



REQUEST FOR QUOTATION

<p>Contact person/Telephone John Santiago/201-395-3416 john.santiago@panynj.gov</p>	<p>Collective# 0000038315 Bid Due Date 07/08/2014 Bids must be received no later than 11:00 AM on the above Bid Due Date.</p> <p>Deliver Goods/Services To:</p>
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Quantity	Description	Unit Price	Total
	<p>GARDENING EQUIPMENT - TWO-YEAR REQUIREMENTS CONTRACT APPROXIMATELY 7/26/14 TO 7/25/16.</p> <p>IF QUOTING ANY SUBSTITUTE ITEMS, LIST THE MANUFACTURER NAME AND PART NUMBER, AND PROVIDE SPECIFICATION SHEETS MARKED WITH THE PORT AUTHORITY MATERIAL STOCK NUMBER.</p> <p>Attached "Warehouse Requirements Contract" is to be made part of this contract. Read all terms and conditions before bidding. Items shall be supplied on an as-required basis. There are no guarantees as to the quantities, if any, that may actually be ordered. Deliver to various New York and New Jersey warehouse facilities.</p> <p>Contract Delivery Terms: Within 5 calendar days A.R.O.</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>		
	PLEASE QUOTE FULLY DELIVERED PRICES	PAYMENT TERMS	Total Delivered Price

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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. 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. You must clearly mark the outside envelope/package with "BID ENCLOSED" and show your company name and address, as well as the Bid number and Due date as stated on this bid document. A valid photo ID is required to gain access into the building to attend the bid opening or hand deliver a bid.</p> <p>FOR EASE OF PRICE ENTRY, REFER TO THE ATTACHED "INSTRUCTIONS FOR SUBMISSION OF PRICING USING ELECTRONIC COPY - COMPACT DISC" THAT PROVIDES THE PRICING SPREADSHEET EMBEDDED IN A HYPERLINK. STRICTLY FOLLOW SUBMISSION INSTRUCTIONS.</p>				
	<p>PLEASE QUOTE FULLY DELIVERED PRICES</p>	<p>PAYMENT TERMS</p>		<p>Total Delivered Price</p>	

