East. Sidewalk and E. Turn Around	Concrete Sidewalk	Degrease	5732	2
9th Ave. Taxi Roadway West Sidewalk	Concrete Sidewalk	Machine Scrub	2024	52
Sidewalk, Center Island South Roadway	Concrete Sidewalk	Machine Sweep	2019	8
Men's Restroom	Ceramic Tile	Machine Scrub	157	12
Women's Restroom	Ceramic Tile	Machine Scrub	179	12
Compactor Room Utility Corridor	Concrete	Machine Scrub	556	52
Maintenance Office	Carpet	Shampoo	1000	4
Male Supervisor's Locker Room	Vinyl Tile	Spray Buff	231	22
Male Supervisor's Locker Room	Vinyl Tile	Strip & Refinish	231	4

Female Locker Room	Vinyl Tile	Spray Buff	507	22
Female Locker Room	Vinyl Tile	Strip & Refinish	507	4
Female Lavatory	Ceramic Tile	Machine Scrub	276	12
Female Police Locker Room	Quarry Tile	Machine Scrub	406	12
Female Police Lavatory	Ceramic Tile	Machine Scrub	207	12
Female Police Locker Room Corridor	Quarry Tile	Machine Scrub	176	12
Male Police Lavatory	Quarry Tile	Machine Scrub	1482	12
Male Police Lavatory	Ceramic Tile	Machine Scrub	99	12
Maint Male Locker Room	Vinyl Tile	Spray Buff	774	4
Maint Male Locker Room	Vinyl Tile	Strip & Refinish	774	4
Maint Male Lavatory	Ceramic Tile	Machine Scrub	337	12
Police Supervisors Male Locker Room	Quarry Tile	Machine Scrub	780	12
Police Supervisors Male Lavatory	Ceramic Tile	Machine Scrub	72	12
Police Supervisors Female Locker Room	Quarry Tile	Machine Scrub	156	12
Police Supervisors Female Lavatory	Ceramic Tile	Machine Scrub	120	12
8th Avenue Sidewalk	Concrete	Machine Scrub	5563	26
40th Street Sidewalk	Concrete	Machine Scrub	2697	26
41st Street Sidwalk	Concrete	Machine Scrub	3792	26
40th Street Entrance	Concrete	Machine Scrub	671	26
9th Avenue Sidewalk	Concrete	Machine Scrub	1161	26
40th Street Sidewalk	Concrete	Machine Scrub	7956	26
41st Street Sidwalk	Concrete	Machine Scrub	4598	26
9th Avenue Sidewalk	Concrete	Machine Scrub	1796	26
40th Street Entrance	Terrazzo	Machine Scrub	117	26
Bus Roadways	Concrete Roadway	Machine Sweep	22308	260
North Wall Bus Parking Area NW	Concrete Roadway	Machine Sweep	3619	260
North Wall Bus Parking Area NW	Concrete Roadway	Degrease	3619	4
East Exterior Wall- Bus Parking Area	Concrete Roadway	Machine Sweep	3000	260
East Exterior Wall- Bus Parking Area	Concrete Roadway	Degrease	3000	6
East Interior - Bus Parking Area	Concrete Roadway	Machine Sweep	1727	260
East Interior - Bus Parking Area	Concrete Roadway	Degrease	1727	6
South Bus Parking Area	Concrete Roadway	Machine Sweep	14602	260
South Bus Parking Area	Concrete Roadway	Degrease	14602	6
South Exterior Bus Parking Area	Concrete Roadway	Machine Sweep	2461	260
South Exterior Bus Parking Area	Concrete Roadway	Degrease	2461	6
South East Wall Bus Parking Area	Concrete Roadway	Degrease	1416	6
West Side Sidewalk	Concrete Roadway	Machine Sweep	1257	260
Sidewalk Exterior Waiting Area	Concrete Roadway	Machine Sweep	9869	260
Sidewalk Exterior Waiting Area	Concrete Roadway	Degrease	9869	6
West Interior Bus Parking Area SW	Concrete Roadway	Machine Sweep	2048	260
West Interior Bus Parking Area SW	Concrete Roadway	Degrease	2048	6
West Exterior Bus Parking Area NW	Concrete Roadway	Machine Sweep	2430	260
West Exterior Bus Parking Area NW	Concrete Roadway	Degrease	2430	6
Automobile Parking Area NW	Concrete	Machine Sweep	18876	260
Automobile Parking Area NW	Concrete	Degrease	18876	6
Elevator Lobby Exterior NW	Terrazzo	Machine Scrub	234	52
Waiting Area	Terrazzo	Seal	21667	2

Waiting Area	Terrazzo	Strip & Refinish	21667	2
Waiting Area	Terrazzo	Sweep degum/machine scrub	21667	365
Womens Restroom	Ceramic Tile	Machine Scrub	142	12
Mens Restroom	Ceramic Tile	Machine Scrub	111	12
Bus Roadways	Concrete Roadway	Machine Sweep	24272	260
Bus Berths 301-305	Concrete Roadway	Machine Sweep	2836	260
Bus Berths 301-305	Concrete Roadway	Degrease	2836	6
Bus Berths 306-314	Concrete Roadway	Machine sweep	2827	260
Bus Berths 306-314	Concrete Roadway	Degrease	2827	6
Bus Berths 315-318	Concrete Roadway	Machine sweep	2149	260
Bus Berths 315-318	Concrete Roadway	Degrease	2149	6
Bus Berths 319-326	Concrete Roadway	Machine sweep	3968	260
West Sidewalk Off loading SW	Concrete Sidewalk	Sweep	1257	260
Sawtooth Platform Gate 301	Concrete Sidewalk	Machine sweep	186	260
Sawtooth Platform Gate 301	Concrete Sidewalk	Degrease	186	6
Sawtooth Platform Gate 302-304	Concrete Sidewalk	Machine sweep	1187	260
Sawtooth Platform Gate 302-304	Concrete Sidewalk	Degrease	1187	6
Sawtooth Platform Gate 305	Concrete Sidewalk	Machine sweep	402	260
Sawtooth Platform Gate 305	Concrete Sidewalk	Degrease	402	6
Sawtooth Platform Gate 306-313	Concrete Sidewalk	Sweep	2580	260
Bus Berths 319-316	Concrete Roadway	Degrease	3968	6
North Wall Bus Parking Area	Concrete Roadway	Machine Sweep	2084	260
North Wall Bus Parking Area	Concrete Roadway	Degrease	2084	6
West Wall Bus Parking Area	Concrete Roadway	Machine Sweep	590	260
West Wall Bus Parking Area	Concrete Roadway	Degrease	590	6
SouthWest Wall, Bus Parking Area	Concrete Roadway	Machine Sweep	1392	260
SouthWest Wall, Bus Parking Area	Concrete Roadway	Degrease	1392	6
Southeast Wall Bus Parking Area	Concrete Roadway	Machine Sweep	1416	260
Southeast Wall Bus Parking Area	Concrete Roadway	Degrease	1416	6
Sawtooth Platform Gate 306-313	Concrete Roadway	Degrease	2580	6
Sawtooth Platform Gate 314	Concrete Roadway	Machine Sweep	359	260
Sawtooth Platform Gate 314	Concrete Roadway	Degrease	359	6
Sawtooth Platform Gate 315-317	Concrete Roadway	Machine Sweep	1530	260
Sawtooth Platform Gate 315-317	Concrete Roadway	Degrease	1530	6
Sawtooth Platform Gate 318	Concrete Roadway	Machine Sweep	407	260
Sawtooth Platform Gate 318	Concrete Roadway	Degrease	407	6
Sawtooth Platform Gate 319-326	Concrete Roadway	Machine Sweep	1391	260
Sawtooth Platform Gate 319-326	Concrete Roadway	Degrease	1391	6
Managers Office	Carpet	Shampoo	3014	4
Managers Male Lavatory	Ceramic Tile	Machine Scrub	84	12
Managers Female Lavatory	Ceramic Tile	Machine Scrub	70	12
Managers Lavatory Corridor	Quarry Tile	Machine Scrub	170	12
Concourse Area	Terrazzo	Seal	25256	2
Concourse Area	Terrazzo	Strip & Refinish	25256	2
Concourse Area	Terrazzo	Sweep Degum/Machine Scrub	25256	365
Concourse Area	Quarry Tile	Seal	6520	2

Concourse Area	Quarry Tile	Strip & Refinish	6520	2
Concourse Area	Quarry Tile	Sweep Degum/Machine Scrub	6520	365
Womens Rest Room Crossover	Ceramic Tile	Machine Scrub	520	12
Mens Restroom Crossover	Ceramic Tile	Machine Scrub	446	12
Comprehensive Improvement Program Office	Carpet	Shampoo	1223	4
2nd Floor Conference Room	Resilient Tile	Strip and Refinfish	1080	4
2nd Floor Conference Room	Resilient Tile	Spray Buff	1080	22
Vehicle Pass Through	Roadway	Machine Sweep	6362	260
Vehicle Pass Through	Roadway	Degrease	3060	6
First Aid Room	Resilient Tile	Strip and Refinfish	253	2
First Aid Room	Resilient Tile	Spray Buff	253	22
First Aid Room	Ceramic Tile	Machine Scrub	17	12
Concourse Area NW	Quarry Tile	Floor Sealing	19351	2
Concourse Area NW	Quarry Tile	Strip & Refinish	19351	2
Concourse Area NW	Quarry Tile	Sweep Degum/Machine Scrub	19351	365
41st West Lobby	Stone	Wet Mop	549	365
41st East Lobby	Quarry Tile	Floor Sealing	84	2
41st East Lobby	Quarry Tile	Strip & Refinish	84	2
41st East Lobby	Quarry Tile	Sweep Degum/Machine Scrub	84	365
41st West Lobby	Brick	Floor Sealing	174	2
41st West Lobby	Brick	Strip & Refinish	174	2
41st West Lobby	Brick	Sweep Degum/Machine Scrub	174	2
41st East Lobby	Brick	Floor Sealing	102	2
41st East Lobby	Brick	Strip & Refinish	102	2
41st East Lobby	Brick	Sweep Degum/Machine Scrub	102	365
8th Ave Lobby SW	Brick	Floor Sealing	1514	2
8th Ave Lobby SW	Brick	Strip & Refinish	1514	2
8th Ave Lobby SW	Brick	Sweep Degum/Machine Scrub	1514	365
42nd Street Lobby NW	Brick	Floor Sealing	1960	2
42nd Street Lobby NW	Brick	Strip & Refinish	1960	2
42nd Street Lobby NW	Brick	Sweep Degum/Machine Scrub	1960	365
Compactor Area NW	Concrete	Machine Sweep	723	365
Dumpster Area NW	Concrete	Machine Sweep	1408	365
Vehicle Pass Through Sidewalk	Brick	Machine Sweep	1516	365
Vehicle Pass Through Sidewalk	Concrete	Machine Sweep	943	365
Concourse Area	Terrazzo	Floor Sealing	15350	2
Concourse Area	Terrazzo	Strip & Refinish	15350	2
Concourse Area	Terrazzo	Sweep-Degum-Mac. Scrub	15350	365
Crossover	Terrazzo	Floor Sealing	3041	2
Crossover	Terrazzo	Strip & Refinish	3041	2
Crossover	Terrazzo	Sweep-Degum-Mac. Scrub	3041	365
8th Avenue Subway Lobby	Terrazzo	Floor Sealing	3596	2

8th Avenue Subway Lobby	Terrazzo	Strip & Refinish	3596	2
8th Avenue Subway Lobby	Terrazzo	Sweep-Degum-Mac. Scrub	3596	364
Concourse Area	Quarry Block	Floor Sealing	627	2
Concourse Area	Quarry Block	Strip & Refinish	627	2
Concourse Area	Quarry Block	Sweep-Degum-Mac. Scrub	627	365
Public Concourse	Quarry Tile	Floor Sealing	5879	2
Public Concourse	Quarry Tile	Strip & Refinish	5879	2
Public Concourse	Quarry Tile	Sweep-Degum-Mac. Scrub	5879	365
Public Concourse Exterior	Quarry Tile	Machine Scrub	836	365
Public Concourse	Terrazzo	Floor Sealing	11054	2
Public Concourse	Terrazzo	Strip & Refinish	11054	2
Public Concourse	Terrazzo	Sweep-Degum-Mac. Scrub	11054	365
Men's Restroom	Ceramic Tile	Machine Scrub	257	12
Women's Restroom	Ceramic Tile	Machine Scrub	250	12
Bus Roadways	Concrete Roadway	Machine Sweep	29948	260
Bus Berths 65-63	Concrete Roadway	Machine Sweep	4352	260
Bus Berths 65-63	Concrete Roadway	Degrease	4352	6
Bus Berths 63-72	Concrete Roadway	Machine Sweep	7584	260
Bus Berths 63-72	Concrete Roadway	Degrease	7584	6
Bus Berths 73-76	Concrete Roadway	Machine Sweep	3780	260
Bus Berths 73-76	Concrete Roadway	Dregrease	3780	6
Bus Berths 77-95	Concrete Roadway	Machine Sweep	8305	260
Bus Berths 77-95	Concrete Roadway	Degrease	8305	6
North Wall Parking Area	Concrete Roadway	Machine Sweep	1481	260
North Wall Parking Area	Concrete Roadway	Degrease	1481	6
South Wall Bus Parking Area	Concrete Roadway	Machine Sweep	2338	260
South Wall Bus Parking Area	Concrete Roadway	Degrease	2338	6
West Parking Area	Concrete Roadway	Machine Sweep	536	260
West Parking Area	Concrete Roadway	Degrease	536	6
Walkway Gates 95-63	Concrete	Machine Scrub	822	260
Walkway Gates 95-63	Concrete	Degrease	822	6
Walkway Gates 63-72	Concrete	Machine Sweep	1547	365
Walkway Gates 63-72	Concrete	Degrease	1547	6
Walkway Gates 73-76	Concrete	Machine Sweep	909	365
Walkway Gates 73-76	Concrete	Degrease	909	6
Walkway Gates 77-85	Concrete	Machine Sweep	1472	365
Walkway Gates 77-85	Concrete	Degrease	1472	6
Sidewalk North East Corner	Concrete	Machine Sweep	381	6
Sidewalk Next to Elevator West Roadway	Concrete	Machine Sweep	156	12
Upper Parking Level Lobby & Entrance Area	Quarry Tile	Strip & Refinish	1115	2
Middle Parking Level Lobby & Entrance Area	Quarry Tile	Strip & Refinish	1517	2
Lower Parking Level Lobby & Entrance Area	Quarry Tile	Strip & Refinish	784	2
Public Concourse	Quarry Tile	Strip & Refinish	16605	2
Unloading Platform 400	Ceramic Tile	Strip & Refinish	8240	2
Concourse, Unloading (6) Area	Quarry Tile	Strip & Refinish	16368	2
Concourse Area	Terrazzo	Strip & Refinish	17655	2
Concourse Corridor	Quarry Tile	Strip & Refinish	2491	2

Concourse Area	Quarry Tile	Strip & Refinish	51246	2
41st St. West Vestibule	Brick	Strip & Refinish	140	2
41st St. East Vestibule	Brick	Strip & Refinish	250	2
40th St. Vestibule	Brick	Strip & Refinish	231	2
8th Avenue Lobby	Brick	Strip & Refinish	1779	2
Service Corridor	Terrazzo	Strip & Refinish	365	2
8th Avenue Subway Lobby	Terrazzo	Strip & Refinish	1361	2
Concourse Area, Crossover & Lobby	Terrazzo	Strip & Refinish	5632	2
Public Concourse	Quarry Tile	Strip & Refinish	20634	2
9th Avenue Lobby	Terrazzo	Strip & Refinish	1866	2
Bus Platform 51-56	Quarry Tile	Strip & Refinish	4708	2
Waiting Area	Quarry Tile	Strip & Refinish	21667	2
Concourse Area	Terrazzo	Strip & Refinish	25256	2
Concourse Area	Quarry Tile	Strip & Refinish	6520	2
Concourse Area	Quarry Tile	Strip & Refinish	19351	2
41st West Lobby	Quarry Tile	Strip & Refinish	549	2
41st East Lobby	Quarry Tile	Strip & Refinish	84	2
41st West Lobby	Brick	Strip & Refinish	174	2
41st East Lobby	Brick	Strip & Refinish	102	2
8th Ave Lobby	Brick	Strip & Refinish	1514	2
42nd Street Lobby	Brick	Strip & Refinish	1960	2
Concourse Area	Terrazzo	Strip & Refinish	15350	2
Crossover	Terrazzo	Strip & Refinish	3041	2
8th Avenue Subway Lobby	Terrazzo	Strip & Refinish	3596	2
Concourse Area	Quarry Block	Strip & Refinish	627	2
Public Concourse	Quarry Tile	Strip & Refinish	5879	2
Public Concourse	Terrazzo	Strip & Refinish	11054	2
Concourse Area	Quarry Tile	Reseal / Spray Buff	51246	2
Basement Hallways - S/W	Terrazzo	Strip & Refinish	10000	2
Basement Hallways - S/W	Terrazzo	Floor Sealing	10000	2
Info. Center Reception Area	Quarry Tile	Strip & Refinish	925	4
Info. Center Res. Room Men's Restroom	Ceramic Tile	Strip & Refinish	88	4
Info. Center Ladies Room	Ceramic Tile	Strip & Refinish	88	4
Info. Center Reception Area	Quarry Tile	Floor Sealing	925	4
Info. Center Res. Room Men's Restroom	Ceramic Tile	Floor Sealing	88	4
Info. Center Ladies Room	Ceramic Tile	Floor Sealing	88	4

