



# **A GUIDE TO PROCUREMENT AT THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY**

**PROCUREMENT DEPARTMENT**  
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**Welcome to *A Guide to Procurement at The Port Authority of New York and New Jersey* (Port Authority).** This brochure provides an overview of everything that your company needs to know in order to do business with the Port Authority (including the Port Authority Trans-Hudson Corporation (PATH) and the Port Authority's other wholly-owned entities). We are committed to the economic growth of the New York and New Jersey region and to helping businesses succeed. We look forward to working with you and your company in furthering this goal.

The Port Authority strives to maintain the highest levels of honesty, integrity, and public trust in all its endeavors. Vendors' cooperation helps us to ensure the integrity of our procurement processes, and in that regard, your attention is invited to the discussion below entitled "Vendor Responsibilities."

When the Port Authority procures goods, services (which include professional, technical and advisory consulting services) and construction related contracts, the Port Authority seeks the best value. In the purchase of goods and some services this usually means obtaining the highest quality at the lowest cost within the required timeframe. Whenever practical for such goods and services, Port Authority requirements are met through competitive public bidding procedures, with an award made to the qualified responsive/responsible bidder with the lowest cost. In the case of professional services, our objective is to identify firms who, based upon their qualifications, experience, and proposed cost, are aligned with the project needs, and offer the best value to the Port Authority. The primary mechanism for procuring such services is through a publicly advertised solicitation process.

The Port Authority often engages in s more complex procurements through the use of the Request for Proposals (RFP) process. In this process, the Port Authority issues an RFP document outlining the scope of the work as well as the contractual terms and selection criteria. Interested businesses/consultants (Proposers) submit proposals in response to the solicitation. Submitted proposals are rated by an evaluation committee based on a variety of weighted factors, which may include qualifications and experience of the firm and its staff, technical and management approaches, and cost, as appropriate. Procurements may also be made according to other accepted practices and techniques depending on the nature of the services, business requirements, and what is in the best interest of the Port Authority.

The Port Authority seeks to maximize the opportunity for participation in its solicitations. This is achieved by increasing public awareness through postings on the Port Authority's website, in various publications, and through the use of established lists of registered vendors and contractors in a variety of fields, as appropriate. Participants interested in the Port Authority's solicitations should register on our website as a consultant or vendor, monitor the advertisements that appear daily on the Port Authority's website, and check back regularly so as not to miss any opportunities. Vendors are encouraged to update their information as appropriate, especially their product range, which is used to select recipients for specific solicitations. For more details and links to Procurement information on the Port Authority's website, please refer to the section of this Guide entitled "Procurement Opportunities at the Port Authority Website."

In certain circumstances, vendors and contractors may be “pre-qualified” for specific contract solicitations. The Request for Qualifications (RFQ) “pre-qualification” process may vary depending on the subject and needs of each RFQ. Interest in contracts may be solicited through a Request for Information process.

### About the Port Authority’s Procurement Department

The Procurement Department’s purpose is to procure quality goods and services, construction and professional, technical, and advisory services based on the principles of fair and open competition with the highest level of integrity. The Procurement Department consists of several divisions and units. The Department provides services to all other Port Authority units and ensures procedural and operational integrity, compliance, consistency and transparency of the procurement process through public disclosure. Procurement best practices, as well as innovative techniques and tools, are employed to foster opportunities for broad participation in its solicitations to provide best value for the Port Authority while contributing to the economic viability of the region. The Department promotes a competitive environment for all bidders including minority, woman-owned, small and disadvantaged business enterprises (M/W/S/DBE) and Service-Disabled Veteran Owned Businesses (SDVOB) by implementing key initiatives such as the set-aside procurements, price preference programs and participating in public outreach, engagement and educational functions.