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21 EA	CA0200060 BLADE, MULCHING, FOR GUARDIAN 72 RECYLER DECK, LENTGH 25-3/16" X WIDTH 2-1/2" X 1/2", PART #85-6040				
6 EA	CA1300010 LAWNMOWER, GROUND ROLLER STUB SHAFT, TIGER FLAIL #TF1045B OR APPROVED EQUAL				
1 EA	CA1300250 LAWNMOWER, GROUND ROLLER 102", TIGER MOWER #28999 OR APPROVED EQUAL				
2 EA	CA1300270 LAWNMOWER, GROUND ROLLER 90", TIGER MOWER #27972A				
7 EA	CA1300290 LAWNMOWER, V-BELT 530, TIGER MOWER #TF 3020 OR APPROVED EQUAL.				
4,260 EA	CA1300300				
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	LAWNMOWER, KNIFE EDGE STD CUT, TIGER FLAIL #33714 FOR A TIGER MOWER				
7 EA	CA1300340 LAWNMOWER, ROLLER BEARING KIT, TIGER MOWER #0677002.				
17 EA	CK0100020 CULTIVATOR, 4-TINE, LONG HANDLE, AMES TRUE TEMPER #163034000, OR APPROVED EQUAL				
1 EA	CK0100035 ROTOTILLER, GARDEN USE, BIG RED HORSE BY TROY BILT.				
30 EA	CK0100041 BLOWER/VACUUM, BACKPACK, STIHL MODEL #BR550				
20 EA	CK0100042 BLOWER/VACUUM, HAND HELD, STIHL MODEL #BG86				
5 EA	CK0100043				
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	POLE PRUNER, TELESCOPING, STIHL MODEL #HT101				
8 EA	CK0100045 CUTTER, THREE BLADE HEAD FOR TRIMMER, POLYCUT 20-3, STIHL #4002-710-2189 OR APPROVED EQUAL				
112 EA	CK0100056 BLADE, TORO CUTTER MOWER # 29-5530, 25" LENGTH ROTARY FOR GROUND MASTER MOWER, #15-3362				
42 EA	CK0100057 BLADE, LAWNMOWER, 62" TORO GROUNDMASTER #92-5608-03				
30 EA	CK0100058 BLADE, FOR SNAPPER MULCHING MOWER MODEL #RP-2187520 21" NINJA, SNAPPER # 2049 OR APPROVED EQUAL.				
484 EA	CK0100059 BLADE, LAWNMOWER, 72" TORO #108-1958-03 FOR				
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	ZERO TURN MOWER.				
4 EA	CK0100090 FORK, SPADING, 4-TINE, 30" 'D' HANDLE, TRUE TEMPER #163034100, OR APPROVED EQUAL				
3 EA	CK0100140 HOE, MEADOW, BLACKLAND 5-FT. LENGTH HANDLE WITH 7 INCH X 3.5 INCH FORGED HEAD AMES TRUE TEMPER #1860600, RAZORBACK #70110, OR APPROVED EQUAL				
19 EA	CK0100150 HOE, FLORAL SCUFFLE, GARDEN, 8" X 2-1/2" BLADE, 5-FT LENGTH, TRUE TEMPER #1845500, OR APPROVED EQUAL				
134 EA	CK0100190 KNIFE, BUDDING, PRUNING, 2-1/4 " BLADE, 4" BRASS LINED RED HANDLE, VICTORINOX HORTICULTURE KNIFE #19-060 OR APPROVED EQUAL				
54 EA	CK0100191				
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Quantity	Description	Unit Price		Total	
	TRIMMER, COMMERCIAL STRAIGHT SHAFT, 18" GAS POWER 'RED MAX' MODEL #BCZ2460S OR APPROVED EQUAL, ** MUST BE SHIPPED COMPLETELY ASSEMBLED **				
163 EA	CK0100192 HEAD, ONLY, FOR TRIMMER BUMP-N-FEED ASSEMBLY, FOR 'RED MAX' MODEL #BC2300DL AND BCZ2460S GAS POWER OR ROTARY #10231-VP33				
138 EA	CK0100193 LINE, TRIMMER, .095, 3-LB ROLL, 'RED MAX' #R-3095, FOR MODEL #BC2300DL AND #BCZ2460S				
25 EA	CK0100198 LINE, WEED WACKER, SUPER TWIST MAGNUM GATORLINE STRING TRIMMER, .095" DIAMETER, 1430 FT ROLL, OREGON PART #20-023 OR APPROVED EQUAL				
1 EA	CK0100210 RAKE, POWER. BLUEBIRD MODEL #PR22 WITH 8 H.P. MOTOR AND BAGGER KIT.				
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12 EA	CK0100215 MOWER, LAWN, GASOLINE HUSQVARNA #961330019, 'LAWNBOY' MODEL 7021P, 21" WITH REAR BAG, 5.5 H.P. HONDA ENGINE GVC 160		
3 EA	CK0100221 LAWNMOWER, BLADE, 20-3/4" X 3/8", MULCHING, FOR JOHN DEERE WALK BEHIND MOWER ROTARY #15-3348 OR APPROVED EQUAL		
5 EA	CK0100222 EDGER, REDMAX MAXTREME, STRATO CHARGED 23.6CC, REDMAX PART #966598901, REDMAX MODEL #EXZ2460S-PH		
5 EA	CK0100223 EDGER, ATTACHMENT, REDMAX MAXTREME. REDMAX PART #966259401 HE - EXZ. 'REDMAX' MODEL #EXZ240S-PH.		
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6 EA	CK0100225 BLADE, EDGER. 10" X 2" WITH 1/2" ARBOR. SHARPENED 4 SIDES. USED ON LITTLE WONDER PROFESSIONAL SERIES SIDEWALK EDGER.		
2 EA	CK0100240 PRUNER, 1" CUT, COMPLETE, SEYMOUR SMITH #11 HEAD W/ENCLOSED BLADE, CHAIN DRIVE, AND FOUR 6-FT SECTIONS PER UNIT, (FULLY ASSEMBLED LENGTH = 26-FT) OR APPROVED EQUAL.		
88 EA	CK0100250 RAKE, ASPHALT, PONY TINE 14 STRAIGHT TEETH, 5 FT. HANDLE, 5/8" SQ. STEEL SHANK, JACKSON J-450 SERIES #1887000, OR APPROVED EQUAL		
17 EA	CK0100255 RAKE, ASPHALT, LUTE, 36" W, 6' ALUMINUM HANDLE WITH BRACE, AMES RAZORBACK MODEL #63133		
15 EA	CK0100260 RAKE, LEAF, 30" POLY, GREENSWEEPER #1923000, OR		