Wall and Door Cleaning	**Type Surface**	**Operation**	**Square Footage**	**Frequency (x yr.)**
Mens Restroom	Unpainted Metal	Wash & Rinse	421	4
Womens Restroom	Unpainted Metal	Wash & Rinse	644	4
Womens Restroom	Ceramic Tile	Wash & Rinse	745	12
Mens Restroom	Ceramic Tile	Wash & Rinse	738	12
Information Center Female Lavatory	Ceramic	Wash & Rinse	724	12
Information Center Male Lavatory	Ceramic	Wash & Rinse	724	12
Police Supervisor Male Locker Room	Painted	Wash & Rinse	896	1

Police Supervisor Male Lavatory	Ceramic Tile	Wash & Rinse	592	12
Police Supervisor Female Locker Room	Painted	Wash & Rinse	396	1
Police Supervisor Female Lavatory	Ceramic Tile	Wash & Rinse	414	12
Maintenance Male Lavatory	Ceramic	Wash & Rinse	496	12
Maintenance Female Lavatory	Ceramic	Wash & Rinse	1000	12
Maintenance Female Lavatory	Painted	Wash & Rinse	490	1
Women's Restroom	Ceramic Tile	Wash & Rinse	392	12
Men's Restroom	Ceramic Tile	Wash & Rinse	412	12
Men's Restroom	Ceramic Tile	Wash & Rinse	694	12
Women's Restroom	Ceramic Tile	Wash & Rinse	888	12
Manager's Office Male Lavatory	Ceramic	Wash & Rinse	320	12
Manager's Office Female Lavatory	Ceramic	Wash & Rinse	288	12
First Aid Room	Ceramic Tile	Wash & Rinse	707	4
First Aid Bathroom	Ceramic Tile	Wash & Rinse	132	4
Men's Restroom Concourse	Ceramic Tile	Wash & Rinse	618	12
Women's Restroom Concourse	Ceramic Tile	Wash & Rinse	595	12
Lower Parking Level Lobby	Glass Doors	Wash & Rinse	138	52
Middle Parking Level Lobby	Glass Doors	Wash & Rinse	138	52
Middle Parking Level Lobby	Window Wall *	Wash & Rinse	2112	12
Upper Parking Level Lobby	Partition	Wash & Rinse	324	52
Upper Parking Level Lobby	Glass Doors	Wash & Rinse	138	52
Public Concourse	Wall Glass	Wash & Rinse	3761	12
Public Concourse	Door Glass	Wash & Rinse	1207	52
Bus Platform 206	Wall Glass	Wash & Rinse	3967	12
Bus Platform 206	Door Glass	Wash & Rinse	336	52
Bus Platform 207	Wall Glass	Wash & Rinse	4144	12
Bus Platform 207	Door Glass	Wash & Rinse	378	52
Bus Platform 208	Wall Glass	Wash & Rinse	3747	12
Bus Platform 208	Door Glass	Wash & Rinse	336	52
Bus Platform 220	Wall Glass	Wash & Rinse	4312	12
Bus Platform 220	Door Glass	Wash & Rinse	336	52
Bus Platform 221	Wall Glass	Wash & Rinse	4264	12
Bus Platform 221	Door Glass	Wash & Rinse	336	52
Bus Platform 222	Wall Glass	Wash & Rinse	3844	12
Bus Platform 222	Door Glass	Wash & Rinse	336	52
Bus Platform 223	Wall Glass	Wash & Rinse	4088	12
Bus Platform 223	Door Glass	Wash & Rinse	336	52
Bus Platform 224	Wall Glass	Wash & Rinse	3257	12
Bus Platform 224	Door Glass	Wash & Rinse	546	52
Bus Platform 400	Partition Glass Block	Wash & Rinse	990	156
Bus Platform 400	Exterior Wall Glass block/interior only	Wash & Rinse	813	4
Bus Platform 200	Wall Glass	Wash & Rinse	4290	12
Bus Platform 200	Door Glass	Wash & Rinse	378	52
Bus Platform 201	Wall Glass	Wash & Rinse	3825	12
Bus Platform 201	Door Glass	Wash & Rinse	336	52
Bus Platform 202	Wall Glass	Wash & Rinse	4046	12

Bus Platform 202	Door Glass	Wash & Rinse	336	52
Bus Platform 203	Wall Glass	Wash & Rinse	3593	12
Bus Platform 203	Door Glass	Wash & Rinse	336	52
Bus Platform 204	Wall Glass	Wash & Rinse	3393	12
Bus Platform 204	Door Glass	Wash & Rinse	336	52
Bus Platform 205	Wall Glass	Wash & Rinse	3133	12
Bus Platform 205	Door Glass	Wash & Rinse	210	52
Bus Platform 210	Wall Glass	Wash & Rinse	6093	12
Bus Platform 210	Door Glass	Wash & Rinse	420	52
Bus Platform 211	Wall Glass	Wash & Rinse	5762	12
Bus Platform 211	Door Glass	Wash & Rinse	378	52
Bus Platform 212	Wall Glass	Wash & Rinse	5733	12
Bus Platform 212	Door Glass	Wash & Rinse	378	52
Bus Platform 213	Wall Glass	Wash & Rinse	4906	12
Bus Platform 213	Door Glass	Wash & Rinse	378	52
Bus Platform 214	Wall Glass	Wash & Rinse	4455	12
Bus Platform 214	Door Glass	Wash & Rinse	336	52
Bus Platform 230	Wall Glass	Wash & Rinse	2010	12
Bus Platform 230	Door Glass	Wash & Rinse	126	52
Bus Platform 231	Wall Glass	Wash & Rinse	4290	12
Bus Platform 231	Door Glass	Wash & Rinse	294	52
Bus Platform 232	Wall Glass	Wash & Rinse	4004	12
Bus Platform 232	Door Glass	Wash & Rinse	336	52
Bus Platform 233	Wall Glass	Wash & Rinse	4670	12
Bus Platform 233	Door Glass	Wash & Rinse	378	52
Bus Platform 234	Wall Glass	Wash & Rinse	4810	12
Bus Platform 234	Door Glass	Wash & Rinse	630	52
Bus Platform 300	Partition Glass Block	Wash & Rinse	684	156
Bus Platform 300	Exterior Wall Glass block/inter.	Wash & Rinse	1386	4
Concourse Area	Wall Glass	Wash & Rinse	3242	156
Concourse Area	Door Glass	Wash & Rinse	1635	156
Mixing Area 230	Door Glass	Wash & Rinse	248	156
Mixing Area 220	Door Glass	Wash & Rinse	248	156
Mixing Area 210	Door Glass	Wash & Rinse	296	156
Mixing Area 200	Door Glass	Wash & Rinse	730	156
Mixing Area 200	Wall Glass	Wash & Rinse	104	156
Center Well Partition	Well Partition glass	Wash & Rinse	3220	156
West Well Partition	Well Partition glass	Wash & Rinse	650	156
Display Cases	Wall Glass	Wash & Rinse	180	12
Old Lotto Booth	Partition Wall Glass	Wash & Rinse	3102	26
Control Center	Partition Wall Glass	Wash & Rinse	1320	26
Concourse Area	Door Glass	Wash & Rinse	2251	156
41st West Vestibule	Door Glass	Wash & Rinse	280	156
41st East Vestibule	Door Glass	Wash & Rinse	296	156
40th Street	Door Glass	Wash & Rinse	296	156
8th Avenue Lobby	Door Glass	Wash & Rinse	1176	156

Service Corridor	Door Glass	Wash & Rinse	3	156
8th Avenue Lobby	Wall Glass * (scaffold)	Wash & Rinse	2275	12
8th Avenue Lobby	Wall Glass	Wash & Rinse	323	156
Display Cases	Wall Glass	Wash & Rinse	756	12
Stationary Stairs near MS 23-24	Glass Partition	Wash & Rinse	800	52
Stationary Stairs near MS 25-26	Glass Partition	Wash & Rinse	800	52
Motor Stairs 28-29	Glass Partition	Wash & Rinse	676	52
Ticket Information Window	Wall Glass	Wash & Rinse	45	12
Satellite Both	Wall Glass	Wash & Rinse	90	12
Police Offices	Wall Glass	Wash & Rinse	300	12
Police Reserve Room	Wall Glass	Wash & Rinse	120	12
Information Center	Wall Glass	Wash & Rinse	2556	12
Concourse Area	Door Glass	Wash & Rinse	313	156
8th Avenue Subway Lobby	Door Glass	Wash & Rinse	389	156
Bus Berths 2-40 (Even)	Wall Glass	Wash & Rinse	1032	12
Bus Berths 1-39 (Odd)	Wall Glass	Wash & Rinse	1023	12
Platform 51-56	Wall Glass	Wash & Rinse	4320	12
Public Concourse	Wall Glass	Wash & Rinse	96	12
9th Avenue Lobby	Wall Glass	Wash & Rinse	337	12
Bus Berth Gates 2-40 (Even)	Door Glass	Wash & Rinse	1680	52
Bus Berth Gates 1-39 (Odd)	Door Glass	Wash & Rinse	1680	52
Roadways	Door Glass	Wash & Rinse	300	52
Bus Drop Off	Door Glass	Wash & Rinse	476	52
9th Avenue Lobby	Door Glass	Wash & Rinse	60	52
Public Concourse	Door Glass	Wash & Rinse	270	52
Basement Corridors	Window Glass	Wash & Rinse	219	52
Basement Corridors	Door Glass	Wash & Rinse	121	52
Parts Pick up (Stockroom)	Window Glass	Wash & Rinse	16	52
9th Avenue (April through November)	Canopy * (scaffolding)	Wash & Rinse	5700	8
Exterior Side Windows	Windows	Wash & Rinse	2480	12
Exterior Side Windows	Windows * (scaffolding)	Wash & Rinse	3720	12
41St Crossover	Windows * (scaffolding)	Wash & Rinse	400	12
Elevator Lobby	Wall Glass	Wash & Rinse	465	12
Elevator Lobby	Wall Glass	Wash & Rinse	80	52
Interior Waiting Area	Wall Glass	Wash & Rinse	100	12
Interior Waiting Area	Door Glass	Wash & Rinse	531	52
Interior Waiting Area	Bus Schedule Display Glass	Wash & Rinse	268	52
Dispatcher Booths	Window	Wash & Rinse	37	12
Concourse Area	Door Glass	Wash & Rinse	1394	52
Concourse Area	Wall Glass	Wash & Rinse	3572	12
Managers/Adm. Conference Room	Glass	Wash & Rinse	1958	52
Center Well Partition	Partition Wall Glass	Wash & Rinse	3030	52
West Well Partition	Partition Wall Glass	Wash & Rinse	650	52

Old Mundo Uno	Partition Wall Glass	Wash & Rinse	517.08	26
Old Book Store	Partition Wall Glass	Wash & Rinse	672.25	26
Concourse Area	Wall Glass	Wash & Rinse	5126	12
41St West Lobby	Wall Glass	Wash & Rinse	188	12
41St East Lobby	Wall Glass	Wash & Rinse	192	12
8th Avenue Lobby	Wall Glass * (scaffold)	Wash & Rinse	4332	12
42nd St. Lobby	Wall Glass * (scaffold)	Wash & Rinse	3345	12
Concourse Area	Door Glass	Wash & Rinse	1571	156
41St West Lobby	Door Glass	Wash & Rinse	280	156
41St East Lobby	Door Glass	Wash & Rinse	192	156
8th Avenue Lobby	Door Glass	Wash & Rinse	672	156
42nd St. Lobby	Door Glass	Wash & Rinse	480	156
42nd St. Lobby	Plexiglass	Wash & Rinse	112	4
Vehicle Pass Through	Door Glass	Wash & Rinse	90	156
Concourse Area	Wall Glass	Wash & Rinse	1216	12
Crossover	Wall Glass	Wash & Rinse	88	12
8th Ave Subway Lobby	Door Glass	Wash & Rinse	180	156
Motor Stair 3&4 Wall glass &side skirt glass (both sides)	Wall Glass	Wash & Rinse	2068.67	52
Concourse Area	Door Glass	Wash & Rinse	568	156
Public Concourse	Wall Glass	Wash & Rinse	1794	12
Public Concourse	Door Glass	Wash & Rinse	106	52
Public Concourse Gates	Door Glass	Wash & Rinse	572	52
8th Ave Sub Lobby Architectural Stairs	Glass Partition	Wash & Rinse	232	156
Exterior Side Windows	Window	Wash & Rinse	5120	12
Exterior Side Windows	*Windows (scaffolding)	Wash & Rinse	2920	12
Taxi Dispatch Booths	Windows	Wash & Rinse	20	12
Cake Boss & Vacant space to 42nd St Lobby	Windows	Wash & Rinse	2566.67	2
Grayline 42nd Street	Windows	Wash & Rinse	1418.67	6
Vacant space between Grayline & Taxi Roadway	Windows	Wash & Rinse	1530	4
Old VRH office	Windows	Wash & Rinse	247.5	2
PNC	Windows	Wash & Rinse	2835	6
Project Find 9th Ave Exterior Only	Windows	Wash & Rinse	635.45	6
Vent building 41 St & 9th Ave (2 panes up)	Windows	Wash & Rinse	465.74	6
Canopy Skylights 42nd St	Skylights	Wash & Rinse	255	6
Canopy Skylights 42nd St - N. Wing	Skylights	Wash & Rinse	255	6
Canopy Skylights 42nd St - S. Wing	Skylights	Wash & Rinse	255	6
UBL SW Dispatch Booths Mirrored Glass	Mirrored Glass	Wash & Rinse	716.72	52
Stationary Stairs MC to Subway Mezz – South side	Glass Partition	Wash & Rinse	123.5	52
Stationary Stairs MC to Subway Mezz – North side	Glass Partition	Wash & Rinse	147.65	52
MS 7&8 NW- SC	Glass Partition	Wash & Rinse	314.29	52
MS 5&6 NW- SC	Glass Partition	Wash & Rinse	353.08	52
MS 14&15 SW - MC	Glass Partition	Wash & Rinse	233.94	52

NW SBL MS 9&10	Glass Partition	Wash & Rinse	160,520	52
MC SW Public Safety Dept. (one side)	Wall Glass	Glass Cleaning	141.65	52
MC - SW Old Detectives Office (one side)	Wall Glass	Glass Cleaning	193.73	52
MC SW Sign Room	Wall Glass	Glass Cleaning	104.69	52
MC SW Emp. Involvement Rm. (one side)	Wall Glass	Glass Cleaning	179.15	52
Blood Bank	Wall Glass	Glass Cleaning	186.30	52
Old Drago Shoe Shop	Wall Glass	Glass Cleaning	258.13	52
Marella Barber Shop	Wall Glass	Glass Cleaning	144.46	52
Kinetic Sculpture	Wall Glass	Glass Cleaning	145.44	104
RadioShack to Boltons	Wall Glass	Glass Cleaning	907.86	156
Stat. Stairs 41st Entrance outside	Wall Glass	Glass Cleaning	146.85	156
Stat. Stairs 41st Entrance inside	Wall Glass	Glass Cleaning	146.85	24
Stat. Stairs 40th St Entrance - outside	Wall Glass	Glass Cleaning	123.1	156
Stat. Stairs 40th St Entrance - intside	Wall Glass	Glass Cleaning	123.1	24
Jamba Juice	Wall Glass	Glass Cleaning	186.83	52
Area East of Deli Plus	Wall Glass	Glass Cleaning	102.39	52
Area West of Jamba Juice	Wall Glass	Glass Cleaning	188.94	52
Glass Surround - MS 16-17 - outside	Wall Glass	Glass Cleaning	351.1	156
Glass Surround - MS 16-17 - inside	Wall Glass	Glass Cleaning	351.1	24
Display booth W. of Entr. to 51-56 main ticket plaza	Wall Glass	Glass Cleaning	122.63	156
Det Off. West of Deli Plis	Wall Glass	Glass Cleaning	125.42	104
Vacant Store West of Det. Office	Wall Glass	Glass Cleaning	125.42	104
Lost and Found & 2nd floor Operations Center	Wall Glass	Glass Cleaning	615.63	104
Police Desk	Wall Glass	Glass Cleaning	153.74	104
Operations entrance	Wall Glass	Glass Cleaning	119.97	104
OId Construction Unit - door	Wall Glass	Glass Cleaning	5.19	52
Glass Surround MS 14&15 SW - MC outside	Glass Partition	Wash & Rinse	233.94	156
Glass Surround MS 14&15 SW - MC inside	Glass Partition	Wash & Rinse	233.94	24
Post Office (inside)	Glass Cleaning	Wash & Rinse	211.75	12
Post Office (outside)	Glass Cleaning - corridor	Wash & Rinse	211.75	24
NW - 2nd Floor Confrence Room (vinyl tile floor) -inside	Glass Cleaning - corridor	Wash & Rinse	172	6
NW - 2nd Floor Confrence Room (vinyl tile floor) - outside	Glass Cleaning - corridor	Wash & Rinse	172	24
NW - 2nd Floor Confrence Room (carpet floor) -inside	Glass Cleaning - corridor	Wash & Rinse	172	6
NW - 2nd Floor Confrence Room (carpet floor) - outside	Glass Cleaning - corridor	Wash & Rinse	172	24
NW - 2nd Floor Construction Office -inside	Glass Cleaning - corridor	Wash & Rinse	172	12
NW - 2nd Floor Construction Office -outside	Glass Cleaning - corridor	Wash & Rinse	172	24
Duane Reade (40th & 8th)	Glass Cleaning - corridor	Wash & Rinse	2336	52
SW - 5th Floor Police K-9 Office (wall cleaning)	Painted Plaster	Wash & Rinse	632	52
Subway Grates (11 Total)	Metal	Power Wash	500 L Ft (ea)	4

