



REQUEST FOR QUOTATION

Contact person/Telephone
Lesley Brown/201-395-3469

Collective# 0000036207
Bid Due Date 01/31/2014
Bids must be received no later than 11:00 AM on the above Bid Due Date.

Deliver Goods/Services To:
Port Authority Technical Center
Michael Kern - Technical Training
241 Erie Street - Room 221

Jersey City NJ 07310

Quantity	Description	Unit Price		Total	
	<p>Class A Commerical Drivers License Training for a Three (3) year period. Contract to commence on or about February 21, 2014.</p> <p>ATTACHMENT A: SCOPE OF SERVICES ATTACHMENT B: PRICING SHEET</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>TERMINATION: In addition to any other right of termination under this Agreement, this Contract may be terminated by the Port Authority with or without cause at any time during the term or extend term of this Contract upon (5) days written notice to the Contractor. Termination shall be by certified mail.</p> <p>INSURANCE PROCURED BY THE CONTRACTOR The Contractor shall take out, maintain, and pay the premiums on Commercial General Liability Insurance, including but not limited to premises-operations, products-completed operations, and independent contractors coverage, with contractual liability language covering the obligations assumed by the Contractor under this Contract and, if vehicles are to be</p>				
	<p>PLEASE QUOTE FULLY DELIVERED PRICES</p>	<p>PAYMENT TERMS</p>		<p>Total Delivered Price</p>	

This Quotation is subject to the terms and conditions set forth on the back page hereof. Bidder is advised to read these before signing.

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 _____
Federal Taxpayer ID _____

**Bidder
Must
Sign
In
Two
Places**

NOTICE TO BIDDERS: Unless the following term of assurance that the above offer is irrevocable is signed, the offer submitted herein shall not be deemed to be complete.

The foregoing offer shall be irrevocable for 90 days after the date on which the Port Authority of New York and New Jersey opens this proposal.

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	<p>used to carry out the performance of this Contract, then the Contractor shall also take out, maintain, and pay the premiums on Automobile Liability Insurance covering owned, non-owned, and hired trucks in the following minimum limits:</p> <p>Commercial General Liability Insurance - \$ 2 million combined single limit per occurrence for bodily injury and property damage liability.</p> <p>Truck Liability Insurance - \$ 2 million combined single limit per accident for bodily injury and property damage liability.</p> <p>In addition, the liability policy (ies) shall name #The Port Authority of New York and New Jersey and its related entities, their commissioners, directors, officers, partners, employees and agents as additional insureds#, including but not limited to premise-operations, products-completed operations on the Commercial General Liability Policy. Moreover, the Commercial General Liability Policy shall not contain any provisions for exclusions from liability other than provisions for exclusion from liability forming part of the most up to date ISO form or its equivalent unendorsed Commercial General Liability Policy. The liability policy (ies) and certificate of insurance shall contain separation of insured condition and severability of interests clause for all policies so that coverage will respond as if separate policies were in force for each insured. An act or omission of one of the insureds shall not reduce or void coverage to the other insureds. Furthermore,</p>				
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	<p>the Contractor#s insurance shall be primary insurance as respects to the above additional insureds. Any insurance or self-insurance maintained by the above additional insureds shall not contribute to any loss or claim. These insurance requirements shall be in effect for the duration of the contract to include any maintenance/w arrantee/guarantee period.</p> <p>The certificate of insurance and liability policy (ies) must contain the following endorsement for the above liability coverages:</p> <p>"The insurer(s) shall not, without obtaining the express advance written permission from the General Counsel of the Port Authority, raise any defense involving in any way the jurisdiction of the Tribunal over the person of the Port Authority, the immunity of the Port Authority, its Commissioners, officers, agents or employees, the governmental nature of the Port Authority, or the provisions of any statutes respecting suits against the Port Authority."</p> <p>The Contractor shall also take out, maintain, and pay premiums on Workers# Compensation Insurance in accordance with the requirements of law in the state(s) where work will take place, and Employer#s Liability Insurance with limits of not less than \$1 million each accident.</p> <p>Each policy above shall contain an endorsement that the policy may not be canceled, terminated, or modified without</p>				
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	<p>thirty (30) days# prior written notice to the Port Authority of NY and NJ, Att: Facility Contract Administrator, at the location where the work will take place and to the General Manager, Risk Management.</p> <p>The Port Authority may at any time during the term of this agreement change or modify the limits and coverages of insurance. Should the modification or change results in an additional premium, The General Manager, Risk Management for the Port Authority may consider such cost as an out-of-pocket expense.</p> <p>Within five (5) days after the award of this agreement or contract and prior to the start of work, the Contractor must submit an original certificate of insurance, to the Port Authority of NY and NJ, Facility Contract Administrator, at the location where the work will take place. This certificate of insurance MUST show evidence of the above insurance policy (ies), including but not limited to the cancellation notice endorsement and stating the agreement/contract number prior to the start of work. The General Manager, Risk Management must approve the certificate(s) of insurance before any work can begin. Upon request by the Port Authority, the Contractor shall furnish to the General Manager, Risk Management, a certified copy of each policy, including the premiums.</p> <p>If at any time the above liability insurance should be canceled, terminated, or modified so that the insurance is not in effect as</p>				
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	<p>above required, then, if the Manager shall so direct, the Contractor shall suspend performance of the contract at the premises. If the contract is so suspended, no extension of time shall be due on account thereof. If the contract is not suspended (whether or not because of omission of the Manager to order suspension), then the Authority may, at its option, obtain insurance affording coverage equal to the above required, the cost of such insurance to be payable by the Contractor to the Port Authority.</p> <p>Renewal certificates of insurance or policies shall be delivered to the Facility Contractor Administrator, Port Authority at least fifteen (15) days prior to the expiration date of each expiring policy. The General Manager, Risk Management must approve the renewal certificate(s) of insurance before work can resume on the facility. If at any time any of the certificates or policies shall become unsatisfactory to the Port Authority, the Contractor shall promptly obtain a new and satisfactory certificate and policy.</p> <p>The requirements for insurance procured by the Contractor shall not in any way be construed as a limitation on the nature or extent of the contractual obligations assumed by the Contractor under this contract. The insurance requirements are not a representation by the Authority as to the adequacy of the insurance to protect the Contractor against the obligations imposed on them by law or by this or any other Contract. CITS#4462N</p>				
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	<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>		
1.000 PU	<p>CDL Training</p>		
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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.