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	APPROVED EQUAL				
22 EA	CK0100270 RAKE, GREENSWEEPER SHRUB, AMES #19255, OR APPROVED EQUAL				
14 EA	CK0100280 RAKE, FAN, 22" HEAD WITH 45"HANDLE, AMES TRUE TEMPER #1926000 OR APPROVED EQUAL				
4 EA	CK0100315 RAKE, BOW, 16 3/4" WIDE, HEAVY GAUGE STEEL HEAD WITH 16 TEETH, 54" FIBERGLASS HANDLE, KODIAK #18767 OR APPROVED EQUAL				
119 EA	CK0100320 RAKE, FAN SHAPE, 22" STEEL TINE LEAF RAKE, 48" WOOD HANDLE, TRUE TEMPER #1936300 OR APPROVED EQUAL.				
13 EA	CK0100330 RAKE, GARDEN, ROUND BOW, 16" WIDE, 58" HANDLE, BULLY TOOL #92309 OR APPROVED EQUAL.				
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14 EA	CK0100342 RAKE, LANDSCAPE, ALUMINUM, 36 WIDE, STRONG METAL HANDLE, RAZORBACK #63000 OR APPROVED EQUAL.				
4 EA	CK0100370 SAW, POLE, 'RED MAX', MODEL #PSZ2460S OR STIHL HT131				
14 EA	CK0100371 BLADE, EDGER, FITS REDMAX HE EX2, 'REDMAX PART' #521453001				
1 EA	CK0100375 PRUNNER, WITH TELESCOPIC POLE, 11'6" SHAFT LENGTH, STIHL #HT131				
15 EA	CK0100400 TRIMMER, 25.4CC CYLINDER DISPLACEMENT, 1.2 HP POWER OUTPUT, 59" STRAIGHT SHAFT, 11.6LBS, 4" TFC LINE HEAD, 17" CUTTING SWATH,.095 LINE, 'RED MAX' #BCZ2650S				
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144 EA	CK0100401 HEAD, WEEDWACKER, COMMERCIAL GRADE FOR RED MAX OR JOHN DEERE, FEMALE ADAPTOR, 4" HEAD, (COMMERCIAL TAP HEAD), 'RED MAX' PART #PT104 PLUS		
6 EA	CK0100410 SHEAR,HEDGE 9-1/2",GARDEN BRAND V6811,PRADINES #P51S,AMES #2301900, UNION # GTH2 OR APPROVED EQUAL.		
106 EA	CK0100420 SHEAR, LOPPING, LONG HANDLE, HIGH CARBON STEEL BLADES, TRUE TEMPER #2342430 OR APPROVED EQUAL.		
26 EA	CK0100421 SHEARS, LOPPING, FELCO #F22, PRADINES #P19-80 OR APPROVED EQUAL.		
24 EA	CK0100440		
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	SHEAR, PRUNING, ASTRON #T103, PRADINES #P40-20, AMES #23052.				
169 EA	CK0100475 SHOVEL, SPADE, NURSERY AND LANDSCAPE, 7.125" W BLADE X 3.875" L X 40.5" H WITH 27" "D" ERGO-POWER GRIP FIBERGLASS OR COMPOSITE HANDLE, UNION TOOLS #45162 OR APPROVED EQUAL				
11 EA	CK0100482 SPREADER, LAWN BROADCAST, EARTHWAY #M2150 COMMERCIAL 50LB WALK-BEHIND BROADCAST SPREADER OR APPROVED EQUAL				
4 EA	CK0100483 SPREADER, LAWN BROADCAST, SPYKER P20-9010, ROUND 40 LB CAPACITY, STAINLESS STEEL HOPPER, SS SPINNER SHAFT & FASTENERS.				
6 EA	CK0100484 SPREADER, LAWN, DROP TYPE, EARTHWAY 7350SU MODEL #60274, OR APPROVED EQUAL.				
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8 EA	CK0100485 SPREADER, BROADCAST. AGRIFAB #AF450462. 130 LB CAPACITY. PROFESSIONAL DUTY WITH VINYL COVER.		
9 EA	CK0100486 SPREADER, BROADCAST, COMMERCIAL. A.M.LEONARD #AM50P. 50 LB CAPACITY, PLASTIC HOPPER, DIAL TYPE RATE ADJUSTMENT 6'-10' SPREAD WIDTH, 10" DIAMETER PNEUMATIC TIRES OR APPROVED EQUAL		
114 EA	CK0100515 SPRINKLER, LAWN, GREEN THUMB METAL PULSATING SPIKE SPRINKLER, 5800 SQUARE FOOT WATER COVERAGE, GILMOUR #967HZSGT OR APPROVED EQUAL		
62 EA	CK0100520 FITTING, 'Y' SIAMESE CONNECTOR, 1 - 3/4" HOSE THREAD FEMALE AND 2 - 3/4" MALE ENDS, BRASS ONLY, GILMOUR PART #13 OR APPROVED EQUAL.		
122 EA	CK0100530 TROWEL, GARDEN, DROP SHANK, SMOOTH HARDWOOD		
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	HANDLE, TRUE TEMPER #1983500 OR APPROVED EQUAL.				
6 EA	CK0100540 TROWEL, GARDEN TRANSPLANTING, AMES #1986500, OR APPROVED EQUAL				
6 EA	CK0100570 TRIMMER, STIHL STRING, MODEL #FS240R				
70 EA	CK0100585 PRUNER, HIGH-STRENGTH, LIGHT-WEIGHT COMPOSITE FIBER RECYCLABLE HANDLES, FELCO #F160L OR APPROVED EQUAL				
2 EA	CK0100586 PRUNER, LEFT HANDED, 8-1/2". FELCO #9, BISSETT #21977, OR APPROVED EQUAL.				
85 EA	CK0100587 PRUNER, PROFESSIONAL, 8-1/2" LENGTH FELCO #F2, OR APPROVED EQUAL.				
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5 EA	CK0100588 HOLSTER, PRUNER, LEATHER, FELCO #F910 OR APPROVED EQUAL				
21 EA	CK0100589 HOLSTER, PRUNER, LEATHER, BELT & CLIP, FELCO #F-912, OR APPROVED EQUAL.				
9 EA	CK0100594 SHEAR, PRUNING, LOPPER, 17" LENGTH, FELCO #20 OR APPROVED EQUAL.				
2 EA	CK0100596 SHEAR, PRUNING, PNEUMATIC HEAD, FELCO #F70, LENGTH 10-1/4"				
8 EA	CK0100615 SHOVEL, POLY SCOOP, #12 POWE D-GRIP HANDLE, TRUE TEMPER #1680000 OR APPROVED EQUAL.				
63 EA	CK0100715				
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 Firm Name _____



