

# **THE PORT AUTHORITY OF NY & NJ**

**PROCUREMENT DEPARTMENT  
2 MONTGOMERY STREET, 3<sup>RD</sup> FL.  
JERSEY CITY, NJ 07302**

12/4/2012

## **ADDENDUM # 1**

To prospective Bidder(s) on **Bid # 31546** for Sign Language Interpreting On-Site and On-Line Services

Due back on 12/17/2012, no later than 11:00AM

### **I. CHANGES/MODIFICATIONS**

**1. On page 2, paragraph four (4) of the Port Authority's Bid#31546, the paragraph will be deleted and replaced with the following statement:**

“Cancellation of on-site interpreting services shall be made with no less than forty-eight (48) hours notice. Should the interpreting assignment be cancelled with less than forty-eight (48) hours notice, and no replacement work can be found for the interpreter(s), the contractor may submit an invoice for the full contracted time (less travel) during regular business hours.”

**2. On page 3, paragraph three (3) of the Port Authority's Bid#31546, the paragraph will be deleted and replaced with the following paragraph:**

“If an all day event or the event takes more than two (2) hours, it will be permissible for the Contractor to provide two (2) interpreters for any scheduled assignment expected to exceed two (2) hour duration. In addition, depending on the type of meeting or event 2 interpreters may be required if the duration is less than two (2) hours. The hourly rate will be based on per person.”

### **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.

<b><i>Question #1</i></b>	The SOW states: “Cancellation of on-site interpreting services shall be made with no less than sixteen (16) hours notice.” The industry standard for cancellations for professional Sign Language Interpreters is two (2) full business days. Is there any possibility of this requirement being adjusted to reflect the industry standard? If not, how was it determined that 16 hours was acceptable?
<b><i>Answer #1</i></b>	The cancellation statement on page 2, paragraph 4 of the bid document shall be deleted and replaced with the following statement:  “Cancellation of on-site interpreting services shall be made with no less than forty-eight (48) hours notice. Should the interpreting assignment be cancelled with less than forty-eight (48) hours notice, and no replacement work can be found for the interpreter(s), the contractor may submit an invoice for the full contracted time (less travel) during regular business hours.”
<b><i>Question #2</i></b>	“...the contractor shall submit an invoice equal to one (1) hour of work during regular business hours”. The industry standard is that if cancellation is made with less than two business days, and no replacement work can be found for the interpreter(s), payment for the full contracted time (less travel) is expected. Is there any possibility of this requirement being adjusted to reflect the industry standard?
<b><i>Answer #2</i></b>	See Answer #1
<b><i>Question #3</i></b>	Another item states: “It will be permissible for the contractor to provide two (2) interpreters for any scheduled assignment expected to exceed a four (4) hour duration.” There are many factors that need to be considered regarding one vs two interpreters for an

	assignment (ie. meeting length, meeting content, how many participants are involved) but almost never can one interpreter work alone for 4 hours. There would be exceptions to this rule but they are rare (ie individual is taking a written exam and only verbal instructions are being interpreted). Is there any possibility of this requirement being adjusted to reflect the industry standard?
<b>Answer #3</b>	Page 3, of third (3 <sup>rd</sup> ) paragraph of the Bid document, the paragraph will be deleted and replaced with the following paragraph:  “If an all day event or the event takes more than two (2) hours, it will be permissible for the Contractor to provide two (2) interpreters for any scheduled assignment expected to exceed two (2) hour duration. In addition, depending on the type of meeting or event 2 interpreters may be required if the duration is less than two (2) hours. The hourly rate will be based on per person.”
<b>Question #4</b>	Rates are in a document that we would like to additionally include.
<b>Answer #4</b>	All Bidders must submit rates on the required price sheets that are provided within the Port Authority’s Bid#31546 document.
<b>Question #5</b>	Will more than one contractor be awarded for the two separate types of interpreting requested? For example, is it possible for one contractor to be awarded the on-site interpreting only and another contractor to be awarded the on-line (VRI) interpreting only?
<b>Answer #5</b>	There will be one Contract award for all scope of services as requested in the Port Authority’s Bid#31546.
<b>Question #6</b>	On page 1; 4 <sup>th</sup> paragraph it states, “If it is all day event or the event takes <u>more than 2 hours</u> , it will be permissible for the contractor to provide two interpreters.” Then, on page 3, 3 <sup>rd</sup> paragraph it states, “It will be permissible for the Contractor to provide two (2) interpreters for any scheduled assignment expected to <u>exceed a four (4) hour</u> duration. Please clarify the duration of an assignment before two interpreters will be permissible to be provided by the contractor.
<b>Answer #6</b>	See Answer #3

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

KATHY LESLIE WHELAN, MANAGER  
COMMODITIES AND SERVICES DIVISION

BIDDER'S FIRM NAME: \_\_\_\_\_

INITIALED: \_\_\_\_\_

DATE: \_\_\_\_\_

QUESTIONS CONCERNING THIS ADDENDUM MAY BE ADDRESSED TO  
LESLEY BROWN, WHO CAN BE REACHED AT (201) 395-3469 or at  
[lbrown@panynj.gov](mailto:lbrown@panynj.gov).