



REQUEST FOR EXPRESSIONS OF INTEREST

**Lease, Operations and Maintenance of Air Cargo Buildings 339 and 340
Newark Liberty International Airport**

REQUEST FOR EXPRESSIONS OF INTEREST

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1. INTRODUCTION

1.1 The Opportunity

Through this Request for Expressions of Interest (“**REOI**”), The Port Authority of New York and New Jersey is seeking bona fide Expressions of Interest (“**EOIs**”) from qualified firms interested in the leasing, operations, and maintenance of Buildings 339 and 340 (“**Cargo Buildings**”) at Newark Liberty International Airport (“**EWR**” or the “**Airport**”). The current lease for operations and maintenance for Buildings 339 and 340 expires on July 31, 2021. The new leases will commence on August 1, 2021.

The Port Authority’s issuance of this REOI begins a two-step process whereby the Port Authority will first review submitted EOIs from bona fide Respondents, and then advance qualified firms to the next phase of the procurement process, which will be the Port Authority’s issuance of a Request for Proposals (RFP) to the bona fide Respondents (referred to as “Proposers” during the RFP phase). After receipt of proposals, the Port Authority will select the proposals that provides the highest and best use case for the Cargo Facilities, while also providing the most advantageous commercial terms and compensation to the Port Authority. Respondents will be permitted to propose on any combination of Building 339 or Building 340 or propose on the properties jointly.

1.2 Strategic Goals for the Cargo Buildings

The Port Authority has several strategic goals for the Cargo Buildings. These strategic goals align with the Port Authority’s overall strategic goals for cargo development at the Airport, and include:

- Maintaining/proposing a premier International Air Cargo complex
- Supporting and attracting regularly scheduled cargo airline services
- Substantially increasing air cargo tonnage at EWR
- Creating a long-term source of revenue for the airport and strong economic development engine for the region
- Setting governance standards of performance in operations, management and customer service
- Implementing best business practices within Aeronautical facility operations, management and customer experience, operational efficiencies, sustainability, and latest technologies

1.3 Air Cargo Buildings 339 and 340 Operations and Maintenance

We expect those firms that respond to this REOI (“**Respondents**”) will be able to demonstrate to us their ability to bring all the necessary resources and expertise to successfully deliver on the future lease, operations, management, maintenance and services for this opportunity.

The selected Lessees or Operators (as applicable) will be responsible for:

- (a) The programming, management, operation and maintenance of the Cargo Buildings;
- (b) Analysis of operating and growth requirements for existing Cargo Buildings 339 or 340;
- (c) Supporting Enhancing existing Cargo Buildings 339 and 340 to match or exceed international standards, to accommodate growth and the transition of existing tenant operations;
- (d) Incorporating latest technologies to existing Cargo Buildings 339 and 340 to fully develop, utilize all space, update and modernize warehouse facility services, in order to operate an efficient world class operation;

- (e) Accommodating and providing all services that are needed by the cargo community, including but not limited to; security screening, fumigation, and all Customs and Border Protection (CBP) related requirements;
- (f) Managing and maintaining the Cargo Buildings in a manner that incorporates aircraft operations, truck operations, staging, trailer storage, customer and employee parking, and all supporting services in a safe, secure and efficient manner and in coordination with adjacent facilities
- (g) Managing operations and housekeeping to provide the highest levels of customer service and operational excellence to our cargo customers, including international and domestic airlines, shippers, importers, consignees, brokers, freight forwarders, freighter operators, etc.;
- (h) Ensuring the highest levels of coordination, communication, cooperation and teamwork with airlines, tenants, ground handlers, fuelling companies, CBP, Transportation Security Administration (TSA), Airports Authority Police, Airport Operations, and other stakeholders;
- (i) Complying with FAA Part 139 and any applicable environmental processes;
- (j) Making good faith efforts to provide for meaningful participation by Local Business Enterprise (LBE), Minority and Women Owned Business Enterprise (MBE/ WBE) Service-Disabled Veteran Owned Businesses (SDVOB); and
- (k) Marketing and attracting tenants including those who are not currently located on-site at EWR.