FIXTURE CLEANING BULB REPLACEMENT		No. of Fixtures	Frequency (x yr.)
Lower Parking Level Lobby	Metal Slat Cove 4' Bulbs	49	1
Lower Parking Level Lobby	Exit Sign	1	1
Lower Parking Level Lobby	Sodium Vapor	2	1
Middle Parking Level Lobby	Small Egg Crate 4' Bulbs	14	1
Middle Parking Level Lobby	Metal Slat Cove 4' Bulbs	32	1
Middle Parking Level Lobby	Exit Sign	1	1
Middle Parking Level Lobby	Sodium Vapor	2	1
Upper Parking Level Lobby	Exit Sign	1	1
Upper Parking Level Lobby	Metal Slat Cover 4' Bulbs	40	1
Upper Parking Level Lobby	Small Egg Crate 4' Bulbs	28	1
Upper Parking Level Lobby	Sodium Vapor	2	1
Public Concourse	Solid Plastic Shield 4' Foot Bulbs	57	1
Men's Restroom East End	Solid Plastic Shield 4' Foot Bulbs	4	1
Ladies Restroom East End	Solid Plastic Shield 4' Foot Bulbs	7	1
Bus Driver Restroom East End	Solid Plastic Shield 4' Foot Bulbs	3	1
Bus Platform 208	Solid Plastic Shield 4' Foot Bulbs	13	1
Bus Platform 221	Solid Plastic Shield 4' Foot Bulbs	14	1
Bus Platform 220	Solid Plastic Shield 4' Foot Bulbs	15	1
Bus Platform 222	Solid Plastic Shield 4' Foot Bulbs	15	1
Bus Platform 223	Solid Plastic Shield 4' Foot Bulbs	16	1
Bus Platform 224	Solid Plastic Shield 4' Foot Bulbs	58	1
Bus Platform 207	Solid Plastic Shield 4' Foot Bulbs	14	1
Bus Roadways	Solid Plastic Shield 4' Bulbs	5	1
Men's Restroom West End	Solid Plastic Shield 4' Bulbs	3	1
Ladies Restroom West End	Solid Plastic Shield 4' Bulbs	3	1
Bus Platform 206	Solid Plastic Shield 2' Bulbs	17	1
Bus Platform 208	Solid Plastic Shield 2' Bulbs	8	1
Bus Platform 221	Solid Plastic Shield 2' Bulbs	2	1
Bus Platform 224	Solid Plastic Shield 2' Bulbs	7	1
Bus Platform 207	Solid Plastic Shield 2' Bulbs	3	1
Men's Restroom West End	Solid Plastic Shield 2' Bulbs	1	1
Ladies Restroom West End	Solid Plastic Shield 2' Bulbs	1	1
Public Concourse	Solid Plastic Shield 18' Bulbs	32	1
Bus Platform 206	Solid Plastic Shield 6' Bulbs	18	1
Bus Platform 208	Solid Plastic Shield 6' Bulbs	15	1
Bus Platform 220	Solid Plastic Shield 6' Bulbs	13	1
Bus Platform 221	Solid Plastic Shield 6' Bulbs	26	1
Bus Platform 222	Solid Plastic Shield 6' Bulbs	21	1
Bus Platform 223	Solid Plastic Shield 6' Bulbs	22	1
Bus Platform 224	Solid Plastic Shield 6' Bulbs	11	1
Bus Platform 207	Solid Plastic Shield 6' Bulbs	19	1
Bus Roadways	L.E.D. wipe only		1
Bus Roadways	Solid Plastic Shield 8' Bulbs	9	1
Bus Roadways	Solid Plastic Shield 3' Bulbs	8	1
Public Concourse	LED wash only		1
Public Concourse	High Hats	153	1

Bus Roadways	High Hats	274	1
Bus Platform 200	Solid Plastic Shields 2' Bulbs	3	1
Bus Platform 201	Solid Plastic Shields 2' Bulbs	4	1
Bus Platform 202	Solid Plastic Shields 2' Bulbs	4	1
Bus Platform 203	Solid Plastic Shields 2' Bulbs	10	1
Bus Platform 204	Solid Plastic Shields 2' Bulbs	11	1
Bus Platform 205	Solid Plastic Shields 2' Bulbs	11	1
Bus Platform 210	Solid Plastic Shields 2' Bulbs	8	1
Bus Platform 211	Solid Plastic Shields 2' Bulbs	6	1
Bus Platform 212	Solid Plastic Shields 2' Bulbs	6	1
Bus Platform 213	Solid Plastic Shields 2' Bulbs	21	1
Bus Platform 214	Solid Plastic Shields 2' Bulbs	22	1
Bus Platform 200	Solid Plastic Shield 2' Bulbs	3	1
Bus Platform 231	Solid Plastic Shield 2' Bulbs	9	1
Bus Platform 232	Solid Plastic Shield 2' Bulbs	13	1
Bus Platform 233	Solid Plastic Shield 2' Bulbs	7	1
Bus Platform 234	Solid Plastic Shield 2' Bulbs	44	1
Bus Roadway	Solid Plastic Shield 3' Bulbs	1	1
Bus Roadways	Solid Plastic Shield 4' Bulbs	12	1
Bus Platform 200	Solid Plastic Shield 4' Bulbs	36	1
Bus Platform 201	Solid Plastic Shield 4' Bulbs	11	1
Bus Platform 202	Solid Plastic Shield 4' Bulbs	8	1
Bus Platform 203	Solid Plastic Shield 4' Bulbs	10	1
Bus Platform 204	Solid Plastic Shield 4' Bulbs	11	1
Bus Platform 205	Solid Plastic Shield 4' Bulbs	9	1
Bus Platform 210	Solid Plastic Shield 4' Bulbs	13	1
Bus Platform 211	Solid Plastic Shield 4' Bulbs	16	1
Bus Platform 212	Solid Plastic Shield 4' Bulbs	11	1
Bus Platform 213	Solid Plastic Shield 4' Bulbs	9	1
Bus Platform 214	Solid Plastic Shield 4' Bulbs	12	1
Bus Platform 230	Solid Plastic Shield 4' Bulbs	5	1
Bus Platform 231	Solid Plastic Shield 4' Bulbs	11	1
Bus Platform 232	Solid Plastic Shield 4' Bulbs	18	1
Bus Platform 233	Solid Plastic Shield 4' Bulbs	12	1
Bus Platform 234	Solid Plastic Shield 4' Bulbs	5	1
Bus Roadways	LED Wipe only		1
Bus Platform 200	Solid Plastic Shield 6' Bulbs	10	1
Bus Platform 201	Solid Plastic Shield 6' Bulbs	16	1
Bus Platform 202	Solid Plastic Shield 6' Bulbs	18	1
Bus Platform 203	Solid Plastic Shield 6' Bulbs	7	1
Bus Platform 204	Solid Plastic Shield 6' Bulbs	6	1
Bus Platform 205	Solid Plastic Shield 6' Bulbs	5	1
Bus Platform 210	Solid Plastic Shield 6' Bulbs	21	1
Bus Platform 211	Solid Plastic Shield 6' Bulbs	24	1
Bus Platform 212	Solid Plastic Shield 6' Bulbs	27	1
Bus Platform 213	Solid Plastic Shield 4' Bulbs	12	1
Bus Platform 214	Solid Plastic Shield 4' Bulbs	11	1
Bus Platform 230	Solid Plastic Shield 4' Bulbs	3	1
Bus Platform 231	Solid Plastic Shield 4' Bulbs	14	1

Bus Platform 232	Solid Plastic Shield 4' Bulbs	8	1
Bus Platform 233	Solid Plastic Shield 4' Bulbs	21	1
Bus Platform 224	Solid Plastic Shiled 4' Bulbs	14	1
Bus Roadways	High Hats	114	1
Bus Roadways	LED wipe only	8	1
Bus Roadways	Incandescent Lamps	30	1
Concourse Area	Smooth Plastic 4' Bulbs	811	1
Concourse Area	Smooth Plastic 3' Bulbs	32	1
Concourse Area	Smooth Plastic 2' Bulbs	43	1
Concourse Area	Smooth Plastic 6' Bulbs	12	1
Concourse Area	Smooth Plastic 8' Bulbs	5	1
Concourse Area	Egg Crate 3' Bulbs	47	1
Concourse Area	Egg Crate 4' Bulbs	230	1
Concourse Area	Egg Crate *2' Bulbs	8	1
Concourse Area	High Hat 8"	28	1
Concourse Area	High Hat 6"	26	1
Concourse Area	High Hat 12"	5	1
Display Cases	Track Lighting 2” spots	11	1
Concourse	Sign Clock	2	1
Refrigeration Plant	Fluorescent	59	1
Mixing Area 230	Recessed Open Reflector Downlight	21	1
Mixing Area 220	Recessed Open Reflector Downlight	23	1
Mixing Area 210	Recessed Open Reflector Downlight	27	1
Mixing Area 230	Recessed Wall Washer/Downlight	19	1
Mixing Area 220	Recessed Wall Washer/Downlight	7	1
Mixing Area 210	Recessed Wall Washer/Downlight	42	1
Mixing Area 200	Flourescent 4' Bulbs	37	1
Mixing Area 200	Egg Crates 4' Bulbs	24	1
Mixing Area 200	Egg Crates 3' Bulbs	6	1
Concourse Area	Smooth Plastic 4' Bulbs	1427	1
Men's Restroom	Smooth Plastic 4' Bulbs	23	1
Women's Restroom	Smooth Plastic 4' Bulbs	18	1
41st St. East Vestibule	Smooth Plastic 4' Bulbs	4	1
40th St. Lobby Vestibule	Smooth Plastic 4' Bulbs	2	1
Service Corridor	Smooth Plastic 4' Bulbs	6	1
Concourse Area	Egg Crate 4' Bulb	1109	1
Concourse Area	Smooth Plastic 1' Bulbs	5	1
Concourse Area	Smooth Plastic 2' Bulbs	20	1
Concourse Area	Smooth Plastic 3' Bulbs	67	1
Concourse Area	Smooth Plastic 5' Bulbs	3	1
Concourse Area	Smooth Plastic 6' Bulbs	16	1
Concourse Area	Smooth Plastic 8' Bulbs	20	1
Concourse Area	Gate Signs 3' Bulbs	2	1
Concourse Area	Gate Signs 4' Bulbs	12	1
Concourse Area	Gates Signs 5' Bulbs	2	1
Concourse Area	Gate Signs 6' Bulbs	26	1
Concourse Area	Gate Signs 8' Bulbs	34	1
Concourse Area	Exit Signs 1' Bulbs	5	1
Concourse Area	Clock Signs	3	1

Concourse Area	High Hats 6' Bulbs	66	1
Concourse Area	High Hats 10"	3	1
41st St. East Vestibule	Led Wipe only	3	1
8th Avenue Lobby	Led Wipe only	20	1
41st St. East Vestibule	Led Wipe only	3	1
41st St. West Vestibule	Led Wipe only	3	1
41st St. West Vestibule	Mercury Vapor 6"	3	1
Concourse Area	U-Shaped 2' Bulbs	2	1
Concourse Area	Track Lighting 1' Bulbs	22	1
Concourse Area	Track Lighting 6" Bulbs	22	1
Men's Restroom	8" Bulbs	37	1
Women's Restroom	8" Bulbs	16	1
Ticket Info. Windows	Fluorescent	15	1
Satellite Booth	Fluorescent	3	1
Detectives Office	Fluorescent	29	1
Police Desk	Fluorescent	28	1
Police Cell Area	Fluorescent	8	1
Police Office	Fluorescent	45	1
Police Corridor	Fluorescent	13	1
Police Youth Division	Fluorescent	18	1
Information Center	Fluorescent	104	1
Operations Office	Fluorescent	28	1
Engineers Construction Office	Fluorescent	5	1
Crossover	Plastic Shields 2' Bulbs	2	1
8th Avenue Subway Lobby	Plastic Shields 3' Bulbs	2	1
Concourse Area	Plastic Shields 4' Bulbs	25	1
Crossover	Plastice Shields 4' Bulbs	77	1
8th Avenue Subway Lobby	Plastic Shields 4' Bulbs	32	1
Concourse Area	Large Egg Crate 3' Bulbs	12	1
Concourse Area	Large Egg Crate 4' Bulbs	12	1
Concourse Area	Small Egg Crate 3' Bulbs	2	1
Concourse Area	Small Egg Crate 4' Bulbs	8	1
Concourse Area	Gate Signs 6' Bulbs	16	1
Concourse Area	High Hats 6" Diameter	9	1
Hallway from Pedestrian Passageway to South Wall	4' Bulbs/Plastic Shields	13	1
Hallway from Pedestrian Passageway to South Wall	6' Bulbs/Plastic Shields	2	1
Public Concourse	Solid Plastic Shields 3' Bulbs	40	1
Bus Roadway South Side	Solid Plastic Shields 3' Bulbs	4	1
Public Concourse	Solid Plastic Shields 4' Bulbs	168	1
Women's Restroom	Solid Plastic Shields 4' Bulbs	5	1
Men's Restroom	Solid Plastic Shields 4' Bulbs	6	1
Platform 51-56	Solid Plastic Shields 4' Bulbs	18	1
Bus Roadway North Side	Solid Plastic Shields 4' Bulbs	60	1
Lobby 9th Avenue	Solid Plastic Shields 4' Bulbs	22	1
Compactor Room/Utility Corridor	Solid Plastic Shields 4' Bulbs	4	1
9th Avenue Lobby	Solid Plastic Shields 6' Bulbs	5	1
Platform 51-56	Solid Plastic Shields 6' Bulbs	4	1

Bus Roadway	LED wipe only		1
Public Concourse	Solid Plastic Shields 6' Bulbs	40	1
Compactor Room/Utility Corridor	Solid Plastic Shields 6' Bulbs	1	1
Platform 51-56	Solid Plastic Shields 7' Bulbs	3	1
Public Concourse	Solid Plastic Shields 7' Bulbs	9	1
9th Avenue	Solid Plastic Shields 8' Bulbs	2	1
Public Concourse	Solid Plastic Shields 8' Bulbs	7	1
Platform 51-56	Solid Plastic Shields 8' Bulbs	11	1
Compactor Room/Utility Corridor	Solid Plastic Shields 8' Bulbs	2	1
Bus Platform 51-56	Metal Slat Fixtures 3' Bulbs	2	1
Bus Platform 51-56	Metal Slat Fixtures 4' Bulbs	83	1
Bus Platform 51-56	Metal Slat Fixtures 5' Bulbs	6	1
Bus Roadway	Led Wipe only	10	1
Public Concourse	U- Shaped Bulbs	8	1
Bus Roadway	LED wipe only		1
Basement Corridors	6" Recessed	33	1
Basement Corridors	4' Fluorescent Solid Plastic Shield	34	1
Basement Corridors	4' No Shields	131	1
Basement Corridors	3' No Shields	6	1
Basement Corridors	2' No Shields	1	1
Basement Corridors	Metal Canister on Walls 4" Bulbs	27	1
Basement Corridors	Exit Signs	13	1
Maintenance Offices	Fluorescent	14	1
Supervisor's Locker Room	Fluorescent	7	1
Female Locker Room	Fluorescent	5	1
Police Female Locker Room	Fluorescent	9	1
Male Locker Room	Fluorescent	34	1
Police Male Locker Room	Fluorescent	10	1
Police Supervisor's Male Locker Room	Fluorescent	14	1
Police Supervisor's Female Locker Room	Fluorescent	8	1
8th Avenue Sidewalk	Canister Light 1' Diameter	30	1
8th Avenue Sidewalk	High Hats 10" Bulbs	16	1
9th Avenue Sidewalk	High Hats 10" Bulbs	26	1
8th Avenue Sidewalk	High Hats 6" Bulbs	16	1
40th Street Sidewalk	High Hats 6" Bulbs	5	1
40th Street Sidewalk	LED wipe only	28	1
41st Street Sidewalk	LED wipe only	18	1
40th Street Sidewalk	LED wipe only	5	1
40th Street Sidewalk	Smooth Plastic 4' Bulbs	2	1
40th Street Sidewalk	Spot Lights	19	1
Elevator Lobby	4' Bulbs	2	1
Roadways	LED wipe only		1
Interior Waiting Area	Solid Plastic Shields 3' Bulbs	9	1
Interior Waiting Area	Solid Plastic Shields 4' Bulbs	176	1
Roadways	Solid Plastic Shields 4' Bulbs	27	1
Interior Waiting Area	Solid Plastic Shields 6' bulbs	12	1
Roadways & Bus Berths	Solid Plastic Shields 8' Bulbs	141	1
Interior Waiting Areas	Large Egg Crate 4' Bulbs	3,282 Sq. Ft./628 Fix.	1

