

# THE PORT AUTHORITY OF NY & NJ

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

1/26/2015

## ADDENDUM # 2

To prospective Proposer(s) on RFP # 41008 for ONE-YEAR PORT AUTHORITY OF NEW YORK & NEW JERSEY COMMERCIAL AUTOMOBILE LIABILITY INSURANCE & BROKERAGE SERVICES CONTRACT

Due back on 2/6/2015, no later than 2:00PM

Originally due on 1/29/2015, no later than 2:00PM

### I. CHANGES/MODIFICATIONS

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

1. The Questions Due Date has been further extended to Monday, February 2, 2015 at 3:00PM.
2. The RFP Due Date has been extended to February 6, 2015, no later than 2:00PM.
3. Replace Attachment A, "Agreement on Terms of Discussion," in its entirety, with attached "Attachment A, "Agreement on Terms of Discussion."
4. Add attached Attachment H, "Company Profile," after Attachment G.
5. On Page 16, after Section 8, entitled "ATTACHMENTS," please insert the following:

#### "9. AVAILABLE DOCUMENTS

Additional driver information will be made available upon request. In order to receive this information, Proposers must submit the following:

- 1) A Letter of Intent to propose on this RFP, signed by a principal of the firm.
- 2) A completed Attachment H- Company Profile. PLEASE NOTE: The driver information will be emailed ONLY to the contact provided by the firm in #10 on Attachment H.
- 3) A copy of the firm's valid resident or non-resident broker's or insurance producer's license in both the States of New York and New Jersey.

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- 4) A notarized affirmation signed by a principal of the firm that contains the following certification:
  - a. the information provided will be kept in confidence;
  - b. the information provided will be used only for the purpose of obtaining pricing information required to submit a proposal;
  - c. the information provided will be destroyed in the event of notification that the firm was not awarded this Contract.

Please send a PDF attachment of the above requested information to Luz Santana at [lsantana@panynj.gov](mailto:lsantana@panynj.gov) **AND** mail a hard copy with original signatures to Luz Santana at the following address:

PROCUREMENT DEPARTMENT  
ATTN: LUZ SANTANA  
2 MONTGOMERY STREET, 3RD FLOOR  
JERSEY CITY, NEW JERSEY 07302

**E-mailed PDF requests must be received by Friday, January 30, 2015, no later than 1:00PM. The Available Documents (additional driver information) will be emailed as set forth above at or about 3:30PM on Friday, January 30, 2015, to all Proposers which have submitted the Letter of Intent and required documentation.**

Submission of any information requested in this Section 9, "AVAILABLE DOCUMENTS," is separate and apart from that also requested elsewhere in this RFP document. If the information is also required under any section of the RFP, including, but not limited to, Proposal Submittal Requirements and Proposer Prerequisites, the information must be **also** be submitted with the firm's proposal. Submission of such information in response to this Section 9 will not constitute submission of the information for purposes of the RFP."

## **II. PROPOSER'S QUESTIONS AND ANSWERS**

The following information is available in response to questions submitted by prospective Proposers. The responses should not be deemed to answer all questions, which have been submitted by Proposers 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 Proposers 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 Proposer, by submitting its Proposal, 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 Proposal or Contract and the Proposer 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><b>Question # 1</b></i>	Can you please provide additional driver information, as it is needed to obtain pricing quotes?
<i><b>Answer # 1</b></i>	Please see above changes/modifications #5.

**FOR INFORMATION PURPOSES ONLY, ATTACHED IS THE PRICING FROM THE MOST RECENT PURCHASE:**

The Port Authority of New York and New Jersey does not guarantee the relevancy of the pricing material as it may pertain to proposals solicited for other contracts. Vendors are cautioned that the use of this information, to determine future bid prices, or for any other purpose, shall be used at the vendor’s own risk. Bid prices should be based on the company’s costs, overhead and profit. The material requested may be based on a different specification and/or different quantity or delivery requirements than those in future solicitations.

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

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

THE PORT AUTHORITY OF NY & NJ

KATHY LESLIE WHELAN, ASSISTANT DIRECTOR  
COMMODITIES & SERVICES DIVISION

PROPOSER'S FIRM NAME:

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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.

**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, 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. The foregoing applies to any information, whether or not given at the invitation of the Authority.

Notwithstanding the above, and without assuming any legal obligation, the Port Authority will employ reasonable efforts, subject to the provisions of the Port Authority revised Freedom of Information Policy adopted by the Port Authority’s Board of Commissioners on October 22, 2014, or as may be amended, which may be found on the Port Authority website at: [http://www.panynj.gov/corporate-information/pdf/board\\_minutes\\_102214.pdf](http://www.panynj.gov/corporate-information/pdf/board_minutes_102214.pdf), not to disclose to any competitor of the undersigned, information submitted which are trade secrets or is maintained for the regulation or supervision of commercial enterprise which, if disclosed, would cause injury to the competitive position of the enterprise, and which information is identified by the Proposer as proprietary, as more fully set forth in the FOI Policy, which may be disclosed by the undersigned to the Port Authority as part of or in connection with the submission of a proposal.

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

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

# ATTACHMENT H

## COMPANY PROFILE

### REQUEST FOR PROPOSALS ONE-YEAR PORT AUTHORITY OF NEW YORK & NEW JERSEY COMMERCIAL AUTOMOBILE LIABILITY INSURANCE & BROKERAGE SERVICE CONTRACT

(RFP #41008)

1. Company Name (print or type):

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2. Business Address (to receive mail for this RFP):

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3. Business Telephone Number: \_\_\_\_\_

4. Business Fax Number: \_\_\_\_\_

5. Firm website: \_\_\_\_\_

6. Federal Employer Identification Number (EIN): \_\_\_\_\_

7. Date (MM/DD/YYYY) Firm was Established: \_\_\_\_/\_\_\_\_/\_\_\_\_

8. Name, Address and EIN of Affiliates or Subsidiaries (use a separate sheet if necessary):

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9. Officer or Principal of Firm and Title:

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10. Name, telephone number, and email address of contact for questions:

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11. Is your firm certified by the Authority as a Disadvantaged Business Enterprise (DBE)?  Yes  No

If yes, please attach **Port Authority** certification as a part of this profile.

If your firm is an DBE not currently certified by the Authority, see the Authority's web site – <http://www.panynj.gov/business-opportunities/supplier-diversity.html>, to receive information and apply for certification.