

THE PORT AUTHORITY OF NY & NJ

PROCUREMENT DEPARTMENT
4 WORLD TRADE CENTER, 21ST FL.
150 GREENWICH STREET
NEW YORK, NY 10007

INVITATION FOR BID

ISSUE DATE: 6/26/2020

TITLE: RE-BID Inspecting, Diagnostic Testing, Maintenance, Repair Services of British Thermal Units (BTU) Meters, Combustion Control Device Systems and Transmitters, and High Temperature Hot Water Generator Safety Devices at Newark Liberty International Airport (EWR)

BID NO.: 61436

Refer to Part I Section 2 “Form and Submission of Bid” for submission instructions.

BID DUE DATE: 7/10/2020

TIME: 11:00 AM

BUYER NAME: LUZ SANTANA

PHONE NO.: (212) 435-4625

EMAIL: LSANTANA@panynj.gov

BIDDER INFORMATION
(TO BE COMPLETED BY THE BIDDER)
(PLEASE PRINT)

(NAME OF BIDDING ENTITY)

(ADDRESS, CITY, STATE, ZIP CODE)

(REPRESENTATIVE TO CONTACT - NAME AND TITLE)

(EMAIL ADDRESS, PHONE NO. AND FAX NO.)

FEDERAL TAX ID NO.: _____ **BUSINESS CORPORATION** _____

PARTNERSHIP _____ **INDIVIDUAL** _____ **OTHER:** _____

INVITATION FOR BID

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PART I - STANDARD INFORMATION FOR BIDDERS

1. General Information: The Port Authority of New York and New Jersey

For background with respect to The Port Authority of New York and New Jersey (the “Port Authority”), see www.panynj.gov. Additionally, an electronic version of the Port Authority’s most recent Annual Report is available at <http://corpinfo.panynj.gov/pages/annual-reports/html>.

2. Form and Submission of Bid

The Port Authority has temporarily ceased public bid openings and will allow for the electronic submission of bids.

Bidders are advised that their bids must be electronically submitted as a readable Adobe PDF or in the format as provided by the Port Authority. The Port Authority shall **only** accept bids in electronic format until 11:00 A.M. ET on the Bid Due Date.

Electronic Bids should be submitted via email only to Bid Custodian at bidrfpsubmittal@panynj.gov. Each electronic Bid submission must include all required information. The Port Authority may request an original, signed paper submission at any time following the Bid Due Date.

Each email submission should include the Due Date, Bid #, and solicitation title.

[If requested by the Port Authority, the paper submission must be identical to the electronic submission that was submitted by the Bid Due Date. In the event of a discrepancy, the electronic submission shall take precedence.](#)

THERE WILL BE NO PUBLIC BID OPENINGS AND HAND DELIVERIES WILL NOT BE ACCEPTED. Bid results will be posted to the Port Authority’s website as soon as they are available.

Bidders should anticipate that some emails may take a period to be delivered, and as such, should send them as early as possible to ensure it is received no later than 11:00 A.M. ET in the designated Port Authority’s designated email account.

Bidders should note that there is a limit to the size of attachments that can be received by the Port Authority’s designated email account. That limit is 100MB. Additionally, Bidders must check their files to ensure they have submitted complete documents, i.e. no missing pages.

Bidders’ internal networks may have limits on the size of emails they can send. Therefore, it is incumbent upon the Bidder to determine ahead of time that the file(s) being submitted can both be transmitted by their servers and accepted by Port Authority servers. If the files are too big, the Port Authority will accept Bid in multiple emails, provided all parts which comprise a complete submission are received by the Bid Due Date and time and all emails should include the Bid # and

title. Under this circumstance, Bidders should note in the description of the email that the Bid will be arriving in multiple parts and include in the subject line the total number of components and which component, of the total, the particular transmission represents.

3. Vendor Profile

To ensure maximum opportunities, it is vitally important that Bidders keep their vendor profiles up to date with an appropriate e-mail address, as this will enable their firm to receive timely notice of advertisements, reminders, solicitations and addenda. Bidders may update their vendor profile or register as a Port Authority Vendor by accessing the online registration system at <https://www.paprocure.com/>.

4. Acknowledgment of Addenda

If any Addenda are posted or sent as part of this Bid, the Bidder shall complete, sign and include with its Bid the addenda form(s). In the event any Bidder fails to conform to these instructions, its Bid will nevertheless be construed as though the Addenda had been acknowledged.

If the Bidder downloaded this solicitation document, it is the responsibility of the Bidder to periodically check the Port Authority website at <http://www.panynj.gov/business-opportunities/bid-proposal-advertisements.html> and download any addenda that might have been issued in connection with this solicitation.

5. Firm Offer

The Bidder offers to provide the Port Authority of New York and New Jersey the services and to perform all Work in connection therewith required under this Contract, all as specified by the terms and conditions of the Contract, based on the Pricing Sheets provided herein.

EXCEPTIONS TAKEN OR CONDITIONS IMPOSED BY A BIDDER TO ANY PORTION OF THE CONTRACT DOCUMENTS WILL RESULT IN REJECTION OF THE BID.

6. Acceptance or Rejection of Bids

The acceptance of a Bid will be by a written notice signed by an authorized representative on behalf of the Authority. No other act of the Port Authority, its Commissioners, officers, agents or employees shall constitute acceptance of a Bid. The Port Authority reserves the unqualified right, in its sole and absolute discretion, to reject any or all Bids or to accept any Bid, which in its judgment will best serve the public interest and to waive defects in any Bid. No rights accrue to any Bidder unless and until its Bid is accepted.

7. Bidder's Questions

Any questions by prospective Bidders concerning the Work to be performed or the terms and conditions of the Contract may be addressed to the Contracts Specialist listed on the Cover Sheet of this document. The Contracts Specialist is only authorized to

direct the attention of prospective Bidders to the portions of the Contract. No employee of the Port Authority is authorized to interpret any portion of the Contract or to give information in addition to that contained in the Contract. When Contract interpretation or additional information as to the Contract requirements is deemed necessary by the Port Authority, it will be communicated to all Bidders by written addenda issued under the name of the Manager, Commodities & Services Division, Procurement Department of the Port Authority and may be posted on the Port Authority website. Addenda shall be considered part of the Contract.

8. Additional Information To and From Bidders

Should the Authority require additional information from the Bidder in connection with its bid, such information shall be submitted within the time frame specified by the Port Authority.

If the Bidder is a corporation, a statement of the names and residences of its officers should be submitted on the Name and Residence of Principals Sheet, directly following the Signature Sheet.

9. Union Jurisdiction

All prospective Bidders are advised to ascertain whether any union now represented or not represented at the Facility will claim jurisdiction over any aspect of the operations to be performed hereunder and their attention is directed to the paragraph entitled “Harmony” in the Standard Contract Terms and Conditions.

10. Assessment of Bid Requirements

The Bidder should carefully examine and study the entire contents of these bid documents and shall make its own determinations as to the services and materials to be supplied and all other things required to be done by the Contractor.

11. Bidder’s Prerequisites

Only Bids from Bidders that can satisfactorily demonstrate meeting the prerequisites specified within Part II hereof at the time of bid submission will be considered. By furnishing this document to the Bidder, the Port Authority has not made a determination that the Bidder has met the prerequisites or has otherwise been deemed qualified to perform the services. A determination that a Bidder has met the prerequisites is no assurance that it will be deemed qualified in connection with other bid requirements included herein.

12. Qualification Information

The Port Authority may give oral or written notice to the Bidder to furnish the Port Authority with information and to meet with designated representatives of the Port Authority relating to the Bidder’s qualifications and ability to fulfill the Contractor’s obligations hereunder. The requested information shall be submitted no later than three (3) days after said notice unless otherwise indicated. Matters upon which the Port Authority may inquire may include, but may not be limited to, the following:

- a. The Bidder may be required to demonstrate that it is financially capable of performing this Contract, and the determination of the Bidder's financial

qualifications will be made by the Port Authority in its sole discretion. The Bidder shall submit such financial and other relevant information as may be required by the Port Authority from time to time including, but not limited to, the following:

1. (i) Certified financial statements, including applicable notes, reflecting the Bidder's assets, liabilities, net worth, revenues, expenses, profit or loss and cash flow for the most recent calendar year or the Bidder's most recent fiscal year.
- (ii) Where the certified financial statements set forth in (i) above are not available, then either reviewed or compiled statements from an independent accountant setting forth the aforementioned information shall be provided.
- (iii) Where neither certified financial statements nor financial statements from an independent accountant are available, as set forth in (i) and (ii) above, then financial statements containing such information prepared directly by the Bidder may be submitted; such financial statements, however, must be accompanied by a signed copy of the Bidder's most recent Federal income tax return and a statement in writing from the Bidder, signed by an executive officer or their authorized designee, that such statements accurately reflect the present financial condition of the Bidder.

Where the statements submitted pursuant to subparagraphs (i), (ii) or (iii) are dated prior to forty-five (45) days before the bid opening, then the Bidder shall submit a statement in writing, signed by an executive officer of the Bidder or their designee, that the present financial condition of the Bidder is at least as good as that shown on the statements submitted.

2. Bidder's statement of work on hand, including any work on which a bid has been submitted, and containing a description of the work, the annual dollar value, the location by city and state, the current percentage of completion, the expected date for completion, and the name of an individual most familiar with the Bidder's work on these jobs.
 3. The name and address of the Bidder's banking institution, chief banking representative handling the Bidder's account, the Bidder's Federal Employer Identification Number (i.e., the number assigned to firms by the Federal Government for tax purposes), the Bidder's Dun and Bradstreet number, if any, the name of any other credit service to which the Bidder has furnished information, and the number, if any, assigned by such service to the Bidder's account.
- b. Information relating to the Bidder's Prerequisites, if any, as set forth in this document.
 - c. If the Bidder is a corporation: (1) a copy of its Certificate of Incorporation and, if applicable, all Amendments thereto with a written declaration signed by the Secretary of the Corporation with the corporate seal affixed thereto, stating that the copy furnished is a true copy of the Certificate of Incorporation and any such Amendments as of the date of the opening of the bid and (2) if the Bidder is not incorporated under the laws of the state in which the service is to be performed, a

certificate from the Secretary of State of said state evidencing the Bidder's legal qualification to do business in that state.

- d. A statement setting forth the names of those personnel to be in overall charge of the service and those who would be exclusively assigned to supervise the service and their specific roles therein, setting forth as to each the number of years of experience and in which functions and capacities each would serve.
- e. Information to supplement any statement submitted in accordance with the Standard Contract Terms and Conditions entitled "Contractor's Integrity Provisions."
- f. In the event that the Bidder's performance on a current or past Port Authority or Port Authority Trans-Hudson Corporation (PATH) contract or contracts has been rated less than satisfactory, the Manager, Purchasing Services Division, may give oral or written notice to the Bidder to furnish information demonstrating to the satisfaction of such Manager that, notwithstanding such rating, such performance was in fact satisfactory or that the circumstances which gave rise to such unsatisfactory rating have changed or will not apply to performance of this Contract, and that such performance will be satisfactory.
- g. The Bidder recognizes that it may be required to demonstrate to the satisfaction of the Port Authority that it in fact can perform the services as called for in this Contract and that it may be required to substantiate the warranties and representations set forth herein and the statements and assurances it may be required to give.

Neither the giving of any of the aforesaid notices to a Bidder, the submission of materials by a Bidder, any meeting which the Bidder may have with the Port Authority, nor anything stated by the Port Authority in any such meeting shall be construed or alleged to be construed as an acceptance of said Bidder's Bid. Nothing stated in any such meeting shall be deemed to release any Bidder from its offer as contained in the bid documents.

13. Contractor's Integrity Provisions

By submitting a Bid, Bidders shall be deemed to have made the certifications contained in the clauses entitled "Certification of No Investigation (criminal or civil anti-trust), Indictment, Conviction, Debarment, Suspension, Disqualification and Disclosure of Other Information," and "Non-Collusive Bidding, and Code of Ethics Certification, Certification of No Solicitation Based On Commission, Percentage, Brokerage, Contingent or Other Fees" contained within the Standard Terms and Conditions within these bid documents. If the Bidder is unable to make the certifications contained therein the Bidder shall submit a statement with its Bid explaining why any such certification(s) cannot be made. Such a submission shall be submitted with your Bid to bidrfpsubmittal@panynj.gov.

14. Code of Ethics for Port Authority Vendors

Bidder's attention is directed to the Port Authority's "Code of Ethics for Port Authority Vendors" (the "Code"). The Code of Ethics can be found on the Port

Authority's website at <https://www.panynj.gov/business-opportunities/become-vendor.html>.

15. Facility Inspection

Details regarding the Facility inspection for all parties interested in submitting a bid are stipulated in Part II hereof. All Bidders must present company identification and photo identification for access to the Facility.

16. Available Documents - General

Certain documents, listed in Part II hereof, will be made available for reference and examination by Bidders either at the Facility Inspection, or during regular business hours. Arrangements to review these documents at a time other than the Facility Inspection may be made by contacting the person listed in Part II as the contact for the Facility Inspection.

These documents were not prepared for the purpose of providing information for Bidders upon this Contract, but they were prepared for other purposes, such as for other contracts or for design purposes for this or other contracts, and they do not form a part of this Contract. The Port Authority makes no representation or guarantee as to, and shall not be responsible for, their accuracy, completeness or pertinence, and, in addition, shall not be responsible for the inferences or conclusions to be drawn there from.

17. Pre-award Meeting

The lowest qualified Bidder may be called for a pre-award meeting prior to award of the Contract.

18. Price Preference

A price preference may be available for Minority/Women Business Enterprises (MBE/WBEs) or Small Business Enterprises (SBEs) as set forth in the Standard Contract Terms and Conditions.

19. MBE/WBE Subcontracting Provisions

Bidders shall use every good-faith effort to provide for participation by Port Authority certified Minority Business Enterprises (MBEs) and Port Authority certified Woman-owned Business Enterprises (WBEs) in all purchasing and subcontracting opportunities associated with this Contract, including purchase of equipment, supplies and labor services, in accordance with the "MBE/WBE Subcontracting Provisions" contained within Part III, and the section of the Standard Terms and Conditions entitled "MBE/WBE Good Faith Participation."

20. Certification of Recycled Materials

Bidders are requested to submit, with their bid, a written certification entitled "Certified Environmentally Preferable Products / Practices" attached hereto as "Attachment I-A", 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 numbered section, the following definitions shall apply:

- a. "Recovered Material" means 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" means 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" means 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" means 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" means 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" means 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.

21. City Payroll Tax

Bidders should be aware of the payroll tax imposed by the:

- a. City of Newark, New Jersey for services performed in Newark, New Jersey;
- b. City of New York, New York for services performed in New York, New York; and
- c. City of Yonkers, New York for services performed in Yonkers, New York.

These taxes, if applicable, are the sole responsibility of the Contractor. Bidders should consult their tax advisors as to the effect, if any, of these taxes. The Port Authority provides this notice for informational purposes only and is not responsible for either the imposition or administration of such taxes. The Port Authority exemption set forth in the Paragraph headed "Sales or Compensating Use Taxes", in the Standard Contract Terms and Conditions included herein, does not apply to these taxes.

22. Automated Clearing House Enrollment

The Port Authority of New York and New Jersey has transitioned to an electronic method of paying its vendors, contractors and consultants via an

Automated Clearing House (“ACH”) funds transfer. It is the Port Authority’s expectation that all vendors, contractors and consultants will be paid via an ACH funds transfer. To avoid delays in payment, vendors, contractors, and consultants should enroll in ACH and complete the Port Authority’s “Authorization Agreement For Direct Deposits And Direct Payments (ACH Credits)” form, which is available at <https://www.panynj.gov/business-opportunities/pdf/Vendor-ACH-auth-form.pdf>. The Authorization Agreement shall remain in full force and effect until the Port Authority has received written notification from the vendor, contractor or consultant of its termination in such time and in such manner as to afford the Port Authority and the depository financial institution(s) a reasonable opportunity to act on it. Any questions on this process may be directed to the Comptrollers Department ACH Enrollments contact line at 201 216-6002 or emailed to ACHENROLLMENT@PANYNJ.GOV.

23. Additional Bidder Information

Prospective Bidders are advised that additional vendor information, including but not limited to, forms, documents and other information, including protest procedures, may be found on the Port Authority website at: [_http://www.panynj.gov/business-opportunities/become-vendor.html](http://www.panynj.gov/business-opportunities/become-vendor.html).

24. Safe Vehicle Operation

The Bidder may be required to demonstrate that it has a satisfactory Federal Motor Carrier Safety Administration (FMCSA) safety record and vehicle maintenance program. If applicable, the Bidder shall submit this safety information as may be required by the Port Authority, including, but not limited to:

1. Information about their overall FMCSA safety program;
2. Information about their drivers training program;
3. Information about their vehicle maintenance program;
4. Results of Commercial Vehicle inspections;
5. Information about actions taken to remedy safety issues and violations.

The determination that the Bidder's safety record and safety programs are satisfactory will be made by the Port Authority at its sole discretion.

ATTACHMENT I A - Certified Environmentally Preferable Products/Practices

Bidder Name: _____ Date: _____

In line with the Port Authority’s efforts to promote products and practices which reduce our 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.

If yes, a description of the practices being followed should be include with the submission.

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

If yes, a description of the practices being followed should be included with the submission.

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 shall 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 should attach copies of the certificates obtained.