ATTACHMENT A SCOPE OF SERVICE

To provide New York and New Jersey Class A Commercial Drivers License (CDL) Training for a Three (3) year period. Contract to commence on or about February 21, 2014

- The Contract shall provide tractor-trailers per student and any other necessary equipment for training. Prior to the Contract award, the Port Authority will verify the tractor trailers and equipment required. Training should include all necessary instructors, materials, equipment, both lecture and hands-on training ;
- The instructor to student ratio should be no greater than 1 to 4;
- A maximum of twenty four (24) students per year; An estimate of up to three (3) classes of eight (8) students or two (2) classes of twelve (12) students;
- Lecture and hands-on training shall be held at 51 Port Terminal Blvd, Bayonne, NJ from 6am to 2pm with a total of two (2) hours of contractually obligated unionized breaks;
- The Contractor must be able to schedule, provide equipment for and be present for CDL tests in both NY and NJ;
 1. If you are a New York resident, you must obtain a valid New York Class A driver's license.
 - Required: General Knowledge
 - Required Endorsements: Air Brakes, Tow Trucks, and Tank Trucks
 2. If you are a New Jersey resident, you must obtain a valid New Jersey Class A driver's license.
 - Required Endorsements: Air Brakes, and Tank Trucks
- Training should be a total of five (5) consecutive days as detailed in the outline provided. There will be four (4) days of hands on training and the fifth day the state road test;
- The Port Authority will provides one (1) month advance notice of trainee permit status to the Contractor in order for the , Contractor enough time to schedule the trainee's road test for the last day of training and ensure the availability of equipment and trainers needed; and

- If a trainee fails their first attempt at the road test, within two (2) weeks the Contractor shall schedule and provide equipment for a second attempt at no additional cost to the Port Authority.

TRAINING OUTLINE:

Provide CDL training as describe below. There is no maximum number of students per training as long as the Contractor can provide enough instructors and equipment to meet the required ratio of instructor to student ratio one (1) to four (4). A training day shall consist of eight (8) hours per day, which is composed of six (6) hours of training and two (2) hours total of breaks. The breaks are thirty-(30) minutes in the morning, sixty-(60) minutes for lunch, and thirty-(30) minutes in the afternoon.

Day 1 8 Hours

- Inspecting the vehicle to make sure all systems are functioning
- Backing up the vehicle in a straight line
- Docking into a loading dock
- Making right hand turns and learning the turning radius
- Feedback on performance

DAY 2 8 HOURS

- Inspecting the vehicle, cab, and air brakes for proper functioning
- Driving on a roadway in no traffic areas at Military Ocean Terminal of Bayonne (MOTBY)
- Inspecting the vehicle systems after a trip
- Feedback on performance

Day 3 8 Hours

- Inspecting the vehicle, cab, and air brakes for proper functioning
- Driving on local roadways in low traffic areas
- Inspecting the vehicle systems after a trip
- Feedback on performance

Day 4 8 Hours

- Inspecting the vehicle, cab, and air brakes for proper functioning
- Driving on highways using the on and off ramps
- Inspecting the vehicle systems after a trip
- Feedback on performance

Day 5 8 Hours

- Inspecting the vehicle, cab, and air brakes for proper functioning
- Driving on highways using on and off ramps
- Inspecting the vehicle systems after a trip
- Feedback on performance

**ATTACHMENT B
PRICING SHEET**

PRICING:

It is the Port Authority's requirement that the rate per student shall be "an all inclusive" price and shall remain firm during the term of the Agreement. Prices shall include, but not be limited to, all labor, tractor-trailers, equipment, materials, training, communications, insurance, travel, administrative services and cost of road test.

<u>Est. # of Students for 3 Yrs</u>		<u>Rate Per Student</u>	=	<u>3 Year Est. Total</u>
72	X			