

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

REQUEST FOR INFORMATION

TITLE: GROUND HANDLING SERVICES AT NEW YORK AND NEW JERSEY AIRPORTS

NUMBER: 52565

SUBMIT RESPONSE BEFORE THE DUE DATE AND TIME TO THE ABOVE ADDRESS

RESPONSE DUE DATE: APRIL 3, 2018

TIME: 2:00 PM

QUESTIONS SUBMITTED BY: MARCH 28, 2018

TIME: 4:00 PM

BUYER NAME: SHANTA NELSON

4 WORLD TRADE CENTER

150 GREENWICH STREET, 21ST FLOOR,

NEW YORK, NY 10007

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I. GENERAL INVITATION

The Port Authority of New York and New Jersey (“Port Authority”, “the Authority” or “PANYNJ”) seeks responses to this Request for Information (RFI) from firms that provide services in assisting aircrafts in deplaning passengers and bags from recovery flights caused by weather-related and/or other emergency-related events. Our goal is to refine the Authority’s understanding of current best practices, technologies and public interest in providing aviation ground handling services at John F. Kennedy International (JFK), Teterboro (TEB), LaGuardia (LGA), Newark International (EWR), Stewart International (SWF) Airports. In order to maximize the ability for the Authority to obtain input from as many interested parties as possible, firms are encouraged to combine efforts in preparing their responses. The findings from this RFI may potentially be used in guiding a future Invitation for Bid, Request for Proposal (RFP) or other procurement solution. However, by issuing this RFI, the Authority is not committing to any particular course of action.

II. ABOUT THE PORT AUTHORITY

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

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

III. PORT AUTHORITY GOALS AND OBJECTIVES

This RFI requests information in assisting air carriers deplane passengers and their bags from recovery flights caused by weather-related and/or other emergency-related events by exploring

the potential for the Authority to have direct control of a pool of equipment and personnel that can assist air carriers to move passengers and their bags off aircraft in a timely fashion.

Firms that provide technology, equipment, or services related to aviation ground handling services are encouraged to submit a response. The response should clearly indicate past experience providing, or current capabilities to provide, technology, equipment, or services as they relate to the following primary goals.

The primary goals of this RFI are to:

- Assure business continuity and acceptable customer service during airport emergencies by establishing equipment and personnel response times;
- Learn about aviation ground handling services protocol as it relates to a direct contract with an Airport Operator;
- Learn about the potential to share the use of Port Authority-contracted equipment with Terminal Operators and air carriers during periods when the use of equipment is not anticipated to be required; and
- Learn about the challenges an aviation ground handling service provider under direct contract with the Port Authority should expect.

IV. BACKGROUND

Over recent years, the aviation industry has experienced heightened, unprecedented customer demand. The Authority's Airports handled a 2.4 percent year-over-year increase between 2016 and 2017 in passenger enplanements. This represents the sixth consecutive year of record growth. During inclement weather events, inclusive of summer convective weather, the number of flights and passengers have not slowed down. This increases the need to assure adequate customer/passenger service levels are maintained while still conducting safety operations (i.e. runway snow removal, aircraft de-icing) during inclement weather and managing incidents during other emergency events (i.e. active shooter or significant security incident).

Below are a few facts to highlight the magnitude of business continuity during inclement weather events and other emergencies at JFK:

- In 2016, one thousand (1,000) aircraft operations during a six (6") inch snow storm, inclusive of two (2) hours of over one (1") inches / hour snowfall rates;
- In 2016, a major security event caused an emergency freeze of aircraft movements on JFK's airfield for two (2) hours;
- In 2017, full air carrier schedules continued during a water main break that disrupted vehicular traffic on a major roadway artery in/out of JFK Airport; and
- In 2018, twenty-five (25) departures and four (4) arrivals activity in the 1:00AM hour (air traffic this late in the evening has become standard).

For your consideration in responding to Section V, Question "e" below, the Authority preliminarily anticipates a need for equipment and personnel sufficient to deplane passengers and their bags from one (1) wide-body aircraft per hour. Wide-body aircraft is defined as an

aircraft whose fuselage has two (2) passenger aisles in the main body seat configuration. Examples are: A380, A350, A330, B747-400, B747-800, B767-400, B777-300, and B787.

Below is a suggested list of equipment to satisfy the need of one (1) wide-body aircraft per hour. Your responses to this RFI will help to amend or confirm this list:

- One towbarless (TBL) tug (aka supertug);
- One (1) ambulift;
- One (1) belt loader (baggage conveyance);
- Two (2) stair trucks (need not be compatible for the upper door on an A380);
- Two (2) buses that accommodate between twenty-five (25) to forty (40) passengers;
- Five (5) baggage carts; and
- Commensurate personnel for a 24/7 emergency recovery operation of which the anticipated recovery period would be designated and communicated by the Authority in advance of each particular weather event or other emergency.

V. RFI RESPONSE CONTENT

In response to this RFI, the respondent is requested to answer the following questions:

- a. How do you envision providing / procuring equipment and personnel to satisfy the Authority's goals?
- b. How would you demonstrate equipment utilization when the contracted equipment is not required by the Authority? How would you demonstrate equipment readiness when the Authority requires the equipment during an emergency?
- c. How would you demonstrate personnel utilization when the contracted personnel is not required by the Authority? How would you demonstrate personnel readiness when the Authority requires the personnel during an emergency?
- d. How would you stage the equipment under the contract?
- e. Given the wide range of aircraft types and sizes, what specific numbers and types of equipment do you recommend including in a potential contract?
- f. Would assigned personnel be capable of operating all equipment types under a contract with the Port Authority?
- g. How would you ensure sufficient fueling and equipment availability?