I hereby certify under penalty of law, the above statements are true and correct.

_____ Name _____ Date

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PART II - CONTRACT SPECIFIC INFORMATION FOR BIDDERS

The following information may be referred to in other parts hereof, or further detailed in other parts hereof, if applicable.

1. Service(s) Required

Inspecting, diagnostic testing, maintenance, and repair services of British Thermal Units (BTU) Meters and Combustion Control device systems, transmitters and high temperature hot water generator safety devices.

2. Location(s) Services Required

Central Heating and Refrigeration Plant (CHRP), Building 46, Newark Liberty International Airport , as more fully described in the definition of "Facility" in the Specifications.

3. Expected Date of Commencement of Contract

On or about August 1, 2020

4. Contract Type

Service Contract

5. Duration of Contract

Three (3) years to expire on or about July 31, 2023

6. Option Period(s)

There shall be up to three (3), one (1) year Option Period(s).

7. Price Adjustment during Option Period(s) (Index Based)

Price adjustment during the Option Period(s) shall be pursuant to the clause entitled "Price Adjustment" in Part III hereof.

8. Extension Period

120-day Extension Period Applicable

9. Specific Bidder's Prerequisites

- a. The Bidder shall have had at least five (5) years of continuous experience immediately prior to the date of submission of its Bid in the management and operation of a business that performs repair services of BTU Meters, Combustion Control device systems and transmitters, and high temperature hot water generator safety devices, and during that time shall have actually engaged in providing said or such services to commercial or industrial accounts under contract. The Bidder may fulfill this prerequisite if the Bidder can demonstrate to the satisfaction of the Port Authority that the persons or entities owning and controlling the Bidder have had a cumulative total of at least five (5) years of experience immediately prior to

- the date of the submission of its Bid in the management and operation of a business actually engaged in providing these services to commercial or industrial accounts under contract during that time, or have owned and controlled other entities which have actually engaged in providing the above described services during that time period.
- b. During the time period stated in (a) above, the Bidder, or persons or entities owning and controlling the Bidder, shall have satisfactorily performed or shall be performing under at least one (1) contracts requiring similar services of similar scope to those required under this Contract.
 - c. The Bidder shall have had in its last fiscal year, or the last complete calendar year immediately preceding the opening of its Bid, a minimum of \$200,000 annual gross income.
 - d. In the event a bid is submitted by a joint venture the foregoing prerequisites will be considered with respect to such Bid as follows: The prerequisites in subparagraph (a) and (b) above, will be considered satisfied if the joint venture itself, or any of its participants individually, can meet the requirements. The prerequisite in subparagraph (c) above, will be considered satisfied if the gross income of the joint venture itself meets the prerequisite or the gross income of the participants in the joint venture cumulatively meets the prerequisite. If a joint venture which has not been established as a distinct legal entity submits a bid, it and all participants in the joint venture shall be bound jointly and severally and each such participant in the joint venture shall execute the bid and do each act and thing required by this Invitation for Bid. On the original bid and wherever else the Bidder's name would appear, the name of the joint venture Bidder should appear if the joint venture is a distinct legal entity. If the Bidder is a common law joint venture, the names of all participants should be listed followed by the words "acting jointly and severally". All joint venture Bidders must provide documentation of their legal status.

Proof that the above prerequisites are met should be submitted with the Bid.

10. Personnel Assurance Program and Contractor Staff Background Screening

The Contractor awarded this Contract may be required to have its staff, and any subcontractor's staff working under this Contract, authorize the Authority or its designee to perform background checks. Such authorization shall be in a form acceptable to the Authority. The Contractor and any subcontractors may also be required to use an organization designated by the Authority to perform the background checks. The cost for said background checks for staff that pass and are granted a credential may be reimbursable to the Contractor and its subcontractors as an out-of-pocket expense. Costs for staff that are rejected for a credential for any reason are not reimbursable.

Such background checks shall be performed through the Authority's personnel assurance program provider. The Secure Worker Access Consortium ("S.W.A.C.") is the only Port Authority approved provider to be used to conduct background screening, except as otherwise required by federal law and/or regulation. Information about S.W.A.C., instructions, corporate enrollment, online applications, and location of processing centers can be found at <http://www.secureworker.com>, or S.W.A.C. may be contacted directly at (877) 522-7922.

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PART III – CONTRACT SPECIFIC TERMS AND CONDITIONS

1. General Agreement

Subject to all of the terms and conditions of this Contract, the undersigned (hereinafter called the “Contractor”) hereby offers and agrees to provide all the necessary supervision, personnel, equipment, materials and all other things necessary to perform the Work required by this Contract as specified in Part II, and fully set forth in the Part V, (the “Specifications,”) at the location(s) listed in Part II and as more fully set forth in the Specifications, and to do all other things necessary or proper therefor or incidental thereto, all in strict accordance with the provisions of the Contract Documents and any future changes therein; and the Contractor further agrees to assume and perform all other duties and obligations imposed upon it by this Contract.

In addition, all things not expressly mentioned in the Specifications but involved in the carrying out of their intent and in the complete and proper execution of the matters referred to in and required by this Contract are required by the Specifications, and the Contractor shall perform the same as though they were specifically delineated, described and mentioned therein.

2. Duration

- a) The initial term of this Contract (hereinafter called the “Base Term”) shall commence on or about the date specified in Part II hereof, on the specific date set forth in the Port Authority’s written notice of bid acceptance (hereinafter called the “Commencement Date”), and unless otherwise terminated, revoked or extended in accordance with the provisions hereof, shall expire as specified in Part II hereof (hereinafter called the “Expiration Date”).
- b) If specified as applicable to this Contract and set forth in Part II hereof, the Port Authority shall have the right to extend this Contract for additional period(s), either through an extension or an option (hereinafter collectively referred to as the “Option Period(s)”) following the Expiration Date, upon the same terms and conditions subject only to adjustments of charges, if applicable to this Contract, as may be hereinafter provided in the paragraph entitled “Price Adjustments”. If the Port Authority shall elect to exercise the Option(s) to extend this Contract, then, no later than thirty (30) days prior to the Expiration Date, the Port Authority shall send a notice that it is extending the Base Term of this Contract, and this Contract shall thereupon be extended for the applicable Option Period. If the Contract provides for more than one Option Period, the same procedure shall apply with regard to extending the term of this Contract for succeeding Option Periods.
- c) Unless specified as not applicable to this Contract in Part II hereof, 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 the term of Contract, the Port Authority will advise the Contractor, in writing, that the term is so extended, and will stipulate the length of the extended term, at least thirty (30) days prior to the expiration date of the previous contract period.

3. Payment

Subject to the provisions of this Contract, the Port Authority agrees to pay to the Contractor and the Contractor agrees to accept from the Port Authority as full and complete consideration for the performance of all its obligations under this Contract and as sole compensation for the Work performed by the Contractor hereunder, a compensation calculated from the actual quantities of services performed and the respective prices inserted by the Contractor in the Pricing Sheet(s), forming a part of this Contract, exclusive of compensation under the clause hereof entitled "Extra Work". The manner of submission of all bills for payment to the Contractor by the Port Authority for Services rendered under this Contract shall be subject to the approval of the Manager in all respects, including, but not limited to, format, breakdown of items presented and verifying records. All computations made by the Contractor and all billing and billing procedures shall be done in conformance with the following procedures:

- a) Payment shall be made in accordance with the prices for the applicable service (during the applicable Contract year) as they appear on the Pricing Sheet(s), as the same may be adjusted from time to time as specified herein, minus any deductions for services not performed and/or any liquidated damages to which the invoice may be subject and/or any adjustments as may be required pursuant to increases and decreases in areas or frequencies, if applicable. All Work must be completed within the time frames specified, or as designated by the Manager.
- b) The Contractor shall submit to the Manager by the fifth day of each month following the month of commencement of this Contract and on or by the fifth day of each month thereafter (including the month following the termination, revocation or expiration of this Contract) a complete and correct invoice for the work performed during the preceding visit accompanied by such information as may be required by the Manager for verification. Payment will be made within thirty (30) days of Port Authority verification of the invoice.

Invoices shall be submitted to:

Port Authority of New York and New Jersey

Newark Liberty International Airport

Building 46, Central Heating & Refrigeration Plant, NJ 07114

- c) No certificate, payment, acceptance of any Work or any other act or omission of any representative of the Port Authority shall operate to (1) release the Contractor from any obligation under or upon this Contract, or to (2) estop the Port Authority from showing at any time that such certificate, payment, acceptance, act or omission was incorrect or to (3) preclude the Port Authority from recovering any

monies (a) paid in excess of those lawfully due or (b) to which the Port Authority may be entitled on account of and any damage sustained by the Port Authority.

- d) In the event an audit of received invoices should indicate that the correct sum due the Contractor for the relevant billing period is less than the amount actually paid by the Port Authority, the Contractor shall pay to the Port Authority the difference promptly upon receipt of the Port Authority's statement thereof. The Port Authority may, however, in its discretion elect to deduct said sum or sums from any subsequent monthly payments payable to the Contractor hereunder.

“Final Payment”, as the term is used throughout this Contract, means the final payment made for services rendered in the last month of the Base Term or any extended term. However, should this Contract be terminated for any reason prior to the last month of the Base Term or any extended term, then Final Payment shall be the payment made for services rendered in the month during which such termination becomes effective. The Contractor's acceptance of Final Payment shall act as a full and complete release to the Port Authority of all claims of and of all liability to the Contractor for all things done or furnished in connection with this Contract and for every act and neglect of the Port Authority and others relating to or arising out of this Contract, including claims arising out of breach of contract and claims based on claims of third persons. No payment, however, final or otherwise shall operate to release the Contractor from any obligations in connection with this Contract.

4. Price Adjustment

All Contract prices submitted by the Contractor and agreed to by The Port Authority, shall be applicable to the three (3) years of the Base Term. For the Option Period(s) that are applicable to this Contract and are exercised hereunder, (excluding the 120 day Extension Period as described in the paragraph entitled “Duration” hereof). The Port Authority shall adjust the compensation due to the Contractor utilizing the Consumer Price Index for CPI-All Urban Consumers (Current Series) **Series Id:**CUURS12ASA0L2,CUUSS12ASA0L2 Not Seasonally Adjusted **Series Title:** All items less shelter in New York-Newark-Jersey City, NY-NJ-PA, all urban consumers, not seasonally adjusted **Area:** New York-Newark-Jersey City, NY-NJ-PA **Item:** All items less shelter **Base Period:**1982-84=100, published by the Bureau of Labor Statistics of the United States Department of Labor (hereinafter called the “Price Index”).

For the first one (1) year Option Period of the Contract, the Price Index shall be determined for the months of January 2022 and January 2023. The amounts payable to the Contractor in the final year of the Base Term shall be multiplied by a fraction the numerator of which is the Price Index for January 2023 and the denominator of which is the Price Index for January 2022. The resulting product shall be the amounts payable to the Contractor in the first one (1) year Option Period.

For the second one (1) year Option Period of the Contract, the Price Index shall be determined for the months of January 2023 and January 2024. The amounts payable to the Contractor in the first one (1) year Option Period shall be multiplied by a fraction

the numerator of which is the Price Index for January 2024 and the denominator of which is the Price Index for January 2023. The resulting product shall be the amounts payable to the Contractor in the second one (1) year Option Period.

For the third one (1) year Option Period of the Contract, the Price Index shall be determined for the months of January 2024 and January 2025. The amounts payable to the Contractor in the second one (1) year Option Period shall be multiplied by a fraction the numerator of which is the Price Index for January 2025 and the denominator of which is the Price Index for January 2024. The resulting product shall be the amounts payable to the Contractor in the third one (1) year Option Period.

In the event of a change in the basis for the computation of the said Index or the discontinuance of its publication, such other appropriate index shall be substituted as may be agreed upon by the Authority and the Contractor as properly reflecting changes in the value of the current United States money in a manner similar to that established in the said Price Index. In the event of the failure of the parties to so agree, the Port Authority may select and use such index, as it seems appropriate. Notwithstanding the provisions of this section, in no event shall any adjustment hereunder be greater than three percent (3%) per annum.

The amounts payable to the Contractor during the 120-day Extension Period shall not be subject to adjustment.

If, after an adjustment referred to in this Section, the Index used for computing such adjustment shall be changed or adjusted, then the amounts payable to the Contractor for that period shall be recomputed. If such recomputation results in a smaller increase in the amount payable to such period, then after notification of the change or adjustment, the recomputed amounts shall be in effect and upon demand by the Port Authority (or PATH), the Contractor shall refund to Port Authority excess amounts paid by Port Authority for such period.

6. Liquidated Damages

- a) The Contractor's obligations for the performance and completion of the Work within the time or times provided for in this Contract are of the essence of this Contract. In the event that the Contractor fails to satisfactorily perform all or any part of the Work required hereunder in accordance with the requirements set forth in the Specifications (as the same may be modified in accordance with provisions set forth elsewhere herein) then, inasmuch as the damage and loss to the Port Authority for such failure to perform includes items of loss whose amount will be incapable or very difficult of accurate estimation, the damages for such failure to perform shall be liquidated as follows:
 - i. If the Contractor's personnel fails to perform any item of Work required in the performance of a monthly Service Visit specified in the Specifications satisfactorily, or at the frequencies set forth in the Specifications, then the amount payable to the Contractor for said monthly Service Visit shall be

reduced by an amount equal to two hundred percent (200%) of the “Price Per Service Visit” inserted in the “Contractor’s Pricing Sheet A – Monthly Service Visit” for such Service Visit, multiplied by the number of times the Contractor fails to perform the Service Visit, as specified, satisfactorily or at the frequencies required, until such services are satisfactorily performed.

- ii. If the Contractor’s personnel fails to perform any item of Work required in the performance of an annual Service Visit specified in the Specifications satisfactorily, or at the frequencies set forth in the Specifications, then the amount payable to the Contractor for said annual Service Visit shall be reduced by an amount equal to two hundred percent (200%) of the “All-Inclusive Price Per Service Visit” inserted in the “Contractor’s Pricing Sheet B – Annual Service Visit” for such Service Visit, multiplied by the number of times the Contractor fails to perform the Service Visit, as specified, satisfactorily or at the frequencies required, until such services are satisfactorily performed.
- iii. If the Contractor fails to satisfactorily perform the NJDEP NJAC 7:27-19 Nitrogen Oxide compliance testing as set forth in the Specifications, excluding any mechanical or Programmable Logic Controller (PLC) issues that prevented the Contractor from completing the test, then the amount payable to the Contractor shall be reduced by two hundred percent (200%) of the “All-Inclusive Price ” for such testing inserted in the “Contractor’s Pricing Sheet B – Annual Service Visit”, multiplied by the number times the Contractor fails to satisfactorily perform the required service, until such services are satisfactorily performed.
- iv. If the Contractor fails to respond and begin performing emergency services within the response time stipulated in the Specifications, then the amount payable to the Contractor shall be reduced by two hundred percent (200%) of the “Hourly Rate” inserted in the “Contractor’s Pricing Sheet D – Emergency Service Labor” for each hour, or part thereof, beyond the response time, until the Contractor begins performing emergency services.
- v. If the Contractor fails to keep the systems and equipment listed in the Specifications one hundred percent (100%) operational, in accordance with the Specifications, then the amount payable to the Contractor shall be reduced by two hundred dollars (\$200.00) per day, or part thereof, the systems and equipment are not operational.
- vi. If the Contractor fails to enter data into the computerized maintenance asset management system (CMMS) within the time required in the Specifications, then the amount payable to the Contractor shall be reduced by one hundred dollars (\$100) per day, or part thereof, until the Contractor enters the data into the CMMS.

- vii. If the Contractor fails to submit required templates to the Port Authority within the timeframes in the Specifications, then the amount payable to the Contractor shall be reduced by one hundred dollars (\$100) per day, or part thereof, until the Contractor provides the required templates.
 - viii. If the Contractor's automation or monitoring system fails to communicate to the CMMS due to an internal component failure within the Contractor's system (this excludes scheduled maintenance and repairs), then the amount payable to the Contractor shall be reduced by one hundred dollars (\$100) per day, or part thereof, until the Contractor reestablishes communication to the CMMS from its automation or monitoring system.
 - ix. If the Contractor's personnel fail to repair, replace, or restore the equipment listed in the Specifications to normal working operation within forty-eight (48) hours of discovery of the failure, then the compensation payable to the Contractor shall be reduced by five hundred dollars (\$500) per day, or part thereof, until the Contractor restores the equipment to normal working operation.
 - x. If the Contractor fails to provide any reports, records, and any other information or documentation requested by the Manager within the time specified in this Contract, then the amount payable to the Contractor by the Port Authority shall be reduced by fifty (\$50) dollars per day, or part thereof, until the Contractor provides the requested information.
- b) The Manager shall determine whether the Contractor has performed in a satisfactory manner and their determination shall be final, binding and conclusive upon the Contractor.
 - c) Failure of the Manager or the Port Authority to impose liquidated damages shall not be deemed Port Authority acceptance of unsatisfactory performance or a failure to perform on the part of the Contractor or a waiver of its remedies hereunder.