### Core Functions of the Procurement Department

The core functions, divisions and units of the Procurement Department are as follows:

The [Alternative Project Delivery Unit](#) is responsible for managing the procurement of Port Authority capital projects using alternative project delivery methodologies, ranging from construction manager-at risk (CMAR) and design-build (DB), to design build operate maintain (DBOM), to the three finance-based varieties of public-private partnerships (PPP).

[Commodities and Services](#) is responsible for the acquisition of all goods and services in excess of \$5,000 through the application of best practices contracting methods. The range of goods and services handled through this division includes, but is not limited to: elevator/escalator, janitorial, labor-intensive trade and non-trade, snow removal, towing, customer care representation, airport management, ground transportation, ferry and marine transportation, PATH and automotive acquisitions, revenue generating programs, utility and energy, security, facility operations and maintenance. In addition, this division manages the procurements for all Port Authority and PATH warehouses.

[Construction Procurements](#) This division is responsible for advancing the Port Authority's Capital Program by soliciting and awarding construction services in as efficient a manner as possible. This division identifies and implements the most effective and most efficient procurement methodology identified as best practices. The construction contract award process is managed from pre-bid, through post-bid receipt, contract award and post award/other services.

**Federal Procurement & Compliance** This division ensures that all federally funded procurements through the Port Authority are conducted in compliance with all agency, federal and administrative guidelines and requirements. Federal entities may include but are not limited to: FTA, FEMA, FHWA, FAA, etc. In addition, this division provides compliance oversight and federal guidance to other Procurement divisions and units, as well as line departments, the Office of the Secretary (OSEC), and the Office of Diversity, Equity and Inclusion (ODEI) outside of Procurement.

The **Integrity, Compliance and Contract Review Group** handles vendor integrity, procurement compliance and document review functions. This group reviews vendor integrity and vendor conflict of interest issues; reviews, edits and drafts solicitation documents, contracts, communications, award and post-award contract and administration documents; ensures that the Authority's procurements are in compliance with applicable guidelines, rules, regulations, and procedures; supports environmental, energy, technology, public-private-partnership and security related procurement matters; provides counsel to Agency staff on procurement matters; responds to vendor protests; develops, drafts, maintains, and manages standard procurement document templates and other related documents; and leads departmental-wide training on the procurement process and related issues. This group is responsible for managing the Department's Information Security Program and responding to Public Records Access requests.

**Procurement Operations** is responsible for centralized department operational functions, including functions that impact the department and procedures for vendor registration, advertising and bidding. This group manages advertising and direct solicitations to M/W/S/DBE or other prequalified lists, conforms and releases contract documents, and develops and maintains the Procurement Department website pages. This group also manages the agency vendor management system for vendor registration, along with any upgrades or changes as needed, and looks after the maintenance and storage of procurement records.

**Professional, Technical & Advisory Services Division (PTAD)** manages the procurement of such services as architectural and engineering design and construction management, accounting and auditing, aviation, port and regional planning. PTAD responsibilities include, but are not limited to, defining and managing the procurement process for such services as solicitation management, document preparation (letters, scopes of work, agreements, addenda, etc.), contract negotiations, review of authorization documents, ensuring funding compliance with the authorization documents, debriefing unsuccessful proposers, participating in public outreach functions. Solicitation types vary from project specific services to task order (call-in/as-needed) services.

**Technology Procurements** handle a wide range of procurements involving technology and technology services. These may include hardware and software acquisition, access control and CCTV systems and support agreements, service level based application maintenance agreements and cyber security related tools in addition to state of the art technologies such as biometrics and situational awareness solutions. The group manages technology-based procurements for enterprise services handled centrally through the Technology Department, individual client department business specific solutions, industrial control and operational technology systems and hybrid procurements that span both technology and other procurement functions' services.

Warehouse and Inventory Management oversees the operation of five Port Authority warehouses that support facility and fleet operations; and two emergency equipment warehouses that store generators, light towers, pumps, and AC/Heater units which are deployed during emergencies. The division also includes the Inventory Management Division which is responsible for creating and maintaining service and requirements contracts needed to support the material needs at all Port Authority facilities. In addition to these core functions, this division oversees and administers the Agency's Procurement Card Program, Gift Card Program, Surplus Sales and Investment Recovery programs.

