



REQUEST FOR QUOTATION

<p>Contact person/Telephone Nancy Ubilla/201-395-3402</p>	<p>Collective# 0000035071 Bid Due Date 10/21/2013 Bids must be received no later than 11:00 AM on the above Bid Due Date.</p> <p>Deliver Goods/Services To:</p>
----------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Quantity	Description	Unit Price	Total
	<p>Photographic, Video, Audio Equipment.</p> <p>One(1) Year Requirement Contract for Photographic equipment to be supplied on an as required basis. Contract will begin on or about 12/18/2013 -12/17/14.</p> <p>Delivery to be made to all Port Authority facilities within (10) ten calendar days upon receipt of order.</p> <p>ATTACHMENTS: "Warehouse Requirements Contract - Information for Bidders" TO BE MADE PART OF THIS CONTRACT.</p> <p>PLEASE READ ALL INSTRUCTIONS AND TERMS AND CONDITIONS PRIOR TO PRIOR TO STARTING BID PREPARATION. THERE SHALL BE NO MINIMUM DOLLAR OR QUANTITIES PER RELEASE.</p> <p>UNIT PRICES SHALL BE EXPRESSED FOR THE UNITS INDICATED IN THE QUANTITY COLUMN AND SHALL BE ENTERED WITH A MAXIMUM OF TWO DECIMAL PLACES. INDICATE UNIT & EXTENDED TOTAL PRICES FOR EACH LINE ITEM.</p> <p>IF BIDDING ON AN ALTERNATIVE PRODUCT(S), PLEASE INDICATE ON THE REQUEST FOR QUOTATION THE MFG,</p>		
	PLEASE QUOTE FULLY DELIVERED PRICES	PAYMENT TERMS	Total Delivered Price

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We have read the instructions and, if favored with an order, we agree to furnish the items enumerated herein at the prices and under the conditions indicated.

Signed _____
 Firm Name _____
 Telephone number _____ Date _____
 Fax Number _____
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	<p>MODEL/PART# AND SUBMIT THE SPECIFICATION SHEET(S)FOR THE ALTERNATIVE PRODUCT(S).</p> <p>A price preference of 10 % is available for NY/NJ Minority and Women Business Enterprises (M/WBE) or 5% for NY/NJ Small Business Enterprises (SBE) certified by the Port Authority (PA) by the day before bid opening for awards not exceeding \$1,000,000. My firm was certified as a _____ on _____.</p> <p>****QUOTE ONLY FULLY DELIVERED PRICES****</p>				
	<p>PLEASE QUOTE FULLY DELIVERED PRICES</p>	<p>PAYMENT TERMS</p>	<p>Total Delivered Price</p>		

