

THE PORT AUTHORITY OF NY & NJ

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

11/26/2014

ADDENDUM # 1

To prospective Bidder(s) on Bid # 40401 for Homeless Outreach and Referral Services at John F. Kennedy International Airport and LaGuardia Airport

Due back on 12/9/2014, no later than 11:00AM

Originally due on 12/2/2014, no later than 11:00AM

CHANGES/MODIFICATIONS

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

- A. The bid due date has been extended until 12/09/14, no later than 11:00 A.M.
- B. Replace Pricing Sheets of Part IV in its entirety with attachment revised 11/26/2014
- C. On Page 3 of Part V, Section 2 entitled “Work Required by the Specifications”, 4th paragraph delete the last sentence: “All Services shall be performed during regular hours as defined herein” and replace with “All Services shall generally be performed during regular hours as defined herein”
- D. On Page 3 of Part V, Section 3 entitled “Outreach, Transportation, and Referral Services,” insert the following paragraph after the first paragraph:

“The Contractor shall assign a Management Representative to work with each Outreach Team on a part time basis, for a minimum of two (2) hours per day. , JFK requires a Management Representative working for a minimum of two (2) hours per day between the hours of 6AM – 2PM and LGA requires a Management Representative working for a minimum of two (2) hours per day between the hours of 2PM-10PM., Monday through Friday, excluding holidays, and at such other times as the Manager may require. Accordingly, it is estimated that it may possible for the same individual to serve as the Management for both Contracts. However, the Manager reserves the right to change or rotate the work schedule on an as-needed basis to reflect changing job situations. The position of

PS11A11

Team Leader and Outreach Worker shall be full-time positions, working generally during Regular Hours.”

I. 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.

<i>Question # 1</i>	We have one question regarding the Emergency Response Services mandatory response time to their notification. In Part IV – Page 6 the page states the response shall be within 60 minutes, however, in Part V – Page 5 it states 90 minutes. Could you clarify which time to correct?
<i>Answer # 1</i>	The response time shall be within 90 minutes.
<i>Question # 2</i>	The Management Representative for each airport is a part time or full time position? If part time, what is the percentage of time to be allocated for the Program Director position at each airport.
<i>Answer # 2</i>	See Part I – D above.

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,
ASSITANT DIRECTOR
COMMODITIES AND SERVICES DIVISION

BIDDER'S FIRM NAME: _____

INITIALED: _____

DATE: _____

QUESTIONS CONCERNING THIS ADDENDUM MAY BE ADDRESSED TO
LUZ SANTANA, WHO CAN BE REACHED AT (201) 395-3431 or at
lsantana@panynj.gov.

BID PRICING SHEETS FOR JFK – YEAR 2

I. LABOR COSTS FOR MOBILE HOMELESS OUTREACH TEAM MEMBER

Provide homeless outreach, transportation and referral services Monday through Friday, eight (8) hours per day. Hours of work are 6:00 AM-2:00 PM

STAFF POSITIONS	EST. HOURS		HOURLY RATE *		EST. ANNUAL COST	
TEAM LEADER 6am -2pm	2,080	x		=		B1
OUTREACH WORKER 6am – 2pm	2,080	x		=		B2

Total Estimated Annual Labor Cost: \$ _____ (B3)
(Sum B1+B2)

*In computing the Hourly Rate, the Contractor is advised to incorporate all costs associated with the specified labor, including but not limited to fringe benefits e.g. vacation allowance, sick pay, health benefits, supplemental benefits, etc.

II. CHARGE FOR ONE VAN

*Monthly Charge \$ _____ x 12 months = \$ _____ (B4)
Total Annual Van Charge

**Van charge shall include all associated costs related to the use of the van including, but not limited to, insurance, gasoline, leasing costs, toll, maintenance, etc.*

III. MONTHLY MANAGEMENT FEE \$ _____ x 12 months = \$ _____ (B5)
Total Annual Management Fee

The Management Fee shall be full compensation for the cost of the Management Representative, and general contract management and supervision, including but not limited to access to beds, office supplies, computers, telephone services, overhead, profit, all other expenses in connection with the performance of this Contract related to the specific facility to which the management fee applies, whether or not presently foreseen or foreseeable, other than those charges specifically included above. Please note that the overhead rate shall not include any charges included in Part II above entitled “Charge for One Van”.