7. Insurance Procured by the Contractor

The Contractor and its subcontractor(s) shall take out, maintain, and pay the premiums on Commercial General Liability Insurance, for the life of the Contract and such Insurance and shall be written on an ISO occurrence form CG 00 01 0413 or its equivalent covering the obligations assumed by the Contractor under this Contract including but not limited to premise-operations, products and completed operations and independent contractors coverage, with contractual liability language covering the obligations assumed by the Contractor under this Contract and, if vehicles are to be used to carry out the performance of this Contract, then the Contractor shall also take out, maintain, and pay the premiums on Automobile Liability Insurance covering any autos in the following minimum limits:

Commercial General Liability Insurance - \$5 million combined single limit per occurrence for bodily injury and property damage liability.

Automobile Liability Insurance - \$2 million combined single limit per accident for bodily injury and property damage liability.

The insurance shall be written on an occurrence basis, as distinguished from a “claims made” basis, and shall not include any exclusions for “action over claims” (insured vs. insured) and minimally arranged to provide and encompass at least the following coverages:

- Contractual Liability to cover liability assumed under the Contract;
- Independent Contractor’s Coverage;
- Premise-Operations, Products and Completed Operations Liability Insurance;
- The insurance coverage (including primary, excess and/or umbrella) hereinafter afforded by the Contractor and all subcontractor(s) shall be primary insurance and non-contributory with respect to the additional insureds;
- Excess/umbrella policies shall “follow form” to the underlying policy;
- Excess/umbrella policies shall have a liberalization clause with drop down provision;
- Coverage for explosion, collapse and underground property damage (XCU);
- Deletion of the pollution exclusion;
- To the extent any coverage the Contractor and subcontractor(s) obtains and/or maintains under this Contract contains “Other Insurance” language or provisions, such language or provisions shall not be applicable to the additional insureds or to any insurance coverage maintained by the additional insureds;
- All insurance policies shall include a waiver of subrogation, as allowed by law, in favor of the additional insureds;
- Defense costs must be outside of policy limits. Eroding limits policies are not permitted;
- In the event the Contractor and/or its subcontractors obtains and/or maintains insurance in an amount greater than the minimum limits required under this Contract, then the full limits of that insurance coverage will be available to respond to any claim asserted against the additional insureds that arises out of or is in any way connected with this Contract;
- Additional insureds coverage shall not be restricted to vicarious liability unless required by controlling law.

In addition, the liability policy (ies) shall be written on a form at least as broad as ISO Form CG 20 10 10 01 (for ongoing operations work) together with ISO Form CG 20 37 10 01 (for completed operations work) or their equivalent and endorsed to and name “The Port Authority of New York and New Jersey and its related entities, their Commissioners, Directors, Superintendents, officers, partners, employees, agents, the

City of New York, their affiliates, successors or assigns” as Insured (as defined in the policy or in an additional insured endorsement amending the policy’s “Who is An Insured” language as the particular policy may provide). The “Insured” shall be afforded coverage and defense as broad as if they are the first named insured and regardless of whether they are otherwise identified as additional insureds under the liability policies, including but not limited to premise-operations, products-completed operations on the Commercial General Liability Policy. Such additional insureds status shall be provided regardless of privity of contract between the parties. The liability policy (ies) and certificates of insurance shall contain separation of insured and severability of interests clauses for all policies so that coverage will respond as if separate policies were in force for each insured. An act or omission of one of the insureds shall not reduce or void coverage to the other insureds. The Contractor is responsible for all deductibles or losses not covered by commercially procured insurance. Any portion of the coverage to be provided under a Self-Insured Retention (SIR) of the Contractor is subject to the review and approval of the General Manager, Risk Finance. Furthermore, any insurance or self-insurance maintained by the above additional insureds shall not contribute to any loss or claim.

If any of the Work is to be done on or at Port Authority facilities by subcontractors and, if the Contractor requires its subcontractors to procure and maintain such insurance in the name of the Contractor, then such insurance as is required herein shall include and cover the additional insureds and it must have insurance limits not lower than those set forth by the Port Authority herein, along with all the insurance requirements in this section known as “Insurance Procured by the Contractor”.

All insurance coverage shall be provided by the Contractor and/or by or for any of its subcontractors at no additional expense to the Port Authority and its related entities. A copy of this section titled “Insurance Procured by the Contractor” shall be given to your insurance agent and subcontractors and shall form a part of the covered contract or subcontract for insurance purposes in furtherance of the insurance requirements under this Contract.

Further, it is the Contractor’s responsibility to maintain, enforce and ensure that the type of coverages and all limits maintained by it and any of all subcontractors are accurate, adequate and in compliance with the Port Authority requirements; and the Contractor is to retain a copy of its subcontractors’ certificates of insurance. All certificates of insurance shall be turned over to the Port Authority prior to the start of work, including subcontractors’ work, and upon completion of the Contract.

The Contractor, its subcontractors, and its insurers shall not, without obtaining the express advance written permission from the General Counsel of the Port Authority, raise any defense involving in any way the jurisdiction of any court, tribunal, agency, special district, commission or other authority exercising judicial or regulatory functions over the person of the Port Authority, the immunity of the Port Authority, its Commissioners, directors, officers, agents or employees, their affiliates, successors and/or assigns, the governmental nature of the Port Authority or the provision of any statutes respecting suits against the Port Authority.

The Port Authority shall be an intended third-party beneficiary of any policy of liability insurance required by the provisions of this Contract, with the direct right to enforce any such policy with respect to this provision.

The Contractor and its subcontractor(s) shall also take out, maintain, and pay premiums on Workers' Compensation Insurance in accordance with the requirements of law in the state(s) where work will take place, and Employer's Liability Insurance with limits of not less than \$1 million per each accident.

Each policy above shall contain an endorsement that the policy may not be canceled, terminated, or modified without thirty (30) days' prior written notice to the Port Authority Att: Facility Contract Administrator, at the location where the work will take place with a copy to the General Manager, Risk Finance.

The Port Authority may, at any time during the term of this Contract, change or modify the limits and coverages of insurance. Should the modification or change results in an additional premium, the General Manager, Risk Finance for the Port Authority may consider such cost as an out-of-pocket expense.

Within five (5) days after the award of this Contract and prior to the start of work, the Contractor must submit an original certificate of insurance to the Port Authority Facility Contract Administrator, at the location where the work will take place. This certificate of insurance MUST show evidence of the above insurance policy (ies), including, but not limited to, the cancellation notice endorsement and stating the contract number prior to the start of work. The Contractor is also responsible for maintaining and conforming to all insurance requirements from the additional insureds and their successors or assigns.

The General Manager, Risk Finance must approve the certificate(s) of insurance before any work can begin. Upon request by the Port Authority, the Contractor shall furnish to the General Manager, Risk Finance, a certified copy of each policy, including the premiums.

If at any time the above liability insurance should be canceled, terminated, or modified so that the insurance is not in effect as above required, then the Contractor and all subcontractors shall suspend performance of the Contract at the premises until a satisfactory insurance policy (ies) and certificate of insurance is provided to and approved by Risk Finance, unless the Facility or Project Manager directs the Contractor, in writing, to continue to performing work under the Contract. If the Contract is so suspended, no extension of time shall be due on account thereof.

Renewal certificates of insurance or policies shall be delivered to the Port Authority Facility Contractor Administrator, and upon request from the additional insureds, their successors or assigns at least fifteen (15) days prior to the expiration date of each expiring policy. The General Manager, Risk Management must approve the renewal certificate(s) of insurance before work can resume on the facility.

If at any time any of the certificates or policies shall become unsatisfactory to the Port Authority, the Contractor shall promptly obtain a new and satisfactory certificate and policy and provide same to the Port Authority.

Failure by the Contractor to meet any of the insurance requirements, including the requirement that the Port Authority be afforded the full extent of the insurance obtained under this Contract without limitation, shall be deemed a material breach of contract and may be a basis for termination of this Contract by the Port Authority.

The requirements for insurance procured by the Contractor and subcontractor(s) shall not in any way be construed as a limitation on the nature or extent of the contractual obligations assumed by the Contractor under this Contract. The insurance requirements are not a representation by the Port Authority as to the adequacy of the insurance necessary to protect the Contractor against the obligations imposed on it by law or by this or any other contract. [CITS#6189N]

8. Increase and Decrease in Areas or Frequencies

The Manager shall have the right, at any time and from time to time in their sole discretion, to increase or decrease the frequencies of all or any part of the services required hereunder and/or to add areas not described herein in the Specifications or to remove areas or parts of areas which are hereunder so described. In the event the Manager decides to change any frequencies or areas such change shall be by written notice given to the Contractor not less than seven (7) business days prior to the effective date of said changes, said changes to be effective upon the date specified in said notice.

In the event of an increase or decrease in areas or frequencies, the Contractor's compensation will be adjusted to reflect such change in areas or frequencies utilizing the applicable unit price for such services (for the applicable Contract year) as set forth on the Pricing Sheet(s).

Where no specific unit price has been quoted for the type of services to be increased or decreased, the Manager shall have the right to negotiate the compensation to reflect such change, whether an increase or decrease in areas or frequencies, which, in the opinion of the Manager, are necessary to complete the work, by multiplying the increased or decreased amount by the negotiated rate.

In the event of a decrease, the Contractor shall not be entitled to compensation for Work not performed.

No such change in areas or frequency will be implemented which results in a total increase or decrease in compensation that is greater than fifty percent (50%) of the Total Estimated Contract Price for the Base Term or, if changes are to be implemented during an Option Period, fifty percent (50%) for that Option Period.

Any increases in frequencies or areas shall not constitute Extra Work and, as such, shall not be limited by the Extra Work provisions of this Contract.

9. Extra Work

The Contractor is required to provide separate materials, supplies, equipment and personnel for Extra Work when such is deemed necessary by the Manager. “Extra Work” as used herein shall be defined as work which differs from that expressly or impliedly required by the Specifications in their present form. Total Extra Work performed by the Contractor shall not exceed six percent (6%) of the Total Estimated Contract Price of this Contract for the entire Term of this Contract including extensions thereof, or six percent (6%) of the Total Estimated Contract Price of each Section if this Contract is awarded by separate Sections.

An increase in area or frequency does not constitute Extra Work, but shall be compensable based on the prices in the Pricing Sheet(s) and the paragraph herein titled “Increase or Decrease in Areas or Frequencies”.

The Contractor is required to perform Extra Work pursuant to a written order of the Manager expressly recognizing such work as Extra Work. If lump sum or unit price compensation cannot be agreed upon by the parties in writing prior to the start of Work, the Contractor shall perform such Extra Work and the Contractor’s compensation shall be increased by the sum of the following amounts and such amounts only: (1) the actual net cost, in money, of the labor, and material, required for such Extra Work; (2) ten percent (10%) of the amount under (1) above; (3) such rental as the Manager deems reasonable for plant and equipment (other than small tools) required for such Extra Work; (4) if the Extra Work is performed by a subcontractor, an additional five percent (5%) of the sum of the amounts under (1) through (3) above.

As used in this numbered clause (and in this clause only):

“Labor” means laborers, mechanics, and other employees below the rank of supervisor, directly employed at the Site of the Work subject to the Manager or their designee’s authority to determine what employees of any category are “required for Extra Work” and as to the portion of their time allotted to Extra Work; and “cost of labor” means the wages actually paid to and received by such employees plus a proper proportion of (a) vacation allowances and union dues and assessments which the employer actually pays pursuant to contractual obligation upon the basis of such wages, and (b) taxes actually paid by the employer pursuant to law upon the basis of such wages and workers’ compensation premiums paid pursuant to law. “Employees” as used above means only the employees of one employer.

“Net Cost” means the Contractor’s actual cost after deducting all permitted cash and trade discounts, rebates, allowances, credits, sales taxes, commissions, and refunds (whether or not any or all of the same shall have been taken by the Contractor) of all parts and materials purchased by the Contractor solely for the use in performing its obligation hereunder provided, where such purchase has received the prior written approval of the Manager as required herein. The Contractor shall promptly furnish to the Manager such bills of sale and other instruments as the Manger may require, executed, acknowledged and delivered, assuring to the Manager title to such materials, supplies, equipment, parts, and tools free of encumbrances.

“Materials” means temporarily-installed and consumable materials as well as permanently-installed materials; and “cost of materials” means the price (including taxes actually paid by the Contractor pursuant to law upon the basis of such materials) for which such materials are sold for cash by the manufacturers or producers thereof, or by regular dealers therein, whether or not such materials are purchased directly from the manufacturer, producer or dealer (or if the Contractor is the manufacturer or producer thereof, the reasonable cost to the Contractor of the manufacture and production), plus the reasonable cost of delivering such materials to the Site of the Work in the event that the price paid to the manufacturer, producer or dealer does not include delivery and in case of temporarily-installed materials, less their salvage value, if any.

The Manager shall have the authority to decide all questions in connection with Extra Work. The exercise by the Manager of the powers and authorities vested in him/her by this section shall be binding and final upon the Port Authority and the Contractor.

The Contractor shall submit all reports, records and receipts as are requested by the Manager so as to enable him/her to ascertain the time expended in the performance of the Extra Work, the quantity of labor and materials used therein and the cost of said labor and materials to the Contractor.

The provisions of this Contract relating generally to Work and its performance shall apply without exception to any Extra Work required and to the performance thereof. Moreover, the provisions of the Specifications relating generally to the Work and its performance shall also apply to any Extra Work required and to the performance thereof, except to the extent that a written order in connection with any particular item of Extra Work may expressly provide otherwise.

If the Contractor deems work to be Extra Work, the Contractor shall give written notice to the Manager within twenty-four (24) hours of performing the work that it so considers as Extra Work, and failure of the Contractor to provide said notice shall constitute a waiver of any claim to an increase in compensation for such work and a conclusive and binding determination that it is not Extra Work.

The Contractor shall supply the amount of materials, supplies, equipment and personnel required by the Manager within twenty-four (24) hours following the receipt of written or verbal notice from the Manager, or in the case of an emergency as determined by the Manager, within four (4) hours following the receipt by the Contractor of the Manager’s written or oral notification. Where oral notification is provided hereunder, the Manager will thereafter confirm the same in writing.

All Extra Work shall be billed to the Port Authority on a separate invoice on a monthly basis.

10. MBE/WBE Subcontracting Provisions

The Port Authority has a long-standing practice of making its business opportunities available to Minority Business Enterprises (MBEs) and Women-owned Business Enterprises (WBEs) and has taken affirmative steps to encourage such firms to seek business opportunities with the Port Authority. The Contractor shall use every good-faith effort to provide for participation by Port Authority Certified Minority Business Enterprises (MBEs) and Port Authority Certified Women-owned Business Enterprises

(WBEs) in all purchasing and subcontracting opportunities associated with this Contract, including purchase of equipment, supplies and labor services.

The Contractor shall use good faith efforts to achieve participation equivalent to twenty percent (20%) of the total Contract price for Port Authority certified MBEs and ten percent (10%) of the total Contract price for Port Authority certified WBEs.

Good faith efforts to include and facilitate participation by MBE/WBEs shall include, but not be limited to the following:

- a. Dividing the services and materials to be procured into smaller portions, where feasible.
- b. Giving reasonable advance notice of specific contracting, subcontracting and purchasing opportunities to such MBE/WBEs as may be appropriate.
- c. Soliciting services and materials from a Port Authority certified MBE/WBE. To access the Port Authority's Directory of MBE/WBE Port Authority certified firms go to <http://www.panynj.gov/business-opportunities/sd-mwsdbe-profile.html>.
- d. Ensuring that provision is made to provide progress payments to MBE/WBEs as defined in the prompt payment provision below.
- e. Observance of reasonable commercial standards of fair dealing in the respective trade or business.

Bidders are directed to use form PA3760A as the recording mechanism for the MBE/WBE Participation Plan, which may be downloaded at <http://www.panynj.gov/business-opportunities/become-vendor.html>.

Bidders shall include with their bids, a MBE/WBE Participation Plan for each MBE/WBE subcontractor, to be reviewed and approved by the Authority's Office of Business Diversity and Civil Rights (OBDCR).

Each MBE/WBE Participation Plan submitted by the Contractor to the Port Authority shall contain, at a minimum, the following:

- Identification of the MBE/WBE: Provide the name and address of MBE/WBE included in the Plan. If none are identified, describe the process for selecting participant firms in order to achieve the good faith goals under this Contract.
- Level of Participation: Indicate the dollar value and percentage of MBE/WBE participation expected to be achieved.
- Scope of Work: Describe the specific scope of work the MBE/WBEs will perform.

The MBE/WBE subcontractors listed on the MBE/WBE Participation Plans must be certified by the Port Authority in order for the Contractor to receive credit toward the MBE/WBE goals set forth in this Contract. Please go to <http://www.panynj.gov/business-opportunities/sd-mwsdbe-profile.html> to search for MBE/WBEs by a particular commodity or service. The Port Authority makes no

representation as to the financial responsibility of these firms or their ability to perform work under this Contract.

Subsequent to Contract award, all changes to any of the MBE/WBE Participation Plans must be submitted via a Modified MBE/WBE Participation Plan to the Manager for review and approval by the Authority's Office of Business Diversity and Civil Rights. For submittal of modifications to the MBE/WBE Participation Plans, Contractors are directed to use form PA3760B, which may be downloaded at <http://www.panynj.gov/business-opportunities/become-vendor.html>. The Contractor shall not make changes to its approved MBE/WBE Participation Plan or substitute MBE/WBE subcontractors or suppliers for those named in their approved plan without the Manager's prior written approval. Unauthorized changes or substitutions, including performing the work designated for a subcontractor with the Contractor's own forces, shall be a violation of this section. Progress toward attainment of MBE/WBE participation goals set forth herein will be monitored throughout the duration of this Contract.