Each procurement is unique and may differ in some ways from the information set forth herein. This brochure is intended to provide an overview of the mechanisms used within the Procurement Department to achieve the Port Authority's mission. As a vendor/consultant/supplier/contractor, you are critically involved in helping us meet the Port Authority's goals. Your participation in our solicitations provide an opportunity for your firm to serve the Port Authority, and thereby the region, while advancing your own business interests. It is a continued commitment to fostering competition and creating opportunity that allows the Port Authority to meet its goals.

Thank you for your continued interest and participation in our programs.

Lillian D. Valenti  
Chief Procurement Officer

### Policy

The Port Authority seeks to procure goods, services and construction contracts with the highest standards of quality at the lowest cost at the required time on a competitive basis whenever practicable. The Procurement Department chooses the appropriate procurement method and when indicated, negotiates with vendors. The Chief Procurement Officer has overall responsibility for procurements and is authorized to enter into contracts for the purchase of goods and services and for consulting agreements and construction contracts.

### Vendor Information and Registration

Registered vendors may arrange to receive email communications from the Procurement Department announcing opportunities to reply to public solicitations for goods and services based on the NIGP (National Institute of Government Procurement) codes identified in their registered profile (product range). Vendors can also make inquiries regarding registration by email at [paprocure@panynj.gov](mailto:paprocure@panynj.gov).

Vendors interested in registering with the Port Authority can do so at this location: <http://www.panynj.gov/business-opportunities/become-vendor.html>. Currently registered vendors can also update a registered vendor profile and access other forms and documents. Consultant firms can also fill out a Professional Service Firm Questionnaire.

Other forms, documents and information are available on the Port Authority web site at [www.panynj.gov](http://www.panynj.gov).

### Procurement Opportunities and other Information on the Port Authority Website

Links appearing on this site allow navigation to the following information groups:

#### Vendor Information and Business Opportunities

<http://www.panynj.gov/business-opportunities/vendor-information.html>

Provides an overview of vendor information, procurement solicitations, bid results, contracting activity and awards.

#### Bid/Proposal Advertisements

<http://www.panynj.gov/business-opportunities/bid-proposal-advertisements.html>

Includes a listing of all available publicly advertised bids/Requests for Proposals with links to associated documents.

#### Other Websites where the Port Authority advertises

- New York State Contract Reporter ([www.nyscr.ny.gov/contracts.cfm](http://www.nyscr.ny.gov/contracts.cfm))
- State of New Jersey Business Opportunities: [NJ Division of Purchase and Property \(state.nj.us\)](http://NJ.Division.of.Purchase.and.Property.state.nj.us)



### Regional/Local Newspapers

- Star Ledger
- Bergen Record
- Engineering News Record
- Orange County Papers: (Stewart Airport procurements)
  - Poughkeepsie News
  - Kingston Freeman News
  - Herald Record
  - Journal News

### Submitting Bids and Proposals

**The Port Authority has temporarily ceased public bid openings and will allow for the electronic submission of bids and proposals. THERE WILL BE NO PUBLIC BID OPENINGS AND HAND DELIVERIES WILL NOT BE ACCEPTED.**

The Port Authority of New York and New Jersey has temporarily ceased public bid openings and will allow for the digital submission of certain bids using the Bonfire platform, accessible via the link <https://panynj.bonfirehub.com/portal/?tab=openOpportunities>.

Bidders/Proposers MUST register in order to download the solicitation documents and associated information regarding the referenced solicitation and in order to upload bid submissions. Registration on the Bonfire platform requires a separate and distinct registration from all other Port Authority platforms.