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Quantity	Description	Unit Price	Total
	<p>This is a Formal Bid Invitation Mail Sealed Bids to:</p> <p>The Port Authority of NY & NJ Attn: Bid Custodian Procurement Department 2 Montgomery Street, 3rd Floor Jersey City, NJ 07302</p> <p>by the date and time listed above, where it will be publicly opened and read.</p> <p>Bids are only accepted Monday through Friday, excluding Port Authority holidays, between the hours of 8 A.M. & 5 P.M., via regular mail, express delivery service or hand delivery.</p> <p>If you do not use or have an envelope provided, you must clearly mark the outside envelope/package with 'BID ENCLOSED' and show the company name, address, as well as Bid number and Due date as stated on this bid document.</p> <p>A valid photo id is required to gain access into the building, to attend the bid opening or hand deliver a bid.</p>		
2 EA	001508100		
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Quantity	Description	Unit Price		Total	
	GARMIN NUVI 40LM PORTABLE GPS SYSTEM - USERS NEED TO CONTACT MANAGER-CENTRAL AUTOMOTIVE TO GET GPS UNIT/S				
2 EA	EI0100002 BATTERY, 1350MA, ZEIKOS #ZE-FH70 FOR SONY HANDYCAM #DCR-HC20				
1 EA	EI0100003 CHARGER, BATTERY,VIDPRO POWER 2000 #RTC114,COMES WITH AC/DC/ CAR CHARGER. FOR SONY HANDYCAM #DCR-HC20.				
1 EA	EI0100008 BATTERY, SONY INFOLITHIUM MODEL #NP-FM50. USED ON SONY MAVICA MVC-250 CAMERA				
12 EA	EI0100015 BINOCULAR, BUSHNELL H20, HIGH POWER 10 X 25 COMPACT FOLDABLE BINOCULAR, MODEL #130105				
5 EA	EI0100016				
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Quantity	Description	Unit Price		Total	
	CAMCORDER, SONY #DCR-SX85 WITH CARRY CASE LCS-U10.				
16 EA	EI0100018 TAPE, CAMCORDER DVM 60 PR2 MINI-DV (USED WITH EI0100016) MODEL #HQADV601.				
7 EA	EI0100019 STICK, MEMORY SONY CAMCORDER, SANDISK 2GB, PRO DUO CARD #1965902282, SDMSPD2048ALL				
25 EA	EI0100022 CASE, CAMERA, DENALI, DIGITAL/PHOTO CASE #166339 CRMTG				
1 EA	EI0100023 BATTERY, RECHARGEABLE. FUJI #NP-40 OR SAKAR NP40F. FOR FUJI F470 FINEPIX CAMERA.				
103 EA	EI0100024				
		PAYMENT TERMS			
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Quantity	Description	Unit Price		Total	
	CARD,SD MEMORY CARD FOR CANON POWER SHOT MODEL #A470 - USE TOP BRAND 2 GB CARD #HQASD2GB.				
81 EA	EI0100025 CAMERA, DIGITAL, CANON POWER SHOT MODEL A810, 16 MEGA PIXELS, USES 2 AA BATTERIES.				
75 EA	EI0100036 CARD, SD MEMORY FOR 8 GIGABYTE SONY CAMCORDER DCR-SX65 TOP BRAND #HQASD8GB.				
16 EA	EI0100041 BINOCULAR, EAGLE OPTICS RANGER 10x42 #BIN-EO-RGR-4210, WATERPROOF/FOGPROOF, 5.8X5.1 INCHES, USED BY WILDLIFE STAFF				
5 EA	EI0100093 CAMERA, FUJIFILM INSTAX 210 INSTANT, USES AA BATTERIES, USE FILM #EI0100094				
		PAYMENT TERMS			
PLEASE QUOTE FULLY DELIVERED PRICES				Total Delivered Price	