The Contractor shall also submit to the Manager, along with invoices, a Statement of Subcontractor Payments (PA3968) which may be downloaded at <http://www.panynj.gov/business-opportunities/become-vendor.html>. The Statement must include the name and business address of each MBE/WBE subcontractor and supplier actually involved in the Contract, a description of the work performed and/or product or service supplied by each such subcontractor or supplier, the date and amount of each expenditure, and such other information that may assist the Manager in determining the Contractor's compliance with the foregoing provisions.

Prompt Payment/Retainage

The Contractor agrees to pay each subcontractor under this Contract, for satisfactory performance of its subcontract, no later than ten (10) days from the receipt of each payment the Contractor receives from the Authority. The Contractor agrees further to return retainage payments, if any, to each subcontractor within ten days after the subcontractors' work is satisfactorily completed. Any delay or postponement of payment from the above referenced timeframe may occur only for good cause following written approval of the Authority.

MBE/WBE Conditions of Participation

MBE/WBE participation will be counted toward meeting the MBE/WBE contract goal, subject to all of the following conditions:

A. Commercially Useful Function. An MBE/WBE is considered to perform a commercially useful function when it is responsible for the execution of a distinct element of work on a contract and carries out its responsibilities by actually performing, managing, and supervising the work involved in accordance with normal industry practice. Regardless of whether an arrangement between the Contractor and the MBE/WBE represent standard industry practice, if the arrangement erodes the ownership, control or independence of the MBE/WBE or in any other way does not meet the commercially useful function requirement, that firm shall not be included in determining whether the MBE/WBE goal is met and shall not be included in MBE/WBE reports. If this occurs with respect to a firm identified as an MBE/WBE,

the Contractor shall receive no credit toward the MBE/WBE goal and may be required to backfill the participation. An MBE/WBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction or contract through which funds are passed in order to obtain the appearance of MBE/WBE participation. An MBE/WBE may rebut a determination by the Authority that the MBE/WBE is not performing a commercially useful function to the Authority.

B. Work Force. The MBE/WBE must employ a work force (including administrative and clerical staff) separate and apart from that employed by the Contractor, other Subcontractors on the contract, or their Affiliates. This does not preclude the employment by the MBE/WBE of an individual that has been previously employed by another firm involved in the Contract, provided that the individual was independently recruited by the MBE/WBE in accordance with customary industry practice. The routine transfer of work crews from another employer to the MBE/WBE shall not be allowed.

C. Supervision. All Work performed by the MBE/WBE must be controlled and supervised by the MBE/WBE without duplication of supervisory personnel from the Contractor, other Subcontractors on the contract, or their Affiliates. This does not preclude routine communication between the supervisory personnel of the MBE/WBE and other supervisors necessary to coordinate the Work.

D. Equipment: MBE/WBE subcontractors may supplement their equipment by renting or leasing additional equipment in accordance with customary industry practice. If the MBE/WBE obtains equipment from the Contractor, their affiliates and other subcontractors performing Work on the Contract, the MBE/WBE shall provide documentation to the Authority demonstrating that similar equipment and terms could not be obtained at a lower cost from other customary sources of equipment. The required documentation shall include copies of the rental or leasing agreements, and the names, addresses and terms quoted by other sources of equipment.

Counting MBE/WBE Participation

The value of the Work performed by an MBE/WBE, with its own equipment, with its own forces, and under its own supervision will be counted toward the goal, provided the utilization is a commercially useful function. An MBE/WBE prime contractor shall still provide opportunities for participation by other MBE/WBEs. Work performed by MBE/WBEs will be counted as set forth below. If the Authority determines that some or all of the MBE/WBEs work does not constitute a commercially useful function, only the portion of the work considered to be a commercially useful function will be credited toward the goal.

A. Subcontractors. One hundred percent (100%) of the value of the Work to be performed by an MBE/WBE subcontractor will be counted toward the MBE/WBE goal. The value of such Work includes the cost of materials and supplies purchased by the MBE/WBE, except the cost of supplies or equipment leased from the Contractor, other Subcontractors or their affiliates will not be counted. When an MBE/WBE subcontracts part of the work of its contract to another firm, the value of the subcontracted work may be counted

toward MBE/WBE goals only if the MBE/WBE subcontractor is itself an MBE/WBE. Work that an MBE/WBE subcontracts to a non-MBE/WBE firm does not count toward MBE/WBE goals.

B. Manufacturers/Fabricators. One hundred percent (100%) of the expenditure to an MBE/WBE manufacturer or fabricator will be counted towards the MBE/WBE goal.

C. Material Suppliers. Sixty percent (60%) of the expenditure to an MBE/WBE material supplier will be counted toward the MBE/WBE goal. Packagers, brokers, manufacturer's representatives, or other persons who arrange or expedite transactions are not material suppliers within the meaning of this paragraph.

D. Broker's/Manufacturer's Representatives. One hundred percent (100%) of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees for transportation charges for the delivery of materials or supplies provided by an MBE/WBE broker/manufacturer's representative will be counted toward the MBE/WBE goal, provided they are determined by the Authority to be reasonable and not excessive as compared with fees customarily allowed for similar services. The cost of the materials and supplies themselves will not be counted.

E. Services. One hundred percent (100%) of fees or commissions charged by an MBE/WBE for providing a bona fide service, such as professional, technical, consultant, or managerial services, or for providing bonds or insurance specifically required for the performance of the Work will be counted toward the MBE/WBE goal, provided the fee is reasonable and not excessive as compared with fees customarily allowed for similar services.

F. Trucking Operations. If using an MBE/WBE firm for trucking operations, the MBE/WBE trucking firm of record is the firm that is listed on the MBE/WBE Participation Plan. The MBE/WBE trucking firm shall own and operate at least one registered, insured, and fully operational truck used for the performance of the Work and shall be responsible for the management and supervision of the entire trucking operation for which it is responsible on a particular contract, and there cannot be a contrived arrangement for the purpose of meeting the MBE/WBE goal. The MBE/WBE trucking firm of record shall control the day-to-day MBE/WBE trucking operations for performance of the Work, and shall be responsible for (1) negotiating and executing rental/leasing agreements; (2) hiring and terminating the work force; (3) coordinating the daily trucking needs with the Contractor; and (4) scheduling and dispatching trucks.

1. MBE/WBE Owned/Leased Trucks. One hundred percent (100%) of the value of the trucking operations the MBE/WBE provides for the performance of the Work using trucks it owns or leases on a long-term basis that are registered, insured, and operated by the MBE/WBE using drivers it employs, will be counted toward the MBE/WBE goal.

2. MBE/WBE Short-Term Leased Trucks. The MBE/WBE may lease trucks on a short-term basis from another MBE/WBE, including an owner/operator who is Port Authority certified as an MBE/WBE. One hundred percent (100%) of the value of the trucking operations that the lessee MBE/WBE provides will be counted toward the MBE/WBE goal.

3. Non-MBE/WBE Trucks. The MBE/WBE may lease trucks on a short-term basis from a non-MBE/WBE, including an owner-operator. One hundred percent (100%) of the fee or commission the MBE/WBE receives as a result of the lease arrangement will be counted toward the MBE/WBE goal. The value of the trucking operations provided by the lessee will not be counted toward the MBE/WBE goal.

G. Joint Venture. Joint ventures between MBE/WBEs and non-MBE/WBEs may be counted toward the MBE/WBE goal in proportion to the total dollar value of the contract equal to the distinct, clearly defined portion of the work of the contract that the MBE/WBE performs with its own forces. Please contact the Office of Business Diversity and Civil Rights at (201) 395-3958 for more information about requirements for such joint ventures.

MBE/WBE PARTICIPATION PLAN AND AFFIRMATION STATEMENT **PA 3760A /3-16**

Instructions: Submit one MBE/WBE PARTICIPATION PLAN AND AFFIRMATION STATEMENT form for each MBE/WBE firm used on this Contract. To avoid undue repetition, the following terms, as used in this Agreement, shall be construed as follows: Bidder/Proposer/Respondent - can used interchangeably and mean any Contractor, Consultant, Supplier, or Vendor who submits a response to this solicitation.

BID NUMBER AND TITLE: _____

BIDDER:
Name of Firm: _____

Address: _____ Telephone: _____

Email Address: _____

MBE/WBE:
Name of Firm: _____

Address: _____ Telephone: _____

Description of work to be performed by MBE/WBE: _____

Calculation (supply only): _____

The Bidder is committed to utilizing the above-named MBE/WBE for the work described above. The estimated dollar value of this work is \$ _____)
or
____ % of the total contract amount of \$ _____. The anticipated start date is _____ and the anticipated completion date is _____.

AFFIRMATION of MBE/WBE

The above-named MBE/WBE affirms that it will perform the portion of the Contract for the estimated dollar value as stated above.

By: _____ Date: _____
Signature of Principal or Officer of MBE/WBE – Print Name and Title

I _____ (print name), an officer of _____ (company name), certify that I have read the PA 3760A MBE/WBE Participation Plan and Affirmation Statement and the information contained in it is true. I fully understand that any false statement within this submittal may prevent the company and/or the undersigned from being found to be responsible Bidders/Proposers in connection with future agreements. In addition, any false statement within this submittal may subject the company and/or the undersigned to criminal charges in the state and federal courts of New York and New Jersey.

Signature of Bidder _____ Title _____ Date _____

Please Note: Only 60% of the expenditure to a MBE/WBE material supplier will be counted toward the MBE/WBE goal. Please show calculation above. Example: \$100,000 x 60% = \$60,000 estimated MBE/WBE dollar value of work. Plan cannot be accepted without calculation.

Officer of Bidder must have ACKNOWLEDGEMENT BY NOTARY PUBLIC completed on the reverse side.

ACKNOWLEDGEMENT BY NOTARY PUBLIC

PA 3760A

MBE/WBE PARTICIPATION PLAN AND AFFIRMATION STATEMENT (reverse)

STATE OF _____)

S.S.:

COUNTY OF _____)

On the ___ day of _____ in the year 20 , before me, the above undersigned, personally appeared _____, the _____, of _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity.

Name of Notary (print)

(Affix Notary Stamp Here)

My Commission Expires _____

(Notary Signature)

(Date)

PART IV – SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS SHEET AND PRICING SHEET(S), TABLE OF CONTENTS

1. SIGNATURE SHEET 2
2. NAME AND RESIDENCE OF PRINCIPALS SHEET..... 3
3. PRICING SHEET(S) 4

**PART IV – SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS SHEET
AND PRICING SHEET(S)**

1. SIGNATURE SHEET

OFFER: The undersigned offers and agrees to furnish to the Port Authority of New York and New Jersey the services and/or materials in compliance with all terms, conditions, specifications and addenda of the Contract. Signature also certifies understanding and compliance with the certification requirements of the standard terms and conditions as contained in the Standard Contract Terms and Conditions. This offer shall be irrevocable for ninety (90) days after the date on which the Port Authority opens this Bid.

**ONLY THE COMPANY NAMED AS THE BIDDING ENTITY BELOW WILL
RECEIVE PAYMENT. THIS MUST BE THE SAME NAMED COMPANY AS
INDICATED ON THE COVER SHEET**

Bidding Entity's Legal Business Name _____

Bidder's Address _____

City, State, Zip _____

Telephone No. _____ FAX _____

Email _____ EIN# _____

SIGNATURE _____ Date _____

Print Name and Title _____

ACKNOWLEDGEMENT:

STATE OF: _____

COUNTY OF: _____

On this ___ day of _____, 20____, personally came before me, _____, who duly sworn by me, did depose that (s)he has knowledge of the matters herein stated, that they are in all respects true and that (s)he has been authorized to execute the foregoing offer and statement of irrevocability on behalf of said corporation, partnership or firm.

Notary Public

NOTE: If a joint venture is bidding, duplicate this Signature Sheet and have each party to the joint venture sign separately and affix to the back of this Signature Sheet.

Bidder attention is called to the certification requirements contained in the Standard Contract Terms and Conditions, Part III. Indicate below if a signed, explanatory statement in connection with this section is attached hereto.

If certified by the Port Authority as an SBE, MWBE or SDVOB: _____ (indicate which one and date of the certification).

2. NAME AND RESIDENCE OF PRINCIPALS SHEET

Names and Residence of Principals of Bidder. If general or limited partner, or individual, so indicate.

NAME	TITLE	ADDRESS OF RESIDENCE (Do not give business address)
------	-------	--

3. PRICING SHEET(S)

Entry of Prices

- a. The prices quoted shall be written in figures, in ink, preferably in black ink where required in the spaces provided on the Pricing Sheet(s) attached hereto and made a part hereof. Prices must be quoted in United States Dollars. All figures inserted will be interpreted as being quoted in United States Dollars.
- b. All Bidders are asked to ensure that all charges quoted for similar operations in the Contract are consistent.
- c. Prices must be submitted for each Item required on the Pricing Sheet(s). Bidders are advised that the Items on the Pricing Sheet(s) correspond to the required services set forth in the Specifications. Prices quoted **shall not** exceed two (2) decimal places.
- d. Bidders must insert all figures as required and verify all computations for accuracy. The Port Authority in its sole judgment reserves the right to: (1) reject Bids without checking them for mathematical errors or omissions, (2) reject Bids that contain or appear to contain errors or omissions, and (3) supply corrections to Bids that contain or appear to contain mathematical errors and omissions, and in this case the Port Authority reserves the right to recompute the Total Estimated Contract Price based upon the Unit Prices inserted by the Bidder, which amount shall govern in all cases.
- e. In the event that a Bidder quotes an amount in the Total Estimated column but omits to quote a Unit Price for that amount in the space provided, the Port Authority reserves the right to compute and insert the appropriate Unit Price.
- f. The Total Estimated Contract Price is solely for the purpose of facilitating the comparisons of Bids. Compensation shall be in accordance with the section of this Contract entitled "Payment."
- g. The Total Estimated Three (3) Year Contract Price shall be obtained by adding the Total Estimated Contract Price for Pricing Sheets A, B, C, D, E and F.

CONTRACTOR'S PRICING SHEET A – MONTHLY SERVICE VISITS

Item No.	DESCRIPTION	THREE (3) YEAR ESTIMATED QUANTITIES		PRICE PER SERVICE VISIT*		ESTIMATED THREE - YEAR CONTRACT PRICE	
1	Monthly Service Visits on Combustion Control device systems and all generator safety devices on four (4) High Temperature Hot Water (HTHW) generators including the SCADA system	21 Service Visits	X	\$	=	\$	
2	Monthly Service Visit for the BTU metering systems in plant and terminals	36 Service Visits	X	\$	=	\$	
A.	Total Estimated Three-Year Contract Price for Monthly Service Visits (Add Item No. 1 through 2)						\$

***Price Per Service Visit** includes, but is not limited to, Contractor's labor, overhead, profit, transportation costs, vehicle costs, and fuel. No additional compensation will be provided for travel, personal time or material pick-up time.

CONTRACTOR'S PRICING SHEET B – ANNUAL SERVICE VISITS

Item No.	DESCRIPTION	THREE (3) YEAR ESTIMATED QUANTITIES		ALL-INCLUSIVE PRICE PER SERVICE VISIT*		ESTIMATED THREE - YEAR CONTRACT PRICE	
1	Annual startup Service Visit for BTU meters for plant and terminal, SCADA system and combustion controls and all generator safety devices for HTHW Generators #1 through #4 firing on Gas and Oil	3 Service Visits	X	\$	=	\$	
	DESCRIPTION	THREE (3) YEAR ESTIMATED QUANTITIES		ALL-INCLUSIVE PRICE**		ESTIMATED THREE - YEAR CONTRACT PRICE	
2	NJDEP Nitrogen Oxide compliance testing	3	X	\$	=		
B.	Total Estimated Three-Year Contract Price for Annual Service Visits (Add Item No. 1 through 2)						\$

***All-Inclusive Price Per Service Visit** includes, but is not limited to, Contractor's labor, parts replacement, overhead, profit, transportation costs, vehicle costs, and fuel. No additional compensation will be provided for travel, personal time or material pick-up time.

****All-Inclusive Price** includes 'as found' compliance test results and final compliance test results.

PART IV – SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS SHEET AND PRICING SHEET(S)

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(PA/PATH)**

CONTRACTOR'S PRICING SHEET C – ADDITIONAL SERVICE WORK HOURLY LABOR						
Item #	Description	THREE (3) Year Estimated Hours		Hourly Rate*		Estimated Three-Year Contract Price
1	Technician - Rate per Regular Working Hour for Service Work	450 Labor Hours	x		=	
<p>* Hourly Rate includes, but is not limited to, Contractor's labor, overhead, profit, transportation costs, vehicle costs, and fuel. No additional compensation will be provided for travel, personal time or material pick-up time.</p>						

CONTRACTOR'S PRICING SHEET D – EMERGENCY SERVICE LABOR						
Item #	Description	THREE (3) Year Estimated Hours		Hourly Rate*		Estimated Three-Year Contract Price
1	Technician - Rate per Regular Working Hour for call in service/installation	300 Labor Hours	x		=	
2	Technician - Rate per hour for hours outside of Regular Working Hours, including weekends and Holidays for call in service/installation	300 Labor Hours	x		=	
D..	Total Estimated Three-Year Contract Price for Emergency Service Labor (Sum of Item No. 1 through 2)					\$
<p>* Hourly Rate includes, but is not limited to, Contractor's labor, overhead, profit, transportation costs, vehicle costs, and fuel. No additional compensation will be provided for travel, personal time or material pick-up time.</p>						

**CONTRACTOR'S PRICING SHEET E -
COMPENSATION FOR MATERIALS AND PARTS**

Bidder shall insert a percentage to be added/subtracted (Bidder shall circle the + or -) to the Net Cost of materials and parts. This percentage shall be firm for the duration of the Contract and any Options and Extension Periods, if exercised.