Roadways	LED wipe only		1
Roadways	LED wipe only		1
Manager's Administration Conference Room	Fluorescent	54	1
Manager's Male Lavatory	Fluorescent	2	1
Manager's Female Lavatory	Fluorescent	2	1
Restroom Corridor	Fluorescent	3	1
Concourse Area	Plastic Shields 4' Bulbs	389	1
Concourse Area	Egg Crate 4' Bulbs	339	1
Concourse Area	Gate Signs 6' Bulbs	16	1
Concourse Area	Gate Signs 8' Bulbs	10	1
Concourse Area	Signs 3' Bulbs	4	1
Concourse Area	Egg Crate 3' Bulbs	13	1
Concourse Area	High Hats 9"	20	1
Well Area	High Hats 4"	20	1
Well Area	LED wipe only		1
Well Area	LED wipe only		1
Well Area	Spot Lights 3 1/2"	126	1
Public Concourse	Plastic Shields 4' Bulbs	254	1
41st Street West Lobby	Plastic Shields 4' Bulbs	48	1
41st Street East Lobby	Plastic Shields 4' Bulbs	12	1
Vehicle Pass Through	Plastic Shields 4' Bulbs	8	1
First Aid Room	Plastic Shields 4' Bulbs	6	1
Compactor Room	Plastic Shields 4' Bulbs	11	1
Compactor Room	Smooth Plastic 8' Bulbs	6	1
Concourse Area	Exit Signs 1' Bulbs	4	1
Concosurse Area	Gate Signs 6' Bulbs	14	1
Concourse Area	Gate Signs 8' Bulbs	6	1
Concourse Area	Egg Crate 4' Bulbs	65	1
8th Avenue Lobby	LED wipe only		1
42nd Street Lobby	LED wipe only		1
Vehicle Pass Through	LED wipe only		1
First Aid Room	U-Shaped 2'	1	1
Crossover	Plastic Shields 2' Bulbs	4	1
Concourse Area	Plastic Shields 3' Bulbs	2	1
Concourse Area	Plastic Shields 4' Bulbs	234	1
Crossover	Plastic Shields 4' Bulbs	108	1
8th Avenue Subway Lobby	Plastic Shields 4' Bulbs	188	1
Concourse Area	Gate Sign 4' Bulbs	2	1
Crossover	Gate Sign 6' Bulbs	6	1
8th Avenue Subway Lobby	Gate Sign 6' Bulbs	2	1
Concourse Area	Gate Sign 8' Bulbs	4	1
8th Avenue Subway Lobby	Egg Crates 3' Bulbs	6	1
Concourse	Egg Crates 4' Bulbs	21	1
8th Avenue Subway Lobby	Egg Crates 4' Bulbs	9	1
8th Avenue Subway Lobby	High Hats 6" Diameter	8	1
8th Avenue Subway Lobby	High Hats 12" Diameter	4	1
Public Concourse	Metal Slat 4' Bulbs	130	1
Public Concourse	Metal Slat 8' Bulbs	54	1
Public Concourse	Circular Fluorescent 11" Diameter	44	1

Public Concourse	High Hats 9" Diameter	35	1
Public Concourse	Large Egg Crates 4' Bulbs led	16	1
Public Concourse	Plastic Shields 2' Bulbs	37	1
Men's Restroom	Plastic Shields 2' Bulbs	1	1
Women's Restroom	Plastic Shields 2' Bulbs	1	1
Public Concourse	Plastic Shields 3' Bulbs	2	1
Public Concourse	Plastic Shields 4' Bulbs	422	1
Men's Restroom	Plastic Shields 4' Bulbs	10	1
Women's Restroom	Plastic Shields 4' Bulbs	11	1
Bus Roadways	Plastic Shields 4' Bulbs	12	1
Public Concourse	Plastic Shields 6' Bulbs	6	1
Public Concourse	Plastic Shields86' Bulbs	8	1
Bus Roadways	LED wipe only		1
42nd Street Sidewalk	High Hats 10" Bulbs	28	1
8th Avenue Sidewalk	High Hats 10" Bulbs	16	1
42nd Street Sidewalk	LED wipe only	28	1
8th Avenue Sidewalk	Led wipe only	16	1
42nd Street Sidewalk	LED wipe only		1

THOROUGH CLEANING	TYPE SERVICE	OPERATION	Sq. Ft.	FREQ (Per year)
NJT - Ticket Windows Area	OFFICE CLEANING	Thorough clean	900	730
PA - Information Area s/w ticket area	OFFICE CLEANING	Thorough clean	3966	730
Office Areas	OFFICE CLEANING	Thorough clean	5379	730
PA Resident Engineer’s Offices	OFFICE CLEANING	Thorough clean	4293	520
PA Maintenance Offices	OFFICE CLEANING	Thorough clean	2316	520
Short Line Ticket Window	OFFICE CLEANING	Thorough clean	730	260
PA Operations Offices	OFFICE CLEANING	Thorough clean	986	260
PA Managers’ Office	OFFICE CLEANING	Thorough clean	2980	260
Operations Alternative Office	OFFICE CLEANING	Thorough clean	709	365
Video Teleconferencing Unit (Police)	OFFICE CLEANING	Thorough clean	3000	365
Refrigeration Plant	OFFICE CLEANING	Thorough clean	470	365
PA Police - Male Supervisor	Lavatory & Locker Room	Thorough clean	583	365
PA Information - Area, Lavatory	Male/female Lavatory	Thorough clean	150	260
PA Information - Area, Lavatory	Male/female Lavatory	Thorough clean	150	260
PA Resident Engineer’s Office	Male Lavatory	Thorough clean	150	260
PA Resident Engineer’s Office	Female Lavatory	Thorough clean	150	260
Female Maintenance	Lavatory & Locker Room	Thorough clean	424	260
Female Maintenance Supervisors	Lavatory & Locker Room	Thorough clean	840	260
Female Police	Lavatory & Locker Room	Thorough clean	1068	365
Female Police Supervisor	Lavatory & Locker Room	Thorough clean	236	365
Male Maintenance	Lavatory & Locker Room	Thorough clean	1438	260
Male Maintenance Supervisor	Lavatory & Locker Room	Thorough clean	500	260
Male Police	Lavatory & Locker Room	Thorough clean	1072	365
Manager’s office	Male Lavatory	Thorough clean	150	260
Manager’s office	Female Lavatory	Thorough clean	150	260
Operations Alternative Office	OFFICE CLEANING	Thorough clean	709	365

Male - Tenant Bathroom 2nd Floor (by NJT offices)	Male Lavatory	Thorough clean	28	365
Female - Tenant Bathroom 2nd Floor (by NJT offices)	Female Lavatory	Thorough clean	39	365
Tenant Bathroom 1st Floor	Lavatory & Locker Room	Thorough clean	548	365
Bus Drivers Bathroom 3rd Floor	Male Lavatory	Thorough clean	101	365
Bus Drivers Bathroom 4th Floor	Male Lavatory	Thorough clean	101	365
Refrigeration Plant Lavatory	Lavatory	Thorough clean	126	365
PA Maintenance Offices	OFFICE CLEANING	Thorough clean	2796	520
Police Areas	OFFICE CLEANING	Thorough clean	5379	1460
Police Offices	OFFICE CLEANING	Thorough clean	1503	730
Detective's Office	OFFICE CLEANING	Thorough clean	1320	520
Police Desk / Police Desk Area/Police Cell Area	OFFICE CLEANING	Thorough clean	958	1460
Police Reserve Room & Corridor	OFFICE CLEANING	Thorough clean	898	1460
Police Youth Division	OFFICE CLEANING	Thorough clean	700	730
SW Main Concourse Sign Room	OFFICE CLEANING	Thorough clean	189.78	260
SW - 5th Floor Police K-9 Office (including lavatory)	OFFICE CLEANING	Thorough clean	589	52
NW Ceiling Cleaning	Cleaning, Wet wash	Thorough clean	95,500	1
SW Ceiling Cleaning	Cleaning, Wet wash	Thorough clean	63,000	1

EXHIBIT A - Stations

Exhibit A STATIONS

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: **8-01**
LOCATION: **UBL SW Concourse including 5th, 6th, and 7th Parking Level Lobbies and exterior gates 401 - 421**

TIME	DUTIES
6:00a - 6:15a	Receive supplies and transport to location.
6:15a - 7:00a	POLICING of all Parking Level Lobbies 7th, 6th and 5th floors.
7:00a - 7:30a	UBL SW 8th Ave Men's Lavatory - lavatory policing.
7:30a - 8:00a	UBL SW Bus Driver's Lavatory - lavatory policing.
8:00a - 8:30a	Dust and damp wipe motor stairs 30, 31.
8:30a - 8:45a	BREAK
8:45a - 9:45a	POLICING concourse starting at 8th Ave end and proceeding from Gate 401 through Gate 421, pay attention to spillage and litter.
9:45a - 10:30a	Thorough clean all doors, saddles, handles, door jamb, etc. Starting from Gate 412 to 8th Ave end and including Gates 412 through 401 doing one or two doors per day as time permits. Advise supervisor of doors cleaned.
10:30a - 11:00a	POLICING station from 8th Av. - 9th Av. for litter, spillage, spot mop as needed.
11:00a - 11:30a	Dust and damp wipe motor stairs 70, 71.
11:30a - 12:00p	LUNCH
12:00p - 12:30p	UBL SW 8th Ave Men's Lavatory - lavatory policing.
12:30p - 1:00p	UBL SW Bus Driver's Lavatory - lavatory policing.
1:00p - 2:15p	POLICING concourse starting from 8th Ave end and proceeding to 9th Ave end. Include ceiling dusting as necessary being cautious about patrons, pay special attention to exterior gates 401 - 421 removing debris, spot cleaning glass, etc. without neglecting interior.
2:15p - 2:30p	Clean up and transfer equipment to next shift.

POLICING:

Sanitize drinking fountains, public and house telephones, damp wiping garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for remove smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, door handles, etc.

Policing of lavatories consists of picking up paper and miscellaneous trash, emptying all trash and waste receptacles as necessary, damp wiping and sanitizing wash basin and commode seats and adjacent chrome fixtures, refilling all dispensers as necessary, spot cleaning mirrors, spot washing dispensers as necessary. Pay particular attention to wet spills and remove promptly.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contract Supervisor on duty.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: **8-02**
LOCATION: **UBL & SBL SW Unloading Platforms**
Motor stairs 176, 177, 178, 180 and all Stationary Stairs

TIME	DUTIES
6:00a - 6:15a	Receive supplies and transport to location.
6:15- 7:15a	POLICING UBL Unloading Platform starting from the 9th Ave end and Proceeding to the 8th Ave end, include stationary stairs. Pay attention to pedestrian traffic.
7:15a - 7:30a	SBL SW Male and Female Bus Driver's Lavatory - Lavatory policing.
7:30a - 8:30a	POLICING SBL Unloading Platform starting from the 8th Ave end and proceeding to the 9th Ave end. Pay attention to pedestrian traffic.
8:30a - 8:45a	Refrigeration Plant: Office Cleaning and Lavatory policing.
8:45a - 9:00a	BREAK
9:00a - 10:00a	POLICING UBL Unloading Platform staring from the 9th Ave end to the 8th Ave end, Spot clean all glass surfaces for fingerprints, smudges and smears.
10:00a - 11:15a	Dust and damp wipe motor stairs 176, 177, 178, 180 and stationary stairs (9).
11:15a - 11:30a	Policing throughout station, paying special attention to wet spills & litter.
11:30a - 12:00p	LUNCH
12:00p - 12:15p	Refrigeration Plant: Office Cleaning & Lavatory policing.
12:15p - 1:30p	POLICING SBL Unloading Platform staring from the 9th Ave end to the 8th Ave end; include spot cleaning all glass surfaces for fingerprints, smudges and smears.
1:30p - 1:45p	SBL SW Male and Female Bus Driver's Lavatory policing.
1:45p - 2:15p	Policing of entire station, pay special attention to spillage & litter.
2:15p - 2:30p	Clean up and transfer equipment to next shift.

POLICING :

Sanitize drinking fountains, public and house telephones, damp wiping , garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for remove smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, door handles, etc.

Policing of lavatories consists of picking up paper and miscellaneous trash, emptying all trash and waste receptacles as necessary, damp wiping and sanitizing wash basin and commode seats and adjacent chrome fixtures, refilling all dispensers as necessary, spot cleaning mirrors, spot washing dispensers as necessary. Pay particular attention to wet spills and remove promptly.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contract Supervisor on duty.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: **8-04**

LOCATION: **ROVER, CLEANER**

TIME DUTIES

5 days – 8 hours – excluding Saturday, Sunday and Holidays
6:00a m – 2:30pm

Areas:

1) Policing platforms 200-205, associated mixing areas
2) Policing platforms 206-208 and mixing areas.
3) Policing platforms 210-214 and mixing areas.
4) Policing platforms 220-224 and mixing areas.
5) Policing platforms 230-234 and mixing areas.

Times to be determined by the supervisor.
Break and Lunch periods to be assigned by Supervisor

POLICING: Sanitize drinking fountains, public and house telephones, damp wiping garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for remove smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, door handles, etc.

This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contract Supervisor on duty.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION : **8-08**

LOCATION : **SCL SW Concourse**

TIME	DUTIES
6:00a - 6:15a	Receive supplies and transport to location.
6:15a - 8:00a	POLICING concourse starting from the 9th Ave end and proceeding to the 8th Ave end. Pay attention to pedestrian traffic.
8:00a - 8:30a	Spot clean all glass, doors, saddles, etc. in the 230 and 220 cold areas, doing one or two doors per day as time permits. Advise supervisor of doors cleaned.
8:30a - 8:45a	BREAK
8:45a - 10:00a	POLICING concourse starting from the 9th Ave end and proceeding to the 8th Ave end. Pay attention to pedestrian traffic.
10:00a - 11:00a	Dust and damp wipe motor stairs 23, 24, 25, 26.
11:00a - 11:30p	Continuous policing of entire area, pay special attention to spillage & litter.
11:30a - 12:00p	LUNCH
12:00p - 1:45p	POLICING concourse starting from the 8th Ave end and proceeding to the 9th Ave end, include dusting of ceilings. Pay attention to pedestrian traffic.
1:45p - 2:15p	Continuous policing of entire area, pay special attention to spillage & litter.
2:15p - 2:30p	Clean up and transfer equipment to next shift.

POLICING : Sanitize drinking fountains, public and house telephones, damp wiping garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for remove smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, door handles, etc.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contract Supervisor on duty.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: **8-09**
LOCATION: **SCL SW Male Lavatory**

TIME	DUTIES
6:00a - 6:15a	Receive supplies and transport to location.
6:15a - 6:30a	Empty and damp wipe all garbage and waste receptacles.
6:30a - 7:30a	Damp wipe and sanitize wash basins, urinals, commode seats and dispensers.
7:30a - 8:15a	Continuous policing: removal of litter, spills, graffiti and spot mop floors.
8:15a - 8:30a	BREAK
8:30a - 9:00a	Refill soap and tissue dispensers sanitize washbasins.
9:00a - 10:00a	Spot clean mirrors, damp wipe walls, dust ceilings.
10:00a - 11:30a	Wash all partitions, doors and walls, mop and rinse floors.
11:30a - 12:00p	LUNCH
12:00p - 12:15p	Empty and damp wipe all garbage and waste receptacles.
12:15p - 1:30p	Sanitize washbasins, urinals, commode seats and adjacent chrome fixtures.
1:30p - 2:00p	Spot wash walls, partitions and doors.
2:00p - 2:15p	Spot clean mirrors, mop and rinse floors.
2:15p - 2:30p	Clean up and transfer equipment to next shift.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contract Supervisor on duty.
2. Detergent-sanitizing-odor counteractant material must be used for all above procedures.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION : **8-10**
LOCATION : **NW Female Lavatory Crossover**

TIME	DUTIES
6:00a - 6:15a	Receive supplies and transport to location.
6:15a - 6:30a	Empty and damp wipe all garbage and waste receptacles.
6:30a - 7:30a	Damp wipe and sanitize wash basins, commode seats and dispensers.
7:30a - 8:15a	Continuous policing : removal of litter, spills, graffiti and spot mop floors.
8:15a - 8:45a	Refill soap and tissue dispensers, sanitize wash basins.
8:45a - 9:00a	BREAK
9:00a - 9:30a	Continuous policing : removal of litter, spills, graffiti and spot mop floors.
9:30a - 10:30a	Spot clean mirrors, damp wipe walls, dust ceilings.
10:30a - 12:00a	Wash all partitions, doors and walls, mop and rinse floors.
12:00a - 12:30p	LUNCH
12:30p - 12:45p	Empty and damp wipe all garbage and waste receptacles.
12:45p - 1:30p	Sanitize wash basins, commode seats and adjacent chrome fixtures.
1:30p - 2:00p	Spot wash walls, partitions and doors.
2:00p - 2:15p	Spot clean mirrors, mop and rinse floors.
2:15p - 2:30p	Clean up and transfer equipment to next shift.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the contract Supervisor on duty.

2. Detergent-sanitizing-odor counteractant material must be used for all above procedures.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION : **8-11**
LOCATION : **MC SW Concourse, 8th Ave End**

Including Motor Stairs 16, 17.

TIME	DUTIES
6:00a - 6:15a	Receive supplies and transport to location.
6:15a - 7:00a	POLICING concourse starting from 8th Ave Lobby, include the 40th Street and 41st Street Lobbies and proceeding to column line in front of M/S 16 & 17.
7:00a - 8:00a	POLICING concourse from 9th Ave end to 8th Ave end paying special attention to spillage and litter.
8:00a - 8:30a	Dust and damp wipe motor stairs 20, 21.
8:30a - 8:45a	BREAK
8:45a - 9:15a	Continuous policing of entire area, pay special attention to spillage & litter.
9:15a - 9:30a	Provide policing: 8th Avenue Exterior.
9:30a - 10:15a	Thorough clean all glass, doors, saddles, etc., exterior lobby doors, 41st St and 40th Street lobbies doing at least two doors per day as time permits. Advise supervisor of doors cleaned.
10:15a - 11:00a	POLICING from elevator lobby and proceeding to both 40th and 41st Street Vestibules.
11:00a - 11:30a	LUNCH
11:30a - 1:30p	POLICING concourse starting from 8th Ave Lobby and proceeding to the column line in front of M/S 16&17, pay attention to pedestrian traffic.
1:30p - 2:15p	Continuous policing of entire area, pay special attention to spillage & litter.
2:15p - 2:30p	Clean up and transfer equipment to next shift.