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Quantity	Description	Unit Price		Total	
134 PKG	EI0100094 FILM, INSTAX 200 INSTANT COLOR PRINT FILM #IS0800 (TWIN PACK), USE IN CAMERA #EI0100093.				
8 EA	TV0100015 TELEVISION, 24" COLOR LCD HDTV/DVD COMBINATION - TOSHIBA #24V4210U.				
1 EA	TV0100016 TELEVISION, 24" TOSHIBA #24L4200 - LCD.				
2 EA	TV0100020 VCR/DVD COMBO - TOSHIBA SD-V296				
1 EA	TV0100025 MOUNT, TELEVISION, WALL MOUNTING SYSTEM. MFG. BY PEERLESS. MODEL #PM1327S, UP TO 27 INCH CRT TV'S.				
20 EA	TV0100035 TELEVISION, 42 IN., LCD-LED, HDTV, PANASONIC MODEL #TC-L42E60				
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Quantity	Description	Unit Price		Total	
24 EA	TV0100037 MONITOR, SAMSUNG, 40", MODEL #400UXN - 3 PROFESSIONAL - MUST HAVE EMBEDDED PC.				
8 EA	TV0100042 BRACKET, UNIVERSAL, MOUNTING UP TO 37" DIGICOM PMA-6031				
3 EA	TV0100044 PROJECTOR, INFOCUS PART #IN1112				
11 EA	TV0100045 TELEVISION, 39" LCD, LG ELECTRONICS #39LN5300				
4 EA	TV0100046 BRACKET, DUAL CEILING MOUNT CHIEF #CHI-MCDU				
5 EA	TV0100047 BRACKET, TV, WALLMOUNT, PORTRAIT DISPLAY FITS MOST 32"-47" TV, WITH A 16" CENTER STUD, CHIEF				
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Quantity	Description	Unit Price		Total	
	MODEL #MTAPU				
6 EA	TV0100048 PROJECTOR, DIGITAL BENQ # MW663.				
6 EA	TV0100050 DVD PLAYER, Toshiba SD5300.				
4 EA	TV0100052 TELEVISION, SHARP 52" LCD, MODEL LC52LE640U WITH PC INPUTS.				
29 EA	TV0100053 MONITOR, NEC 55 INCH NCE MULTISYNC, LED- BACKLIT LCD FLAT PANEL DISPLAY. NEC MODEL #X552S				
28 EA	TV0100054 PC, OPS-PCAF-WH, SINGLE BOARD COMPUTER WITH WIDOWS 7 EMBEDDED OPERATING SYSTEM INSTALLED ON A 160GB HARD DISK.				
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11 EA	TV0100055 TELEVISION, SHARP 60" LED / LCD LC-60LE650U			
6 EA	TV0100060 BRACKET, TELEVISION UNIVERSAL TILT WALL MOUNT FOR 61"-102" LED MONITOR, PEERLESS INDUSTRIES MODEL ST680.			
22 EA	TV0100065 MOUNT, TILT DIGICOM #PMA-5031, *USED ON 40"-70" PLASMA TELEVISION.			
3 EA	TV0100070 TELEVISION, 22" SAMSUNG, MODEL #UN22F5000, LCD, HDTV.			
6 EA	TV0100075 TV, 32" COLOR RCA LED-HDTV DVD COMBO			
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Quantity	Description	Unit Price		Total	
	#LED32B30RQD				
10 EA	TV0100100 PRINTER, PHOTO CANNON PIXMA-PRO 100				
10 KIT	TV0100110 CARTRIDGE, INK CANON-CLI-42 INK 8 COLOR PACK #6384B007 (FOR CANON PIXMA PRO-100 PRINTER)				
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TERMS AND CONDITIONS