Three (3) Year Estimated Net Cost		Contractor's Percentage Mark-up/Mark-Down				Estimated Three (3) Year Contract Price
\$75,000	X	+/- _____ %	=		+\$75,000 =	\$ _____

The estimated Net Cost includes materials and parts. "Net Cost" means the Contractor's actual cost after deducting all permitted cash and trade discounts, rebates, allowances, credits, sales taxes, commissions and refunds (whether or not any or all of the same shall have been taken by the Contractor) of all materials, supplies, tools and labor purchased or leased by the Contractor solely for use in performing Contractor's obligations under this Contract, provided such purchase or lease has received the prior written approval of the Manager. The documentation that the Contractor receives from its supplier that accompanies the material will substantiate these charges.

**CONTRACTOR'S PRICING SHEET F – IMPLEMENTATION AND MAINTENANCE OF THE
COMPUTER MAINTENANCE MANAGEMENT SYSTEM**

Item No.	Description	Estimated Quantity		Annual Lump Sum Price		Estimated Three-Year Contract Price	
1	Use the CMMS to create, manage, track, and store information on all Work	3	X	\$	=	\$	
2	Establish a maintenance management Inventory Control Program and Asset Condition Monitoring Program	1	X	\$	=	\$	
Item No.	Description	Estimated Quantities		All-Inclusive Unit Price		Estimated Three-Year Contract Price	
3	Update Asset Data Specification, Job Plan, and Safety Plan templates and condition monitoring and preventative maintenance plans	30	X	\$	=	\$	
F.	Total Estimated Three-Year Contract Price for the Implementation and Maintenance of the Computer Maintenance Management System (Sum of Item No. 1 through 3)						\$

PRICING SUMMARY		
A	Total Estimated Three-Year Contract Price for Monthly Service Visits	\$
B	Total Estimated Three-Year Contract Price for Annual Service Visits	\$
C.	Total Estimated Three-Year Contract Price for Service Work Hourly Labor	
D.	Total Estimated Three-Year Contract Price for Emergency Service Labor	\$
E	Total Estimated Three-Year Contract Price for Compensation for Materials and Parts	\$
F.	Total Estimated Three-Year Contract Price for the Implementation and Maintenance of the Computer Maintenance Management System	\$
G.	TOTAL ESTIMATED THREE (3) YEAR CONTRACT PRICE: (SUM OF A+B+C+D+E+F=G)	\$

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PART V – SPECIFICATIONS

1. Specific Definitions

To avoid undue repetition, the following terms, as used in this Contract, shall be construed as follows:

- a. “BTU” means British Terminal Unit.
- b. “BTU Meter” means a complete BTU meter system comprising of the high and low flow transmitters and its receiver and recorder, temperature differential transmitter and its receiver and recorder, and high and low BTU integrator and its receiver and recorder.
- c. “Combustion Control” means the general master control and the air actuator and fuel actuator.
- d. “Facility” means the Central Heating and Refrigeration Plant (CH&RP) and terminals A, B and C located at Newark Liberty International Airport (EWR) Newark, New Jersey 07114.
- e. “Heating Season” means the time period from October 1 to April 30.
- f. “Manager” means the Port Authority’s Contract Administrator overseeing this Contract.
- g. “Regular Working Hours” means the hours between 7:00 a.m. and 3:30 p.m., Monday through Friday, excluding Holidays.
- h. “Service Visits” means the Contractor’s time at the Facility to perform the Work required under these Specifications.
- i. “Service Report” means the document provided after each Service Visit detailing information on Work completed.
- j. “Technician” means an individual who is competent and has thorough formal training and extensive hands-on experience, has achieved competence in the field of inspection, testing, maintenance and repair services, and is completely familiar with all aspects of the specified equipment, as specified in the section entitled “Personnel Requirements.”

2. Work Required by the Specifications

These Specifications relate generally to the performance of inspection, testing, calibration, maintenance, repair and emergency services for all BTU Meters, Combustion Control device systems, transmitters, and all generator safety devices on four (4) High Temperature Hot Water (HTHW) generators at the Facility. The Contractor must provide annual and monthly inspections, maintenance and repairs in accordance with the manufacturers' maintenance and repair specifications. The Contractor must have all the equipment under this Contract one hundred percent (100%) operational, twenty-four (24) hours per day, seven (7) days per week, including Holidays, excluding periods of scheduled Service Visits.

These Specifications require the performance of all services necessary, proper, for, or incidental to the Work referred to in these Specifications. In addition, all things not expressly mentioned in these Specifications but involved in carrying out their intent and in the complete and proper execution of the Work referred to in these Specifications are required by these Specifications, and the Contractor shall perform the same as though they were specifically delineated, described, and mentioned.

During each scheduled Service Visit, the Contractor shall provide, but not be limited to providing, all skilled labor, supervision, calibrated equipment, materials, parts, tools vehicles, new incidental materials (such as cleaning supplies, oils, greases and other lubricants). The Contractor shall provide, at a minimum, inspection, testing, calibration, maintenance and repair services on the following systems and equipment:

- a. SCADA remote systems
- b. Fuel Valves
- c. Flame safety devices
- d. BTU Meters
- e. COEN Low NOx dual fuel burner packages
- f. Combustion Controls
- g. Hays Combustion Controls, Smoke Meters, Baily Flow Meters, Hagen-Westinghouse Oxygen Analyzers, Siemens BTU Meters
- h. Durag Smoke Sensors (opacity meters)
- i. Barton and Chessel Flow and Smoke Meters measuring and metering systems
- j. Baily Flow Meters
- k. Hays Model 913 BTU measuring and metering systems
- l. Yokogawa Oxygen Analyzers
- m. Chessel/Powers flow and BTU recorders
- n. Siemens-Moore transmitters
- o. High temperature hot water generator safety devices

3. Service Visit

The Technician (or Contractor's personnel) shall report to the Manager at the start and completion of each Service Visit and must sign in and out in the Contractor's logbook at the location so specified by the Manager. The Contractor's personnel shall keep the Manager informed of the Work performed by them by furnishing a completed Service Report, which shall include, but not be limited to, pertinent data, such data as times of arrival and departure Facility, equipment serviced, location, findings, repairs, and Contractor's personnel names. A completed copy of the Contractor's Service Reports shall be attached and submitted with each of the Contractor's monthly invoices.

All Service Visits shall be performed under Regular Working Hours unless otherwise directed by the Manager.

a. Monthly Service Visit

During the months of October through April, the Contractor shall visually inspect all components of each HTHW generator, SCADA remote system, all fuel valves, Combustion Control and flame generator safety devices. The monthly Service Visit shall commence on or about the second week of each month and shall be completed on or by the third week of each month. Each monthly Service Visit shall be scheduled as directed by the Manager. Compensation for the monthly Service Visit on the Combustion Control device system, HTHW generators and SCADA system will be in accordance with the "Price per Service Visit" inserted by the Contractor, and agreed to by the Port Authority in the "Contractor's Pricing Sheet A – Monthly Service Visit", Item 1.

The Contractor shall provide monthly Service Visits on the BTU Metering systems in the CH&RP and terminals and it shall consist of a visual inspection and the calibration process specified below. The monthly Service Visit shall commence on or about the second week of each month and shall be completed on or by the third week of each month. Each monthly Service Visit shall be scheduled as directed by the Manager. Compensation for the monthly Service Visit on the BTU Meter will be in accordance with the "Price per Service Visit" inserted by the Contractor, and agreed to by the Port Authority in the "Contractor's Pricing Sheet A – Monthly Service Visit", Item 2.

The Contractor shall notify the Manager of any deficiency identified during the monthly Service Visit, including but not limited to cleaning, calibrating, lubricating, repairing, and/or replacing a component requiring additional work, as delineated below under Section 4 "Additional Service Work".

The below calibration process applies to all chilled water and HTHW metering.

Flow Transmitter

The Contractor's personnel shall check and adjust receiver and recorder mechanical alignment. Check the recorder program for correct date; calibrate the flow pen receiver with A 4-20 milliamp test signal at ten percent (10%), fifty percent (50%) and ninety percent (90%) of chart.

- i. The Contractor's personnel shall apply hydraulic and/or electronic inputs to the flow transmitter for ten percent (10%), fifty percent (50%) and ninety percent (90%) of range.
- ii. The Contractor's personnel shall check the recorder transmitter for correct milliamp signal output supply and return.
- iii. The Contractor's personnel shall check the flow transmitter program date for correct values.

Temperature Differential Transmitter, Receiver and Recorder

- i. The Contractor's personnel shall check and adjust receiver and recorder mechanical and/or electrical alignment.
- ii. The Contractor's personnel shall check the recorder program for correct data.
- iii. The Contractor's personnel shall apply resistance inputs at receiver for ten percent (10%), fifty percent (50%) and ninety percent (90%) of the temperature range with test shunts at the transmitter.

BTU Integrator, Receiver and Recorder

- i. The Contractor's personnel shall check and adjust receiver and recorder mechanical alignment. Check integrator timing at fifty percent (50%) and one hundred percent (100%).
- ii. The Contractor's personnel shall apply inputs from flow and temperature receivers for ten percent (10%), fifty percent (50%) and one hundred percent (100%) range.
- iii. The Contractor's personnel shall check the recorder receiver program for correct data.

b. Annual Service Visit

During each annual Service Visit, the Contractor shall perform, but is not limited to performing, the following: inspecting, cleaning, lubricating, adjusting, calibrating, repairing and/or replacing all components of each HTHW generator. The Contractor shall supply lubricants as recommended by the manufacturer. The annual Service Visit for the Combustion Control, generator safety devices, and SCADA system calibration shall be performed once during the start of the Heating Season start-up at the request of the Manager. Each annual Service Visit shall be completed in its entirety by October 15. The annual Service Visit shall conform to the manufacturer’s instructions and shall include calibration process specified below. Compensation for the annual Service Visits will be in accordance to the “All Inclusive Price per Service Visit” inserted by the Contractor, and agreed to by the Port Authority, in the “Contractor’s Pricing Sheet B - Annual Service Visits”.

The high temperature hot water generators flame safety devices shall include exercise and verification of proper operation of all systems functions and controls. The Contractor’s personnel shall activate every type of control on an annual basis which would address any deficiencies and make corrections and verify proper operation. These functions shall include the following:

Line #	Description	Estimated quantity
1	Purge air flow switches	four (4) per generator, sixteen (16) in total
2	Combustion air flow switches	four (4) per generator, sixteen (16) in total
3	Fan starter interlock	one (1) per generator, four (4) in total
4	High furnace pressure switches.	four (4) per generator, sixteen (16) in total
5	Low oil pressure switches	two (2) per generator, eight (8) in total
6	Leak test oil valve	one (1) valve per generator, four (4) in total
7	High gas pressure switches	two (2) per generator, eight (8) in total
8	Low gas pressure switches	two (2) per generator, eight (8) in total
9	Low pilot gas pressure switches	one (1) per generator, four (4) in total
10	Minimum pilot test	one (1) per generator, four (4) in total
11	Ignite spark	one (1) per generator, four (4) in total
12	Low fire interlock	one (1) per generator, four (4) in total
13	Scanner and programmer response timing and sequencing	one (1) per generator, four (4) in total
14	Flame signal measurement	one (1) per generator, four (4) in total
15	Water flow switch in expansion drum	two (2) on expansion tank system
16	Rotary proof of position switch	one (1) per generator, four (4) in total
17	High water alarm switch in expansion drum	three (3) on the expansion system
18	Low water alarm switch in expansion drum	three (3) alarm switches on the expansion drum
19	All alarm controls	fifty (50) alarm controls per generator, two hundred (200) in total

20	System pressure response	two (2) per generator, eight (8) in total
21	Ignition timer response	one (1) per generator, four (4) in total
22	Generator control panels	twenty-five (25) devices per panel, four (4) panels per generator for a total one-hundred devices.
23	Maintenance, inspections and repairs of the Combustion Controls, burner controls and SCADA remote system for generator # 1 Windows XP Wonder Works Intouch.	one (1) SCADA system for generator # 1
24	Maintenance, inspection and repair of the Combustion Controls, burner controls and SCADA remote system for generators # 2, 3 and 4. Widows Proficy HMI / SCADA IFIX 5.8.	SCADA System for generators 2,3 and 4 one system for the all three (3) generators
25	Maxxon 3” Gas Valves Model #300CMA11-BA12 BB21A06	two (2) per generator, eight (8) in total
26	Fisher gas valves model # F000298905 Type 2502.	one (1) per generator, four (4) in total
27	Fisher oil valves model # F000298903 Type 2502	one (1) per generator, four (4) in total

c. NJDEP Nitrogen Oxide Compliance Testing

The Contractor shall provide Nitrogen Oxide compliance testing on four (4) high temperature hot water (HTHW) generators in accordance with NJAC 7:27-19 and as per Newark Liberty International Airport’s air permit (i.e. PCP150010; see Attachment A) annually between November 15th and no later than December 20th. The testing shall be for the subsequent year. For example, the test done in 2020 shall be for 2021 compliance. Each annual visit may take eight (8) to ten (10) consecutive working days to complete, requiring eight (8) hours per day. Work will be performed based on plant load conditions and outside of Regular Working Hours. The Manager has the right to cancel the compliance test at least 72 hours in advance of the scheduled test with no additional cost to the Authority.

The four (4) HTHW generators will be tested while running on natural gas and #2 heating oil. The Contractor shall make all required adjustments to the HTHW generators as per manufacturer's specifications until all four (4) HTHW generators have passed their respective compliance test. If for any reason the generator being tested has a mechanical or Programmable Logic Controller (PLC) issue during the compliance test, which prevents the compliance test from continuing, the Facility Manager will make the repairs to the generator(s) and the Contractor can continue with the next generator that requires testing. The Facility Manager will notify the Contractor upon resolution of the issues for the Contractor to complete the compliance testing.

All test results must be submitted to the Facility Manager within forty-eight (48) hours of completion date of compliance tests performed on each HTHW generator. Test results shall include all conversion of data recorded so readings can be submitted to the New Jersey Department of Environmental Protection ("NJDEP") for approval. Testing results shall be provided in a format similar to the data sheet included in Attachment B and shall provide data points for all parameters listed in this data sheet.

Compensation for NJDEP Nitrogen Oxide compliance testing will be in accordance to the "All-Inclusive Price" inserted by the Contractor, and agreed to by the Port Authority, in the "Contractor's Pricing Sheet B - Annual Service Visit" Item 2.

4. Additional Service Work

The Contractor shall rectify deficiencies identified during the monthly Service Visit at the direction of the Manager, including any calibration required on the HTHW generators other than on the BTU metering system. Compensation for this Work will be in accordance to the the "Hourly Rate" inserted by the Contractor, and agreed to by the Port Authority, in the "Contractor's Pricing Sheet C – Additional Service Work Hourly Labor." The Contractor shall be compensated for materials and parts required to rectify identified deficiencies pursuant to the mark-up or mark-down percentage inserted by the Contractor, and agreed to by the Port Authority, in the "Contractor's Pricing Sheet E - Compensation for Materials and Parts".

5. Emergency Service Visits

The Contractor shall be available twenty-four (24) hours per day, seven (7) days per week (including Holidays) to provide emergency service if required by the Manager. Emergency services shall be requested by the Manager and performed by the Contractor's personnel as follows:

- a) The Contractor's personnel shall respond to and begin performing emergency services on the site of said emergency within four (4) hours of notification of the need for emergency services from the Manager.
- b) The Contractor's personnel to perform emergency services shall be sufficient in number and qualifications to investigate any and all equipment stoppages or malfunctions, and to perform promptly such repairs and/or adjustments which are necessary to restore the equipment to effective operating condition at the earliest possible time.

Within five (5) business days following the Contract award, the Contractor shall provide the Manager with a response plan consisting of three (3) direct contacts, including names and telephone numbers, listed in order of priority, to ensure live contact can be made with at least one such individual when emergency services are needed. The Contractor must notify the Manager of any change to the response plan taking effect as far in advance as possible, but in no event, shall such notification be more than thirty-six (36) hours after such change has taken effect.

Compensation for emergency service will be in accordance with the "Hourly Rate" inserted by the Contractor, and agreed to by the Port Authority, in the "Contractor's Pricing Sheet D - Emergency Service Labor." The Contractor shall be compensated for materials and parts required to address the emergency service pursuant to the mark-up or mark-down percentage inserted by the Contractor, and agreed to by the Port Authority, in the "Contractor's Pricing Sheet E, entitled "Compensation for Materials and Parts".

