

THE PORT AUTHORITY OF NY & NJ

**PROCUREMENT DEPARTMENT
4 WORLD TRADE CENTER (4 WTC)
150 GREENWICH STREET, 21ST FLOOR
NEW YORK, NY 10007**

6/8/2016

ADDENDUM # 1

To prospective Bidder(s) on Bid # 46253 for Supply and deliver metal products and miscellaneous sheet metal, Two (2) Year Requirements Contract

Due back on 6/28/2016, no later than 11:00AM

I. CHANGES/MODIFICATIONS

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

- REQUEST FOR QUOTATION, Page 1 of 26:
 - Insert the work “Contract” on the first paragraph, line 2, between “Requirements” and “to commence on or about 08/01/2016”.
- Delete “Instructions for Submission of Pricing Using ELECTRONIC COPY – COMPACT DISC” (1 page) in its entirety and replace with the attached “Instructions for Submission of Pricing Using ELECTRONIC COY – COMPACT DISC”, dated 6/8/2016.

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.

<i>Question # 1</i>	The link in the “Instructions for Submission of Pricing Using ELECTRONIC COPY – COMPACT DISC” does not work.
<i>Answer # 1</i>	Please see 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

SELENE ORTEGA
MANAGER
COMMODITIES & SERVICES DIVISION
PROCUREMENT DEPARTMENT

BIDDER'S FIRM NAME: _____

INITIALED: _____

DATE: _____

QUESTIONS CONCERNING THIS ADDENDUM MAY BE ADDRESSED TO SRIVIDYA DESHPANDE, AT (212) 435-4637 OR AT SDESHPANDE@PANYNJ.GOV.

**Instructions for Submission of Pricing Using
ELECTRONIC COPY – COMPACT DISC**

**BID NO. 46253 – SUPPLY & DELIVER METAL PRODUCTS & MISCELLANEOUS
SHEET METAL – TWO YEAR REQUIREMENTS CONTRACT**

The Pricing Sheets for the referenced bid are available in Excel (.xls) format via the following link: [Pricing Sheets for Bid](http://www.panynj.gov/business-opportunities/bid-proposal-advertisements.html). These Instructions are made part of the Bid, which is available online at <http://www.panynj.gov/business-opportunities/bid-proposal-advertisements.html>. Please complete only the columns entitled “Unit Price” and “Alternate ‘As Equal’ Mfr. And Model No.” If you are bidding on the manufacturer and model number already specified in the item description, you are not required to enter them again. However, if you are offering an alternate, enter the manufacturer and model number you intend to supply.

NOTE: THE EXCEL SPREADSHEET CONTAINS PARTIAL DESCRIPTIONS OF THE LINE ITEMS - YOU MUST REFER TO THE HARD COPY OF THE BID FOR FULL LINE-ITEM DESCRIPTIONS.

Prices shall be submitted as follows:

- **Enter bid prices on the Excel spreadsheet and copy to CD (the preferred method of price submission):**

- To enter prices onto the Excel spreadsheet, first save the spreadsheet onto your local computer, enter your prices, and burn the new file onto your own CD for submission.
- Submit the following in a sealed package: 1) a hard copy signed printout of the completed Excel pricing sheet; 2) the CD with pricing sheet; and 3) a signed hard copy of the first and second-to-last pages of the Request for Quotation (RFQ), including your company information and the “Total Delivered Price”.

Note: It is in the bidder’s best interest to include the signed printout of the Pricing Sheets with the CD, as any problems associated with the condition of the CD is the bidder’s responsibility.

- OR -

- **Submit bid prices on the hard copy of Request for Quotation:**

- Complete and submit pricing on the hard copy RFQ, and return it signed in a sealed envelope clearly identifying the bid number on the envelop. Prices on the hard copy signed RFQ will be accepted as the bid amount only if a CD and a signed printout of the Pricing Sheets are not provided.

NOTE: Only the fields entitled “Unit Price” and “Alternate ‘As Equal’ Mfr. And Model No.” are available for input on the Excel spreadsheet. All other fields have been protected and embedded with a formula for automatic calculations for “Total Estimated Contract Price”.

IN THE EVENT OF A DISCREPANCY, THE FOLLOWING WILL APPLY:

- A discrepancy between the CD and the signed printout of the Pricing Sheets, the signed Pricing Sheets prevails.
- A discrepancy among the CD, the signed printout of the Pricing Sheets, and prices inserted on the signed RFQ, the signed RFQ prevails.