1. The Port Authority (PA) reserves the right to request information relating to seller's responsibility, experience and capability to perform the work.
2. Unless otherwise provided, complete shipment of all items must be in one delivery FOB delivery point. Payment will not be made on partial deliveries unless authorized in advance by the party to be charged and the discount, if any, will be taken on the total order.
3. PA payment terms are net 30 days. Cash discounts for prompt payment of invoices may be taken but will not be considered in determining award, except in the case of tie bids.
4. Separate unit and total FOB delivered prices must be shown.
5. Sales to the PA and to PATH are currently exempt from New York and New Jersey State and local taxes and generally from federal taxation. The seller certifies that there are no federal, state, municipal or any other taxes included in the prices shown hereon.
6. The PA shall have the absolute right to reject any or all proposals or to accept any proposal in whole or part and to waive defects in proposals.
7. Unless the phrase "no substitute" is indicated, bidder may offer alternate manufacturer / brands, which shall be subject to Port Authority approval. Please indicate details of product being offered with bid.
8. Acceptance of seller's offer will be only by Purchase Order Form signed by the PA. No change shall be made in the agreement except in writing.
9. If the seller fails to perform in accordance with the terms of this purchase order, the PA may obtain the goods or services from another contractor and charge the seller the difference in price, if any, a reletting cost of \$100, plus any other damages to the PA.
10. Upon request, sellers are encouraged to extend the terms and conditions of any terms agreement with the PA to other government and quasi-government entities by separate agreement.
11. By signing this quotation or bid, the seller certifies to all statements on Form PA 3764A regarding non-collusive bidding; compliance with the PA Code of Ethics; and the existence of investigations, indictments, convictions, suspensions, terminations, debarments and other stated occurrences to assist the PA in determining whether there are integrity issues which would prevent award of the contract to the seller. The PA has adopted a policy set forth in full on PA 3764A, that it will honor a determination by an agency of the State of New York or New Jersey that a bidder is not eligible to bid on or be awarded public contracts because the bidder has been determined to have engaged in illegal or dishonest conduct or to have violated prevailing wage legislation. The Terms and Conditions of PA 3764A apply to this order. A copy can be obtained by calling (201) 395-3405 or at <http://www.panynj.gov/business-opportunities/become-vendor.html>
12. The vendor may subcontract the services or use a supplier for the furnishing of materials required hereunder to such persons or entities as the Manager, Purchasing Services may from time to time expressly approve in writing. All further subcontracting shall also be subject to such approval.
13. The successful bidder (vendor) shall not issue nor permit to be issued any press release, advertisement, or literature of any kind, which refers to the Port Authority or that goods will be, are being or have been provided to it and/or that services will be, are being or have been performed for it in connection with this Agreement, unless the vendor first obtains the written approval of the Port Authority. Such approval may be withheld if for any reason the Port Authority believes that the publication of such information would be harmful to the public interest or is in any way undesirable.
14. Neither the Commissioners of the Port Authority, nor Directors of PATH, nor any of them, nor any officer, agent or employee thereof, shall be charged personally by the Contractor with any liability, or held personally liable to the Contractor under any term or provision of this Agreement, or because of its execution or attempted execution, or because of any breach, or attempted or alleged breach, thereof.

WAREHOUSE REQUIREMENT CONTRACT

Information for Bidders

1. AWARD METHOD

AWARD TO SINGLE BIDDER:

It is the intent of the Port Authority of New York and New Jersey (the "Port Authority") to award an order to one Bidder based on the total estimated delivered price for all items. However, the Port Authority shall have the absolute right to reject any or all bids or to accept any bid in completely or in part and to waive defects in bids.

2. CORRECTION IN COMPUTATION

Each Bidder shall insure that all information and figures are inserted as required and that all computations have been verified for accuracy. Bidders are advised that the Port Authority may verify only the quotation or quotations that it deems appropriate and may not check each bid for errors in computation. The Port Authority reserves the unqualified right to recalculate any and all extensions set forth by the Bidder. In the event there is a discrepancy between any unit price listed and the "Estimated Total Price" or the "Total Estimated Contract Price," the Bidder's unit price, shall prevail.

3. ACCEPTABLE PRODUCTS

This Bid may call for specific brands and/or manufacturers that have been deemed acceptable for the purpose intended. Bidders may however, offer alternate products. Bidder must identify the specific mfr. and / or model number they intend to supply for alternate products only. Prior to award, specification sheets and samples may be requested to be submitted for evaluation. The Bidder shall bear all costs of evaluation, if any. Should the proposed alternate product be deemed not acceptable, the bidder shall be obligated to provide one of the listed acceptable mfr. and model no's at the original quoted price to maintain bid eligibility for contract award. If you do not specify a mfr./model no., you will be required to supply one of the brands, if any, specified in the item description at the quoted price.

4. ENERGY STAR

Where applicable, the Bidder shall make best efforts to provide products that earn the ENERGY STAR and meet the ENERGY STAR specifications for energy efficiency. The Bidder is encouraged to visit www.energystar.gov for complete product specifications and updated lists of qualifying products.

5. CERTIFICATION OF RECYCLED MATERIALS

Bidders are requested to submit, with their bid, Attachment I-A “Certified Environmentally Preferable Products / Practices Form”, attesting that the products or items offered by the Bidder contain the minimum percentage of post-consumer recovered material in accordance with the most recent guidelines issued by the United States Environmental Protection Agency (EPA), or, for commodities not so covered, the minimum percentage of post-consumer recovered materials established by other applicable regulatory agencies. The data submitted by the Bidder in Attachment I-A is being solicited for informational purposes only.

