

THE PORT AUTHORITY OF NY & NJ

**PROCUREMENT DEPARTMENT
4 WORLD TRADE CENTER
150 GREENWICH STREET, 21ST FL.
NEW YORK, NY 10007**

5/16/2016

ADDENDUM # 4

To prospective Bidder(s) on Bid # 45608 for Class A – Commercial Drivers License (CDL) Training

Now Due back on 6/2/2016, no later than 11:00AM

Originally due on 4/27/2016, no later than 11:00AM

I. CHANGES/MODIFICATIONS

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

A. Part II, Section 2 “Location of Services Required” has been replaced with the following:

“51 Port Terminal Blvd, Bayonne, NJ 07002 or other facility proposed by the Contractor and approved by the Manager, Technical Training, as more fully described in the definition of “Facility” in the Specifications.”

B. Part II, Section 11 (b) “Specific Bidder Prerequisites” has been added with the following language:

(b) The Contractor shall have a minimum of a 75% successful DMV road test passing rate within the last (3) three years and be able to provide documentation to substantiate. The contractor shall be certified in providing accredited commercial driver training programs for CDL Class A instruction (Truck).

C. Part V “Specifications” has been replaced in its entirety and replaced with Part V “Specifications” dated May 15, 2016 attached hereto.

The bid due date has been EXTENDED until June 2, 2016, no later than 11:00 AM.

II. BIDDER'S QUESTIONS AND ANSWERS

The following information is available in response to questions submitted by prospective Bidders. The responses should not be deemed to answer all questions, which have been submitted by Bidders to the Port Authority. It addresses only those questions, which the Port Authority has deemed to require additional information and/or clarification. The fact that information has not been supplied with respect to any questions asked by a Bidders does not mean or imply, nor should it be deemed to mean or imply, any meaning, construction, or implication with respect to the terms.

The Port Authority makes no representations, warranties or guarantees that the information contained herein is accurate, complete or timely or that such information accurately represents the conditions that would be encountered during the performance of the Contract. The furnishing of such information by the Port Authority shall not create or be deemed to create any obligation or liability upon it for any reason whatsoever and each Bidder, by submitting its Bid, expressly agrees that it has not relied upon the foregoing information, and that it shall not hold the Port Authority liable or responsible therefor in any manner whatsoever. Accordingly, nothing contained herein and no representation, statement or promise, of the Port Authority, its Commissioners, officers, agents, representatives, or employees, oral or in writing, shall impair or limit the effect of the warranties of the Bidder required by this Bid or Contract and the Bidder agrees that it shall not hold the Port Authority liable or responsible therefor in any manner whatsoever. The Questions and Answers numbering sequence will be continued sequentially in any forthcoming Addenda that may be issued.

Question #1	In reference to the pricing sheet, are you looking for different prices for each year of the three (3) year contract period?
Answer #1	The prices do not need to be distinct for each year, however, a price must be entered for each year on the pricing sheet.
Question #2	In reference to the training equipment/vehicle required for training, are you looking for Class A stick shift vehicles or Class A automatic vehicles?
Answer #2	See revised Part V, Section 3(b). Contractor shall provide Class A Automatic vehicles for training.
Question #3	Will the trainees have had already acquired their permit prior to the start of this contract?
Answer #3	The employees to be trained (trainees) will have already acquired their Class A Permit prior to any training provided under this contract.
Question #4	Where will training take place under this Contract? We would report to the 51 Port Terminal Blvd, Bayonne NJ address to provide all classroom and vehicle training?
Answer #4	See revised Section V, Part 2 (d).

	All classroom and vehicle training may take place at 51 Port Terminal Blvd, Bayonne NJ, or a facility approved by the Manager, Technical Training.
Question #5	Is there on site parking available safely and securely for our vehicle(s)?
Answer #5	There will not be on-site parking provided for Contractor vehicles.
Question #6	Given the six (6) days allotted for training under this contract, coverage of all topics listed under "Classroom Training" may be a challenge to accomplish.
Answer #6	See revised Section V, Part 2 (b)(i) As the trainees will have acquired their Class A Permit prior to any training under this contract, we have revised the classroom training section effectively removing classroom training in the following areas: <ol style="list-style-type: none"> 1) Defensive Driving 2) Log Book 3) Hazmat Training 4) Permit Preparation
Question #7	It states at a "minimum" 6 days of CDL training. Is it up to us to determine how much time in classroom and how much vehicle training?
Answer #7	Yes, it is expected that the Contractor will provide a training program in accordance with the criteria set forth in Section V, Part 2 (b).
Question #8	Of the six (6) consecutive training days required under this contract, five (5) days of training and the sixth day consisting of the road test. Is the training required just for the vehicle portion?
Answer #8	The six (6) days of Commercial Driver License (CDL) Training will account for all training (classroom and hands-on driver training) specified in the criteria set forth in revised Section V, Part B (2) with the sixth day being the scheduled road test.
Question #9	In Section V, Part 2(g), it states that a Contractor must have a minimum of 85% successful road test passing rates. Does that passing rate pertain to current and/or previous contracts?
Answer #9	See revised Section II , Part 11, (b) Contractor record of performance specific to DMV successful pass rate (%) should be demonstrated any current or previous contracts within the last 3 (three) years. Additionally, the minimum successful passing rate has been reduced from 85% to 75%.