2. THE AIRPORT

2.1 Overview

Newark Liberty International Airport (EWR) is located in both the cities of Elizabeth and Newark. The Airport is operated by the Port Authority and those portions located in the City of Newark, which is the majority of the Airport, are leased to the Port Authority. EWR was the first major airport in the New York metropolitan area and is now the area's busiest hub for air travel. The airport ushered over 46 million passengers—the most in its history—through its terminals in 2019 alone. Opened on October 1, 1928 on 68 acres of reclaimed land along the Passaic River, EWR was the first major airport serving passengers in the New York and Philadelphia metropolitan area. Today, the airport covers 2,027 acres and has three runways. A modern control tower was built in 2002 and opened in 2003. It is the fourth and tallest tower in the airport's history, standing 325 feet over the main parking lot. A monorail system, AirTrain Newark, connects the terminals with Newark Liberty International Airport Station. EWR serves 50 carriers and is considered the region's preferred international gateway, and in 2019 nearly all international air cargo was shipped through the New York region.

2.2 Highlights of EWR's Strategic Location

EWR occupies 2,027 acres, including a 425-acre Central Terminal Area, at roughly sea-level elevation. It is bordered by the New Jersey Turnpike, Interstate 78 and U.S. Routes 1-9 in the cities of Newark and Elizabeth, N.J. and resides in both the counties of Essex and Union. EWR is the metropolitan area's growth airport and a major East Coast gateway with the capability to handle the current levels of demand. In 1996, the International Arrivals Facility opened in Terminal B, and the automated monorail began operating between terminals and parking lots. In 2001, the monorail was extended to the Northeast Corridor and renamed AirTrain Newark. In 2019, the Port Authority and the City of Newark agreed to extend the lease through 2075.

2.3 Business Advantages

EWR is among the busiest North American and international airports. In 2019, EWR served more than 46 million passengers, a record. More than 35 airlines offer nonstop service between EWR and more than 150 nonstop destinations. About 23,000 people are employed at EWR. The Airport contributes more than \$33.6 billion in annual economic activity to the New York-New Jersey metropolitan region, generating more than 180,000 total jobs and more than \$11 billion in annual wages. The City of Newark spent more than \$8.2 million on the construction and development of EWR, and the U.S. government spent more than \$15.1 million prior to 1948. Since assuming the airport's lease in 1948, the Port Authority has invested more than \$6.7 billion at the airport.

Currently, a \$2.7 billion redevelopment program is under way to replace Terminal A, provide associated roadway and airside improvements, and construct a new parking garage. The redevelopment program broke ground in 2017 with construction of three bridges connecting the future Terminal 1, as it will be known, to the roadway system. The new terminal is slated to have a partial opening in 2021 with the full opening in 2022. The Port Authority is committed to continuing investment in EWR to make it a world class airport.

2.4 Airport Businesses

The 425-acre oval Central Terminal Area (CTA) was built as part of a largescale airport redevelopment program in the 1960s and early 1970s. The CTA consists of three passenger terminals: A, B, and C, and a first-class, ten-story, 585-room hotel with meeting rooms, a fitness centre, ball room, two restaurants and a bar. The Marriott hotel is situated on 12.57 acres and their newly constructed ball room is 547,549 sq. ft. EWR has many options for dining, entertainment and relaxation. You will find outlets of almost all famous food chains and restaurants, including Ben & Jerry's, Starbucks, Dunkin', World Bean Coffee, Wendy's and

Market Fresh to name a few. The airport features: retail stores, electronic gadgets vending machines, free Wi-Fi, shoeshine, smoking areas, travel and VIP lounges, nursing pods and sleep stations.

2.5 Airport Facilities & Runways

After the Port Authority assumed responsibility for Newark Airport's operations on March 22, 1948, the agency added an instrument runway, a passenger terminal, a control tower, and an air cargo center. The Airport encompasses three terminals, hangars, runways, taxiways, administrative offices, warehouse and manufacturing facilities, and undeveloped parcels of land EWR has two parallel runways (4R-22L and 4L-22R) and a third runway (11-29) that is primarily used for commuter aircraft traffic. Runway 4R-22L is 10,000 feet long by 150 feet wide, and Runway 4L-22R is 11,000 feet long by 150 feet wide. Both runways have displaced thresholds to reduce community noise impacts. Visual aids include high-intensity edge lights, LED center line and touchdown zone lighting, and high-speed exit taxiway center line lighting. More than 12 miles of 75-foot-wide taxiways link the three runways with the central terminal and cargo areas. A \$42 million rehabilitation of Runway 4R-22L was completed in 2012, and a \$97 million rehabilitation of Runway 4L-22R, including the construction of multi-entrance and cross taxiways was completed in 2014. Runway 4R-22L changed its approach lighting system to an ALSF-2, and additional high-speeds P2 and P3 were completed in 2013. Runway 22L also was upgraded to a Cat III approach system allowing for landings in poor weather conditions.