Recycling Definitions:

For purposes of this solicitation, the following definitions shall apply:

- a. **"Recovered Material"** shall be defined as any waste material or by-product that has been recovered or diverted from solid waste, excluding those materials and by-products generated from, and commonly reused within, an original manufacturing process.
- b. **"Post-consumer Material"** shall be defined as any material or finished product that has served its intended use and has been discarded for disposal or recovery having completed its life as a consumer item. “Post-consumer material” is included in the broader category of “Recovered Material”.
- c. **"Pre-consumer Material"** shall be defined as any material or by-product generated after the manufacture of a product but before the product reaches the consumer, such as damaged or obsolete products. Pre-consumer Material does not include mill and manufacturing trim, scrap, or broken material that is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.
- d. **"Recycled Product"** shall be defined as a product that contains the highest amount of post-consumer material practicable, or when post-consumer material is impracticable for a specific type of product, contains substantial amounts of Pre-consumer Material.
- e. **"Recyclable Product"** shall be defined as the ability of a product and its packaging to be reused, reconditioned for use, or recycled through existing recycling collection programs.
- f. **"Waste Reducing Product"** shall be defined as any product that will result in less waste generated due to its use rather than another product designed to serve the same function with an greater waste generation rate. This shall include, but not be limited to, those products that can be reused, refilled or have a longer life expectancy and contain a lesser amount of toxic constituents.

STANDARD TERMS AND CONDITIONS

1. GENERAL AGREEMENT

The Vendor agrees to furnish and deliver on an "as needed" basis to the Port Authority's warehouse as set forth herein, the Authority's warehouse requirements for the items set forth in the "Request for Quotation" form, within the calendar days indicated in paragraph 4 below. The furnishing and delivery shall be at the prices quoted in the Request for Quotation, and shall be fixed and firm for the duration of this contract. The contract term is **1 YEAR**. There shall be no minimum dollar or quantities per Purchase Order release. The dollar value of this requisition is for evaluation purposes only and there are no guarantees as to the actual amount, if any, that may be ordered. In full consideration for the performance of all duties and obligations hereunder, the Vendor agrees to accept from the Port Authority a compensation consisting of payment for the items or services supplied by the Vendor computed at the bid prices quoted in the Request for Quotation. The "Unit Prices" quoted **shall not** exceed two decimal places.

2. EXTENSION PERIOD

The Port Authority shall have the absolute right to extend the Base Term for an additional period of up to one hundred and twenty (120) days subsequent to the Expiration Date of the Base Term, or the Expiration Date of the final exercised Option Period (hereinafter called the "Extension Period"), subject to the same terms and conditions as the previous contract period. The prices quoted by the Contractor for the previous contract period shall remain in effect during this Extension Period without adjustment. If it so elects to extend this Contract, the Port Authority will advise the Contractor, in writing that the term is so extended, and stipulate the length of the extended term, at least thirty (30) days prior to the expiration date of the previous contract period.

3. FACSIMILE EQUIPMENT

The Vendor shall have available a facsimile machine for receipt of releases via facsimile message from the Port Authority.

4. PURCHASE ORDERS

Releases against the Contract for the Port Authority warehouse will be coordinated using Purchase Orders issued by Inventory Control Group, 2 Montgomery St, Jersey City, New Jersey 07302. Purchase Orders may be verbal or in writing. If verbal, the Port Authority will confirm all orders by a facsimile hard copy transmission bearing the stock number, quantity, delivery location and Purchase Order number. The Vendor shall accept Purchase Orders only from the Material Control Group. The Vendor shall deliver within **10 working days**, from receipt of Purchase Order. There shall be no minimum quantities or dollars per order.