6. Location of BTU Meters

DESIGNATION	LOCATION
Terminal A	Terminal A, sprinkler valve room A-3 and crawl space Siemens D-400 3/16 tubing
Terminal B, B2, FIS, B3, Concessions	Terminal B sprinkler valve room B-1 and crawl space Terminal B MER No. 2 main terminal Terminal B Siemens D-400 3/16 tubing
Terminal C	Terminal C sprinkler valve room C-3 and crawl space Siemens D-400 3/16 tubing
CH&RP Bldg. 46 BTU Meters	Building 46 CH&RP Siemens D-400 3/16 tubing
CH&RP Bldg. 46 HTHW Generators 1, 2, 3, 4	Building 46 CH&RP Siemens D-400 3/16 tubing

7. Transportation for Contractor's Personnel

The Contractor shall provide work vehicles for the transportation of its personnel, materials and equipment to the various buildings at Newark Liberty International Airport. The Contractor shall comply with Newark Liberty International Airport rules, regulations, and procedures as are now in effect and with such future rules, regulations and procedures as may hereafter be adopted by the Port Authority for safe operation of motor vehicles at the Facility.

8. Safe Vehicle Operation

Contractor shall perform services in compliance with all Federal Motor Carrier Safety Administration ("FMCSA") regulations. The Contractor shall have in place an overall safety program, a driver's training program, and vehicle maintenance program. Upon request of the Port Authority, the Contractor must provide a written description of the aforementioned safety, training, and maintenance programs, or any other information relating to safety, including but not limited to, results of inspections and actions taken to remedy safety issues and violations. The Port Authority may evaluate the Contractor's overall safety program, with due regard to the services being performed. The Port Authority reserves the right to request changes in a Contractor's safety, training, and maintenance program to assure that they are rigorous and effective. In the event the Contractor is subject of an investigation, compliance review, and/or enforcement action related to safety, the Contractor must fully disclose said investigation, compliance review, and/or enforcement action(s) in accordance with the Standard Terms and Conditions, Part III.

9. Replacement of Materials and Parts

The Contractor shall provide all replacement parts, materials and equipment required to complete the Work outlined in these Specifications. The Contractor shall stock, keep, maintain, and have quick access to, in the New York-New Jersey Metropolitan Area, a sufficient supply of new parts and materials, tools or other equipment required to complete the Work outlined in these Specifications.

When it is necessary for the Contractor to replace any materials and parts during the performance of Work under this Contract, within fifteen (15) business days of Manager's request the Contractor shall submit a quote to the Manager for its approval and shall include the name of the item, its identifying/serial number, if any, the quantity needed, the name of the proposed supplier, manufacture specifications sheet, and the proposed purchase price, or if supplied by the Contractor, the price to bill the Facility. The Manager shall have the option of approving same or supplying the said material to the Contractor itself, provided it is of equal quality to that proposed by the Contractor. With the exception of materials and parts replacement required under Section 3b, compensation for replacement of materials and parts will be in accordance with "Contractor's Pricing Sheet E – Compensation for Materials and Parts".

The Port Authority is not responsible for any supplies, materials, and tools left at the Facility.

The Contractor shall also replace any worn materials, parts and equipment that may need replacing prior to the normal life expectancy of such components. Such items typically require replacement outside of the required Service Visit. Examples of such components include, but are not limited to, flow meters, BTU Meters, valves, temperature recorders, smoke sensors, and pressure and flow switches.

Materials and parts requiring replacement under this Contract shall be replaced with only new materials, parts and equipment of the same type and manufacture and of current design, or equal, as approved by the Manager, unless otherwise agreed to or delineated by the Manager. All new materials and parts shall be compatible with the current installed equipment, parts and equipment, including Original Equipment Manufacturer (OEM).

For all material and parts purchases in excess of one thousand dollars (\$1,000), the Contractor is required to receive three (3) price quotes, which must be reviewed by the Manager. The Manager will determine which price quote is acceptable.

10. Personnel & Training Requirements

The Contractor (and any subcontractor) shall furnish competent and adequately trained personnel to perform the Work required under this Contract. Inspection, calibration, maintenance, testing, emergency and repair services shall be performed by the Contractor's personnel, who shall be qualified to keep the equipment in a proper state of repair. The Manager will notify the Contractor if, in the opinion of the Manager, any Contractor's personnel is performing Work unsatisfactorily. Upon receipt of such notice, the Contractor shall take all reasonable actions, which may include, but shall not be limited, replacing or reassigning unsatisfactorily performing personnel under this contract within twenty-hour (24) hours, to ensure that the performance of Work returns to satisfactorily level.

Technicians providing services under this Contract must possess a minimum of five (5) years previous experience inspecting, calibrating, maintaining, testing and repairing BTU and Combustion Control systems of similar type and complexity to those covered under this Contract.

Technicians shall also possess the following training and certifications:

- a) Fall Protection (29 CFR 1926 Subpart M) as required by OSHA.
- b) The Control of Hazardous Energy (Lockout/Tagout (29 CFR 1910.147)) as required by OSHA.
- c) A permit-required confined space entry training program, which complies with OSHA regulation 29 CFR 1910.146.

The Contractor shall submit for the Manager's review within ten (10) business days of Contract award a list of all Contractor's personnel that will perform Work at the Facility. The list shall include the following information: the name and telephone number of the Contractor's personnel; his or her craft/position; copies of their respective current certifications specified above; a brief outline of his or her experience and/or past employment; and any other data the Manager may request. The Contractor shall verify all past employment and shall provide the Manager with a copy of such documentation upon request. Only Contractor's personnel that meet the requirements specified above shall be permitted to Work at the Facility.

11. Employee Uniforms and Appearance

Within ten (10) business days of Contract award, the Contractor shall provide to all its personnel full and distinctive uniforms and picture identification (ID) badges bearing the Contractor's personnel name, who shall wear said uniforms at all times while performing Work required under this Contract. Uniforms shall conspicuously bear the Contractor's identification badges or woven insignia and shall be subject at all times to the Facility Manager's approval. Contractor's personnel without proper identification and uniforms will not be permitted to Work.

12. Certifications and Licenses

Any license or certification required by these Specifications or otherwise to be held by any of the Contractor's personnel performing Work under this Contract must remain valid and in effect at all times while such individual is performing Work under this Contract.

13. Security

- a. Work under this Contract may be required in high security areas as the Manager may designate such, at any time. The Port Authority will require observance of certain security procedures with respect to the performance of such Work, which procedures may include the escort to, at and from such high security areas for Contractor's personnel working therein.
- b. Prior to the start of Work under this Contract, the Contractor shall obtain from the Manager a list of those areas currently designated as security areas. The Contractor shall notify the Manager at least forty-eight (48) hours prior to undertaking the performance of any Work in a high security area. Contractor's personnel shall further conform to such procedures which may, at any time, be established by the Manager regarding access to such areas or the escorting of personnel. This list is subject, at any time, to revision by the Manager and the Contractor shall be responsible for obtaining all such revisions.

14. Airport Security ID Requirements

a. Contractor Requirements

The Contractor and its employees performing Work under this Contract are required to obtain and display Airport Security ID cards. Therefore, upon Contract award, the Contractor shall submit a corporate package (company I.D. request package) to the respective Port Authority Security I.D. Office at the Facility. The Contractor must designate a Company Issuing Officer(s) who shall be responsible for processing all Security I.D. applications. Issuing Officer(s) must attend a training session conducted by the Port Authority Security I.D. Office prior to being certified as an Issuing Officer and shall renew the certification on an annual basis. Time and the associated cost for this required training is the sole responsibility of the Contractor and will not be reimbursed by Port Authority.

A detailed description of the Issuing Officer's responsibilities can be obtained upon request from the Port Authority Security I.D. office at the Facility.

b. Individual Requirements

All personnel performing any of the Work under this Contract in any of the security areas at the Facility as designated by the Facility Manager must obtain an I.D. card in order to gain access and be permitted to perform any of the Work at these areas. At least thirty (30) days prior to the start of the Work under this Contract, the Contractor shall submit a completed typewritten Airport I.D. Card Application for each employee who will be performing Work at these areas. This identification card must have a U.S. Customs Hologram, therefore the I.D. applicants must successfully undergo a Criminal History Records Check (CHRC) and Transportation Security Administration (TSA) Security Threat Assessment (STA) in order to obtain an I.D. card. Applicants who do not meet the CHRC and STA requirements will not be eligible to work at the Facility that is the location of the Work in this Contract. There is a fingerprinting fee and the Contractor is solely responsible for determining the fee amount and for payment of the fee amount. The amount can be determined by contacting the I.D. Office at the particular Airport where the Work will take place. Applicants must:

- i. Complete the Port Authority Security I.D. application form (PA 3253) and present it to an authorized issuing officer for signature.
- ii. Possess a valid driver's license if operating a vehicle.
- iii. Complete and pass the SIDA and Port Authority Driver Training class if necessary (the cost of this training class will also be the responsibility of the Contractor).
- iv. Clear CHRC fingerprint background check and STA.
- v. Provide two forms of identification (refer to the airport ID card application for the most up to date listing).

CHRC takes an average of two weeks for approval, therefore, we urge applicants to submit their applications as soon as possible.

It will be the Contractor's responsibility to capture and return all expired or invalid I.D. cards to the Port Authority Security I.D. Office at the Facility. Failure to do so may preclude the Contractor from any further Work on this Contract or any other Port Authority Contract, as well as subject the Contractor to administrative fees.

The Port Authority may impose, increase and/or upgrade security requirements of the Contractor and its staff the term of the Contract to address changing security and or governmental regulations.

THE COST OF TRAINING, SECURITY CHECKS AS REQUIRED BY THE PORT AUTHORITY, TSA OR U.S. CUSTOMS OR ANY OTHER GOVERNMENTAL ENTITY WILL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND MAY NOT BE BILLED TO THE PORT AUTHORITY.

15. U.S. Customs Requirements

Contractor must comply with all U.S. Customs and Border Protection ("Customs") rules and regulations, including, but not limited to the requirements set forth in 19 C.F.R. §§ 122.181 – 122.189 (Access to Customs Security Areas), as may be amended. The Contractor shall be responsible for any and all fees associated with obtaining, maintaining, and renewing Customs access seals for its personnel. Any questions regarding the regulations should be referred to the Supervisory Customs Inspector at the International Arrivals Facility, Newark Liberty International Airport, telephone number: (973) 565-8000, extension 6581.

16. Implementation and Maintenance of Computerized Maintenance Asset Management System (CMMS)

Upon the direction of the Manager, the Contractor shall use the Port Authority's computerized maintenance asset management system (CMMS) to create, manage, track, and store information on all Work, work orders, tests, inspections, emergencies, and repairs. The Contractor shall use the CMMS for activities including, but not limited to, specifying standard job instructions and safety instructions that is required for the proper maintenance of equipment specified in these Specifications, creating work orders detailing non-preventative maintenance work (e.g. repairs), tracking equipment and instrument inventories, recording and reporting of manpower and materials requirements anticipated and/or used, and recording issues identified during maintenance routines.

Access to the CMMS will require the Contractor to obtain access to the Port Authority Wide Area Network "PAWANET" in accordance with the Remote Access System procedures, as provided by the Port Authority, specified by the Port Authority's Technology Department and meet all Port Authority security requirements associated with such access. Remote access shall be approved, secured and documented in accordance with Port Authority policy. Remote access, at a minimum, shall consist of multifactor authentication mechanisms, secured communications (TLS/VPN encryption methodology), access control mechanisms and logging of user activity. The Contractor will be provided with the necessary training on the computer system at the expense of the Port Authority and will be provided with a user name and password for access to the

computer program. In addition, the Contractor shall be responsible for data entry including but not limited to work order completion comments, staffing levels, labor hours, and materials and tools used, and will be provided with a Port Authority device (such as a laptop or cellphone) to perform such data entry. Data entry shall be completed no later than seven (7) calendar days from the completion of the work order, or the scheduled due date of the work order, whichever occurs first.

All data input into the CMMS is the property of the Port Authority. The Port Authority retains ownership of all databases, information, and other materials received or developed by the Contractor in support of this Contract at all times.

On or before the fifth day of each month of this Contract, starting with the second month, and including the month following the month in which this Contract expires or is terminated, the Contractor shall provide to the Manager printed records of all completed tasks with supporting documentation, and receipts with manufacturer's identification for all purchases of equipment necessary to perform Work under this Contract.

At any time as the Manager dictates during the term of this Contract, and within ten (10) business days of the conclusion of this Contract, the Contractor shall return any and all Port Authority devices, including but not limited to, laptops or cellphones, issued under this Contract in the same condition as when they were initially issued to the Contractor. Damage to any Port Authority-issued device(s) shall result in the Contractor being responsible for reimbursing the Port Authority for the cost to repair or replace the device(s). The Manager shall provide the cost of Port Authority-issued device when it is issued to the Contractor.

Compensation for the Work specified in this Section will be in accordance with the price inserted by the Contractor, and agreed to by the Port Authority, in Contractor's Pricing Sheet F, Item 1.

17. CMMS Inventories of System Data Collection and Validation

Upon the direction of the Manager, the Contractor shall establish and update a maintenance management Inventory Control Program (ICP) for all Work, which will be coordinated, reviewed and approved by the Manager. The Port Authority will provide the Contractor with Asset Data Specification (ADS) templates (to include, but not be limited to, system, subsystem, assets, and components) that the Contractor shall be required to populate with required asset information for each piece of equipment as part of the ICP. Additionally, the Contractor shall develop job plans and safety plans that outline the required step-by-step inspection and maintenance activities for Equipment specified in this Part. The Contractor shall submit a completed ADS, job plan, and safety plan templates in the required file format to the Port Authority within forty-five (45) calendar days of receipt of the templates from the Port Authority.

The Contractor shall review reference documents provided by the Authority and establish an Inventory Control Validation Program that outlines the approach and strategy as deemed necessary for the overall ICP, subject to approval by the Manager. Naming convention rules (i.e. acronyms) for asset, components, job plans, and safety plans, will be supplied by the Port Authority to the Contractor and shall be followed by the Contractor when populating templates.

Compensation for the Work specified to establish a maintenance management Inventory Control Program will be in accordance with the price inserted by the Contractor, and agreed to by the Port Authority, in Contractor's Pricing Sheet F, Item 2.

ADS and job plan templates shall be updated and submitted to the Port Authority within thirty (30) days after assets and/or components are replaced. Compensation for updating ADS and job plan templates will be in accordance with the price inserted by the Contractor, and agreed to by the Port Authority, in the Contractor's Pricing Sheet F, Item 3. See Attachment C "Maximo Asset Data Specification Template Samples" for sample ADS and job plan templates."

18. Data Sharing

In all modes of data sharing, transmission or transfer, the Contractor shall use appropriate safeguards to protect shared or hosted data, i.e. a secure transfer method.

The Contractor shall not disclose Port Authority data in any manner that would constitute a violation of state or federal law, or the terms of this Contract including, without limitation, by means of outsourcing, sharing, retransfer, or access, to any person or entity, except employees or agents who need to access or use Port Authority data in the performance of their duties to the Port Authority; third parties, such as but not limited to, subcontractors, but only after such third party has agreed in writing and in advance of any disclosure; or any other third party approved by the Port Authority in writing and in advance of any disclosure, but only to the extent of such approval.

Upon expiration or termination of the Contract, the Contractor shall ensure that no data breach occurs and shall follow the Port Authority's instructions as to the preservation, transfer, or destruction of Port Authority data.

19. Asset Condition Monitoring

Upon the direction of the Manager, the Contractor shall make the status and condition of location/asset performance points available, through the publication of performance data points, resulting from active supervision by automation or monitoring systems, to a standard SCADA system backbone such as OSI PI Historian, from which the CMMS will depend on and operate from, or functioning as an independent platform.

Along with the asset condition monitoring data, the Contractor shall be required to provide, at a minimum, the following:

- i. Identification of locations and/or assets with associated performance data points.
- ii. Preventive maintenance plans that support condition monitoring plans for the automated generation of work orders.
- iii. Job plans that support condition monitoring plans for the population of work orders.
- iv. Condition monitoring plans that relate the locations and/or assets with the predefined conditions of associated performance data points for the triggering of work orders.

- v. Condition monitoring plans that relate the locations and/or assets with the predefined conditions of associated performance data points for the triggering of work orders.

Upon the direction of the Manager, the Contractor shall develop step-by-step preventative maintenance plans, job plans, and condition monitoring plans, populate this information in provided templates and submit completed templates to the Port Authority within forty-five (45) calendar days of receipt of the templates from the Port Authority.

Compensation for the Work specified above will be in accordance with the price inserted by the Contractor, and agreed to by the Port Authority, in Pricing Sheet F, Item 2.

Upon the direction of the Manager, preventative maintenance plans, job plans and condition monitoring plans shall be updated and submitted to the Port Authority within thirty (30) days of notification by the Manager. Compensation for updating preventative maintenance plans, job plans and condition monitoring plans will be in accordance with the price inserted by the Contractor, and agreed to by the Port Authority, in the Contractor's Pricing Sheet F, Item 3.

20. Breakdown, Malfunction or Damage

The Contractor shall advise the Manager immediately upon the discovery of any damage or signs of disrepair to, mechanical breakdown or malfunction of, any item/equipment/system to be repaired under this Contract, and shall have any item/equipment/system repaired, replaced, or restored to normal working operation, if so requested by the Manager, within forty-eight (48) hours of the discovery.

21. Safety Provisions

All equipment furnished by the Contractor in performing services under this Contract shall meet safety requirements in accordance with applicable requirements of the Occupational Safety and Health Administration and shall be of such quality as to accomplish the purpose of this Contract. Contractor may refer to www.osha.gov for more information.