Airport Facilities include:

- **Airport Terminals:** EWR is an oval shape, with three terminals, 102 gates, short-term parking lots, and road system are located on the inside, and the departure concourses on the outside. The terminals are A, B, C which are arranged in a semi-circle structure. Passengers can go from one terminal to another using AirTrain, which is free and operates 24 hours a day, every day.
- **Terminal A:** Terminal A of EWR mainly handles domestic and regional flights. It has three concourses and four levels. In 2018, a \$2.7 billion project was started at EWR for the construction of Terminal 1 that will replace Terminal A. The Terminal 1 redevelopment plan is building a 1 million square foot, 33 gate terminal that will be used for domestic operations. This will also feature a new parking facility and an enhanced road system to ease congestion outside of the terminal building

Major airlines including JetBlue, Air Canada, Air Canada Express, Alaska Airlines, American Airlines and American Eagle operate domestic flights at this terminal.
- **New ConRAC Facility:** a new joint-use parking facility with approximately 2,750 public parking spaces and consolidated car rental location connecting to the Terminal One via a climate-controlled pedestrian bridge. The multi-level garage is designed to be naturally ventilated, provides convenient public parking and access to car rental companies all centralized at one location
- **New AirTrain Newark:** Current AirTrain EWR, which has reached the end of its useful life, will be replaced with a new AirTrain system which will meet increasing passenger demands and enable world-class operations that provide for a 21st century customer experience for airport visitors and employees
- **Terminal B:** Terminal B mainly hosts international flights and some domestic flights. This terminal has three concourses. Several international airlines and famous carriers like Delta Airlines, Delta Connection, Sun Country, Elite Airways, Allegiant Air, Frontier Airlines and Spirit Airlines operate on this terminal.
- **Terminal C:** Terminal C is exclusively used by United Airlines, Inc. It has three concourses.

2.6 Air Traffic Control Tower and US Customs Inspection Services

At EWR, Customs and Immigration can be found in Terminal B and Terminal C as these terminals operate international flights. Their main office is in Cargo Building 157.

A 325-foot air traffic control tower was commissioned in 2003, the fourth in the Airport's history. The rooftop of Building One, the Port Authority Administration Building, features what is believed to be the first air traffic control tower ever built. The first air route traffic control center was also established on the airport in 1935.

2.7 Police and Emergency Services

The Port Authority Police Department (PAPD) maintains commands at the Airport and provides world-class police services. These services include, but are not limited to, uniformed patrol, anti-crime plainclothes units, criminal investigative detective squads, counter-terrorism units, high-value cargo escorts and patrols, dignitary protection, marine patrol, passenger screening point protection and security, Aircraft Rescue Fire Fighting (ARFF) and community outreach. Each Port Authority police officer assigned to ARFF is a Federal Aviation Administration (FAA) certified aircraft rescue fire fighter and must requalify twice annually, twice the FAA requirement. The PAPD operates the busiest and largest ARFF Unit in the country. The ARFF Unit handles numerous aircraft emergencies daily and monitors thousands of aircraft movements each day.

2.8 Current Air Cargo Operations

EWR continues to provide the air cargo industry with a multitude of transportation options. EWR offers a full range of short, medium and long-haul services to many domestic and international destinations, and continues to attract new international carriers, expanding its service to more key air cargo markets.

EWR is a major hub for passenger carrier United Airlines (United) and for express carriers FedEx and UPS. With nearly 1 million square feet of total cargo facility space, EWR offers excellent facility choices and cargo connectivity to passenger terminals.

Air Cargo handling facilities include:

- **Cargo Buildings 339/340:** AeroTerm currently operates, two multi-tenant cargo buildings that offer significant modern warehouse and office space.
- **United Airlines Cargo Handling Facility (Bldg. 344):** United has a state-of-the-art cargo handling facility that was constructed in 2001. The building increases processing with a sophisticated materials handling system to provide United and its customers with a highly efficient means of handling air cargo.
- **FedEx Cargo Complex:** In 1995, FedEx completed a \$60-million expansion of a state-of-the-art automated sort facility at its Newark Regional Hub, which now includes Buildings 347, 156 and most of 155.
- **United Parcel Service (Bldg. 159):** UPS recently completed construction of their modern 35,000 square foot new air cargo distribution building in 2019.
- **Building 157:** The Port Authority Multi-Tenant Cargo Building was completed in 2003. The facility is conveniently located at the north end of the airport with easy access to major highways and Port Newark. The Multi-Tenant Cargo Building consists of more than 100,000 square feet of warehouse space with associated finished office space; approximately 20,000 square feet of raw office space on a second-floor mezzanine; aircraft parking; and employee parking.