VI. LETTER OF TRANSMITTAL:

In response to this RFI, the letter of transmittal shall contain:

1. Name and address of the Respondent and an original signature on the Letter of Transmittal by an authorized representative on behalf of the Respondent;
2. Name(s), title(s) and telephone number(s) of the individual(s) who are authorized to act on behalf of the Respondent;
3. Name, title and telephone number of a contact person to which the Port Authority can address questions or issues related to this RFI;

4. Name and address of proposed subcontractors which may be necessary to implement your proposed solution, if any;
5. Response to all items listed in Section 5 above.
 - a. Any additional services and benefits that the vendor can offer that are above and beyond those specified in this RFI.
 - b. Attachments, including any work samples, product cut sheets, and/or other relevant information that the vendor believes to be beneficial to include as part of the RFI response.

VII. EXECUTIVE SUMMARY

The Respondent shall submit a summary presenting the major features of its proposed solution or product(s) and how the response satisfies the requirements contained in this RFI, as well as the special competencies and expertise of the Respondent to meet the requirements of this RFI.

VIII. AGREEMENT ON TERMS OF DISCUSSION

The Respondent shall submit a copy of the "Agreement on Terms of Discussion," (Attachment A) signed by an authorized representative of the Respondent. The Agreement on Terms of Discussion format is included as Attachment A and shall be submitted by the Respondent without any alterations or deviations. Any Respondent who fails to sign the Port Authority's Agreement on Terms of Discussion will not have its response reviewed. If the Respondent is a joint venture, an authorized representative of each party must sign the Agreement on Terms of Discussion (Attachment A).

IX. SUBMISSION OF INFORMATION

Each respondent shall submit Compact Disc (CD) copies of its response to this RFI. The response must be submitted to Shanta Nelson, Operations Manager, Procurement Department, 4 World Trade Center, 150 Greenwich Street, 21st Floor, New York, NY 10007, no later than 2:00 p.m. on April 3, 2018.

X. QUESTIONS AND COMMUNICATIONS REGARDING THIS RFI

All communications concerning this RFI should be directed, to the Buyer listed on the cover page. All questions regarding this RFI should be submitted by email to the Buyer at the email address listed on, and by the due date and time set forth on, the cover page.

The Buyer is authorized only to direct the attention of prospective Respondents to various portions of this RFI so that they may read and interpret such portions themselves.

Neither the Principal Buyer nor any other employee of the Port Authority is authorized to interpret the provisions of this RFI or give additional information as to its requirements. If interpretation or other information is required, it will be communicated to Respondent by written addenda and such writing shall form a part of this RFI.

XI. ORAL DISCUSSION

At any time after the receipt of responses, Respondents may be asked to attend an informal discussion with staff of the Port Authority regarding further clarification of the response and/or for additional information. Any such informal discussion will last for two (2) hours and consist of one (1) hour for a presentation by the vendor and one (1) hour for questions/answers. Selection of such firms, if any, will be at the sole discretion of the Port Authority based on review of submitted material and other information gathering. To facilitate the free flow and exchange of ideas and information, the Port Authority intends to meet with Respondents separately. The Port Authority will communicate the date, time, place and objectives of such conference in due course.

The Port Authority may schedule meetings or discussions with firms on a rolling basis, as responses are received, which may be prior to the due date of the submission.

XII. GENERAL

The Port Authority reserves the right to conduct interviews, issue a solicitation for a proposal, or to perform none of the above.

The Port Authority reserves the unqualified right in its sole and absolute discretion to choose to accept or reject any and all firms responding to this RFI on the basis of an evaluation of the responses to the RFI. The Port Authority also reserves the unqualified right to request further information from any Respondent.

Neither the expression of your organization's interest, nor the submission of your response to the RFI and any documents or other information supplied by you, nor any correspondence, discussions, meetings or other communications between your organization and the Port Authority, shall impose any obligation on the Port Authority. The Port Authority shall have no obligation to any Respondent. Costs of participation or information preparation are not compensable or reimbursable by the Port Authority.

ATTACHMENT A -AGREEMENT ON TERMS OF DISCUSSION

The Port Authority’s receipt or discussion of any information (including information contained in any proposal, vendor qualification(s), ideas, models, drawings, or other material communicated or exhibited by us or on our behalf) shall not impose any obligations whatsoever on the Port Authority or entitle us to any compensation therefor (except to the extent specifically provided in such written agreement, if any, as may be entered into between the Port Authority and us). Any such information given to the Port Authority before, with or after this Agreement on Terms of Discussion (“Agreement”), either orally or in writing, is not given in confidence. Such information may be used, or disclosed to others, for any purpose at any time without obligation or compensation and without liability of any kind whatsoever. Any statement which is inconsistent with this Agreement, whether made as part of or in connection with this Agreement, shall be void and of no effect. This Agreement is not intended, however, to grant to the Port Authority rights to any matter, which is the subject of valid existing or potential letters patent.

Any information (including information contained in any proposal, vendor qualification(s), ideas, models, drawings, or other material communicated or exhibited by us or on our behalf) provided in connection with this procurement is subject to the provisions of the Port Authority Public Records Access Policy adopted by the Port Authority’s Board of Commissioners, which may be found on the Port Authority website at: <http://corpinfo.panynj.gov/documents/Access-to-Port-Authority-Public-Records/>. The foregoing applies to any information, whether or not given at the invitation of the Authority.

(Company)

(Signature)

(Title)

(Date)

ORIGINAL AND PHOTOCOPIES OF THIS PAGE ONLY. DO NOT RETYPE.