If, at any time, in the opinion of the Manager, improper or unsafe equipment is employed by the Contractor in furnishing service under this Contract, the Contractor shall, upon notice from the Port Authority, cease using and remove such equipment and replace it with such proper and safe equipment as may be specified in such notice. Prior approval by the Manager of any equipment used or action taken by the Contractor in the performance of its duties under this Contract shall not be deemed an approval of any future use of such equipment or future action to be taken by the Contractor. No such prior approval shall relieve the Contractor of its full responsibility for timely completion, safe and accurate performance of the Work in accordance with these Specifications, or from any duty, obligation or liability imposed upon it by the Contract or from responsibility for injuries to persons or damage to property.



State of New Jersey

CHRIS CHRISTIE
Governor

DEPARTMENT of ENVIRONMENTAL PROTECTION
AIR QUALITY, ENERGY AND SUSTAINABILITY

BOB MARTIN
Commissioner

KIM GUADAGNO
Lt. Governor

Division of Air Quality
Bureau of Air Permits
401 E. State Street, 2nd floor, P.O. Box 420, Mail Code 401-02
Trenton, NJ 08625-0420

Air Pollution Control
Preconstruction Permit and Certificate to Operate
Amendment

Permit Activity Number: PCP150010

Program Interest No: 05392

Mailing Address	Plant Location
SARAH MCKEON FACILITY MAINTENANCE MANAGER PORT AUTH NY/NJ NEWARK LIBERTY INTNL AIRPORT - BLDG 80 Newark, NJ 07114	NEWARK LIBERTY INTL AIRPORT Bldg 80 2nd Flr Newark Essex County, New Jersey

Approval Date: 08/20/2015

Expiration Date: 07/31/2017

The New Jersey Department of Environmental Protection (Department) has reviewed the above referenced air pollution control permit application. This Air Pollution Control Permit amendment shall supersede any existing Air Pollution Control Permits issued for the specified source. This permit allows for inspection and evaluation of the equipment by the Department to assure conformance with all provisions of N.J.A.C. 7:27 et seq. and any other applicable federal requirements codified at 40 CFR 52, 60, 61 and 63.

Your permit and certificate has been updated with the information contained within your amendment notification. Pursuant to N.J.A.C. 7:27-8.21, any change made to equipment and reported as an amendment is done at risk. If at any time, the Department determines that your amendment notification does not meet the requirements of N.J.A.C. 7:27-8.21, a violation will be cited.

This approval changes certain portions of the previously approved preconstruction permit, and this action does not change the current expiration date of the permit. This approval results in a permit that has replaced the one previously issued, Activity Number PCP [140005](#)

The equipment, that is authorized to be installed and operated under this approval, is described in Section A, Source Operations and Section D, Equipment Inventory. Equipment at the facility referenced by this Permit shall be operated in accordance with the Conditions of Approval set forth in Section D, Facility Specific Requirements.

The approved Permit is available for download in PDF format which contains the facility's specific requirements (compliance plan) at: <http://www.nj.gov/dep/aqpp>. After accessing the web site, click on "Approved PCP Permits" listed under "Reports" and then type in your Program Interest (PI) Number, 05392, as instructed on the screen. You will be able to view, print or electronically store your permit. If you have any questions regarding this permit approval, please contact the Department at the Preconstruction Permit Help Line available from 9:00 AM to 4:00 PM daily, where you may speak to someone about any technical questions you may have. The Preconstruction Permit Technical Help Line number is 609-292-6716.

If, in your judgment as an applicant for an air pollution control permit, the Department is imposing any unreasonable Condition of Approval, you may contest the Department's decision and request a contested case hearing pursuant to the Administrative Code at N.J.A.C. 7:27-1.32(a). All requests for contested case hearings must be received in writing by the Department within twenty (20) calendar days of the date you receive this permit approval and must contain the information specified in the Administrative Hearing Request Checklist and Tracking Form.

If you have any non technical questions please use the Bureau's number 609- 292-0834. If you have any questions when filing a General Permit please use the General Permit Help number 609-633-2829.

Approved by:



William Kuehne
Environmental Engineer 4 (Supervisor)
Preconstruction Permits

Administrative Hearing Request Checklist and Tracking Form

I. Document Being Appealed

Name of the Facility	Facility ID Number	Permit Activity Number	Issuance Date
NEWARK LIBERTY INTL AIRPORT	05392	PCP150010	

II. Contact Information

Name of Person Requesting Hearing	Name of Attorney (if applicable)
Address:	Address:
Telephone:	Telephone:

III. Please include the following information as part of your request:

- A. The date the permittee received the permit decision;
- B. Two printed copies of the document being appealed – for submitting to address 1 below;
A PDF copy of the document being appealed on a CD – for submitting to address 2 below
- C. The legal and factual questions you are appealing;
- D. A statement as to whether or not you raised each legal and factual issues during the permit application process;
- E. Suggested revised or alternative permit conditions;
- F. An estimate of the time required for the hearing;
- G. A request, if necessary, for a barrier-free hearing location for physically disabled persons;
- H. A clear indication of any willingness to negotiate a settlement with the Department prior to the Departments processing of your hearing request to the Office of Administrative Law;

Mail this form, completed, signed and dated with all of the information listed above, including attachment, to:

1. New Jersey Department of Environmental Protection
Office of Legal Affairs
Attention: Adjudicatory Hearing Requests
401 E. State Street, P.O. Box 402
Trenton, New Jersey 08625
2. Mail Code: 401-02
New Jersey Department of Environmental Protection
Air Quality Program
P.O. Box 420
Trenton, New Jersey 08625-0420
Phone: (609) 633-2829

Signature

Date

Administrative Hearing Request Checklist and Tracking Form

IV. If you are not the applicant but rather an interested person claiming to be aggrieved by the permit decision, please include the following information:

1. The date you or your agent received notice of the permit decision (include a copy of that permit decision with your hearing request);
2. Evidence that a copy of the request has been delivered to the applicant for the permit which is the subject of the permit decision;
3. A detailed statement of which findings of fact and/or conclusion of law you are challenging;
4. A description of your participation in any public hearings held in connection with the permit application and copies of any written comments you submitted;
5. Whether you claim a statutory or constitutional right to a hearing, and, if you claim such a right, a reference to the applicable statute or explanation of how your property interests are affected by the permit decision;
6. If the appeal request concerns a CAFRA permit decision, evidence that a copy of the request has been delivered to the clerks of the county and the municipality in which the project which is the subject of the permit decision is located;
7. Suggested revised or alternative permit conditions;
8. An estimate of the time required for the hearing;
9. A request, if necessary, for a barrier-free hearing location for physically disable persons;
10. A clear indication of any willingness to negotiate a settlement with the Department prior to the Department's transmittal of the hearing request to the Office of Administrative Law;

Mail this form, completed, signed and dated with all of the information listed above, including attachment, to:

New Jersey Department of Environmental Protection
Office of Legal Affairs
Attention: Adjudicatory Hearing Requests
401 East State Street, P.O. Box 402
Trenton, New Jersey 08625-0402

Mail Code: 401-02
New Jersey Department of Environmental Protection
Air Quality Program
P.O. Box 420
Trenton, New Jersey 08625-0420
Phone: (609) 633-2829

Signature

Date

AIR POLLUTION CONTROL PRECONSTRUCTION PERMIT

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Facility ID No.: 05392

Permit Activity No.: PCP150010

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AIR POLLUTION CONTROL PRECONSTRUCTION PERMIT

Section A

Facility Name: NEWARK LIBERTY INTL AIRPORT

Facility ID No.: 05392

Permit Activity No.: PCP150010

AUTHORIZED SOURCE OPERATIONS

This Preconstruction Permit and the Certificate to Operate for the following equipment is issued pursuant to N.J.A.C. 7:27-8.

Description of Source Activity

Source Operation Type: Fuel combustion

Source Operation Description: Boilers equipped with low NOx burners.

Source Operation Details: The sources authorized by this permit shall be operated within the parameters specified in the Equipment, and/or Emission Unit/Batch Process Operating Scenario Details of this permit. Operation of the authorized sources within these parameters is required in addition to compliance with the conditions specified in Section D– Facility Specific Requirements.

AIR POLLUTION CONTROL PRECONSTRUCTION PERMIT

Section B

Facility Name: NEWARK LIBERTY INTL AIRPORT

Facility ID No.: 05392

Permit Activity No.: PCP150010

ACRONYMS

BTS	Bureau of Technical Services
CEMS	Continuous Emissions Monitor System
CFR	Code of Federal Regulations
CO	Carbon Monoxide
COMS	Continuous Opacity Monitor System
EPA	United States Environmental Protection Agency
HAP	Hazardous Air Pollutant
N.J.A.C.	New Jersey Administrative Code
NJDEP	New Jersey Department of Environmental Protection
NO _x	Oxides of Nitrogen
PM-2.5	All particulate matter having an aerodynamic diameter less than or equal to a nominal 2.5 microns
PM-10	All particulate matter having an aerodynamic diameter less than or equal to a nominal 10 microns
PST	Performance Specification Test
REO	Regional Enforcement Office - NJDEP
SO ₂	Sulfur Dioxide
TSP	Total Suspended Particulate Matter
VOC	Volatile Organic Compounds

AIR POLLUTION CONTROL PRECONSTRUCTION PERMIT

Section C

Facility Name: NEWARK LIBERTY INTL AIRPORT

Facility ID No.: 05392

Permit Activity No.: PCP150010

GENERAL PROVISIONS AND AUTHORITIES

Preconstruction Permits

1. Notwithstanding compliance with other provisions of N.J.A.C. 7:27-1 et seq., no person shall cause, suffer, allow or permit to be emitted into the outdoor atmosphere substances in quantities which shall result in air pollution as defined at N.J.A.C. 7:27-5.1. [N.J.A.C. 7:27-5.2(a)]
2. The permittee shall not construct, reconstruct, install, or modify a significant source or control apparatus serving the significant source without first obtaining a preconstruction permit under N.J.A.C. 7:27-8. [N.J.A.C. 7:27-8.3(a)]
3. The permittee shall not operate (nor cause to be operated) a significant source or control apparatus serving the significant source without a valid operating certificate. [N.J.A.C. 7:27-8.3(b)]

4. Permit Revisions:

The permittee shall not take any action which requires a permit revision, compliance plan change, seven-day-notice change, amendment, or change to a batch plant permit, under any applicable provision at N.J.A.C. 7:27-8.17 through 8.23, without complying with that applicable provision.

The following summarize N.J.A.C. 7:27-8.18 through 8.21:

- a. The permittee shall file a permit revision request and receive approval from the Department prior to increasing any maximum allowable emission limit, increasing actual emissions, to a rate or concentration greater than a maximum allowable emission, causing the emissions of a new air contaminant, use a new raw material, reconstructing equipment, change the ground level concentration of an air contaminant in an area where the public has access, replace the permitted source, or constructing or installing a new significant source. [N.J.A.C. 7:27-8.18]
- b. The permittee shall file a compliance plan change request and receive approval from the Department prior to decreasing the frequency of testing, monitoring, recordkeeping, or reporting, changing the monitoring method, changing a level, rate, or limit of an operational parameter included in the conditions, or reducing a source's potential to emit. [N.J.A.C. 7:27-8.19]
- c. At least seven days prior to proceeding with a physical or operational change that is outside the scope of activities allowed by this permit, but will not increase emissions over the allowable emissions and will not alter the stack characteristics, the permittee shall file a seven-day-notice change. The permittee

may proceed with the proposed changes seven days after such notice is filed with the Department. [N.J.A.C. 7:27-8.20]

- d. The permittee shall file an amendment within 120 days of making any change of the information which allows the Department to identify and contact the permittee, changing the name, number or designation of any equipment or stack covered by this permit, changing the parameters of a stack in such a way to reduce the ground level concentration of an air contaminant, or correction of a typographical error that will not result in an increase of actual or allowable emissions. [N.J.A.C. 7:27-8.21]

The permittee shall review the provisions of N.J.A.C. 7:27-8.18 through 7:27-8.21 to determine the appropriate type of request to file.

5. The permittee shall make the preconstruction permit or certificate, together with any amendments, seven-day-notices, or other documents related to the permit and certificate, readily available for Department inspection on the operating premises. [N.J.A.C. 7:27-8.3(d)]
6. The permittee shall not use or cause to be used the equipment or control apparatus unless all components connected or attached to, or serving, the equipment or control apparatus, are functioning properly and are in compliance with the preconstruction permit and certificate and all conditions and provisions thereto. [N.J.A.C. 7:27-8.3(e)]
7. A preconstruction permit is not transferable either from the location authorized in the preconstruction permit to another location, or from any one piece of control apparatus or equipment to another piece of control apparatus or equipment. [N.J.A.C. 7:27-8.3(f)]
8. Once a permit or certificate is issued, the permittee is fully responsible for compliance with N.J.A.C. 7:27-8 and with the permit and certificate, including adequate design, construction, and operation of the source, even if employees, contractors, or others work on or operate the permitted source. If the Department issues any other requirement with the force of law, such as an order, which applies to the source, the permittee is also responsible for compliance with that requirement. [N.J.A.C. 7:27-8.3(g)]
9. Preconstruction permits and certificates do not any way relieve the permittee from the obligation to obtain necessary permits from other government agencies and to comply with all other applicable Federal, State, and local rules and regulations. [N.J.A.C. 7:27-8.3(h)]
10. The permittee shall not suffer, allow, or permit any air contaminant detectable by the sense of smell, to be present in the outdoor atmosphere in such quantity and duration which is, or tends to be, injurious to human health or welfare, animal or plant life or property, or would unreasonably interfere with the enjoyment of life or property. This shall not include an air contaminant which occurs only in areas over which the permittee has exclusive use or occupancy. In determining whether an odor unreasonably interferes with the enjoyment of life or property, the Department shall consider all of the relevant facts and circumstances, including, but not limited to, the character, severity, frequency, and duration of the odor, and the number of persons affected thereby. In considering these and other relevant facts and circumstances, no one factor shall be dispositive, but each shall be considered relevant in determining whether an odor interferes with the enjoyment of life or property, and, if so, whether such interference is unreasonable considering all of the circumstances. [N.J.A.C.7:27-8.3(j)]

11. The Department and its representatives have the right to enter and inspect any facility or property in accordance with N.J.A.C. 7:27-1.31. [N.J.A.C. 7:27-8.3(m)]
12. There shall be an affirmative defense to liability for penalties for a violation of a preconstruction permit or certificate occurring as a result of an equipment malfunction, an equipment start-up, an equipment shutdown, or during the performance of necessary maintenance. The affirmative defense shall be asserted and established as required pursuant to P.L. 1993. c.89 (adding N.J.S.A. 26:2C-19.1 through 2C-19.5) and any rules the Department promulgates thereunder, and shall meet all of the requirements thereof. There shall also be an affirmative defense to liabilities for penalties or other sanctions for noncompliance with any technology based emission limitation in this permit or certificate, if the noncompliance was due to an emergency as defined at N.J.A.C. 7:27-22.1, provided that the affirmative defense is asserted and established in compliance with 40 CFR 70.6(g) and meets all requirements thereof. [N.J.A.C. 7:27-8.3(n)]
13. The permittee shall not cause or use the equipment specified in a preconstruction permit in a manner that will result in the emission of any air contaminant not listed in the Facility Specific Requirements in this Preconstruction Permit at a rate equal to or higher than the applicable reporting threshold set forth at N.J.A.C. 7:27-8 Appendix I, Table A or B. [N.J.A.C. 7:27-8.4(k)1]
14. No air contaminant, or category of air contaminant, where accepted by the Department, shall be emitted other than those approved in the preconstruction permit. [N.J.A.C. 7:27-8.13(a)]
15. Any person to whom the Department has issued a preconstruction permit or certificate shall comply with all terms and conditions of any order related to the preconstruction permit or certificate. [N.J.A.C. 7:27-8.13(a)]
16. The permittee shall maintain all records required in the preconstruction permit for a period of five (5) calendar years from the calendar year within which the record was generated. [N.J.A.C. 7:27-8.13(a)]
17. The Department may change the conditions of approval of any approved certificate to operate at the time of renewal of a temporary operating certificate; at the time of approval or renewal of a five-year operating certificate; or at any time during the period a certificate is in effect, if the Department determines that such change is necessary to protect human health or welfare or the environment. [N.J.A.C. 7:27-8.13(b)]
18. Upon request of the Department, the permittee shall submit to the Department information relevant to the operation of equipment and control apparatus including all information specified at N.J.A.C. 7:27-8.13(c). [N.J.A.C. 7:27-8.13(c)]
19. If the conditions of a preconstruction permit or certificate to operate require the Department to incur any of the following charges, the permittee shall reimburse the Department for the full amount of these charges: (1) The charges billed by any phone company for the maintenance of a dedicated telephone line required by this permit or the certificate to operate for the electronic transmission of data; or (2) The charges billed by any laboratory for performing the analysis of audit samples collected pursuant to testing or monitoring required by this permit or the certificate to operate. [N.J.A.C. 7:27-8.13(g)]
20. Any exceedance of the operating requirements or emission concentrations specified in a preconstruction permit shall be reported within three (3) business days, by writing to the Regional Enforcement Office. [N.J.A.C. 7:27-8.13(h)]

21. The permittee shall, when requested by the Department, provide such testing facilities exclusive of instrumentation and sensing devices as may be necessary for the Department to determine the kind and amount of air contaminants emitted from the equipment or control apparatus. The testing facilities shall include the utilities, the structure to hold testing equipment and/or personnel, and any ports in stacks needed to carry out testing required by this permit. During testing by the Department, the equipment and control apparatus shall be operated under such conditions within their capacities as may be requested by the Department. The test facilities may be either permanent or temporary, at the discretion of the person responsible for their provision, and shall conform to all applicable laws, regulations, and rules concerning safe construction and safe practice. Testing facilities, which contain platforms and other means of personnel access, shall conform to OSHA standards. [N.J.A.C. 7:27-8.13(i)]
22. Upon request of the Department, the permittee shall submit to the Department any record relevant to any permit or certificate. Such records shall be submitted to the Department within thirty (30) days of the request by the Department or within a longer time period if approved in writing by the Department. [N.J.A.C. 7:27-8.15(a)]
23. The permittee shall submit any required report in a format and on a schedule approved by the Department. Such report shall be transmitted on paper, on computer disk, or electronically, at the discretion of the Department. [N.J.A.C. 7:27-8.15(b)]
24. Any report submitted to the Department, including but not limited to, a report submitted as an amendment of this permit or the certificate to operate pursuant to N.J.A.C. 7:27-8.3(c) shall include, as an integral part of the report, certifications complying with N.J.A.C. 7:27-1.39. [N.J.A.C. 7:27-8.15(c)]
25. Upon request of the Department, the permittee shall report on forms obtained from the Department the air contaminant actual emissions and information relevant thereto, of any air contaminant or category of air contaminant emitted by the equipment, control apparatus, or source operation. [N.J.A.C. 7:27-8.15(d)]
26. Any emission limit values in a preconstruction permit shall be interpreted to be followed by inherent trailing zeros (0) in the decimal portion of the limit to three significant figures (e.g. a printed limit of “1 lb/hr” means a limit of “1.00 lb/hr”).
27. This listing of requirements reflects the state rules and regulations that apply to a majority of sources. If a specific requirement in a rule or regulation that applies to a permittee is not included in this section or in the Facility Specific Requirements it does not relieve the permittee from the obligation to comply with that regulation.
28. Process monitors must be operated at all times when the associated process equipment is operating except during outage time allowed by Department guidelines/procedures or as outlined in Technical Manual 1005. The Permittee must keep a service log as required.