2.9 Air Cargo Buildings 339 and 349 Operations and Facilities

The Cargo Buildings, which sit on approximately 23 +/- acres, are ideally located between interstate 78 and the NJ Turnpike, 3 miles south of Downtown Newark, and 9 miles west-southwest of the borough of Manhattan. Further, they are near to the Port Authority's Port Newark and Elizabeth-Port Authority Marine Terminals, Foreign-Trade Zone No. 49, and the enormous logistical and distribution infrastructure surrounding the ports.

Air Cargo Buildings which were constructed on July 1, 1996, are two multi-tenant cargo buildings that offer significant modern warehouse and office space. They offer climate-controlled warehouse areas and cold storage to accommodate perishable items, including pharmaceuticals, fresh flowers, fruits, vegetables, fresh fish and medicines. Both facilities with airfield access.

The space of the facilities is comprised of:

Building 339	Building 340
<ul style="list-style-type: none"> • 66,074.33 SF (1st Floor) • 22 bays with ramp doors • Parking Spaces • Office Spaces • Airside Access • Truck Court Depth: 130 ft. • Ceiling Clear Height: 18-24 ft. for warehouse bays • Drive in doors: 4 airside 	<ul style="list-style-type: none"> • 184,326.16 SF (1st Floor) • 1 aircraft parking spot behind Cargo Building 340 (group V) • 18 overhang truck side doors • Bldg. 340-1 has 15 bays • Bldg. 340-2 has 16 bays • Bldg. 340- 3 has 18 bays • All including ramp roll-up doors

2.10 Current Permitted Uses

The Cargo Buildings current permitted uses include uses for:

- For reception, sorting, temporary storage and distribution by permitted cargo handlers and permitted sublessees of air cargo airlines
- For loading and unloading operations in connection with moving air cargo
- For the parking, storage, routine maintenance, minor repair, cleaning and servicing of aircraft operated by permitted cargo handlers.
- For mobile equipment used by lessee, or permitted cargo handlers for the maintenance/repair of personal property operated by lessee, or permitted cargo handlers
- For the storage of aircraft parts and supplies
- For business and administrative offices and storerooms and employees' locker rooms in connection with lessee's, permitted sublessee's or permitted cargo handlers' operations
- For the parking of passenger automobiles used by the officers, employees, invitees and business visitors of the lessee (including construction workers during any period of construction), or permitted cargo handlers

3. PROCUREMENT PROCESS

3.1 Contact Person

The Port Authority has designated the following individual to serve as the Port Authority Contact Person for the duration of the Procurement Process:

Name: Raquel Pinto
Title: Strategic Procurement Advisor
Address: Procurement Department
4 World Trade Center, 21st Floor
150 Greenwich Street
New York, NY 10007
Phone: (212) 435-5651
Email: rpinto@panynj.gov

All questions regarding the procurement opportunity should be directed to Contact Person. All such correspondence must have your name, title, company, mailing address, telephone number, and state "REOI 73229" in the subject line. The Port Authority must receive all questions no later than 5:00 P.M. EST on September 1, 2020.

3.2 Procurement Process and Schedule

The procurement process will include multiple phases: (i) this REOI Phase, from which we will establish a pool of bona fide Respondents; and (ii) an RFP Phase in which only those Respondents who submitted EOIs will participate. The schedule below details the anticipated timing for the Procurement Process. This schedule is indicative, and we reserve the right to change the timetable at any time. The initial deadline for the receipt of EOI submissions is September 16, 2020.

Activity	Date
Issuance of REOI	August 19, 2020
Deadline for REOI Questions	September 1, 2020
EOI Due Date	2:00 P.M. EST on September 16, 2020
Pre RFP-Meetings with Respondents	Week of September 28, 2020
Issuance of RFP	Q3 2020
CDMs	Q3-Q4 2020
Proposal Due Date	Q4 2020
Board Authorization	Q1-Q2 2021
Lease Execution	Q1-Q2 2021

3.3 Pre-RFP Meeting

We intend to host a pre-RFP dialogue meeting with the bona fide Respondents prior to the commencement of the RFP. The purpose of these pre-RFP meetings is to discuss with each Respondent their proposed use case and concepts for the Cargo Buildings, and other pertinent commercial information.