BID PRICING SHEETS FOR JFK YEAR 2 (CONTINUES)

IV. EMERGENCY RESPONSE SERVICES

The Contractor shall provide a Emergency Response Services on an as needed basis. When providing Emergency Response Services, the homeless outreach team member must respond to all requests for Emergency Response Services by the Port Authority within 90 minutes of notification. Emergency Response Services shall be available twenty-four (24) hours per day, seven (7) days per week, including holidays.

STAFF POSITIONS	EST. HOURS		HOURLY RATE*		EST. ANNUAL COST	
TEAM LEADER	395	x		=		B6
OUTREACH WORKER	395	x		=		B7

Total Estimated Annual Emergency Response Services Cost \$ _____ **(B8)**
(Sum B6 +B7)

*In computing the Hourly Rate, the Contractor is advised to incorporate all costs associated with the specified labor, including but not limited to fringe benefits e.g. vacation allowance, sick pay, health benefits, supplemental benefits, etc.

NOTE: Provide rates as requested above. Work may be requested at the sole discretion of the Contract Manager at any time during the term of the Contract. No work will be started without prior authorization. No work is guaranteed.

V. TOTAL ESTIMATED CONTRACT PRICE YEAR 2 - JFK \$ _____ **(B9)**
(Sum of B3+B4+B5+B8)

BID PRICING SHEETS – SUMMARY - JFK

HOMELESS OUTREACH AND REFERRAL SERVICES AT JFK

- A) ESTIMATED ANNUAL CONTRACT PRICE FOR JFK - YEAR 1 = \$ _____
- B) ESTIMATED ANNUAL CONTRACT PRICE FOR JFK - YEAR 2 = \$ _____
- C) ESTIMATED ANNUAL CONTRACT PRICE FOR JFK - YEAR 3 = \$ _____
- D) TOTAL ESTIMATED THREE (3) YEAR CONTRACT PRICE FOR JFK = \$ _____
(A) + (B) + (C) = (D)

BID PRICING SHEETS FOR LGA YEAR 2 (CONTINUES)

IV. EMERGENCY RESPONSE SERVICES

The Contractor shall provide a Emergency Response Services on an as needed basis. When providing Emergency Response Services, the homeless outreach team member must respond to all requests for Emergency Response Services by the Port Authority within 90 minutes of notification. Emergency Response Services shall be available twenty-four (24) hours per day, seven (7) days per week, including holidays.

STAFF POSITIONS	EST. HOURS		HOURLY RATE*		EST. ANNUAL COST	
TEAM LEADER	395	x		=		F6
OUTREACH WORKER	395	x		=		F7

Total Estimated Annual Emergency Response Services Cost \$ _____ (F8)
(Sum F6 +F7)

*In computing the Hourly Rate, the Contractor is advised to incorporate all costs associated with the specified labor, including but not limited to fringe benefits e.g. vacation allowance, sick pay, health benefits, supplemental benefits, etc.

NOTE: Provide rates as requested above. Work may be requested at the sole discretion of the Contract Manager at any time during the term of the Contract. No work will be started without prior authorization. No work is guaranteed.

V. TOTAL ESTIMATED CONTRACT PRICE YEAR 2 - LGA \$ _____ (F9)
(Sum of F3+F4+F5+F8)

BID PRICING SHEETS – SUMMARY - LGA

HOMELESS OUTREACH AND REFERRAL SERVICES AT LGA

E) ESTIMATED ANNUAL CONTRACT PRICE FOR LGA - YEAR 1 = \$ _____

F) ESTIMATED ANNUAL CONTRACT PRICE FOR LGA - YEAR 2 = \$ _____

G) ESTIMATED ANNUAL CONTRACT PRICE FOR LGA - YEAR 3 = \$ _____

H) TOTAL ESTIMATED THREE (3) YEAR CONTRACT PRICE FOR LGA = \$ _____

(E) + (F) + (G) = (H)

No direct reimbursement is provided in the Contract for, among other things, expenses made by the Contractor for clerical support, forms reports, analysis, ordinary office supplies, and for such items as office equipment, computers, desk phones, cellular phones, and, accordingly, you should consider these costs in determining your costs on the Pricing Sheets.

BID PRICING SHEETS – SUMMARY

HOMELESS OUTREACH AND REFERRAL SERVICES

D) TOTAL ESTIMATED THREE (3) YEAR CONTRACT PRICE FOR JFK = \$ _____

H) TOTAL ESTIMATED THREE (3) YEAR CONTRACT PRICE FOR LGA = \$ _____

TOTAL ESTIMATED THREE (3) YEAR CONTRACT PRICE = \$ _____
(D)+ (H)