Sealed bids and Proposals for the referenced solicitation will be received by the Port Authority any time up to but not later than the due date and time indicated in the solicitation document. The Port Authority will accept only those bids in electronic format, and in the same readable Adobe PDF or in the format as provided by the Port Authority. Bid submissions will be accepted by upload only at <https://panynj.bonfirehub.com/portal/?tab=login> and must be uploaded timely so as to be received by the Authority by the deadline in order to be considered.

Hand deliveries and mailed deliveries (e.g., UPS, USPS) will not be accepted. The Port Authority may request an original, signed paper submission at any time following the Bid Due Date. If requested, such original, signed paper submission must be identical to the submission must be identical to the electronic submission that was submitted by the due date and time indicted on the solicitation document. In the event of a discrepancy, the electronic submission shall control.

Bid results will be posted to the Port Authority's website as soon as they are available.

Questions concerning Bonfire may be addressed to the contact provided on the Bonfire platform.

Questions concerning a particular solicitation shall be addressed only to the Buyer or Contract Specialist listed in such solicitation.



Informal bids or proposals, which are not advertised or publicly opened, may also be solicited by mail, email, facsimile transmittal, or telephone depending on the nature of the requirement and the estimated cost.

The Port Authority reserves the right to waive defects in any bid or proposal. Further, the Port Authority reserves the right to reject or accept any bid, combination of bids or proposal that best serves the public interest.

Interested businesses should check the Port Authority website for results. Successful vendors will be notified of the award by mail, email or fax, as appropriate. Awards are posted on the Port Authority website.

### Bonfire Overview

Bonfire is an online electronic bidding system used to support The Port Authority Vendors with easy access to Open Opportunities through the PANYNJ Bonfire Public Portal Hub. Solicitation documents are available to view; bid submissions are sealed and are conducted entirely online.

Direct link to register and view opportunities on Bonfire:

<https://panynj.bonfirehub.com/portal/?tab=openOpportunities>

### Subcontracting Opportunities

It is Port Authority policy to enter into contracts with “prime” contractors to ensure undivided responsibility for its work. Any subcontracting activity that takes place is the complete responsibility of the prime contractor.

#### Interested PA Certified Subcontractors List Form

The Port Authority has launched an enhancement to the Current Opportunities section on its website that will help facilitate the connection of Certified firms to Prime contracting partners for each solicitation. Certified firms may demonstrate their interest in a particular solicitation, advertising their firm and capabilities to Primes looking to partner.

This process helps Prime firms to find interested and engaged subcontracting partners early in the process, establish a relationship and obtain quotes and partner to prepare a bid or proposal reflective of the firm’s collective capabilities.

- [Click here for Construction Opportunities](#)
- [Click here for Professional Service Opportunities](#)
- [Click here for Goods and Service Opportunities](#)
- [Click here for Alternative Project Delivery Opportunities](#)

### Bid Results and Contract Awards

Bid results for prime contractors can also be obtained from the Contract Award Status page on the Port Authority web site, located at:

- Preliminary Bid Results  
<https://www.panynj.gov/port-authority/en/business-opportunities/preliminary-bid-results.html>
- Contract Awards  
<http://www.panynj.gov/business-opportunities/ca-contracts-awarded.html>

### Minority and Women-Owned, Small and Disadvantaged Business Enterprises (MWSDBE) and Service-Disabled Veteran Owned Businesses (SDVOB)

Disadvantaged Business Enterprise (DBE) requirements will be included on projects that receive Federal funding as stipulated by Federal regulations. DBE goals are set on a contract-by-contract basis.

On non-Federal projects, the Port Authority sets its own good-faith MBE/WBE and SDVOB subcontracting goals for most of its contracts. In 2018, the Board of Commissioners adopted a resolution that Port Authority contracts “shall require contractors to make a good faith effort to achieve participation goals of 20 percent for certified MBEs and 10 percent for certified WBEs. The combined 30 percent goal applies to all procurement categories: construction; professional, technical, and advisory services; technology, commodities, and services.