3.4 Issuance of RFP

We will issue an RFP to each bona fide Respondent who wishes to participate in the RFP process. The forthcoming RFP will set forth, among other things, the procurement process, protocol and procedures, proposal submittal requirements and evaluation criteria. The RFP will also contain a draft lease term sheet for Proposers to review. Each Proposer will be required to submit with its proposal a blacklined version of the lease term sheet, with such blacklines and comments being evaluated as part of the overall evaluation of the Proposals.

3.5 Collaborative Dialogue Meetings

Prior to and during the RFP process, we may conduct Collaborative Dialogue Meetings ("CDMs") with each Proposer. These CDMs will enable us to: (i) engage in dialogue with the Proposers with the intention of evaluating preliminary concepts and potential use cases for air cargo buildings 339 and 340, submitted as part of the Proposer's EOI and (ii) discuss important commercial and service delivery or technical issues. A Respondent may request additional CDMs and we may grant or deny any requests for additional CDMs. We may conduct additional CDMs with each Proposer at our discretion.

To encourage full and transparent candor during CDMs, we will generally treat all information presented by a Proposer during a CDM as non-public proposer Information. We may, however, disclose to all Respondents any issues of general applicability raised during a CDM.

3.6 MBE/WBE/SDVOB/LBE Participation

The Port Authority has a long-standing practice of making its business opportunities available to Minority Business Enterprises (MBEs), Women-owned Business Enterprises (WBEs and together with MBEs, MWBEs), and Service-disabled Veteran Owned Businesses (SDVOBs) and has taken affirmative steps to encourage such firms to seek business opportunities with the Port Authority. The Respondents (and ultimately the Lessee or Operator) invited to participate in the RFP will be required to use every good-faith effort to provide for participation by Port Authority Certified Minority Business Enterprises MBEs, WBEs, and SDVOBs in all purchasing and subcontracting opportunities, including purchase of equipment, supplies and labor services. The selected Lessee or Operator will also be required to use every good-faith effort to provide for participation by Local Business Enterprises (LBEs) during the lease term.

3.7 The Port Authority's Use of EOIs

By submitting an EOI, a Respondent consents and acknowledges that the Port Authority's receipt or discussion of any information (including information contained in any proposal, vendor qualifications, ideas, models drawings, or other material communicated or exhibited by us or on our behalf) does not impose any obligations whatsoever on the Port Authority or the Respondent to any compensation therefor. Any such information given to the Port Authority before, with or after this REOI, either orally or in writing, is not given in confidence. Such information may be used, or disclosed to others, and EOIs may be used to assist the Port Authority in making decisions regarding future development of one or more of the sites. Any statement which is inconsistent with this REOI, whether made as part of or in connection with this REOI, shall be void and of no effect. This REOI is not intended to grant the Port Authority rights to any matter, which is the subject of valid existing or potential letters patent.

Any EOI information (including qualifications, ideas, models, drawings, or other material communicated or provided to the Port Authority) provided in connection with this procurement is subject to the provisions of the Port Authority Public Records Access Policy adopted by the Port Authority's Board of Commissioners, which may be found on the Port Authority website at: <http://corpinfo.panynj.gov/documents/Access-to-Port-Authority-Public-Records/>. The foregoing applies to any information, whether or not given at the invitation of the Port Authority.

3.8 Disclosure and Use of Data

The Port Authority maintains a Public Records Access Policy (PRAP) which applies to this REOI and submitted EOIs. All records of the Port Authority are available to the public upon reasonable request, except those identified as "not required to be disclosed" in this Policy, which can be viewed on the Port Authority's website.

3.9 Conditions to Responding and the Port Authority's Reserved Rights

Neither the expression of your organization's interest, nor the submission of your organization's qualifications and any documents or other information, nor the acceptance thereof by the Port Authority, nor any correspondence, discussions, meetings or other communications between your organization and the Port Authority impose any obligation on the Port Authority. The Port Authority has no obligation to Respondents. Respondents costs of participation or information preparation in response to this REOI are not compensable.

This REOI is an inquiry only. No contract or agreement will be entered as a result of this REOI. There are no guarantees made or implied by the Port Authority that the gathering of information as a result of this REOI will result in a public procurement process for the transaction contemplated herein, nor that any subsequent procurement will follow the approach described herein.