POLICING: Sanitize drinking fountains, public and house telephones, damp wiping garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for remove smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, door handles, etc.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: 8-12
LOCATION: **MC SW Concourse, 9th Ave End**
Including M/S 18, 19, 28, 29 and MC SW Ticket Windows

TIME	DUTIES
6:00a - 6:15a	Receive supplies and transport to location.
6:15a - 7:30a	POLICING concourse starting from column line in front of M/S 16 & 17 and proceeding towards 9th Ave, including 9th Ave Lobby and stationary stairs. Pay attention to pedestrian traffic.
7:30a - 8:00a	Beginning at Main Ticket Plaza, general cleaning of Information Ticket Windows.
8:00a - 8:30a	Spot clean all glass, doors and saddles in 9th Ave Lobby doing one or two doors per day as time permits.
8:30a - 8:45a	BREAK
8:45a - 10:30a	POLICING concourse starting from column line in front of M/S 16 & 17 and proceeding towards 9th Ave, including elevator service corridor and 9th Ave Lobby. Pay special attention to spillage & litter.
10:30a - 11:15a	Dust and damp wipe motor stairs 18, 19, 28, 29.
11:15a - 11:30a	Policing throughout station paying special attention to wet spills & litter.
11:30a - 12:00p	LUNCH
12:00p - 12:30p	Beginning at Main Ticket Plaza, pull trash from NJ Transit, Suburban and Information Ticket Windows.
12:30p - 2:15p	POLICING concourse starting from column line in front of M/S 16 & 17 and proceeding towards 9th Ave, including 9th Ave Lobby and dusting ceilings.
2:15p - 2:30p	Clean up and transfer equipment to next shift.

POLICING: Sanitize drinking fountains, public and house telephones, damp wiping garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for remove smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, door handles, etc.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contract Supervisor on duty.

STATION: 8-13
LOCATION: MC SW Male Lavatory

TIME	DUTIES
6:00a - 6:15a	Receive supplies and transport to location.
6:15a - 6:30a	Empty and damp wipe all garbage and waste receptacles.
6:30a - 7:30a	Damp wipe and sanitize wash basins, urinals, commode seats and dispensers.
7:30a - 8:30a	Continuous policing: removal of litter, spills, graffiti and spot mop floors.
8:30a - 8:45a	BREAK
8:45a - 9:15a	Refill soap and tissue dispensers sanitize washbasins.
9:15a - 10:00a	Spot clean mirrors, damp wipe walls, dust ceilings.
10:00a - 11:00a	Wash all partitions, doors and walls, mop and rinse floors.
11:00a - 11:30p	LUNCH
11:30p - 12:00p	Continuous policing: removal of litter, spills, graffiti and spot mop floors.
12:00p - 1:30p	Sanitize washbasins, urinals, commode seats and adjacent chrome fixtures.
1:30p - 2:00p	Spot wash walls, partitions and doors.
2:00p - 2:15p	Spot clean mirrors, mop and rinse floors.
2:15p - 2:30p	Clean up and transfer equipment to next shift.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty
2. Detergent-sanitizing-odor counteractant material must be used for all above procedures.
3. Spot clean Concourse area near lavatory, as needed during tour.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: **8-14**

LOCATION: **MC SW Female Lavatory**

TIME	DUTIES
6:00a - 6:15a	Receive supplies and transport to location.
6:15a - 6:30a	Empty and damp wipe all garbage and waste receptacles.
6:30a - 7:30a	Damp wipe and sanitize wash basins, commode seats and dispensers.
7:30a - 8:30a	Continuous policing: removal of litter, spills, graffiti and spot mop floors.
8:30a - 8:45a	Refill soap and tissue dispensers.
8:45a - 9:00a	BREAK
9:00a - 9:15a	Policing of area for litter and spills, sanitize wash basins.
9:15a - 10:00a	Spot clean mirrors, damp wipe walls, dust ceilings.
10:00a - 11:30a	Wash all partitions, doors and walls, mop and rinse floors.
11:30a - 12:00p	Empty and damp wipe all garbage and waste receptacles.
12:00p - 12:30p	LUNCH
12:30p - 1:30p	Sanitize wash basins, commode seats and adjacent chrome fixtures.
1:30p - 2:15p	Spot clean walls, partitions and doors, mirrors, mop and rinse floor.
2:15p - 2:30p	Clean up and transfer equipment to next shift.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty

2. Detergent-sanitizing-odor counteractant material must be used for all above procedures.

3. Spot clean Concourse area near lavatory, as needed during tour.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: **8-16**
LOCATION: **SW LBL Concourse - Trailways**
Gates 1 – 36, Motor Stairs 13, 16, 17

TIME	DUTIES
6:00a - 6:15a	Receive supplies and transport to location.
6:15a - 7:30a	POLICING concourse starting from 9th Ave end and proceeding through all even numbered gates. Pay attention to pedestrian traffic.
7:30a - 8:30a	Spot clean all glass, doors and saddles on even numbered gates doing one or two per day as time permits. Inform supervisor of doors cleaned.
8:30a - 8:45a	BREAK
8:45a - 9:00a	Dust and damp wipe motor stairs 13.
9:00a - 10:30a	POLICING concourse starting from 8th Ave end and proceeding through all odd numbered gates. Pay attention to pedestrian traffic. Men's room policing.
10:30a - 11:00a	Dust and damp wipe motor stairs 16, 17.
11:00a - 11:30p	LUNCH
11:30p - 2:15p	POLICING concourse starting from 9th Ave end and proceeding through all even numbered gates including exterior of gates and dusting ceilings. Pay attention to pedestrian traffic.
2:15p - 2:30p	Clean up and transfer equipment to next shift.

POLICING:

Sanitize drinking fountains, public and house telephones, damp wiping garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for remove smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, door handles, etc.

Policing of lavatories consists of picking up paper and miscellaneous trash, emptying all trash and waste receptacles as necessary, damp wiping and sanitizing wash basin and commode seats and adjacent chrome fixtures, refilling all dispensers as necessary, spot cleaning mirrors, spot washing dispensers as necessary. Pay particular attention to wet spills and remove promptly.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: **8-17**
LOCATION: **RELIEF FEMALE ROVER**

TIME DUTIES

5 days – 8 hours – including Saturday, Sunday and Holidays

Areas:

6) Old Managers office Male and Female Bathroom
7) Construction office Male and Female Bathroom
8) Third floor Female Lavatory
9) South Wing 4th floor 8th Ave. Female Bathroom
10) South Wing lower bus level female (Trailways)
11) South Wing 4th floor 9th Ave. female bathroom

Note: Construction office, old Managers office, to be cleaned only once a day.

Break and Lunch periods to be assigned by Supervisor

Note: Fri-Sat 6:00am – 2:30pm
Sun., Mon., Tues – 2:00pm – 10:30pm

Procedure: Policing
Continuous policing of lavatories consists of picking up paper and miscellaneous trash, emptying all trash and waste receptacles as necessary, damp wiping and sanitizing wash basin and commode seats and adjacent chrome fixtures, refilling all dispensers as necessary, spot cleaning mirrors, spot washing dispensers as necessary. Pay particular attention to wet spills and remove promptly.

Thorough Cleaning
Thorough cleaning of lavatories consists of refilling all soap, towel and tissue dispensers, emptying all trash receptacles, damp wiping and sanitizing trash receptacles, dusting all partitions and dispensers, receptacles, etc., washing all wall surfaces as necessary, cleaning all mirrors, spot washing walls, partitions, doors and wainscoting and mopping and rinsing all floor areas. A solution of detergent sanitizer-odor counteractant material must be used for all cleaning and mopping operations.

1. Detergent – sanitizing – odor counteractant material must be used for all above operations.
2. Inform Supervisor of any lamp outages located in assigned areas.
3. This is a general outline of this station routine. Additional assignment in lieu of the above will be assigned as conditions warrant. Employees shall not leave there assigned areas without prior permission from the Port Authority Supervisor on duty.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: **8-18**
LOCATION: **Roving Cleaner** **FEMALE ROVER,**
CLEANER

TIME	DUTIES
6:00am – 2:30pm	

Areas:

1) Old Managers office Male and Female Bathroom
2) Construction office Male and Female Bathroom
3) Third floor Female Lavatory
4) South Wing 4th floor 8th Ave. Female Bathroom
5) South Wing lower bus level female (Trailways)

Note: Construction office, old Managers office, to be cleaned only once a day.

Break and Lunch periods to be assigned by Supervisor

Procedure: Policing

Continuous policing of lavatories consists of picking up paper and miscellaneous trash, emptying all trash and waste receptacles as necessary, damp wiping and sanitizing wash basin and commode seats and adjacent chrome fixtures, refilling all dispensers as necessary, spot cleaning mirrors, spot washing dispensers as necessary. Pay particular attention to wet spills and remove promptly.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: **8-19**
LOCATION: **LBL SW Compactor**

TIME	DUTIES
6:00a - 6:15a	Receive supplies and transport to location.
6:15a - 7:30a	Monitor compactor area. Policing entire area: remove of spills, litter, graffiti, de-gum where necessary.
7:30a - 8:30a	Policing: SW Taxi Roadway sidewalks and SML Platform 51-56, dust and spot wash where necessary.
8:30a - 8:45a	BREAK
8:45a - 11:00a	Monitor compactor area. Police entire area for spills, litter, de-gums and remove graffiti, spot scrub where necessary.
11:00a - 11:30a	LUNCH
11:30a - 1:00p	Platform 51-56 and corridor to SML, dust ceilings, dust and damp wipe all patron seats, spot clean wall fixtures, remove litter from stationary stairs and motor stair treads.
1:00p - 1:30p	Social services: Thorough Cleaning as needed throughout tour.
1:30p - 2:15p	Monitor compactor area. Continuous policing of entire area, pay special attention to spillage & litter.
2:15p - 2:30p	Clean up and transfer equipment to next shift.
POLICING :	Sanitize drinking fountains, public and house telephones, damp wiping garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for remove smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, door handles, etc.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: **8-20**
LOCATION: **SW Exterior**

TIME	DUTIES
6:00a - 6:15a	Receive supplies and transport to station.
6:15a - 6:30a	Empty and damp wipe garbage receptacles
6:30a - 7:30a	Policing 8th Avenue, immediate removal of wet spills, litter and graffiti.
7:30a - 9:15a	Starting at 8th Ave and 41st St. and moving to 9th Ave and 40th St., sweep all sidewalks and curbs, de-gum, spot scrub and sanitize where necessary, along the perimeter of the building.
9:15a - 9:30a	BREAK
9:30a - 11:00a	Starting at 9th Ave and 40th St. moving to 8th Ave, repeat above procedure.
11:00a - 12:00p	Policing entire station for wet spills, litter and graffiti removal.
12:00p - 12:30p	LUNCH
12:30p - 1:00p	Policing entire station for wet spills, litter and graffiti removal.
1:00p - 1:45p	Policing of 8th Ave, remove all debris from wall fixtures, ledges, spot clean glass surfaces and doors.
1:45p - 2:15p	Policing entire station for wet spills, litter and graffiti removal.
2:15p - 2:30p	Transfer equipment to next shift.

NB: SPECIAL ATTENTION TO IMMEDIATE REMOVAL OF SPILLAGE (WET OR DRY).

POLICING: Sanitize drinking fountains, public and house telephones, damp wiping garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for remove smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, door handles, bollards etc.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: 8-21
LOCATION: SCL & SBL NW Concourse

TIME	DUTIES
6:00a - 6:15a	Receive supplies and transport to location.
6:15a - 8:00a	POLICING concourse starting from 9th Ave SBL and proceeding through gates 314 - 326 to SCL. Pay attention to pedestrian traffic. Policing 3rd floor NW men's restroom.
8:00a - 8:30a	Thorough clean all glass, doors and saddles starting from gates 314 - 326 doing one or two doors per days as time permits. Advise supervisor of doors cleaned.
8:30a - 8:45a	BREAK
8:45a - 9:45a	POLICING starting from 9th Ave end gates 313 - 301 and proceeding through 8th Ave end.
9:45a - 10:15a	Dust and damp wipe motor stairs 9, 10.
10:15a - 11:00a	POLICING concourse starting from 8th Ave end of concourse and proceeding through 9th Ave end of concourse, include all stationary stairs.
11:30a - 12:00p	LUNCH
12:00p - 2:15p	POLICING starting from 9th Ave end and proceeding through 8th Ave end, include Saw-tooth Platform around exterior gates and dusting ceilings.
2:15p - 2:30p	Clean up and transfer equipment to next shift.

POLICING:

Sanitize drinking fountains, public and house telephones, damp wiping garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for remove smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, door handles, etc.

Policing of lavatories consists of picking up paper and miscellaneous trash, emptying all trash and waste receptacles as necessary, damp wiping and sanitizing wash basin and commode seats and adjacent chrome fixtures, refilling all dispensers as necessary, spot cleaning mirrors, spot washing dispensers as necessary. Pay particular attention to wet spills and remove promptly.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: **8-24**
LOCATION: **MC NW Concourse**
Include Motor Stairs 5, 6, 7, 8.

TIME	DUTIES
6:00a - 6:15a	Receive supplies and transport to location.
6:15a -8:30a	POLICING concourse starting from 8th Ave end, proceeding to 41st Street Vestibule, 42nd Street Lobby to 9th Ave end. Pay attention to Pedestrian traffic.
8:30a - 8:45a	BREAK
8:45a - 9:00a	Subway mezzanine and cross over sweep and mop.
9:00a - 9:20a	Dust and damp wipe motor stairs 7, 8.
9:20a - 10:40a	POLICING Concourse from 9th Ave end, include 42nd Street Lobby and proceeding through to 8th Ave .
10:40a - 11:00a	Dust and damp wipe motor stairs 5,6.
11:00a - 11:30a	LUNCH
11:30a - 12:15p	Thorough clean all glass, doors and saddles, 8th Ave Lobby doing one or two per day or as time permits. Inform supervisor of doors cleaned.
12:15p - 2:15p	POLICING concourse starting from 8th Ave end, proceeding to 41st Street Vestibule, 42nd Street Lobby to 9th Ave end. Pay attention to Pedestrian traffic.
2:15p - 2:30p	Clean up and transfer equipment to next shift.
POLICING:	Sanitize drinking fountains, public and house telephones, damp wiping garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for remove smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, door handles, etc.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: 8-25
LOCATION: LBL NW Concourse (Greyhound)
Include Motor Stairs 1, 2, Stationary Stairs between M/S, Exterior of gates.

TIME	DUTIES
6:00a - 6:15a	Receive supplies and transport to location.
6:15a - 8:15a	POLICING concourse starting from gate 60 and proceeding through gate 85 interior concourse. Pay attention to pedestrian traffic.
8:15a- 8:30a	BREAK
8:30a- 9:00a	POLICING starting from gates 60 - 85 walkway around the exterior of the concourse.
9:00a- 11:00a	Men's room NW LBL Greyhound clean as needed.
11:00a - 11:30p	LUNCH
11:30a - 2:15p	Men's room NW LBL Greyhound clean as needed.
2:15p - 2:30p	Clean up and transfer equipment to next shift.

POLICING: Sanitize drinking fountains, public and house telephones, damp wiping garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for remove smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, door handles, etc.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION : **8-27** **LOCATION :** **LBL NW Female Lavatory**

TIME	DUTIES
6:00a - 6:15a	Receive supplies and transport to location.
6:15a - 6:30a	Empty and damp wipe all garbage and waste receptacles.
6:30a - 7:30a	Damp wipe and sanitize wash basins, commode seats and dispensers.
7:30a - 8:15a	Continuous policing : removal of litter, spills, graffiti and spot mop floors.
8:15a - 8:30a	BREAK
8:30a - 9:00a	Refill soap and tissue dispensers, sanitize wash basins.
9:00a - 10:00a	Spot clean mirrors, damp wipe walls, dust ceilings.
10:00a - 11:00a	Wash all partitions, doors and walls, mop and rinse floors.
11:00a - 11:30a	LUNCH
11:30a - 12:30p	Sanitize wash basins, commode seats and adjacent chrome fixtures.
12:30p - 1:30p	Spot wash walls, partitions and doors.
1:30p - 2:15p	Spot clean mirrors, mop and rinse floors.
2:15p - 2:30p	Clean up and transfer equipment to next shift.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty

2. Detergent-sanitizing-odor counteractant material must be used for all above procedures.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: **8-28**
LOCATION: **North Wing Exterior**

TIME	DUTIES
6:00a - 6:15a	Receive supplies and transport to station.
6:15a - 6:30a	Empty garbage receptacles.
6:30a - 7:00a	Policing 8th Ave Exterior, immediate removal of wet spills, litter and graffiti.
7:00a - 8:00a	Starting at 8th Ave and 41st St. to NW Taxi Roadway and sidewalk, sweep all sidewalks, curbs and stairs, de-gum, spot scrub and sanitize where necessary.
8:00a - 8:45a	Project Find, Drop-in Center & Vent Bldg. sidewalks, sweep all curb areas and stairs, de-gum spot scrub and sanitize where necessary. Police compactor area.
8:45a - 9:00a	BREAK
9:00a - 11:00a	Starting at 42th St & Taxi Rdwy to 8th Av and 41st St, repeat above procedure.
11:00a - 11:30a	Policing entire station for immediate removal wet spills, litter and graffiti, police NW compactor
11:30a - 12:00p	LUNCH
12:00p - 1:00p	Policing 8th Ave and 42nd Street for wet spills, litter and graffiti removal.
1:45p - 2:15p	Policing entire station for wet spills, litter and graffiti removal.
2:15p - 2:30p	Transfer equipment to next shift.