REQUEST FOR QUOTATION

Bid Due Date
07/08/2014

Quantity	Description	Unit Price		Total	
	HEAD, WEED WACKER, 4.75" 2 LINE REPLACEMENT STRING TRIMMER HEAD, HOLDS .095 TO .155 DIAMETER LINE, KWIK-LOADER #KL-650 OR APPROVED EQUAL				
6 EA	CK0100746 SHOVEL, PREMIUM ROUND POINT. 48" TRPUER TRU-PRO #31198 WITH FIBERGLASS HANDLE, OR APPROVED EQUAL				
12 EA	CK0100755 SAW, PRUNING SAW, RAZOR TOOTH, 13" CURVED BLADE, CORONA #RS7120 OR APPROVED EQUAL				
20 EA	CK0100756 BLADE, REPLACEMENT FOR CORONA RAZOR TOOTH 13" PRUNING SAW, CORONA #7100-1.				
24 EA	CK0100760 HEAD, POLE SAW, SNAP-CUT, 16" CURVED BLADE WITH NON STICK COATING, GILMOUR #20 FOR USE WITH GILMOUR 103				
52 EA	CK0100761				
PLEASE QUOTE FULLY DELIVERED PRICES		PAYMENT TERMS		Total Delivered Price	

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.

Signed _____ Date _____
 Firm Name _____



REQUEST FOR QUOTATION

Bid Due Date
07/08/2014

Quantity	Description	Unit Price	Total
	BLADE, REPLACEMENT, 16", GILMOUR MODEL #20B, FOR GILMOUR #20 POLE SAW HEAD.		
15 EA	CK0100762 POLE, EXTENSION. 6' FOR GILMOUR #20 SNAP-CUT POLE SAW, 1-1/4" DIAMETER, SNAP CUT #103		
20 EA	CK0100765 SPRAYER, 4 GALLON BACKPACK, BISSETT #23075, ECHO #MS-40.		
19 EA	CK0100770 SPREADER, PROFESSIONAL BROADCAST, 100LB HOPPER CAPACITY, BISSETT #27209 OR APPROVED EQUAL		
6 EA	CK0100780 TRIMMER, HEDGE, 0 DEGREES, FIXED HEAD, 42" LONG SHAFT, STIHL #HL-100K		
2 EA	CK0100790 TRIMMER, HEDGE, 135 DEGREE, ADJUSTABLE-ANGLE		
PLEASE QUOTE FULLY DELIVERED PRICES		PAYMENT TERMS	Total Delivered Price

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
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In
Two
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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.