To ensure that the Port Authority uses good faith efforts to meet the same level of MBE/WBE and SDVOB participation when it contracts directly, all contracts are reviewed by the Chief Diversity, Equity and Inclusion Officer before being approved.

### Small Contracts Procurement Program

In furtherance of its commitment to advancing opportunities for minority and woman-owned businesses, the Port Authority Board of Commissioners approved the increased direct solicitation of agency-certified Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) on certain smaller transactions to promote competition from additional participants and provide for more diverse and inclusive contracting opportunities.

The Small Contracts Procurement Program is designed to address persistent disparity in rates of participation by certain racial, ethnic and gender groups against firms willing and able to perform services and provide goods to the Port Authority, which have continued despite race- and gender-neutral small business programs. Underutilized race and gender categories are determined based on analysis by an independently performed disparity study of the Port Authority’s practices and available regional contractors.

Under the program, Port Authority issued contracts may be reserved exclusively for Minority and Women-owned Business Enterprise (MWBE) certified firms with disparate participation rates, so long as the Procurement Department has determined that there is an adequate pool of solicited firms to allow for a competitive procurement process. Dollar thresholds for this program are \$2.5 million or less for construction contracts and \$1.5 million or less for all other contracts.

### SBE Set-Asides

PA issued contracts valued at \$2.5 million or less may be set-aside exclusively for Small Business Enterprise (SBE) certified firms to bid on. The Procurement Department utilizes this program as one way to achieve its federally-mandated Disadvantaged Business Enterprise goals.

### SDVOB Set-Asides

PA issued contracts valued at \$2.5 million or less may be set-aside exclusively for Service-Disabled Veteran-owned Business Enterprise (SDVOB) certified firms to bid on commensurate on availability of firms.

### Local Participation

In addition, the Port Authority also continues to strive to provide opportunities to local businesses. To demonstrate this commitment, the Port Authority continues to emphasize the use of local, M/WBE and SDVOB firms, where applicable. In furthering the efforts to achieve this goal and to inform and educate local, M/WBE and SDVOB firms of upcoming opportunities, the Port Authority continues to hold focused local outreach and engagement efforts, geared specifically towards informing and educating firms.

For more details, and for information on vendor certification, visit:

<https://www.panynj.gov/business-opportunities/supplier-diversity.html>

Additional information on these programs and on vendor certification is available from the Office of Diversity, Equity & Inclusion email: [certhelp@panynj.gov](mailto:certhelp@panynj.gov).

### Good Faith Prior to Award

Prior to award, bidders or proposers are required to submit an MWBE plan demonstrating their strategy for meeting the contract participation goals. Depending on the type and scope of work, this plan may require different levels of detail, and the completeness of the plan will factor into the Port Authority's determination of award. When applicable, this initial plan should cite the potential areas of work and identify MWBE firms for the work.

Further information on good faith efforts is included here:

<https://www.panynj.gov/content/dam/port-authority/pdfs/vendor-resources/Good-Faith-for-MWBE-Participation.pdf>

### Vendor Responsibilities

**Integrity** – We expect vendors to adhere to the highest level of integrity and customer service, which calls for responsiveness to all bid solicitations and requires faithful compliance with all contract terms, including delivery commitments. Responsibility and integrity investigations prior to contract award are standard practice.

The Port Authority’s policy is to award all contracts only to “responsible” contractors/firms. The contract documents require that each prospective contractor/firm make certain certifications, for example, that it has never been indicted, convicted, suspended, debarred or terminated by any governmental agency; never failed to pay taxes; and never been the subject of a criminal investigation or a civil anti-trust investigation by any governmental agency. If the prospective contractor/firm cannot make such certification, it is required to furnish a signed statement with its submission that sets forth the reasons therefor.

The complete contractor integrity provisions can be viewed on the Port Authority’s website.

