

DOING BUSINESS WITH THE PORT AUTHORITY PRIME AND SUBCONTRACTOR RESOURCES

Bidding Resources:

- [Bidding and Understanding Construction Contracts](#)
- [Engineering Documents](#)
- [Security Handbook Information Requirements](#)

Forecasting Tools:

- [Construction Forecast](#)
- [Expiring Call-in Contracts](#)

Publicly Advertised Solicitations:

Subcontracting Opportunities: Research contract requirements and track solicitations through bid due date.

View all open Port Authority solicitation opportunities here:

- [Construction](#)
- [Goods & Operational Services](#)
- [Professional Services](#)

Preliminary Bid Results:

Subcontracting Opportunities: Contact the apparent low bidder that may be awarded the contract.

- [General Solicitations \(Goods/Services/Miscellaneous\)](#)
- [Construction Solicitations](#)
- [Design-Build](#)

Contract Awards:

Subcontracting Opportunities: Engage with Prime Contractors for potential opportunities on current projects.

View a six-month rolling list of awarded contracts by category:

- [Construction Awards](#)
- [Commodities and Services/Technology Awards](#)
- [Professional Technical and Advisory Awards](#)
- [Professional Technical and Advisory Call-In / Award List](#)
- [World Trade Center Site Awards](#)

For certification inquiries, email certhelp@panynj.gov

<p>Commodities and Services Selene Ortega, Program Director sortega@panynj.gov 212-435-4660</p> <p>Shanta Nelson, Operations Manager shnelson@panynj.gov 212-435-4661 Vehicles, Ferry, and Marine Services, Fixed Base Operators</p>	<p>Technology Procurements Nadine Aziz-#0357835 Manager naziz@panynj.gov 212-435-4628 Tech Services Support and AMS Agreements Cloud & Subscription Based Agreements HR Technology Initiatives Data Subscriptions Services</p>	<p>Professional, Technical & Advisory Services Jessica Smith Manager jsmith@panynj.gov 212-435-4621 Professional Service Firm Questionnaire</p>	<p>Construction and Federal Procurements Joann Spirito, Assistant Director jspirito@panynj.gov 212-435-5640</p>
<p>Maria Aviles - #066 maviles@panynj.gov 212-435-4655 PA / PATH Warehouse Orders Instruments (Precision) Scaffolding Steel/Metal Fabrication Vests Welding</p>	<p>Margaret D'Emic - #042 mdeemic@panynj.gov 212-435-4609 Analytical Services Banking & Financial Services Collection/Verification Serv Hazardous Waste Refuse Removal/Recycling Septic Services Sand/Stone/Asphalt/ Cement Supplies & Serv Water and Chemical Services Weather Services</p>	<p>Corbin Eiland - #067 ceiland@panynj.gov 212-435-4654 Elevator/Escalator Energy (Utility, Meter) Ground Transportation Homeless/Outreach Loading Bridge/Baggage Svc Police (Supplies & Services) Taxi Dispatch Towing Services Trailers / Modular Offices Uniforms (incl. Safety Shoes) PA / PATH Warehouse Orders</p>	<p>Jose Cartagena jcartaga@panynj.gov 201-395-3508 Construction Contracts Bid Administration (Federal/Non-Federal)</p> <p>Megan Connors mconnors@panynj.gov 212-435-4683 Professional Service and Construction Contracts (Federal/Non-Federal) Indefinite Quantity Contracts (IOC) Federal Change Orders / Audits Construction Contracts (Federal/Non-Federal)</p> <p>Thomas Lai tlai@panynj.gov 212-435-5383 Professional Service Indefinite Quantity Contracts (IOC) Federal Contract Files and Audits</p>
<p>Eduardo Jose - #065 ejose@panynj.gov 212-435-4606 PA / PATH Warehouse Orders Bottled Water Suppl/Serv. Cranes/Lifts Deicing Chemicals Electrical Supplies (Wire/cable) Generators (Non-Auto) Pumps Lamps Radio Supplies & Equipment</p>	<p>Shivdha Deshpande - #057/#861 sdeshpande@panynj.gov 212-435-4637 IT Call in Agreements Software Renewals & End User License Agreements Hardware/Software Computer Training Services Security Equipment & Systems Services Access Control Systems & Services Closed Circuit TV Systems & Services Nancy Cruz - #867 ncruz@panynj.gov 212-435-4670 Software Renewals & Computer End User License Agreements Cloud & Subscription Based Agreements Security Equipment & Systems Services Computer Training Services</p>	<p>Amira Willis awillis@panynj.gov 212-435-4675 Project Specific Services Call-in Programs Federal and Non-Federal Funded Procurement Lead</p>	<p>Thomas Lai tlai@panynj.gov 212-435-5383 Professional Service Indefinite Quantity Contracts (IOC) Federal Contract Files and Audits</p>
<p>Steven Joseph - #068 sjoseph@panynj.gov 212-435-4658 Operation & Maintenance Barriers Burglar & Fire Alarms Construction Services (Non-Structure) Fire Fighting Supplies and Services Generators, Motors and Compressors Radio Services Roofing Supplies/Services Traffic Equipment/Services Vehicles/Equipment/Rental (CAD)</p>	<p>Vacant</p> <p>Cafeteria Services Customer Service Reprs. Falcony Services HVAC Equip. & Services Insurance (non-brokerage) Landscaping Supplies/Serv. Loading Services Parking Lot Operations Plumbing Supplies/Services Pest Control Services Staffing/Training Services</p>	<p>James Sumnerville jsumnerville@panynj.gov 212-435-4642 Advertising Marketing Security/Guard Services Special Projects</p> <p>Alternate Project Delivery Manager Tim Pullen tpullen@panynj.gov 212-435-4652</p>	<p>Megan Lancelotti-Zelinski mlancelotti@panynj.gov 212-435-5694 Construction Contracts (Federal/Non-Federal)</p> <p>Peter Penafior ppenafior@panynj.gov 212-435-4636 Professional Service and Construction Contracts (Federal/Non-Federal)</p> <p>Shailima Perry sperry@panynj.gov 212-435-4645 Freedom of Information Construction Contracts (Federal/Non-Federal)</p>
<p>John Santiano - #054 jsantiano@panynj.gov 212-435-4613 PA / PATH Warehouse Orders Deicing Material (Rock Salt/Urea, Deicing Material (Non-Stock)) Electrical Services Fuel (Diesel, Oil & Gasoline) PA/TH Fare Painting Services Railroad Equipment Supplies/Services Roadway/Degreasing/Rubber Removal Services Snow Removal Services</p>	<p>Rony Thomas #866 rthomas@panynj.gov 212-435-4659 Vipul Rana vrana@panynj.gov 212-435-4648 Security Equipment & Systems Services Software Renewals & End User License Agreements Maintenance, Support and AMS Agreements Cloud & Subscription Based Agreements Cyber security Related Systems & Services</p>	<p>Chase Palmer cpalmer@panynj.gov 351-220-9504</p>	<p>Elza Renazile erenazile@panynj.gov 212-435-4657 Construction Contracts (Federal/Non-Federal) Federal Change Orders /Audits</p>

