



**THE PORT AUTHORITY OF NY & NJ**

4 World Trade Center, 150 Greenwich Street, 21st Floor, New York, NY 10007

### REQUEST FOR QUOTATION

<b>Vendor No.</b>  <b>Contact person/Telephone/Email</b> Larry Waxman/212-435-4639/lwaxman@panynj.gov	<b>Collective# / RFQ Number / Bid Due Date</b> 0000046341 / / 06/30/2016 Bids must be received no later than 11:00 AM on the above Bid Due Date. <b>Deliver Goods/Services To:</b> Port Authority Rescue Training Cent John F. Kennedy International Airpo Building 252 Jamaica NJ 11430
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Quantity	Description	Unit Price	Total
	<p>LIQUEFIED PROPANE GAS (LPG) FURNISH AND DELIVER TO JOHN F. KENNEDY INTERNATIONAL AIRPORT, Building 252, QUEENS, NY FOR A THREE (3) YEAR REQUIREMENTS CONTRACT IN BULK TANK TRUCK within 24 hours of time requested and in accordance with delivery restrictions set forth by the NYC Fire Department. These restrictions include hour of delivery and the use of specific roadways to transport LPG.</p> <p>See attached "Insurance Procured by the Contractor", CITS #5081N.</p> <p>Contractor shall provide truck load of LPG within 24 hours upon request in accordance with delivery restrictions set forth by the New York City Fire Deoartment. These restrictions include hour of delivery and the use of sepcific roadways to transport LPG. Contractor shall be responsible to ensure that they have the appropriate supply route(s) and permitted delivery times approved by the Fire Department of the City of New York to transport LIQUID PROPANE GAS (LPG).</p> <p>This is not to be considered an order for delivery, but merely, upon issuance, vendor shall be bound to honor requests from the facilities for the materials shown for a three (3) year</p>		
	<b>PLEASE QUOTE FULLY DELIVERED PRICES</b>	<b>PAYMENT TERMS</b>	<b>Total Delivered Price</b>

This Quotation is subject to the terms and conditions set forth on the back page hereof. Bidder is advised to read these before signing.

We have read the instructions and, if favored with an order, we agree to furnish the items enumerated herein at the prices and under the conditions indicated.

NOTICE TO BIDDERS: Unless the following term of assurance that the above offer is irrevocable is signed, the offer submitted herein shall not be deemed to be complete.

Signed \_\_\_\_\_  
 Firm Name \_\_\_\_\_  
 Telephone number \_\_\_\_\_ Date \_\_\_\_\_  
 Fax Number \_\_\_\_\_  
 Federal Taxpayer ID \_\_\_\_\_

Bidder
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The foregoing offer shall be irrevocable for 90 days after the date on which the Port Authority of New York and New Jersey opens this proposal.

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	<p>period, commencing on or about AUGUST 1, 2016 TO ON OR ABOUT JULY 30, 2019. REQUIREMENTS CONTRACT Quantities shown are for bid evaluation only and constitute no guarantee what quantity, if any may actually be called for.</p> <p>QUOTE FOB DELIVERED PRICING ON ALL ITEMS.</p> <p>WITH BID RESPONSE ADVISE EQUIPMENT TO BE OFFERED:            MANUFACTURER: _____            PLANT LOCATION: _____            MAKE/MODEL/PART/PRODUCTNUMBER: _____</p> <p>PLEASE FOLLOW RETURN TO BID INSTRUCTIONS.            REPLY ONLY ON P.A./PATH REQUEST FOR QUOTATION FORM            AS ATTACHING YOUR COMPANY'S TERMS &amp; CONDITIONS MAY CAUSE YOUR BID TO BE DEEMED NON RESPONSIVE AND OR DELAY AN AWARD ISSUED.</p> <p>A price preference of 10 % is available for NY/NJ Minority and Women Business Enterprises (M/WBE) or 5% for NY/NJ Small Business Enterprises (SBE) certified by the Port Authority (PA) by the day before bid opening for awards not exceeding \$1,000,000. My firm was certified as a</p>		
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Quantity	Description	Unit Price		Total
	<p style="text-align: center;">_____ on _____</p> <p>QUESTIONS ONLY CONTACT: LARRY WAXMAN TEL: 212 435 4639 OR EMAIL: Lwaxman@panynj.gov</p>			
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Quantity	Description	Unit Price	Total
	<p>This is a Formal Bid Invitation</p> <p>Mail Sealed Bids to:</p> <p>The Port Authority of NY &amp; NJ Attn: Bid Custodian Procurement Department 4 World Trade Center 150 Greenwich Street, 21st Floor New York, NY 10007</p> <p>by the date and time listed above, where it will be publicly opened and read.</p> <p>If you do not use or have an envelope provided, you must clearly mark the outside envelope/package with 'BID ENCLOSED' and show the company name, address, as well as Bid number and Due date as stated on this bid document.</p> <p>Bids are only accepted Monday through Friday, excluding Port Authority holidays, between the hours of 8 A.M. &amp; 5 P.M., via regular mail, express delivery service or hand delivery. Express carrier deliveries by commercial vehicles can be made via vendors approved by Silverstein Properties, the 4 World Trade Center (4WTC) Property Manager, through the Vehicle Security Center (VSC). Presently, UPS is the only delivery vendor with approved recurring delivery times. There is extensive security at the World Trade Center Site. Individuals must present a valid government-issued photo ID</p>		
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Quantity	Description	Unit Price	Total
	<p>to enter 4 WTC. Individuals without packages or carrying small packages or boxes that can be conveyed by hand or on a hand truck may enter through the lobby. All envelopes, packages and boxes may be subject to additional security screening.</p> <p>There is no parking available at 4 WTC/150 Greenwich Street, and parking in the surrounding area is extremely limited.</p> <p>A valid government-issued photo ID is required to gain access into the building to attend the bid opening or hand deliver a bid.</p> <p>Bids that are not received by the bid custodian by the scheduled bid opening date will be considered late.</p>		
	<p>Liquid Propane</p> <p>PROPANE (LPG) PRICE SHALL BE BASED ON BUTANE PROPANE NEW'S WEEKLY PROPANE NEWSLETTER, SELKIRK NY TERMINAL'S PRICE POSTED ON MONDAY OR IN CASE OF A HOLIDAY POSTED ON THE FOLLOWING DAY DURING THE DELIVERY WEEK PLUS CONSTANT UPCHARGE.</p>		
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1	<p>Note: Price preference shall be calculated only on the Constant Upcharge amount and not on Grand Estimated Total amount.</p> <p><b>The item covers the following services:</b> Liquid Propane GAS (LPG)</p>		
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	<b>PAYMENT TERMS</b>		
		<b>Total Delivered Price</b>	