The Port Authority reserves all its rights at law and equity with respect to this REOI including, but not limited to, the unqualified right, at any time and in its sole discretion, to change or modify this REOI, to seek clarification and additional information from Respondents, to request any or all Respondents to make a presentation, or to request to deny any one-on-one meetings between the Port Authority and the Respondent.

4. SUBMITTAL OF EXPRESSIONS OF INTEREST

4.1 Submittal Requirements

Only firms that submit an EOI will be considered to advance to the RFP phase of the procurement process. Each Respondent to this REOI must prepare and submit an EOI (in the form of a letter prepared on company letterhead) that contains the following:

- (a) An affirmative statement that the Respondent is a bona fide Respondent that possesses the necessary experience, qualifications, and interest in participating in the RFP process and submitting a proposal for the lease, operations and maintenance of Cargo Building 339, Cargo Building 340 or both assets.
- (b) An overview of the firm.
- (c) Firm contact information, including company name, principal contact name and title, mailing address, phone number and email address.
- (d) The Respondent's qualifications demonstrating that they are qualified to carry out the proposed use cases provided in the Respondent's EOI and can perform all work involved with the lease, operations, management, financing (if any) and maintenance of the Cargo Buildings. As such, Respondent must provide a brief narrative describing the Respondent's relevant experience and qualifications demonstrating extensive experience and expertise in the lease, operations, management, financing (if any) and maintenance of cargo facilities or similar assets over the last three years.
- (e) Preliminary concepts, use cases, and approach for the Cargo Buildings which may offer creative solutions for expanded facilities and infrastructure to mitigate current operational constraints, and support and stimulate air cargo growth. Specifically, the Respondent must provide documentation that describes the concept, identifies the proposed building, the approach to successful lease, operations, and maintenance of the Cargo Buildings, and otherwise defines the benefit of the approach to the long-term growth and success of EWR. The Respondent may also include a minimum level of Respondent capital investment and phasing required to carry out their preliminary concepts and use cases. The Respondent may also recommend certain proposed commercial terms that align with the Respondent's proposed concepts, use case and approach to the Cargo Buildings.
- (f) A statement that the Respondent has reviewed and understands the Port Authority's MWBE/SDVOB policy, and will in good faith seek to create opportunities at the Cargo Buildings and encourage LBEs and MWBE/SDVOB participation in all aspects via its lease for the Cargo Buildings.
- (g) Affirmative statement that the Respondent has the ability to comply with FAA Part 139 and all applicable environmental responsibilities.
- (h) An acknowledgement that the Respondent has reviewed the Port Authority's Lessee Code of Ethics published October 30, 2019. A copy of the Lessee Code of Ethics can be found here: <https://corpinfo.panynj.gov/documents/Lessee-Code-of-Ethics/>. This Lessee Code of Ethics applies to a broad range of contractual relationships that allow third party business entities to occupy, use or access Port Authority property for the purpose of conducting their businesses, including but not limited to leases, sub-leases, concessions agreements, space and privilege permits, and easements at transportation facilities operated by the Aviation Department.

4.2 Electronic Submission of EOIs

The Port Authority has temporarily transitioned to an entirely digital submission process for the receipt of the EOIs. As such, Respondents are advised that their EOIs must be submitted in either Microsoft Word or Adobe PDF at the time of the EOI Due Date. The Port Authority will only accept those responses in electronic format for which the submission or modification is completed by the time of the EOI Due Date.

All EOIs must be emailed to: bidrfpsubmittal@panynj.gov by the EOI Due Date. The Port Authority is not responsible for delays in transmission or technical issues related to the submission of the EOI. The subject line of the email should include the REOI Number **#73229** and title of the REOI. The body of the email should include contact information of the sender, as well as a description of the contents of the email. This email address is solely for submission of EOIs, and as such, it should not be used for any other sort of communication. Any questions or other communication must be through the Contact Person in the manner indicated in this REOI.

Respondents should note that there is a limit to the total size of attachments per email that can be received by the Port Authority designated email account. That limit is 100MB. Respondents' internal networks may have limits on the size of emails they can send. Therefore, it is incumbent upon Respondents to determine ahead of time that the files being submitted can both be transmitted by their systems and accepted by the Port Authority's systems. If transmissions exceed these limits, the Port Authority will accept responses in multiple emails, provided they are all received by the specified EOI Due Date and all emails must include the REOI **#73229** and title. Under this circumstance, Respondents should note in the description of the email that the response will be arriving in multiple parts and include in the subject line the total number of components and which component, of the total, the transmission represents.