REQUIRED DOCUMENT CHECKLIST EXPLAINED

In *addition* to your M/WBE Application, supporting documents will be required to certify your firm.

RESUME

Most current resume for all principals, partners, officers and key employees of the firm. Including current position and duties within the business, experience, training, and education. – bios are not accepted.

BANK SIGNATURE CARD

Bank signature card or letter from bank identifying all person(s) authorized to sign on each account. Include any limitations on a signer's authority including all business account number(s).

TAX RETURNS

Last three years of tax returns for the business including all schedules, as filed with the IRS.

**U.S.CITIZENSHIP/
PERMANENT RESIDENT ALIEN STATUS**

Evidence of your claim to U.S. citizenship or permanent residence for each minority or women owner listed. (e.g. passport, naturalization record, birth certificate)

LICENSE/PERMIT

Copies and/or documentation of license(s), permit(s), bond(s) and certifications that pertain to your firms' duties.

LEASE AGREEMENT

Current lease agreement signed by the landlord and tenant, proof of ownership or deed or business location(s), including home office(s), warehouse(s), and equipment storage if applicable.

**BUSINESS CONTRACTS
(CONSTRUCTION FIRMS)**

Copies of three recently completed projects with proof of invoices and payments for services performed by the business in which you would like to be certified in.

MINORITY GROUP STATUS

Proof of ethnicity/gender for each owner claiming minority status as stated in the M/WBE eligibility requirements.

**PROOF OF SOURCES OF
CAPITALIZATION/INVESTMENTS**

Proof of how the business was initially capitalized. (e.g. cancelled checks, purchase agreements, loan agreements)

MARTKETING DATA FORM


Information presented on this form will be used to help market the goods/services that your company provides.

Submit those documents, checked off in the grid below, based on your business' structure.

DOCUMENT DESCRIPTION	SOLE PROPRIETOR	PARTNERSHIP/LLP	LLC	CORPORATION
Business Certificate As filed with the county clerk, including amended certificate.	✓			
State filing receipt Include any amended receipts.		✓	✓	✓
Articles of Organization / Articles of Incorporation			✓	✓
Partnership Agreements, LLC Organizational Agreements or Corporate By-laws		✓	✓	✓
Membership/Stock Certificate Include front & back, next unissued certificate and up to date stock ledger			✓	✓






Start the Certification Process Today!