Note :PAY SPECIAL ATTENTION TO IMMEDIATE REMOVAL OF SPILLAGE (WET OR DRY).

POLICING : Sanitize drinking fountains, public and house telephones, damp wiping garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for remove smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, door handles, etc.

Policing of lavatories consists of picking up paper and miscellaneous trash, emptying all trash and waste receptacles as necessary, damp wiping and sanitizing wash basin and commode seats and adjacent chrome fixtures, refilling all dispensers as necessary, spot cleaning mirrors, spot washing dispensers as necessary. Pay particular attention to wet spills and remove promptly.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty.

STATION : **8-29** **LOCATION :** **Trash Removal** **6:00am-2:30pm**
(1) Persons

North Wing Trash Removal

1. UBL Concourse
2. Main Concourse NW
3. SC NW Concourse
4. Lower Level - Interior
5. 300 Off Loading & Platforms
6. SC NW Concourse
7. Main Concourse NW
8. Lower Level - Outside
9. Repeat Steps 1 - 8.

South Wing Trash Removal

1. UBL Concourse
2. Main Concourse SW
3. SC SW Concourse
4. Lower Level - Interior
5. 400 Off Loading & Platforms
6. SC SW Concourse
7. Main Concourse SW
8. Lower Level - Outside
9. Repeat Steps 1 - 8.

BREAK & LUNCH times scheduled by Contract Supervisor.

Trash Removal procedure as follows :

1. Empty all free standing trash in the areas listed.
2. Transport trash to SW compactor and place in the appropriate containers.
3. Maintain recyclables in their appropriate containers.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION :	**8-30 (A,B, C)**	**LOCATION :**	**Assigned to Contract Adm. Office**
		Four (4) Persons	**Monday-Friday exclusive of holidays 6:00am-2:30pm**

Misc. Assignments as directed.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: **4-01**
LOCATION: **UBL SW Concourse including**
5th, 6th, 7th Parking Level Lobbies and exterior gates 401 –421

TIME	DUTIES
2:00p	Receive supplies.
2:05p - 2:45p	POLICING of all Parking Level Lobbies 5th, 6th and 7th floors.
2:45p - 3:15p	UBL SW 8th Ave Mens room UBL SW Bus Driver's Lavatory - Lavatory policing.
3:15p - 3:45p	Dust and damp wipe motor stairs 30, 31.
3:45p - 4:30p	Open UBL SW Men's Lavatory 9th Ave: Thorough Cleaning .
4:30p - 4:45p	BREAK
4:45p - 5:45p	POLICING concourse starting at 8th Ave end and proceeding from Gate 401 through Gate421, pay attention to spillage and litter.
5:45p - 6:30p	Thorough clean all glass, entrance doors and saddles, etc. starting from Gate 421 to 8th Ave end and including gates-421through 413 doing one or two doors per day as time permits. Advise supervisor of doors cleaned.
6:30p - 7:00p	LUNCH
7:00p - 7:30p	POLICING concourse starting at 8th Ave end and proceeding from Gate 401 through Gate 421, pay attention to spillage and litter.
7:30p - 8:00p	UBL SW Men's Lavatory 9th Ave , lock up at 8:00pm as needed.
8:00p - 8:25p	UBL SW 8th Ave Mens room & Bus Drivers Lavatory - Lavatory policing.
8:25p - 8:45p	Dust and damp wipe motor stairs 70, 71.
9:00p - 10:15p	POLICING concourse starting at 8th Ave end and proceeding from Gate 401 through Gate421, pay attention to spillage and litter.
10:15p - 10:30p	Clean up and return equipment.

POLICING :
Sanitize drinking fountains, public and house telephones, damp wiping garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for removal of smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, door handles, etc.

Policing of lavatories consists of picking up paper and miscellaneous trash, emptying all trash and waste receptacles as necessary, damp wiping and sanitizing wash basin and commode seats and adjacent chrome fixtures, refilling all dispensers as necessary, spot cleaning mirrors, spot washing dispensers as necessary. Pay particular attention to wet spills and remove promptly.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty.

USE → UBL 8th Ave Male Lavatory ONLY

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION :4-03
LOCATION : UBL & SBL SW Platforms (200 - 208) Dispatch booths, M/S 200-204, 206-208 Stationary Stairs & 200 Mixing Area SCL

TIME	DUTIES
2:00p	Receive supplies.
2:05p - 3:30p	POLICING platforms from 208 - 205 down to SCL mixing area then to platform 204 and up to 207, include dispatch booths.
3:30p - 4:30p	Dust and damp wipe motor stairs 200,-204,-206-208.
4:30p - 4:45p	BREAK
4:45p - 6:00p	POLICING from platform 208 - 205 down to SCL mixing area then to platform 204 and up to 207
6:00p - 7:00p	Thorough clean all glass, doors and saddles, etc. in the 200 mixing area doing one or two doors per days as time permits. Advise supervisors of doors cleaned.
7:00p - 7:30p	LUNCH
7:30p - 8:15p	Thorough clean all stationary stairways in the 200-208 area, doing one per day, advise supervisors of stairways cleaned on a daily basis.
8:15p - 10:15p	POLICING from platform 202 and proceeding to platform 201 and 200 to the mixing areas.
10:15p - 10:30p	Clean up and return equipment.

POLICING :
Sanitize drinking fountains, public and house telephones, damp wiping garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for removal of smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, door handles, etc.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Port Authority Supervisor on duty.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION : 4-04

LOCATION : UBL & SBL SW Platforms (210-214,220,221) Dispatch Booths, M/S 210-214, Stationary Stairs, and 210 mixing area SCL

TIME	DUTIES
2:00p	Receive supplies.
2:05p - 3:45p	POLICING platforms from 221 down to 214 and mixing areas, then proceeding from mixing areas to platform 213 up to 220.
3:45p - 4:45p	Dust and damp wipe motor stairs 210,-214
4:45p - 5:00p	BREAK
5:00p - 6:45p	POLICING platform 221 - 214 down to SCL mixing area then to platform 213 and up to 220. Beginning at platform 212 down to mixing area, then up to platform 211.
6:45p - 7:30p	Thorough clean all glass, doors and saddles, etc. in 210 mixing area doing one or two doors per day as time permits. Advise supervisor of doors cleaned.
7:30p - 8:00p	LUNCH
8:00p - 8:45p	Thorough clean all stationary stairways in the 210-214, 220, 221 platform area, doing one per day, advise supervisors of stairways cleaned on a daily basis.
8:45p - 10:15p	POLICING platform 221 - 214 down to SCL mixing area then to platform 213 and up to 220. Beginning at platform 212 down to mixing area, then up to platform 211.
10:15p - 10:30p	Clean up and return equipment.

POLICING :

Sanitize drinking fountains, public and house telephones, damp wiping garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for removal of smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, door handles, etc.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Port Authority Supervisor on duty. This employee may be used for rain, snow or flood detail as directed by the Manager.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: 4-05
LOCATION: **UBL & SBL SW Platforms (222-224,230-234) Dispatch Booths, M/S 220-224, -232, -234, Stationary Stairs, 210 Mixing Area for 220,230**

TIME	DUTIES
2:00p – 2:05p	Receive supplies.
2:05p- 3:30p	POLICING from platform 234 and then proceeding to platform 224 then to mixing areas including motor stairs and stationary stairs. Then from mixing area on SCL to platform 233 and up to platform 223.
3:30p - 5:00p	POLICING platforms 203, 206, and 210.
5:00p - 5:15p	BREAK
5:15p - 6:30p	POLICING from platform 222 and the to platform 232 to mixing areas and including motor stairs & stationary stairs then proceeding to 210 mixing area SCL.
6:30p - 7:00p	LUNCH
7:00p - 7:45p	Thorough clean all glass, doors and saddles, etc. in 210 mixing area doing one or two doors per day as time permits. Advise supervisor of doors cleaned.
7:45p - 8:30p	Thorough clean all stationary stairways in the 222-224, 230-234 platform area, doing one per day, advise supervisors of stairways cleaned on a daily basis. Dust motor stairs 220-224, and 232-234.
8:30p - 10:15p	POLICING platform 231 and then proceeding to 230 and entire mixing area, include motor stairs and stationary stairs.
10:15p - 10:30p	Clean up and return equipment.

POLICING:
Sanitize drinking fountains, public and house telephones, damp wiping garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for removal of smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, door handles, etc.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Port Authority Supervisor on duty.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: **4-07** **Female Rover**

TIME DUTIES

2:00pm – 10:30pm

Areas:

1) Third floor Female Lavatory
2) South Wing 4th floor 8th Ave Female Bathroom
3) South Wing lower bus level female (Trailways)
4) South Wing 4th floor 9th Ave. Female Bathroom

Break and Lunch periods to be assigned by Supervisor

Procedure: Policing

Continuous policing of lavatories consists of picking up paper and miscellaneous trash, emptying all trash and waste receptacles as necessary, damp wiping and sanitizing wash basin and commode seats and adjacent chrome fixtures, refilling all dispensers as necessary, spot cleaning mirrors, spot washing dispensers as necessary. Pay particular attention to wet spills and remove promptly.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: 4-08
LOCATION: Exterior

TIME	DUTIES
2:00p	Receive supplies.
2:05p - 3:30p	Policing 8th Ave, immediate removal of wet spills, litter and graffiti.
3:30p - 4:30p	Starting at 8th Av and 40th St and moving to 8th Av and 42nd St, sweep all sidewalks, curbs and stairs, de-gum, spot scrub and sanitize where necessary.
4:30p - 4:45p	BREAK
4:45p - 7:00p	POLICING starting at 8th Ave and 40th Street and moving to 9th Ave, then proceeding from 9th Ave through 41st St up to 8th Ave, moving to 8th Ave and 42nd Street and down to NW Taxi Roadway.
7:00p - 7:30p	LUNCH
7:30p - 9:30p	Policing 8th Ave, North and South Wings, immediate removal of wet spills, litter and graffiti.
9:30p - 10:15p	Continuous policing of entire area, pay special attention to spillage & litter.
10:15p - 10:30p	Clean up and return equipment.

POLICING:
Sanitize drinking fountains, public and house telephones, damp wiping garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for removal of smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, door handles, etc.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION : **4-10**
LOCATION : **SCL SW Concourse, M/S 25, 26 – Cold area gates 200**

TIME	DUTIES
2:00p	Receive supplies.
2:05p - 3:45p	POLICING concourse starting from the 9th Ave end and proceeding to the 8th Ave end. Pay attention to pedestrian traffic. Monitor all cold are gates (200)
3:45p - 4:30p	Thorough clean all glass, doors and saddles, etc. in the 200 & 210 mixing areasdoing one or two doors per days as time permits. Advise supervisor of doors cleaned.
4:30p - 4:45p	BREAK
4:45p - 6:30p	POLICING starting from 9th Ave and proceeding towards the 8th Ave end. Pay attention to pedestrian traffic.
6:30p - 7:00p	Dust and damp wipe motor stairs 25, 26.
7:00p - 7:30p	LUNCH
7:30p - 10:00p	POLICING starting from 9th Ave end and proceeding to 8th Ave end. Include dusting of ceilings. Pay attention to pedestrian traffic.
10:00p - 10:15p	Lock Up of Cold Areas
10:15p - 10:30p	Clean up and return equipment.

POLICING :
Sanitize drinking fountains, public and house telephones, damp wiping
garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for removal of smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, door handles, etc.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty.

2. All cold areas shall be monitored during the entire tour.

STATION: 4-11
LOCATION: **MC SW Concourse, 8th Ave End**

TIME	DUTIES
2:00p	Receive supplies.
2:05p - 3:30p	POLICING concourse starting from 8th Ave, 40th and 41st Lobbies and stationary stairs and proceeding to the column line in front of M/S 16 & 17.
3:30p - 4:30p	Thorough clean all glass, doors and saddles, etc. all interior lobby doors, 40th and 41st Street Vestibules doing one or two doors per day as time permits. Inform supervisor of doors cleaned.
4:30p - 4:45p	BREAK Covered by 4-12
4:45p - 5:15p	Dust and damp wipe motor stairs 20, 21, 23, 24.
5:15p - 6:30p	POLICING concourse starting from 8th Ave, 40th and 41st Lobbies and stationary stairs and proceeding to the column line in front of M/S 16 & 17.
6:30p - 7:00p	LUNCH Covered by 4-12
7:00p - 7:30p	Assist in setting up gates for 8:00pm Lock Up.
7:30p - 10:15p	POLICING concourse starting from 8th Ave, 40th and 41st Lobbies and stationary stairs and proceeding to the column line in front of M/S 16 & 17. Include dusting of ceilings.
10:15p - 10:30p	Clean up and return equipment.

POLICING:
Sanitize drinking fountains, public and house telephones, damp wiping garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for removal of smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, door handles, etc.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty.
2. Wheel Chair and blind escorts as directed.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: 4-12
LOCATION: MC SW Concourse, 9th Ave End MC SW Ticket Windows, M/S 18,19,28,29

TIME	DUTIES
2:00p	Receive supplies.
2:05p - 2:30p	Dust and damp wipe motor stairs 28, 29.
2:30p - 4:00p	POLICING concourse starting from the column line in front of M/S 16&17 and proceeding towards the 9th Ave end, including 9th Ave Lobby and stationary stairs. Pay attention to pedestrian traffic. Thoroughly clean Managers office.
4:00p - 4:45p	Spot clean all glass, doors, saddles, etc. 9th Ave Lobby doing one or two doors per day as time permits. Inform supervisors of doors cleaned.
4:45p - 5:00p	BREAK
5:00p - 5:30p	POLICING concourse starting from the column line in front of M/S 16&17 and proceeding towards the 9th Ave end, including 9th Ave Lobby and stationary stairs. Pay attention to pedestrian traffic.
5:30p -6:00pm	MC SW Information Ticket Windows: empty garbage receptacles and general clean up.
6:00p - 7:00p	POLICING starting from the Main Ticket Plaza and including the service corridor and proceeding to the 9th Ave Lobby.
7:00p - 7:30p	LUNCH
7:30p - 8:30p	POLICING starting from the Main Ticket Plaza and including the service corridor and proceeding to the 9th Ave Lobby, Police Youth Services Office.
8:30p - 9:00p	Police area 9th Ave: empty garbage receptacles and general clean up.
9:00p - 9:30p	Dust and damp wipe motor stairs 18, 19.
9:30p - 10:15p	POLICING entire area, pay special attention to spillage & litter.
10:15p - 10:30p	Clean up and return equipment.

POLICING:
Sanitize drinking fountains, public and house telephones, damp wiping garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for removal of smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, door handles, etc.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty.

2. Wheel Chair and blind escort as directed.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: **4-13**
LOCATION: **MC SW Male Lavatory**

TIME	DUTIES
2:00p	Receive supplies.
2:05p - 2:30p	Empty and damp wipe all garbage and waste receptacles.
2:30p - 3:30p	Damp wipe and sanitize wash basins, urinals, commode seats and dispensers.
3:30p - 4:30p	Continuous policing: removal of litter, spills, graffiti and spot mop floors.
4:30p - 4:45p	BREAK
4:45p - 5:15p	Refill soap and tissue dispensers sanitize washbasins.
5:15p - 6:00p	Spot clean mirrors, damp wipe walls, dust ceilings.
6:00p - 7:00p	Wash all partitions, doors and walls, mop and rinse floors.
7:00p - 7:30p	LUNCH
7:30p - 8:30p	Sanitize washbasins, urinals, commode seats and adjacent chrome fixtures.
8:30p - 10:00p	Spot wash walls, partitions and doors, mop and rinse floors.
10:00p - 10:15p	Continuous policing: removal of litter, spills, graffiti and spot mop floors.
10:15p - 10:30p	Clean up and return equipment.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as condition warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty.

2. Detergent-sanitizing-odor counteractant material must be used for all above procedures.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION : **4-14**

LOCATION : **MC SW Female Lavatory**

TIME	DUTIES
2:00p	Receive supplies.
2:05p - 2:30p	Empty and damp wipe all garbage and waste receptacles.
2:30p - 3:30p	Damp wipe and sanitize wash basins, commode seats and dispensers.
3:30p - 4:30p	Continuous policing : removal of litter, spills, graffiti and spot mop floors.
4:30p - 4:45p	Refill soap and tissue dispensers.
4:45p - 5:00p	BREAK
5:00p - 5:15p	Policing of area for litter and spills, sanitize wash basins.
5:15p - 6:00p	Spot clean mirrors, damp wipe walls, dust ceilings.
6:00p - 8:00p	Wash all partitions, doors and walls, mop and rinse floors.
8:00p - 8:30p	LUNCH
8:30p - 9:30p	Sanitize wash basins, commode seats and adjacent chrome fixtures.
9:30p - 10:15p	Spot clean walls, partitions and doors, mirrors, mop and rinse floor.
10:15p - 10:30p	Clean up and return equipment.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as condition warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty.