5. ADDITIONAL ITEMS

Additional related items may be added to this contract by the Manager, Purchasing Services Division. If the items on the contract were bid at a specified discount off list price, additional items, as determined by the Manager, Purchasing Services, shall be priced at the same discount. Prices for items not covered by a discount off list price may be negotiated or bid by the Buyer, and added to the order if prices are deemed acceptable. The Port Authority shall not be obligated to add new items to the contract unless it is in the best interest of the Port Authority.

All items to be added shall be set forth in a change order.

6. DELIVERY

Delivery shall be, FOB delivered, to any or all warehouse listed. All deliveries shall be made between the hours of 7:00 a.m. and 2:30 p.m. unless otherwise noted in the specifications. The Vendor MUST follow the instructions in paragraph 6 for the proper method of making deliveries. Failure to do so may result in delayed payments.

A. All deliveries must be accompanied by an original packing slip which, shall always contain:

1. The Port Authority Purchase Order Number
2. The Port Authority Stock Number
3. A description of each item and part number
4. The quantity shipped of each item.
5. The Vendor's packing slip and invoice number.

B. The Vendor shall not combine orders.

In the event the Vendor receives more than one separate and distinct purchase order for one delivery point, the Vendor shall package each order individually though delivery is made to the same location simultaneously. Each separate order must be accompanied by its own packing slip/invoice containing all information numbered 1 through 5 in Paragraph A above.

C. Shipping cartons shall not contain loose and/or unmarked items.

D. Unless otherwise provided, complete shipment of all items must be in one delivery.

Only in extenuating circumstances partial deliveries to Port Authority warehouse will be accepted. When partial deliveries are made, the receiving warehouse must be notified as to when the balance of the order will be shipped

7. DELIVERY CONDITIONS

The Port Authority estimates an average of **2** deliveries per month to any one, or combination of delivery points listed. This number is based on past requirements and constitutes no guarantee as to the actual number of deliveries, or the delivery sites. Delivery of material must be within **10** working days from receipt of purchase order.

8. DELIVERY LOCATIONS AND RESTRICTIONS

All shipments must be 'inside delivery' except where noted below.

Central Warehouse
777 Jersey Ave.
Jersey City, NJ 07201
(201) 386-6806

JFK Int'l Airport Warehouse
P.A. Administration Bldg. 14
Jamaica, NY 11430
(718) 244-3679

Newark Liberty Int'l Airport
Building #11 Warehouse
Newark, NJ 07114
MUST BE 'TAIL GATE DELIVERY'
(973) 961-6250

LaGuardia Airport Warehouse
Bldg. 2B, Hanger 7 S.Wing
Jackson Heights, NY 11371
MUST BE 'TAIL GATE DELIVERY'
(718) 533-3523

GWB Warehouse
220 Bruce Reynolds Blvd.
Fort lee, NJ 07024
MUST BE 'TAIL GATE DELIVERY'
(201) 346-4127

9. LEGAL HOLIDAYS

Except where otherwise specified, all of the following holidays will be observed at the Facility. Where specified, these holidays shall mean and include:

New Year's Day	Labor Day
Martin Luther King, Jr. Birthday	Columbus Day
Lincoln's Birthday	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	The day after Thanksgiving Day
Independence Day	Christmas

10. MATERIAL SAFETY DATA SHEETS

When required by Federal, State or Local law, a Material Safety Data Sheet must be included with all deliveries.

11. UNION JURISDICTION

The Vendor is advised to ascertain whether any union now represented or not represented at the facility will claim jurisdiction over any aspect of the operation to be performed hereunder including delivery.

12. BILLING

An invoice with a unique invoice number must be issued for all deliveries. The vendor must attach backup delivery receipts with Purchase Order number. Mail all invoices to: The Port Authority of New York and New Jersey, Accounts Payable, 1 PATH Plaza, 5th Floor, Jersey City, New Jersey 07306.