- For Bids - <https://www.panynj.gov/content/dam/port-authority/pdfs/PA3764A-new.pdf>
- For RFPs - <https://www.panynj.gov/content/dam/port-authority/pdfs/PA3764B.pdf>

The inability to make such certification does not, in and of itself, disqualify a bidder. In each instance, the Port Authority evaluates the reason provided by the bidders. Failure to disclose such information is viewed as bearing on the bidder’s responsibility and integrity. As part of the review of an apparent low bidder’s qualifications prior to the award, the Port Authority reviews the contract documents submitted with the bid and performs a search of various databases to determine if there is any information regarding the low bidder that may adversely affect the bidder’s responsibility and integrity. If such information is obtained, the bidder may be asked to provide additional information, is given a further opportunity to explain the adverse information or the reasons why such information was not disclosed as part of the bid information, and/or be given the opportunity to be heard to demonstrate their responsibility.

**Gifts and Gratuities** – The Port Authority has a **zero-tolerance policy** prohibiting employees from soliciting, demanding or accepting vendor gifts or gratuities of any kind, and from accepting cash discounts or other favors which might tend to obligate our employees to vendors. The complete contractor integrity provisions on gifts and gratuities can be viewed on the Port Authority website (<https://www.panynj.gov/content/dam/port-authority/pdfs/become-a-vendor/gifts-gratuities.pdf>).

**Code of Ethics for Port Authority Vendors** – Institutions that serve the public must strive to earn the public’s trust. Gaining the public’s trust can only be accomplished through acting ethically, honestly, in good faith and with integrity. To advance these fundamental ideals, the Port Authority has adopted a Code of Ethics for Port Authority Vendors (“Code”).

All firms doing business or contemplating doing business with the Port Authority should review this Code, which can be found at [https://www.panynj.gov/content/dam/corporate/governance-&-ethics/CodeofEthicsforPortAuthorityVendors101919\\_.pdf](https://www.panynj.gov/content/dam/corporate/governance-&-ethics/CodeofEthicsforPortAuthorityVendors101919_.pdf).

**Contacts Regarding Procurements/Lobbyists** – During an active solicitation vendors and their representatives may contact the Port Authority with respect to that procurement only via the Procurement Department individual or individuals explicitly designated for that purpose. Contact is limited to obtaining clarifications and not for the purpose of influencing selection. The complete contractor integrity provisions can be viewed on the Port Authority website.

The complete contractor integrity provisions can be viewed on the Port Authority's website.

- For Bids - <https://www.panynj.gov/content/dam/port-authority/pdfs/PA3764A-new.pdf>
- For RFPs - <https://www.panynj.gov/content/dam/port-authority/pdfs/PA3764B.pdf>

**Fair and Reasonable Wages and Benefits** – The Port Authority has a long-standing commitment to ensure that our vendors' employees receive fair and reasonable wages and benefits in the performance of their duties on Port Authority contracts. We take that commitment seriously. Your attention is directed to Port Authority contract documents that address this important goal, especially in relation to wages and health benefits.

**Security** – In order to conduct business with the Port Authority, the staff and employees of any interested business may be subject to identity checks and background screening, as well as execution of Non-Disclosure and Confidentiality Agreements and Acknowledgments.

**Non-Publication** – Vendors are required to obtain prior written approval from the Port Authority in order to advertise or issue literature of any kind referring to the Port Authority, the Port Authority Trans-Hudson Corp., or other wholly owned entities of the Port Authority or the services performed in connection with any Agreement.

## Performance Evaluation for Construction Contractors / Construction Managers Policy

Performance evaluations will be prepared for all contractors, subcontractors and construction management firms on Port Authority construction projects. Less than satisfactory ratings received during the previous three years will be considered in contract award determinations. The policy can be viewed on our website at <https://www.panynj.gov/business-opportunities/become-vendor.html>.