2. Detergent-sanitizing-odor counteractant material must be used for all above procedures.

USE → MC SW Female Lavatory ONLY

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: **4-16**
LOCATION: **SW LBL Concourse Gates 1- 36, M/S and Exterior Gates**

13,16,17

TIME	DUTIES
2:00p	Receive supplies.
2:05p - 4:00p	POLICING concourse starting from the 9th Ave end and proceeding through all the odd numbered gates towards 8th Ave. Pay attention to pedestrian traffic. SW LBL Trailways Men's Room Policing.
4:00p - 4:30p	Beginning at the 8th Ave end thorough clean all glass, doors, saddles, etc. on odd numbered gates doing one or two per day as time permits. Inform supervisor of doors cleaned.
4:30p - 4:45p	BREAK
4:45p - 5:00p	Dust and damp wipe motor stairs 13.
5:00p - 6:30p	POLICING from 8th Ave end and proceeding through all even numbered gates towards 9th Ave end, including stationary stairs. Pay attention to pedestrian traffic.
6:30p - 7:00p	Dust and damp wipe motor stairs 16, 17.
7:00p - 7:30p	LUNCH
7:30p - 8:00p	Assist in setting up gates and stanchions for 8:00pm Lock Up.
8:00p - 10:15p	POLICING from 9th Ave end and proceeding through all odd numbered gates including exterior of gates to 8th Ave end of concourse, include dusting of ceilings. Clean SW Taxi Roadway Compactor area .
10:15p - 10:30p	Clean up and return equipment.

POLICING:
Sanitize drinking fountains, public and house telephones, damp wiping garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for removal of smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, door handles, etc.

Policing of lavatories consists of picking up paper and miscellaneous trash, emptying all trash and waste receptacles as necessary, damp wiping and sanitizing wash basin and commode seats and adjacent chrome fixtures, refilling all dispensers as necessary, spot cleaning mirrors, spot washing dispensers as necessary. Pay particular attention to wet spills and remove promptly.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty.

2. Wheel Chair and blind escorts as directed.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION : **4-19 2:00pm – 10:30pm**

LOCATION : Trash Removal (1) Persons South Wing
North Wing Trash ,

1. SBL Concourse
2. Main Concourse NW
3. SC NW Concourse
4. Lower Level - Interior
5. 300 Off Loading & Platforms
6. Lower Level - Outside
7. Subway Mezzanine
8. NW Exterior
9. UBL NW Lobby
10. Repeat Steps 1 - 9.

BREAK : 6:00p - 6:15p LUNCH : 8:00p - 8:30p

1. UBL Concourse
2. Main Concourse SW
3. SC SW Concourse
4. Lower Level - Interior
5. 400 Off Loading & Platforms
6. Lower Level - Outside
7. 5th, 6th, 7th Floor Parking Lobbies
8. SW Exterior
9. Repeat Steps 1 - 8.

Trash Removal procedure as follows :

1. Empty all free standing trash in the areas listed.
2. Transport trash to SW compactor and place in the appropriate containers.
3. Maintain recyclable in their appropriate containers.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: **4-20**
LOCATION: **SCL & SBL NW Concourse include M/S 9,10 Exterior 300 Gates**

TIME	DUTIES
2:00p- 2:05p	Receive supplies.
2:55p - 4:00p	POLICING concourse starting from 9th Ave SBL and proceeding through gates 314 - 326 to SCL. Pay attention to pedestrian traffic. 3rd Floor Male Rest Room, clean NW Port Authority Construction Office.
4:00p – 4:10p	Clean Port Authority Offices – Trash Removal
4:10p - 4:30p	Thorough clean all glass, doors, saddles, etc. from gates 301 - 313 doing one or two doors per day as time permits.
4:30p - 4:45p	BREAK
4:45p - 6:00p	POLICING starting from SBL gates 313 - 301 towards the 8th Ave end.
6:00p - 6:30p	Dust and damp wipe motor stairs 9, 10.
6:30p - 7:00p	Assist in setting up gates for Lock Up.
7:00p - 7:30p	POLICING concourse on SCL level starting from 9th Ave end, proceeding to 8th Ave end.
7:30p - 8:00p	LUNCH
8:00p - 9:15p	POLICING starting from the 9th Ave end and proceeding to 8th Ave end, include Saw-tooth platform around exterior gates and dusting of ceilings.
9:15p - 10:15	POLICING concourse on SCL level starting from 9th Ave end and proceeding to 8th Ave end.
10:15p - 10:30p	Clean up and return equipment.

POLICING :
Sanitize drinking fountains, public and house telephones, damp wiping garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for removal of smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, door handles, etc.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty.

2. Wheel Chair and blind escort as directed.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: 4-23
LOCATION: SCL SW Male Lavatory

TIME	DUTIES
2:00p – 2:05p	Receive supplies.
2:05p - 2:30p	Empty and damp wipe all garbage and waste receptacles.
2:30p - 3:30p	Damp wipe and sanitize wash basins, urinals, commode seats and dispensers.
3:30p - 4:30p	Continuous policing: removal of litter, spills, graffiti and spot mop floors.
4:30p - 4:45p	BREAK
4:45p - 5:15p	Refill soap and tissue dispensers sanitize washbasins.
5:15p - 6:00p	Spot clean mirrors, damp wipe walls, dust ceilings.
6:00p - 7:00p	Wash all partitions, doors and walls, mop and rinse floors.
7:00p - 7:30p	LUNCH
7:30p - 8:00p	Empty and damp wipe all garbage and waste receptacles.
8:00p - 9:00p	Sanitize washbasins, urinals, commode seats and adjacent chrome fixtures.
9:00p - 9:45p	Spot wash walls, partitions and doors.
9:45p - 10:15p	Spot clean mirrors, mop and rinse floors.
10:15p - 10:30p	Clean up and return equipment.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as condition warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty.

2. Detergent-sanitizing-odor counteractant material must be used for all above procedures.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION : **4-24**

LOCATION : **SCL NW Female Lavatory**

TIME	DUTIES
2:00p – 2:05p	Receive supplies.
2:05p - 2:30p	Empty and damp wipe all garbage and waste receptacles.
2:30p - 3:30p	Damp wipe and sanitize wash basins, commode seats and dispensers.
3:30p - 4:15p	Continuous policing : removal of litter, spills, graffiti and spot mop floors.
5:00p - 5:15p	BREAK
5:15p - 5:30p	Refill soap and tissue dispensers, sanitize wash basins.
5:30p - 6:30p	Spot clean mirrors, damp wipe walls, dust ceilings.
6:30p - 7:30p	Wash all partitions, doors and walls, mop and rinse floors.
7:30p - 8:00p	LUNCH
8:00p - 8:15p	Empty and damp wipe all garbage and waste receptacles.
8:15p - 9:30p	Sanitize wash basins, commode seats and adjacent chrome fixtures.
9:30p - 10:15p	Spot wash walls, partitions and doors, spot clean mirrors, mop and rinse floors.
10:15p - 10:30p	Clean up and return equipment.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as condition warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty.

2. Detergent-sanitizing-odor counteractant material must be used for all above procedures.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: 4-25
LOCATION: MC NW Concourse include M/S 5,6,7,8

TIME	DUTIES
2:00p	Receive supplies.
2:05p - 2:45p	Policing of 8th Avenue exterior for litter and spillage.
2:45p - 4:30p	POLICING concourse starting form 8th Ave end, proceeding to 41st St Vestibule,42nd St Lobby and then to 9th Ave end. Pay attention to pedestrian traffic.
4:30p - 4:45p	BREAK
4:45p - 5:00p	PA Police offices: Thorough Cleaning
5:00p - 5:20p	Dust and damp wipe motor stairs 7, 8.
5:20p - 5:40p	Thorough clean stationary stair going from MC.NW down to Subway Mezz NW.
5:40p - 6:40p	POLICING from 9th Ave end, include 42nd St Lobby and proceed to 8th Ave end of concourse and 41st St Vestibule. Pay attention to pedestrian traffic.
6:40p - 7:00p	Dust and damp wipe motor stairs 5, 6.
7:00p - 7:30p	LUNCH
7:30p - 8:15p	POLICING concourse starting form 8th Ave Lobby, proceeding to 41st St Vestibule, 42nd St Lobby and then to 9th Ave end. Pay attention to pedestrian traffic. Monitor NW Compactor Remove Trash
8:15p - 8:45p	Thorough clean stationary stair going from 42nd Street Lobby up to SC NW.
8:45p - 9:00p	Assist in setting up gates for Lock Up.
9:00p - 9:30p	POLICING from 8th Ave end of concourse and proceeding to 9th Ave end, include dusting of ceilings. NW subway mezz spot clean.
9:30p - 10:00p	Spot clean all glass, doors, saddles, etc. 42nd St Lobby doing one or two doors per day as time permits. Sweep 42nd St. steps.
10:00p - 10:15p	POLICING concourse, pay special attention to spillage & litter.
10:15p - 10:30p	Clean up and return equipment.

POLICING: Sanitize drinking fountains, public and house telephones, damp wiping garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for removal of smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, etc.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty.
2. Wheel Chair and blind escort as directed.

STATION: **4-26**
LOCATION: **LBL NW Concourse Greyhound Men's Room**
(Greyhound) include M/S 1,2, Stationary Stairs between M/S, Exterior of Gates.

TIME	DUTIES
2:00p-2:05p	Receive supplies.
2:05p – 3:05p	POLICING from Gate 60 and proceeding through interior of concourse towards Gate 85. Pay attention to pedestrian traffic.
3:05p – 4:30p	Police Greyhound Men's room.
4:30p - 4:45p	BREAK
4:45p - 6:30p	Police Greyhound Men's room.
6:30p - 7:00p	LUNCH
7:30p - 8:15p	POLICING concourse starting from gate 60 through gate 85, include the walkway around the exterior of gates, stationary stairs and dusting of ceilings. Pay attention to pedestrian traffic.
8:15p – 10:15p	Police Greyhound Men's room.
10:15p - 10:30p	Clean up and return equipment.

POLICING :
Sanitize drinking fountains, public and house telephones, damp wiping garbage receptacles and patron seating units. Sweeping (treated mop/broom), spot mopping, de-gumming, dusting, removing litter, debris and graffiti. Spot washing mirror and glass surfaces for removal of smudges, smears and fingerprints. Spot washing wall fixtures, doors, railings, wall signs, ledges, door handles, etc.

Policing of lavatories consists of picking up paper and miscellaneous trash, emptying all trash and waste receptacles as necessary, damp wiping and sanitizing wash basin and commode seats and adjacent chrome fixtures, refilling all dispensers as necessary, spot cleaning mirrors, spot washing dispensers as necessary. Pay particular attention to wet spills and remove promptly.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION : **4-28**

LOCATION : **LBL NW Female Lavatory**

TIME	DUTIES
2:00p – 2:05p	Receive supplies.
2:05p - 2:30p	Empty and damp wipe all garbage and waste receptacles.
2:30p - 3:30p	Damp wipe and sanitize wash basins, commode seats and dispensers.
3:30p - 4:15p	Lavatory policing : removal of litter, spills, graffiti and spot mop floors. Monitor waiting area and provide policing as needed.
4:15p - 4:30p	BREAK
4:30p - 5:00p	Refill soap and tissue dispensers, sanitize wash basins.
5:00p - 6:00p	Spot clean mirrors, damp wipe walls, dust ceilings.
6:00p - 7:30p	Wash all partitions, doors and walls, mop and rinse floors.
7:30p - 8:00p	LUNCH
8:00p - 8:45p	Sanitize wash basins, commode seats and adjacent chrome fixtures.
8:45p - 9:30p	Spot wash walls, partitions and doors.
9:30p - 10:15p	Spot clean mirrors, mop and rinse floors.
10:15p - 10:30p	Clean up and return equipment.

1. This is a general outline of the station routine. Additional assignments in lieu of the above will be assigned as condition warrant. Employees must not leave their assigned stations without prior permission from the Contractor's Supervisor on duty.

2. Detergent-sanitizing-odor counteractant material must be used for all above procedures.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: 12-1

TIME	
10:15p-6:15a	Clean elevators and elevator lobbies (opening and closing).

Areas:

1. Elevators #P1, P2, P3, and P8
2. 9th Avenue Police – P9
3. P-6 and P-7 North Wing
4. F-11, 12, 13 and 14
5. All lobbies

Duties: General Cleaning

1. Sweep and degum floors
2. Clean door tracks
3. Dust and damp wipe walls, doors and ceiling

Note:

1. Special attention must be paid to fast elimination of spillages (wet or dry) and prompt removal of graffiti.
2. This is a general outline of this station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees shall not leave their assigned areas without prior permission from the Port Authority Supervisor on duty.
3. Break and lunch time will be scheduled by the Contractor Supervisor.
4. Inform Supervisor of any lamp outages located in assigned area.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: 12-2

TIME	
10:15p-6:15a	Ticket Checker Crowd Control

Duties:

1. Setup crowd control barriers and turnstile at start of shift
2. Inform patrons that only bus ticket holders are permitted to enter bus loading area.
3. Direct non-ticket holders to bus ticket sales window.
4. Take down crowd control barriers and turnstile at end of shift.
5. Other duties as assigned.

Note:

1. Special attention must be paid to fast elimination of spillages (wet or dry) and prompt removal of graffiti.
2. This is a general outline of this station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees shall not leave their assigned areas without permission from the Port Authority Supervisor on duty.
3. Break and lunch time will be scheduled by the Contractor Supervisor.
4. Inform Supervisor of any lamp outages located in assigned area.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: 12-3

TIME	
10:15p – 6:15a	Male Cleaner
	Areas: Upper Bus level – South Wing, 8th Avenue Male Lavatory.

Duties:

10:00p-10:15p	Receive supplies and transport to 8th Avenue Male Lavatory.
10:15p-12:15a	Provide continuous policing of 8th Avenue Male Lavatory. Policing SW LL Trailways M&L Room
12:15a-12:45a	Lunch
12:45a- 2:15a	3rd and 4th Floor Bus Driver Rest Rooms thorough cleaning.
2:15a-2:30a	Return equipment and clean up
3:15a – 3:30a	Break
3:30a – 5:00a	SW LL Trailways Men's and Women's RestRoom thorough cleaning.
5:00a– 6:00a	8th Avenue Male Lavatory thorough cleaning.
6:00a – 6:15a	Return equipment and clean up

Procedure: Policing

Policing of lavatories consists of picking up paper and miscellaneous trash, emptying all trash and waste receptacles as necessary, damp wiping and sanitizing wash basin and commode seats and adjacent chrome fixtures, refilling all dispensers as necessary, spot cleaning mirrors, spot washing dispensers as necessary. Pay particular attention to wet spills and remove promptly.

Thorough Cleaning

Thorough cleaning of lavatories consists of refilling all soap, towel and tissue dispensers, emptying all trash receptacles, , cleaning and sanitizing all urinals and commodes, dusting all partitions and dispensers, receptacles, etc., washing all wall surfaces as necessary, cleaning all mirrors, spot washing walls, partitions, doors and wainscoting and mopping and rinsing all floor areas. A solution of detergent sanitizer-odor conteractant material must be used for all cleaning and mopping operations.

1. Detergent-sanitizing odor counteractant material must be used for all above operations.
2. Inform Supervisor of any lamp outages –located in assigned areas.
3. This is a general outline of this station route. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees shall not leave their assigned areas without prior permission from the Contract Supervisor on duty.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: 12-4

TIME

10:15p-6:15a – Female Cleaner
Areas: Upper Bus Level – South Wing, 8th Avenue Female Lavatory

Duties:

10:15p-10:30p	Receive supplies and transport to 8th Avenue Female Lavatory N/W Greyhound (LBL) Greyhound Concourse
10:30p-12:15a	Provide continuous policing of 8th Avenue Female Lavatory
12:15a-12:45a	Lunch
12:45a-1:30a	Thoroughly clean 8th Avenue Female Lavatory
1:30a-1:45a	Break
1:45a – 6:00a	Police N/W Greyhoud (LBL) Greyhound Concourse
6:00a-6:15a	Return equipment and clean up

Procedure: Policing

Policing of lavatories consists of picking up paper and miscellaneous trash, emptying all trash and waste receptacles as necessary, damp wiping and sanitizing wash basin, and commode seats and adjacent chrome fixtures, refilling all dispensers as necessary, spot cleaning mirrors, spot washing dispensers as necessary. Pay particular attention to wet spills and remove promptly.

Thorough Cleaning

Thorough cleaning-of lavatories consists of refilling all soap, towel and tissue dispensers, emptying all trash receptacles, damp wiping and sanitizing trash receptacles, cleaning and sanitizing all commodes, dusting all partitions and dispensers, receptacles, etc., washing all wall surfaces as necessary, cleaning all mirrors, solution of detergent sanitizer-odor counteractant material must be used for all cleaning and mopping operations.

Note:

1. Special attention must be paid to fast elimination of spillages (wet or dry) and prompt removal of graffiti.

2. This is a general outline of this station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees shall not leave their assigned areas without prior permission from the Contract Supervisor on duty.

Inform supervisor of any lamp outages located in assigned areas.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: 12-5

TIME

10:15p-6:15a – Male Cleaner

Areas: South Wing
Main Concourse Main Ticket Plaza – Male Lavatory Police Desk Area, Detention Cell, Lavatories Operations Control Center Basement
All Male Locker Rooms and Lavatories.

Duties:

10:15p-10:30p	Receive supplies and transport to Male Lavatory Main Concourse, Main Ticket Plaza
10:30p-12:00a	Provide continuous policing of Male Lavatory Main Concourse
12:00a-12:15a	Break
12:15a-2:00a	Thoroughly clean Male Lavatory Main Concourse
2:00a-2:30a	Lunch
2:30a-3:45a	Thoroughly clean Operations Control Counter, Police Desk Area and Detention Cell Area
3:45a-6:00a	Thoroughly clean Male Maintenance, Maintenance Supervisors, Police, Police Supervisors Locker Room and Lavatories.
6:00a-6:15a	Return equipment and clean up.