13. NON-PERFORMANCE OF VENDORS DUTIES RELETING CHARGES

If the Vendor fails to perform in accordance with the terms of this Contract, the Port Authority may obtain the goods or services from another Vendor and charge the seller the difference in price, if any, plus a re-letting cost of \$100, plus any other damages to the Port Authority.

14. TERMINATION

The Port Authority may terminate this Contract with cause at any time upon five (5) days written notice to the Vendor and in such an event this Contract shall cease and expire on the date set forth in the notice of termination as fully and completely as though such date was the original expiration date. Such cancellation shall be without prejudice to the rights and obligations of the

parties arising out of portions of this agreement already performed but no allowance shall be made for anticipated profits. The Vendor shall complete delivery of all items ordered before receipt of the notice of termination.

15. CONFLICT OF TERMS AND CONDITIONS

In the event of any conflict between these "warehouse requirement contract terms and conditions" and the terms and conditions on the "Request for Quotation" form, these standard terms and conditions shall prevail.

16. PURCHASE BY OTHER GOVERNMENT AGENCIES

Upon such request, vendors who are awarded contracts are encouraged to extend the terms and conditions of these contracts under separate agreement, to other government and quasi-governmental entities.

ATTACHMENT I -A - Certified Environmentally Preferable Products/Practices

Bidder Name: _____ Date: _____

In line with the Port Authority of New York and New Jersey's (The "Port Authority") efforts to promote products and practices which reduce the Port Authority's impact on the environment and human health, Bidders are encouraged to provide information regarding their environmentally preferable/sustainable business practices as they relate to this contract wherever possible. Bidders are requested to complete this form and submit it with their response, if appropriate. Bidders are requested to submit appropriate documentation to support the items for which the Bidder indicates a "Yes" and present this documentation in the proper sequence of this Attachment.

1. Packaging

Has the Bidder implemented any of the following environmental initiatives? (A checkmark indicates, "Yes")

- ___ Use of corrugated materials that exceed the required minimum EPA recommended post-consumer recycled content
- ___ Use of other packaging materials that contain recycled content and are recyclable in most local programs
- ___ Promotes waste prevention and source reduction by reducing the extent of the packaging and/or offering packaging take-back services, or shipping carton return
- ___ Reduces or eliminates materials which have been bleached with chlorine or chlorine derivatives
- ___ Eliminates any packaging that may contain polyvinyl chloride (PVC), or polystyrene or heavy metals

2. Business Practices / Operations / Manufacturing

Does the Bidder engage in practices that serve to reduce or minimize an impact to the environment, including, but not necessarily limited to, the following items? (A checkmark indicates, "Yes")

- ___ Recycles materials in the warehouse or other operations
- ___ Use of alternative fuel vehicles or vehicles equipped with diesel emission control devices for delivery or transportation purposes
- ___ Use of energy efficient office equipment or signage or the incorporation of green building design elements
- ___ Use of recycled paper (that meets federal specifications) in their marketing and/or resource materials
- ___ Other sustainable initiative

3. Training and Education

Does the Bidder conduct/offer a program to train or inform customers and employees of the environmental benefits of the products to be offered under this contract, and/or does the Bidder conduct environmental training of its own staff?

- Yes No If yes, Bidder is requested to attach a description of the training offered and the specific criteria targeted by the training.

4. Certifications

Has the Bidder or any of its manufacturers and/or subcontractors obtained any of the following product / industry certifications? (A checkmark indicates, "Yes")

- ___ ISO 14000 or adopted some other equivalent environmental management system
- ___ Other industry environmental standards (where applicable), such as the CERES principles, LEED Certification, C2C Protocol, Responsible Care Codes of Practice or other similar standards
- ___ Third Party product certifications such as Green Seal, Scientific Certification Systems,

**PHOTOGRAPHIC, VIDEO &
AUDIO EQUIPMENT**

COLLECTIVE #35071

Smartwood, etc.

If yes, Bidders are requested to attach copies of the certificates obtained.

I hereby certify, under penalty of the law that the above statements are true and correct.

Name

Date