### Vendor Payment

Vendors are entitled to be paid on time. Our normal payment terms for Contractors are net thirty (30) days, and we take that commitment seriously. Likewise, subcontractors are also entitled to be paid on time. Port Authority contracts generally specify the time within which a subcontractor must be paid following their prime contractor's receipt of payment from the Port Authority. Port Authority contracts also specify repercussions for late payments to subcontractors.

### Submitting Invoices

With the exception of Stockroom Items/Goods Receipts, all invoices should be emailed as a PDF to the contract manager or contact person at the department or facility with whom the vendor does business. The invoice should include a clear reference to the purchase order number and should be saved with a file name in the following format: "*Vendor Name – Invoice Number mm/dd/yyyy*", where the date is the one printed on the invoice.

Stockroom Items/Goods Receipts can be sent directly to PANYNJ Accounts Payable at [Accounts\\_Payable\\_Invoices@panynj.gov](mailto:Accounts_Payable_Invoices@panynj.gov) unless otherwise indicated on the purchase order or in the Agreement.

For all invoices, the vendor number should be included whenever possible, and the billed-to name must represent the PA's name as stated on the purchase order or in the Agreement. The invoice must correspond in all essential details to the purchase order or Agreement awarded to the vendor. Furthermore, to ensure payment, the payee's name should exactly match the name on the purchase order. Any deviation will require legal documentation to substantiate the name changes before payment can be made – this is a common cause of delayed payment and should be avoided if possible. Changes to the original Purchase Order must be confirmed by a change order issued by an authorized Port Authority or PATH representative.

### Insurance/Risk Finance

Specific insurance requirements will be set forth in each particular solicitation. However, for general information on insurance requirements, please see the Risk Financing and Construction Insurance sections at the following link: <https://www.panynj.gov/port-authority/en/business-opportunities/Vendor-Resources.html>

### Bonding

Contracts over \$2.5 million often require that a bidder submit a bid bond (or a certified check in the amount of the bid bond) with the bid and also may require that a bidder provide a performance and payment bond if required to do so by the Port Authority. If a performance and payment bond is required, the Port Authority will pay its premium.

Bid bond requirements may be waived for Minority, Woman-owned and Small Business Enterprise (MWSBE) set-aside contracts. In addition, payment and performance bond requirements may be waived, based on the bidder's financial condition, and/or other factors.

The Port Authority reserves the right to require submission of financial statements and the furnishing of performance and payments bonds for contracts under \$1 million in circumstances to be determined by the Chief Engineer and/or the Chief Procurement Officer.

Contracts that are or may be anticipated to receive federally funds typically require a bid bond and a separate payment and performance bond.

### Sales or Compensating Use Taxes/Federal Excise Taxes

Purchases of services and tangible personal property by the Port Authority in the States of New York and New Jersey are generally exempt from state and local sales and compensating use taxes, and from most federal excises (Taxes). Therefore, the Port Authority's purchase of the Contractor's goods or services is exempt from Taxes. Accordingly, the Contractor should not include Taxes in the price charged to the Port Authority for the Contractor's goods and services, absent special circumstances indicated in the bid.



## Contact Us

For general procurement-related questions, send an email to [askforbids@panynj.gov](mailto:askforbids@panynj.gov) or call 212-435-4600. Questions about specific contracts should be addressed to the appropriate Procurement Department staff member as listed in the solicitation document.

### Division Managers

Nadine Aziz  
Manager, **Technology Procurements**  
212-435-4628  
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[jspirito@panynj.gov](mailto:jspirito@panynj.gov)

## Office of Inspector General

Complaints involving allegations of fraud, waste or abuse may be directed to the Port Authority/PATH Office of Inspector General (OIG). You may call the Office directly at (201) 386-6867 or you may write to the OIG at the following address:

Port Authority of NY & NJ/PATH  
Office of Inspector General  
5 Marine View Plaza - Suite 502  
Hoboken, NJ 07030