Procedure: Policing

Policing of lavatories consists of picking up paper and miscellaneous trash, emptying all trash and waste receptacles as necessary, damp wiping and sanitizing wash basin and commode seats and adjacent chrome fixtures, refilling all dispensers as necessary, spot cleaning mirrors, spot washing dispensers as necessary. Pay particular attention to wet spills and remove promptly.

Thorough Cleaning

Thorough cleaning-of lavatories consists of refilling all soap, towel and tissue dispensers, emptying all trash receptacles, damp wiping and sanitizing trash receptacles, , cleaning and sanitizing all urinals and commodes, dusting all partitions and dispensers, receptacles, etc., washing all wall surfaces as necessary, cleaning all mirrors, solution of detergent sanitizer-odor counteractant material must be used for all cleaning and mopping operations.

Note:

1. Special attention must be paid to fast elimination of spillages (wet or dry) and prompt removal of graffiti.

2. This is a general outline of this station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees shall not leave their assigned areas without prior permission from the Contract Supervisor on duty.

3. Inform supervisor of any lamp outages located in assigned areas.

STATION : 12-6

TIME

10:15p-6:15a – Female Cleaner

Areas: South Wing
Main Concourse Main Ticket Plaza – Female Lavatory Operations Unit

Basement
All Female Locker Rooms and Lavatories.

Duties:
10:15p-10:30p Receive supplies and transport to Female Lavatory Main Concourse, Main Ticket Plaza
10:30p-12:00a Provide continuous policing of Female Lavatory Main Concourse
12:00a-12:15a Break
12:15a-2:00a Thoroughly clean Female Lavatory Main Concourse
2:00a-2:30a Lunch
2:30a-3:45a Thoroughly clean Operations Unit Female Lavatories
3:45a-6:00a Thoroughly clean Female Maintenance, Maintenance Supervisors, Police, Police Supervisors Locker Room and Lavatories entire area before leaving station.
6:00a-6:15a Return equipment and clean up.

Procedure: Policing

Policing of lavatories consists of picking up paper and miscellaneous trash, emptying all trash and waste receptacles as necessary, damp wiping and sanitizing wash basin and commode seats and adjacent chrome fixtures, refilling all dispensers as necessary, spot cleaning mirrors, spot washing dispensers as necessary. Pay particular attention to wet spills and remove promptly.

Thorough Cleaning

Thorough cleaning-of lavatories consists of refilling all soap, towel and tissue dispensers, emptying all trash receptacles, damp wiping and sanitizing trash receptacles, dusting all partitions and dispensers, receptacles, etc., washing all wall surfaces as necessary, cleaning all mirrors, solution of detergent sanitizer-odor counteractant material must be used for all cleaning and mopping operations.

Note:

1. Special attention must be paid to fast elimination of spillages (wet or dry) and prompt removal of graffiti.

2. This is a general outline of this station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees shall not leave their assigned areas without prior permission from the Contract Supervisor on duty.

3. Inform supervisor of any lamp outages located in assigned areas.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: **12-7**

TIME

10:15p-6:15a – Male Cleaner

Areas: Suburban Concourse Level – South Wing Male Lavatory

Duties:

10:15p-10:30p	Receive supplies and transport to area
10:30p-12:30a	Provide continuous policing of entire area
12:30a-1:00a	Lunch
1:00a-2:15a	Thoroughly clean entire area before leaving station.
2:15a-2:30a	Return equipment and clean up. Trash removal
2:30a-2:45a	Break
2:45a-6:15a	Trash Removal N&S Wing

Procedure: Policing

Policing of lavatories consists of picking up paper and miscellaneous trash, emptying all trash and waste receptacles as necessary, damp wiping and sanitizing wash basin and commode seats and adjacent chrome fixtures, refilling all dispensers as necessary, spot cleaning mirrors, spot washing dispensers as necessary. Pay particular attention to wet spills and remove promptly.

Thorough Cleaning

Thorough cleaning-of lavatories consists of refilling all soap, towel and tissue dispensers, emptying all trash receptacles, damp wiping and sanitizing trash receptacles, cleaning and sanitizing all urinals and commodes, dusting all partitions and dispensers, receptacles, etc., washing all wall surfaces as necessary, cleaning all mirrors, solution of detergent sanitizer-odor counteractant material must be used for all cleaning and mopping operations.

Note:

1. Special attention must be paid to fast elimination of spillages (wet or dry) and prompt removal of graffiti.

2. This is a general outline of this station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees shall not leave their assigned areas without prior permission from the Contract Supervisor on duty.

Inform supervisor of any lamp outages located in assigned areas.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: 12-7A

TIME

10:15p-6:15a – Female Cleaner

Areas: Suburban Concourse Level – North Wing Female Lavatory

Duties:

10:15p-10:30p	Receive supplies and transport to area,
10:30p-12:15a	Provide continuous policing of entire area
12:15a-12:45a	Lunch
12:45a-2:15a	Thoroughly clean entire area before leaving station.
2:15a-2:30a	Return equipment and clean up.
2:30a-2:45a	Break
2:45a-6:15a	Trash Removal N&S Wing

Procedure: Policing

Policing of lavatories consists of picking up paper and miscellaneous trash, emptying all trash and waste receptacles as necessary, damp wiping and sanitizing wash basin and commode seats and adjacent chrome fixtures, refilling all dispensers as necessary, spot cleaning mirrors, spot washing dispensers as necessary. Pay particular attention to wet spills and remove promptly.

Thorough Cleaning

Thorough cleaning-of lavatories consists of refilling all soap, towel and tissue dispensers, emptying all trash receptacles, damp wiping and sanitizing trash receptacles, , cleaning and sanitizing all urinals and commodes dusting all partitions and dispensers, receptacles, etc., washing all wall surfaces as necessary, cleaning all mirrors, solution of detergent sanitizer-odor counteractant material must be used for all cleaning and mopping operations.

Note:

1. Special attention must be paid to fast elimination of spillages (wet or dry) and prompt removal of graffiti.

2. This is a general outline of this station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees shall not leave their assigned areas without prior permission from the Contract Supervisor on duty.

3. Inform supervisor of any lamp outages located in assigned areas.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: 12-8

TIME

10:15p-6:15a – Male Cleaner

Areas: Lower Bus Level, North Wing, Male Lavatory

Duties:

10:15p-10:30p	Receive supplies and transport to area
10:30p-12:45a	Provide continuous policing of entire North Wing, Lower Level inclusive of lavatory
12:45a-1:00a	Break
1:00a-4:00a	Thoroughly clean Greyhound male lavatory.
4:00a-4:30a	Lunch
4:30a-5:15a	Provide continuous policing of entire area
5:15a-6:00a	Thoroughly clean entire area before leaving station
6:00a-6:15a	Return equipment and clean up.

Procedure: Policing

Policing of lavatories consists of picking up paper and miscellaneous trash, emptying all trash and waste receptacles as necessary, damp wiping and sanitizing wash basin and commode seats and adjacent chrome fixtures, refilling all dispensers as necessary, spot cleaning mirrors, spot washing dispensers as necessary. Pay particular attention to wet spills and remove promptly.

Thorough Cleaning

Thorough cleaning of lavatories consists of refilling all soap, towel and tissue dispensers, emptying all trash receptacles, damp wiping and sanitizing trash receptacles, cleaning and sanitizing all urinals and commodes dusting all partitions and dispensers, receptacles, etc., washing all wall surfaces as necessary, cleaning all mirrors, solution of detergent sanitizer-odor counteractant material must be used for all cleaning and mopping operations.

Note:

1. Special attention must be paid to fast elimination of spillages (wet or dry) and prompt removal of graffiti.

2. This is a general outline of this station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees shall not leave their assigned areas without prior permission from the Contract Supervisor on duty.

3. Inform supervisor of any lamp outages, Commodes, Sinks, Faucets, hand dryers out of service located in assigned areas.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: 12-9

TIME

10:15p-6:15a – Female Cleaner

Areas: Lower Bus Level, North Wing, Female Lavatory

Duties:

10:15p-10:30p	Receive supplies and transport to area
10:30p-12:45a	Thoroughly clean waiting area
12:45a-1:00a	Break
1:00a-4:00a	Thoroughly clean Greyhound female lavatory.
4:00a-4:30a	Lunch
4:30a-5:15a	Thoroughly clean waiting area
5:15a-6:00a	Thoroughly clean entire area before leaving station
6:00a-6:15a	Return equipment and clean up.

Procedure: Policing

Policing of lavatories consists of picking up paper and miscellaneous trash, emptying all trash and waste receptacles as necessary, damp wiping and sanitizing wash basin and commode seats and adjacent chrome fixtures, refilling all dispensers as necessary, spot cleaning mirrors, spot washing dispensers as necessary. Pay particular attention to wet spills and remove promptly.

Thorough Cleaning

Thorough cleaning-of lavatories consists of refilling all soap, towel and tissue dispensers, emptying all trash receptacles, damp wiping and sanitizing trash receptacles, cleaning and sanitizing all urinals and commodes dusting all partitions and dispensers, receptacles, etc., washing all wall surfaces as necessary, cleaning all mirrors, solution of detergent sanitizer-odor counteractant material must be used for all cleaning and mopping operations.

Note:

1. Special attention must be paid to fast elimination of spillages (wet or dry) and prompt removal of graffiti.

2. This is a general outline of this station routine. Additional assignments in lieu of the above will be assigned as conditions warrant. Employees shall not leave their assigned areas without prior permission from the Contract Supervisor on duty.

Inform supervisor of any lamp outages, Commodes, Sinks, Faucets, hand dryers out of service located in assigned areas.

PORT AUTHORITY BUS TERMINAL, 625 8TH AVENUE, NEW YORK, NY 10018

STATION: 12-10
Location 3rd & 4th Floor Bus Platforms, Stairwells, Landings and Escalators North and South Wing

TIME

Duties:

10:15p-10:30p	Receive supplies and report to area
10:30p-6:15a	Police as described below.
	Break and lunch periods to be assigned by Supervisor.

1. The Contractor shall provide four (4) cleaners for this station.
2. Break and lunch times will be scheduled by Supervisor.
3. Inform Supervisor of any lamp outages.
4. Work shall consist of the emptying and relining of trash container and the removal of trash to a location as directed by the Manager, the picking up of all trash, dirt and debris on the platforms, stairwells, landings and escalators, the wet mopping as necessary of floors and stairs, the spot cleaning of glass and metal frames as necessary.
5. The cleaners shall also de-gum, sweep or degrease any surface as directed by the Port Authority manager and perform other duties as directed by the Port Authority manager.

EXHIBIT I

(Sample Statement)

XYZ COMPANY - Contract # _____

WAGE and BENEFITS STATEMENT

Period Covered: June 1, xxxx to Novemer 30, xxxx

	Job Class 1	Job Class 2	Job Class 3	Job Class 4	Job Class 5
Number of Employees	_____	_____	_____	_____	_____
MINIMUM HOURLY WAGES					
RATES PAID	$9.50	$10.50	$11.50		
CONTRACT REQUIREMENTS	$10.00	$10.25	$11.25		
Difference	($0.50)	$0.25	$0.25		
Direct Wages					
Straight-Time Direct Wages	$ 375,000.00	$ 275,000.00	$110,000.00		
Shift Differential	2,000.00	-	-		
Total Wages	$377,000.00	$275,000.00	$110,000.00		
Health Benefits					
Health/Welfare	$ 75,000.00	$ 50,000.00	$ 40,000.00		
Total Health Benefits	75,000.00	50,000.00	40,000.00		
Supplemental Benefits					
Holiday	$ 9,500.00	$ 8,000.00	$ 9,500.00		
Vacation	4,000.00	3,000.00	4,000.00		
Sick	4,000.00	3,000.00	4,000.00		
Personal	1,000.00	1,000.00	1,000.00		
Dental	1,000.00	1,000.00	1,000.00		
Jury Duty / Bereavement	-	500.00	-		
Bonus	13,600.00	10,000.00	13,600.00		
Pension / 401K	12,500.00	12,000.00	12,500.00		
Other (please *specify*)	-	-	-		
Total Supp. Benefits	$ 45,600.00	$ 38,500.00	$ 45,600.00		
HOURS					
Straight-Time Hours	36,600.00	25,000.00	11,000.00		
Add: Roll Call Time, *if applicable*	550.00	550.00	550.00		
Less: Relief Time, *if applicable*	(500.00)	(500.00)	(500.00)		
Less: Meal Time, *if applicable*	-	-	-		
Hours Worked	36,650.00	25,050.00	11,050.00		
Average Direct Wages Paid	$ 10.29	$ 10.98	$ 9.95		
Contract Requirements	10.25	10.50	10.75		
Difference	$ 0.04	$ 0.48	$ (0.80)		
Average Health Benefits Paid	$ 2.05	$ 2.00	$ 3.62		
Contract Requirements	$ 2.00	$ 2.00	$ 2.00		
Difference	$ 0.05	(0.00)	$ 1.62		
Average Supplemental Benefits Paid	$ 1.24	$ 1.54	$ 4.13		
Contract Requirements	$ 1.50	$ 1.70	$ 4.13		
Difference	$ (0.26)	(0.16)	$ (0.00)		
MINIMUM SALARIES (if applic.)					
SALARIES PAID				$33,375	$42,777
CONTRACT REQUIREMENTS				$33,375	$40,600
Difference				$0	$2,177

Note:
Details by month and by employee must be available and may be submitted with this statement.

Statement Certified by: _____

Name *Title* *Date*

WAGE/BENEFIT STATEMENT
Contract Year June 1, xxxx to May 31, xxxx.

Wage/Benefit Categories	*Straight Time / Regular HOURS By Employee Classification*				*Straight Time / Regular WAGES By Employee Classification*			
	Cashier	Clerk	Lot Checker	Supervisor	Cashier	Clerk	Lot Checker	Supervisor
Regular Hours/Wages								
June	20,000	2,000	1,500	7,000	$ 200,000.00	$ 25,000.00	$ 15,000.00	$ 100,000.00
July								
August								
September								
October								
November								
December								
January								
February								
March								
April								
May								
Total Regular Hours / Wages	20,000	2,000	1,500	7,000	$ 200,000.00	$ 25,000.00	$ 15,000.00	$ 100,000.00
HOLIDAY/PERSONAL BONUS								
June								
x								
x								
May								
Total								
SICK TIME ALLOWANCE								
June								
x								
x								
May								
Total								
VACATION								
June								
x								
x								
May								
Total								
PENSION								
June								
x								
x								
May								
Total								
HEALTH / WELFARE								
June								
x								
x								
May								
Total								
JURY DUTY/BEREAVEMENT								
June								
x								
x								
May								
Total								
Total Supplemental Benefits								
Total Average Wage / Supplemental Benefits								
Per Contract								
Difference								

STANDARD CONTRACT TERMS AND CONDITIONS

PART I GENERAL DEFINITIONS 3

PART II GENERAL PROVISIONS 4

1. Facility Rules and Regulations of The Port Authority 4
2. Contractor Not An Agent 4
3. Contractor's Warranties 5
4. Personal Non-Liability 6
5. Equal Employment Opportunity, Affirmative Action, Non-Discrimination 6
6. Rights and Remedies of the Port Authority 6
7. Rights and Remedies of the Contractor 6
8. Submission To Jurisdiction 6
9. Harmony 7
10. Claims of Third Persons 7
11. No Third Party Rights 8
12. Provisions of Law Deemed Inserted 8
13. Costs Assumed By The Contractor 8
14. Default, Revocation or Suspension of Contract 8
15. Sales or Compensating Use Taxes 11
16. No Estoppel or Waiver 11
17. Records and Reports 11
18. General Obligations 12
19. Assignments and Subcontracting 14
20. Indemnification and Risks Assumed By The Contractor 14
21. Approval of Methods 15
22. Safety and Cleanliness 15
23. Accident Reports 15
24. Trash Removal 16
25. Lost and Found Property 16
26. Property of the Contractor 16
27. Modification of Contract 16
28. Invalid Clauses 16
29. Approval of Materials, Supplies and Equipment 16
30. Intellectual Property 17
31. Contract Records and Documents – Passwords and Codes 17
32. Designated Secure Areas 18
33. Notification of Security Requirements 18
34. Construction In Progress 20
35. Permit-Required Confined Space Work 20
36. Signs 20
37. Vending Machines, Food Preparation 20
38. Confidential Information/Non-Publication 21
39. Time is of the Essence 22
40. Holidays 22
41. Personnel Standards 22
42. General Uniform Requirements for Contractor’s Personnel 22
43. Labor, Equipment and Materials Supplied by the Contractor 23
44. Contractor’s Vehicles – Parking - Licenses 23

45. Manager's Authority 23
46. Price Preference 23
47. M/WBE Good Faith Participation 24

PART III CONTRACTOR'S INTEGRITY PROVISIONS 25
1. Certification of No Investigation (criminal or civil anti-trust), Indictment, Conviction, Debarment, Suspension, Disqualification and Disclosure of Other Information 25
2. Non-Collusive Bidding, and Code of Ethics Certification, Certification of No Solicitation Based On Commission, Percentage, Brokerage, Contingent or Other Fees 25
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 27
4. Contractor Responsibility, Suspension of Work and Termination 27
5. No Gifts, Gratuities, Offers of Employment, Etc. 28
6. Conflict of Interest 28
7. Definitions 29

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:

- The principal place of business must be located in New York or New Jersey;
- The firm must have been in business for at least three years with activity;
- 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

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.