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## TERMS AND CONDITIONS

1. The Port Authority (PA) reserves the right to request information relating to seller's responsibility, experience and capability to perform the work.
2. Unless otherwise provided, complete shipment of all items must be in one delivery FOB delivery point. Payment will not be made on partial deliveries unless authorized in advance by the party to be charged and the discount, if any, will be taken on the total order.
3. PA payment terms are net 30 days. Cash discounts for prompt payment of invoices may be taken but will not be considered in determining award, except in the case of tie bids.
4. Separate unit and total FOB delivered prices must be shown.
5. Sales to the PA and to PATH are currently exempt from New York and New Jersey State and local taxes and generally from federal taxation. The seller certifies that there are no federal, state, municipal or any other taxes included in the prices shown hereon.
6. The PA shall have the absolute right to reject any or all proposals or to accept any proposal in whole or part and to waive defects in proposals.
7. Unless the phrase "no substitute" is indicated, bidder may offer alternate manufacturer / brands, which shall be subject to Port Authority approval. Please indicate details of product being offered with bid.
8. Acceptance of seller's offer will be only by Purchase Order Form signed by the PA. No change shall be made in the agreement except in writing.
9. If the seller fails to perform in accordance with the terms of this purchase order, the PA may obtain the goods or services from another contractor and charge the seller the difference in price, if any, a reletting cost of \$100, plus any other damages to the PA.
10. Upon request, sellers are encouraged to extend the terms and conditions of any terms agreement with the PA to other government and quasi-government entities by separate agreement.
11. By signing this quotation or bid, the seller certifies to all statements on Form PA 3764A regarding non-collusive bidding; compliance with the PA Code of Ethics; and the existence of investigations, indictments, convictions, suspensions, terminations, debarments and other stated occurrences to assist the PA in determining whether there are integrity issues which would prevent award of the contract to the seller. The PA has adopted a policy set forth in full on PA 3764A, that it will honor a 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 wage legislation. The Terms and Conditions of PA 3764A apply to this order. A copy can be obtained by calling (212) 435-4600 or at <http://www.panynj.gov/business-opportunities/become-vendor.html>
12. The vendor may subcontract the services or use a supplier for the furnishing of materials required hereunder to such persons or entities as the Manager, Purchasing Services may from time to time expressly approve in writing. All further subcontracting shall also be subject to such approval.
13. The successful bidder (vendor) shall not issue nor permit to be issued any press release, advertisement, or literature of any kind, which refers to the Port Authority or that goods will be, are being or have been provided to it and/or that services will be, are being or have been 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.
14. Neither the Commissioners of the Port Authority, nor Directors of PATH, 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.

RD # 10108671  
BID # 46341

Cits# 5081N

**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 and products-completed operations, broad form property damage and independent contractors coverage, with a contractual liability endorsement 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 rented vehicles in the following limits:

**Commercial General Liability Insurance** - \$ **10** 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 and New Jersey & The City of New York** as additional insured, including but not limited to 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 standard, basic unamended and unendorsed Commercial General Liability Policy. The liability policy (ies) and certificate of insurance must include cross-liability coverage providing severability of interests so that coverage will respond as if separate policies were in force for each insured.

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

Further, unless otherwise agreed by the Authority, the liability policy shall be specifically endorsed, to prohibit the insurance carrier from raising any defense involving in any way jurisdiction of the Tribunal, immunity of the Authority, governmental nature of the Authority or the provisions of any statutes respecting suits against the Authority without obtaining written express advance permission from the General Counsel of the 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.

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 New York and New Jersey, General Manager, Risk Financing, at the address below.

The Port Authority may at any time during the term of this agreement change or modify the limits and coverages of insurance.

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Within five (5) days after the award of this agreement or contract, the Contractor must submit an original certificate of insurance to the Port Authority of New York and New Jersey, General Manager, Risk Financing, 225 Park Avenue South, 12<sup>th</sup> Floor, New York City, NY 10003 (attention Agreement Certificate Review) and a copy of the certificate to the 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 number. Upon request, the Contractor shall furnish to the General Manager, a certified copy of each policy, including the premiums.

The General Manager, Risk Financing must approve the certificate(s) of insurance, before any work can begin. To expedite the review of the certificate(s) of insurance, they may be faxed to the General Manager, Risk Financing at (212) 435-5862. However, original certificates of insurance must be submitted in accordance with the aforementioned paragraph.

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 Authority.

**Cits # 5081N**

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