Signed _____ Date _____
Firm Name _____



REQUEST FOR QUOTATION

Bid Due Date
 07/08/2014

Quantity	Description	Unit Price		Total
	WITH 42" EXTENDED EXTENDED REACH SHAFT, STIHL #HL100K OR APPROVED EQUAL			
	PLEASE QUOTE FULLY DELIVERED PRICES			
		PAYMENT TERMS		
		Total Delivered Price		

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.

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.

Signed _____
 Firm Name _____
 Telephone number _____ Date _____
 Fax Number _____
 Federal Taxpayer ID _____

Bidder
Must
Sign
In
Two
Places

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.
 Signed _____ Date _____
 Firm Name _____

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.

Instructions for Submission of Pricing Using ELECTRONIC COPY – COMPACT DISC

BID #38315: GARDENING EQUIPMENT, 2-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 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) with your company information and your “Total Delivered Price”.

Note: It is in the bidder’s best interest to include the printout 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 sealed bid envelope. Prices on the hard copy RFQ will be accepted as the bid amount only if a CD and a printout of the CD 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 printout of CD, the printout shall prevail.
- A discrepancy between the CD, printout of CD, and prices inserted in the bid sheets, the printout of the CD shall prevail.
- A discrepancy between the CD and prices inserted in the RFQ, the CD shall prevail.

WAREHOUSE REQUIREMENT CONTRACT**Information for Bidders****AWARD METHOD****1. 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 whole 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 AND SAMPLES

This bid may or may not call for specific brands that have been deemed acceptable for the purpose intended. If this bid calls for specific brands that have been deemed acceptable for the purpose intended, the Bidder may quote alternate products other than those listed hereunder. In that case, the Bidder must indicate the manufacturer name and model/part number of the alternate product next to each applicable line item. A Bidder quoting products may be required, at his own expense, to submit a sample of the proposed product and/or a copy of the specifications for the sample being submitted. If the Bidder fails to submit the required sample, the Bidder may be deemed non-responsive. If this bid does not call for the specific brands that have been deemed acceptable for the purpose intended, the Bidder may be required, at its own expense, to submit a sample of a proposed product.

Samples of all the requested products shall be submitted to the Port Authority for evaluation within seven (7) business days of request. Failure by the Bidder to deliver samples within the required timeframe may result in the rejection of the Bid. The package containing sample products should clearly indicate the following: (1) the Bidder's name and address, (2) the Bid number, and (3) the Bid due date. Additionally, each item must be tagged with the Port

Authority's Material Stock Number and the Bidder's name and address. Sample products are to be sent directly to: the Port Authority of New York and New Jersey, Central Warehouse, 777 Jersey Ave, Jersey City, New Jersey 07302. All sample products submitted by the Bidder will be evaluated by the port Authority, and the Port Authority will make the final determination as to whether or not the sample product is acceptable. The Bidder shall bear all costs of the evaluation, if any. Should a proposed alternate product be deemed not acceptable, the Bidder shall be obligated to provide one of the listed acceptable brands, including the manufacturer's name and model/part numbers at the original quoted price to maintain eligibility for contract award. All samples must be picked up by the Bidder within thirty (30) days of notification, after which all samples will become the property of the Port Authority

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 a 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 warehouses 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 **2 YEARS**. There shall be no minimum quantities or dollars 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 Purchase Orders via facsimile message from the Port Authority. The Vendor must be able to receive orders via fax machine 24 hours a day, 7 days a week.

4. PURCHASE ORDERS

Releases against the Contract for the Port Authority warehouse(s) will be coordinated using Purchase Orders issued by the Inventory Control Group located at 777 Jersey Avenue, Jersey City. 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 Inventory Control Group. The Vendor shall deliver within **5 calendar days**, from receipt of Purchase Order. There shall be no minimums per order.

5. ADDITIONAL ITEMS

Additional related items may be added to this contract by the Manager, Purchasing Services Division. 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 warehouses listed. It should be noted that within a facility location, there might be one or more individual site locations where delivery may be required. 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.**
 - 2. The Port Authority Stock Number.**
 - 3. A description of each item.**
 - 4. The quantity shipped of each item.**
 - 5. The Vendor's packing slip/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 warehouses 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 **3** 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 **5** calendar 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 07310
(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

The Port Authority shall have the unilateral right to add or delete delivery locations that are within the Port District. The Port District is defined as a 25 mile radius from the Statue of Liberty.

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 reletting 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 and without cause within 5 business 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, 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