Revised 5/16/2016

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1. Specific Definitions

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

“Technical Training Manager (or “Manager, Technical Training”) means authorized Port Authority personnel responsible for overseeing and administering requirements set forth in this contract.

“Facility” means 51 Port Terminal Blvd, Bayonne, NJ 07002 or 51 Port Terminal Blvd, Bayonne, NJ 07002 or other facility proposed by the Contractor and approved by the Manager, Technical Training.

“Trainees” means Port Authority Employees who are participating in the training to obtain a Commercial Drivers License (CDL).

2. Work Required by the Specifications

These Specifications relate generally to the performance of Class A CDL Training Instruction for Port Authority Employees. CDL Training Instruction shall be provided by the Contractor as outlined in this section. The Contractor shall furnish all labor, materials, and equipment necessary to complete the work outlined in this Part V.

- a. The Contractor shall provide necessary education and training required to prepare Port Authority employees to obtain a Class A - Commercial Driver’s License (CDL) in the states of New York, New Jersey and Pennsylvania, as further described herein.
- b. The Contractor shall provide a minimum of six (6) days of Commercial Driver License (CDL) Training (“Training”) per student. The Contractor shall perform the following:
 - i.) **Classroom Training** – Including but not limited to New York State, New Jersey and Pennsylvania DOT rules and regulations, and air brake systems.
 - ii.) **Driver Training** – In vehicle training including but not limited to vehicle inspection preparation, open road both city and highway driving, road test procedures, parallel parking, and straight backing.
 - iii.) **Department of Motor Vehicle (DMV) road test** – one (1) hour of refresher training on the day of the exam.

- c. Training groups will consist of up to four (4) classes of eight (8) Trainees or two (2) classes of sixteen (16) Trainees per year on average;
- d. Each day of training will consist of eight (8) hours of lecture and hands-on training and shall be held at 51 Port Terminal Blvd, Bayonne, NJ or the facility proposed by the Contractor upon approval by Manager, Technical Training between the hours of 6am to 2pm with a total of two (2) hours of contractually obligated unionized breaks for the Trainees;
- e. Training should be a total of six (6) consecutive days. There shall be five (5) days of training and the sixth (6th) day, the state road test. If schedules do not permit the sixth day of training to be held immediately following the fifth day, the sixth day may be held on a non-consecutive day.
- f. The Contractor shall provide driver training instruction. DMV Test Topics to be covered in Training shall include, but not be limited to:
 - General Knowledge
 - Air Brakes
- g. The Contractor must facilitate testing of the Trainees:
 - i. The Contractor must be able to schedule CDL tests, provide equipment for use by the Trainees for the CDL test, and accompany Port Authority employees to the CDL, in New York, New Jersey and Pennsylvania.
 - ii. The Contractor shall be required to schedule road test appointments with the appropriate state DMV.
- h. The Contractor shall keep accurate records for each employee including but not limited to attendance at training, schedule of training dates and times, DMV road test dates, and DMV pass/fail updates for each employee. Contractor should provide daily trainee progress reports to Manager, Technical Training.

3. Materials, Supplies and Equipment

- a. The Contractor shall provide New York State (CDL-10) or New Jersey Commercial Driver's Manual for each Authority employee at the start of the training, as appropriate.
- b. The Contractor shall provide tractor-trailers or truck and trailer(s) with the gross combination weight rating (GCWR) of 26,001 or more pounds per Trainee and any other necessary equipment for driver training. Training will be required for Class A automatic vehicles.

4. Personnel Requirements

The instructor (s) must have a minimum of three (3) years of experience in providing CDL Driver Training Instruction. The instructor providing the Driver Training and DMV Road test must be licensed and qualified to drive the vehicle being used for training

5. Staffing Requirements

- a. The Contractor shall provide one (1) instructor for every two (2) Trainees for driver hands on training instruction;
- b. The Contractor shall provide one (1) instructor for every sixteen (16) Trainees for classroom training instruction. The Contractor may be required to provide classroom training at the Contractor's facility with the capability to accommodate up to sixteen (16) Trainees.

6. Approval of Equipment, Materials and Supplies

Upon commencement of initial scheduled driver training, the Port Authority will verify the tractor-trailers and equipment required.

7. Scheduling of Work

The Manager, Technical Training will notify the Contractor approximately four (4) weeks in advance of an upcoming class of trainees.

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

In case any Bidder fails to conform to these instructions, its Bid will nevertheless be construed as though this communication had been so physically annexed and initialed.

THE PORT AUTHORITY OF NY & NJ

SELENE ORTEGA, MANAGER
COMMODITIES AND SERVICES
PROCUREMENT DEPARTMENT

BIDDER'S FIRM NAME: _____

INITIALED: _____

DATE: _____

QUESTIONS CONCERNING THIS ADDENDUM MAY BE ADDRESSED TO DONALD THOMPSON, WHO CAN BE REACHED AT (212) 435 -4659 OR AT DTHOMPSON@PANYNJ.GOV.