Certification Workshop

for

Minority, Women-owned,
Disadvantaged, Small
Businesses



The documents listed below are the minimum documents required to start the certification process. Please upload the listed documents onto a USB flash drive to begin the process. A full list of documents required is available on the back of this page or visit www.panynjSD.com for additional information.

Mandatory Forms

- Acknowledgment & Verification
- Marketing Data Form

DBE Certification

- Affidavit of Certification
- PNW Statement (Under \$1.32 Mil)
- Personal Federal Tax Returns (Three Years)

Financial Documents

- Proof of Capital Contributions
- Current Financial Statement
- Federal Business Tax Returns (Three Years)

Demographic Documents

- Owner's Information
- Proof of Ethnicity
- Resume
- Lease/Deed

To RSVP, visit nluccia@panynj.gov

2 Montgomery Street, Jersey City, NJ 07302

Certification Requirements

Requirements to become MBE, WBE or MWBE certified with the Port Authority:

The following includes some of the main requirements necessary to become MWBE certified.

- Must be at least 1 year in business.
- Must be at least 51% Minority and/or Women owned and controlled depending on which program the application is for.

Requirements to become SBE certified with the Port Authority:

To qualify for SBE certification, your firm must meet ALL of the following criteria:

- Must be at least 1 Year in business.
- Main office must be located in New York or New Jersey.
- Must not exceed the 3-year gross receipt capacity specified by industry designated by the SBA.
 - Accounting/Auditing Services: \$22 Million
 - Architectural Services: \$8 Million
 - Commodity: \$8 Million
 - Construction: \$39.5 Million
 - Engineering Services: \$16.5 Million
 - Financial Services: \$8 Million
 - General Management Consulting Services: \$16.5 Million
 - Janitorial Maintenance: \$19.5 Million
 - Technology Services: \$30 Million
 - Facilities and Operations Services: \$18 Million
 - Other – NAICS Code threshold for industry

Requirements to become DBE/ACDBE certified:

The following includes some of the main requirements necessary to become DBE/ACDBE certified.

- Must be at least 1 day in business.
- Must be at least 51% owned and controlled by the socially/economically disadvantaged individual.
- The firm (including its affiliates) must be a small business as defined by SBA standards and have average annual gross receipts not to exceed \$28.48 million. Size limits for the airport concessions ACDBE program is \$56.42 million.
- Owner must have a personal net worth that does not exceed \$1.32 million.
- The business must not be tied to another firm in such a way as to compromise its independence and control

Requirements to become SDVOB certified:

The following includes some of the main requirements necessary to become SDVOB certified.

- Eligible service-disabled veterans must provide U.S. Department of Veteran Affairs ("VA") issued documentation that confirms their service disability status.
- *Construction firms* must have been in business for at least 1 year and have satisfactorily completed 2 construction contracts with a value of \$100,000.
- *Non-Construction firms* no requirement for how long the business must have been in operation.
- Revenues may not exceed the three-year gross receipt threshold specified by the industry size standard as designated by the SBA.
- Must be at least 51% owned and controlled by the service-disabled veteran

KEEPING APPLICANTS INFORMED & ENGAGED BEFORE, DURING AND AFTER CERTIFICATION

CERTIFICATION AND VENDOR REGISTRATION LINKS

To learn more about certification, events, and resources:

- Visit: panynj.diversitysoftware.com
- All firms should register with our Procurement Department to receive information on contract opportunities with The Port Authority of New York and New Jersey:
- Visit: www.paprocure.com
- Professional and technical service providers should also complete a Professional Services Firm Questionnaire (PSFQ) by visiting the URL below:
- [PSFQ Questionnaire \(PSFQ\)](#)

BUSINESS OPPORTUNITIES LINKS

Bid/Proposal Advertisements (Including for Construction, World Trade Center, Goods and Services, Professional Services and Surplus Sales):

- Visit: <https://www.panynj.gov/port-authority/en/business-opportunities.html>
- Preliminary Bid Results: <https://www.panynj.gov/port-authority/en/business-opportunities/preliminary-bid-results.html>
- Understanding the Port Authority's "Guide to Procurement"
- Visit: <http://www.panynj.gov/business-opportunities/pdf/guide-to-procurement.pdf>

CERTIFICATION CONTACT INFORMATION

Feel free to contact any of the experienced analysts below for further guidance throughout the certification application process.

Name	Phone	Email
Suchetha Premchan	201-395-3944	spremcham@panynj.gov
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Edward Njoku	201-395-3952	enjoku@panynj.gov
Jayson Ortiz	201-395-3950	jaortiz@panynj.gov
Brandin Sumpter	201-395-3947	bsumpter@panynj.gov
Gloria Wigfall	201-395-3949	gwigfall@panynj.gov

ADDITIONAL ASSISTANCE

Feel free to contact the Office of Diversity & Inclusion through either one of these additional avenues:
 Certification Hotline: (212) 435-7888 CertHelp@panynj.gov www.panynjSD.com