29. The following Department offices may be referenced in a preconstruction permit. Please use the following addresses when submitting any correspondence to these offices:

Bureau of Technical Services
P. O. Box 437
380 Scotch Road
West Trenton, NJ 08625

Central Regional Enforcement Office
P. O. Box 407
Trenton, NJ 08625-0407

Northern Regional Enforcement Office
7 Ridgedale Avenue
Cedar Knolls, NJ 07927

Southern Regional Enforcement Office
2 Riverside Drive – Suite 201
Camden, NJ 08102

30. In accordance with the Air Pollution Control Act at N.J.S.A. 26:2C-19(e), any operation of the equipment which may cause off-property effect, including odors, shall be immediately reported by calling the NJDEP Environmental Action Hotline at (877) 927-6337.
31. In accordance with N.J.A.C. 7:27-21, facilities are required to submit annual emission statements of their actual emissions if the Potential-to-emit for the entire facility exceeds the following thresholds (including all emissions from the facility, both permitted and unpermitted). Additional information about Emission Statement reports can be obtained by calling (609) 984-5483.

AIR CONTAMINANT	Threshold in Tons per Year
VOC (Volatile Organic Compounds)	10
NO _x (Oxides of Nitrogen)	25
CO (Carbon Monoxide)	100
SO ₂ (Sulfur Dioxide)	100
TSP (Total Suspended Particulates)	100
PM _{2.5} (Particulate Matter ≤ 2.5 microns)	100
PM ₁₀ (Particulate Matter ≤ 10 microns)	100
NH ₃ (Ammonia)	100
Lead	5

32. In accordance with N.J.A.C. 7:27-22, facilities are required to submit a Title V Operating Permit application, within one year, if the potential-to-emit for the entire facility exceeds any of the following thresholds (including all emissions from the facility, both permitted and unpermitted). Additional Information about Operating Permits can be obtained by calling the Operating Permit Hotline at (609) 633-8248.

AIR CONTAMINANT	Threshold in Tons per Year
VOC (Volatile Organic Compounds)	25
NO _x (Oxides of Nitrogen)	25
CO (Carbon Monoxide)	100
SO ₂ (Sulfur Dioxide)	100
TSP (Total Suspended Particulates)	100
PM ₁₀ (Particulate Matter ≤ 10 microns)	100
Lead	10
Any HAP (Hazardous Air Pollutant)	10
All HAPs Collectively	25
Any other Air Contaminant	100

AIR POLLUTION CONTROL PRECONSTRUCTION PERMIT

Section D

Facility Name: NEWARK LIBERTY INTL AIRPORT

Facility ID No.: 05392

Permit Activity No.: PCP150010

PERMIT INFORMATION

FACILITY SPECIFIC REQUIREMENTS INDEX

FACILITY SPECIFIC REQUIREMENTS

REASON FOR APPLICATION

FACILITY PROFILE (GENERAL)

EQUIPMENT INVENTORY

EMISSION POINT INVENTORY

EMISSION UNIT/BATCH PROCESS INVENTORY

AIR POLLUTION CONTROL PRECONSTRUCTION PERMIT

Section D

Facility Name: NEWARK LIBERTY INTL AIRPORT

Facility ID No.: 05392

Permit Activity No.: PCP150010

FACILITY SPECIFIC REQUIREMENTS INDEX

<u>Subject Item and Name</u>	<u>Page Number</u>
<u>Emission Unit 19:</u>	
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**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Emission Unit: U19 Boilers #1-4 w/Low-NOx Burner & FGR (#1 formerly #5)

OS Summary

Operating Scenario:

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submission/Action Requirement
1	All requests, reports, applications, submittals, and other communications to the Administrator pursuant to Part 60 shall be submitted in duplicate to the Regional Office of US Environmental Protection Agency. Submit information to: Director, Division of Enforcement & Compliance Assistance, US EPA, Region 2, 290 Broadway, New York, NY 10007-1866. [40 CFR 60.4(a)]	None.	None.	Submit a report: As per the approved schedule to EPA Region 2 as required by 40 CFR 60. [40 CFR 60.4(a)]
2	The owner or operator subject to the provisions of 40 CFR Part 60 shall furnish the Administrator written notification or, if acceptable to both the Administrator and the owner or operator of a source, electronic notification, of the date of construction or reconstruction of an affected facility as defined under 40 CFR Part 60 Subpart A. Notification shall be postmarked no later than 30 days after such date. [40 CFR 60.7(a)(1)]	None.	None.	Submit notification: Upon occurrence of event to EPA Region 2 and the appropriate Regional Enforcement Office of NJDEP as required by 40 CFR 60.7 [40 CFR 60.7(a)(1)]
3	The owner or operator subject to the provisions of 40 CFR Part 60 shall furnish the Administrator written notification or, if acceptable to both the Administrator and the owner or operator of a source, electronic notification, of the actual date of initial startup of an affected facility postmarked within 15 days after such date. [40 CFR 60.7(a)(3)]	None.	None.	Submit notification: Upon occurrence of event to EPA Region 2 and the appropriate Regional Enforcement Office of NJDEP as required by 40 CFR 60.7 [40 CFR 60.7(a)(3)]

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**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
4	Maximum No. of Billable Compliance Inspections <= 4 inspections. The equipment covered by this permit will be subject to inspection fees for the maximum periodic compliance inspections (as defined in N.J.A.C. 7:27-8.1) over the life of the Certificate, after it receives final approval for a five year duration. The permittee will be invoiced for a service fee per inspection pursuant to N.J.A.C. 7:27-8.6 after the periodic compliance inspection is conducted. [N.J.A.C. 7:27- 8.13(e)]	None.	None.	None.
5	TSP <= 1.33 tons/yr and over any consecutive 12 month period. [N.J.A.C. 7:27- 8.13(h)]	None.	None.	None.
6	PM-10 (Total) <= 1.33 tons/yr. [N.J.A.C. 7:27- 8.13(h)]	None.	None.	None.
7	NOx (Total) <= 6.24 tons/yr and over any consecutive 12 month period. [N.J.A.C. 7:27- 8.13(h)]	None.	None.	None.
8	CO <= 6.52 tons/yr and over any consecutive 12 month period. [N.J.A.C. 7:27- 8.13(h)]	None.	None.	None.
9	VOC (Total) <= 0.64 tons/yr and over any consecutive 12 month period. [N.J.A.C. 7:27- 8.13(h)]	None.	None.	None.
10	SO2 <= 0.15 tons/yr and over any consecutive 12 month period. [N.J.A.C. 7:27- 8.13(h)]	None.	None.	None.

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**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
11	<p>STACK TESTING SUMMARY The permittee shall conduct a stack test using a protocol approved by the Department to demonstrate compliance with emission limits for NOX (lbs/mmbtu and lbs/hr), CO (ppmvd @ 7% O2 and lbs/hr), VOC ((ppmvd @ 7% O2 and lbs/hr) Equipment : E2301 for operating scenarios: OS9, as specified in PCP120002, in accordance with the state and federal requirements. Testing must be conducted at worst-case permitted operating conditions with regard to meeting the applicable emission standards, but without creating an unsafe condition. [N.J.A.C. 7:27- 8.4(f)]</p>	None.	None.	<p>Stack Test - Submit protocol, conduct test and submit results: As per the approved schedule. Submit a stack test protocol to the Bureau of Technical Services (BTS) at PO Box 437, Trenton, NJ 08625 within 60 days from the date of the approved preconstruction permit PCP120002. Within 30 days of protocol approval, the permittee must contact BTS at 609-530-4041 to schedule a mutually acceptable test date. The stack test must be conducted within 180 days from the date of the approved preconstruction permit PCP120002 or within 180 days from the date of start-up, whichever comes later.</p> <p>A full stack test report must be submitted for review and approval to BTS and a certified summary test report must be submitted to the Regional Enforcement Office within 30 days from the date of testing. The test results must be certified by a licensed professional engineer or certified industrial hygienist. For an extension of due dates of a stack test protocol, stack test, or stack test report, the permittee shall request the approval, with proper justification, from the Regional Enforcement Office prior to the due date. If approved in writing by the Regional Enforcement Office prior to the due date, the extension of dates for the stack test protocol submittal, stack test performance, or stack test report submittal would not constitute a permit revision. If a source is subject to federal requirements, extending the testing date beyond 180 days after the source's initial start-up requires prior approval from US EPA. [N.J.A.C. 7:27- 8.4(f)]</p>

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**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
12	<p>STACK TESTING SUMMARY The permittee shall conduct a stack test using a protocol approved by the Department to demonstrate compliance with emission limits for NOX (lbs/mmbtu and lbs/hr), CO (ppmvd @ 7% O2 and lbs/hr), VOC ((ppmvd @ 7% O2 and lbs/hr) Equipment : E2201 and E2202 for operating scenarios: OS5 and OS7, as specified in PCP130001, in accordance with the state and federal requirements. Testing must be conducted at worst-case permitted operating conditions with regard to meeting the applicable emission standards, but without creating an unsafe condition. [N.J.A.C. 7:27- 8.4(f)]</p>	None.	None.	<p>Stack Test - Submit protocol, conduct test and submit results: As per the approved schedule. Submit a stack test protocol to the Bureau of Technical Services (BTS) at PO Box 437, Trenton, NJ 08625 within 60 days from the date of the approved preconstruction permit PCP130001. Within 30 days of protocol approval, the permittee must contact BTS at 609-530-4041 to schedule a mutually acceptable test date. The stack test must be conducted within 180 days from the date of the approved preconstruction permit PCP130001 or within 180 days from the date of start-up, whichever comes later.</p> <p>A full stack test report must be submitted for review and approval to BTS and a certified summary test report must be submitted to the Regional Enforcement Office within 30 days from the date of testing. The test results must be certified by a licensed professional engineer or certified industrial hygienist. For an extension of due dates of a stack test protocol, stack test, or stack test report, the permittee shall request the approval, with proper justification, from the Regional Enforcement Office prior to the due date. If approved in writing by the Regional Enforcement Office prior to the due date, the extension of dates for the stack test protocol submittal, stack test performance, or stack test report submittal would not constitute a permit revision. If a source is subject to federal requirements, extending the testing date beyond 180 days after the source's initial start-up requires prior approval from US EPA. [N.J.A.C. 7:27- 8.4(f)]</p>

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**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
13	<p>STACK TESTING SUMMARY The permittee shall conduct a stack test using a protocol approved by the Department to demonstrate compliance with emission limits for NOX (lbs/mmbtu and lbs/hr), CO (ppmvd @ 7% O2 and lbs/hr), VOC ((ppmvd @ 7% O2 and lbs/hr) Equipment : E2001 for operating scenarios: OS3, in accordance with the state and federal requirements. Testing must be conducted at worst-case permitted operating conditions with regard to meeting the applicable emission standards, but without creating an unsafe condition. [N.J.A.C. 7:27- 8.4(f)]</p>	None.	None.	<p>Stack Test - Submit protocol, conduct test and submit results: As per the approved schedule. Submit a stack test protocol to the Bureau of Technical Services (BTS) at Mail Code: 380-01A, PO Box 420, Trenton, NJ 08625 within 60 days from the date of the approved preconstruction permit PCP140005. The protocol and test report must be prepared and submitted on a CD using the Electronic Reporting Tool (ERT), unless another format is approved by BTS. The ERT program can be downloaded at: http://www.epa.gov/ttnchie1/ert. Within 30 days of protocol approval or no less than 60 days prior to the testing deadline, whichever is later, the permittee must contact BTS at 609-530-4041 to schedule a mutually acceptable test date.</p> <p>The stack test must be conducted within 180 days from the date of the approved preconstruction permit PCP140005 or within 180 days from the date of start-up, whichever comes later.</p> <p>A full stack test report must be submitted to BTS and a certified summary test report must be submitted to the Regional Enforcement Office within 30 days from the date of testing. The test results must be certified by a licensed professional engineer or certified industrial hygienist.</p> <p>[N.J.A.C. 7:27- 8.4(f)]</p>

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**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
14	Opacity <= 20 % except for one 6-minute period per hour of not more than 27% opacity. This opacity standard does not apply during periods of startup, shutdown or malfunction. [40 CFR 60.43c(c)]	Opacity: Monitored by visual determination once initially, based on 6 minute blocks.c Follow up performance test frequency will be determined by initial test results pursuant to 40 CFR 60.47c (a). The facility that burns fuel oils containing <= 0.5% S or only gaseous fuels shall be operated in accordance with a written site-specific monitoring plan. This monitoring plan must include procedures and criteria for establishing and monitoring specific parameters for the affected facility indicative of compliance with the opacity standard. [40 CFR 60.47c(g)]	Other: The owner or operator shall comply with the following recordkeeping requirements: (i) Dates and time intervals of all opacity observation periods; (ii) Name, affiliation, and copy of current visible emission reading certification for each visible emission observer participating in the performance test; and (iii) Copies of all visible emission observer opacity field data sheets; [40 CFR 60.48c(C)(1)].	Submit a report: Upon occurrence of event. The owner or operator shall submit to the Administrator the performance test data from the initial and all subsequent performance tests. [40 CFR 60.48c(b)]
15	The owner or operator shall maintain all required records for a period of two years following the date of such record. [40 CFR 60.48c(i)]	None.	None.	None.
16	The permittee shall submit to the Administrator all reports required under 40 CFR 60.40, et. seq. each six-month period. [40 CFR 60.48c(j)]	None.	None.	Submit a report: Semi-annually beginning on the 30th day of the 6th month following initial performance tests. All reports shall be submitted to the Administrator and shall be postmarked by the 30th day following the end of the reporting period. [40 CFR 60.48c(j)]
17	The owner or operator shall conduct a performance test using Method 9. If during the initial 60 minutes of observation all 6-minute averages are less than 10 percent and all individual 15-second observations are less than or equal to 20 percent, the observation period may be reduced from 3 hours to 60 minutes. [40 CFR 60.47c(a)]	None.	None.	None.

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**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
18	<p>The owner or operator shall conduct subsequent Method 9 of appendix A4 of this part performance tests using the procedures in paragraph (a) of this section according to the applicable schedule in paragraphs (a)(1)(i) through (a)(1)(iv) of this section, as determined by the most recent Method 9 of appendix A4 of this part performance test results.</p> <p>(i) If no visible emissions are observed, a subsequent Method 9 of appendix A4 of this part performance test must be completed within 12 calendar months from the date that the most recent performance test was conducted;</p> <p>(ii) If visible emissions are observed but the maximum 6-minute average opacity is less than or equal to 5 percent, a subsequent Method 9 of appendix A4 of this part performance test must be completed within 6 calendar months from the date that the most recent performance test was conducted;</p> <p>(iii) If the maximum 6-minute average opacity is greater than 5 percent but less than or equal to 10 percent, a subsequent Method 9 of appendix A4 of this part performance test must be completed within 3 calendar months from the date that the most recent performance test was conducted; or</p> <p>(iv) If the maximum 6-minute average opacity is greater than 10 percent, a subsequent Method 9 of appendix A4 of this part performance test must be completed within 30 calendar days from the date that the most recent performance test was conducted.</p> <p>[40 CFR 60.47c(a)(1)]</p>	None.	None.	None.

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**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
19	<p>If the maximum 6-minute opacity is less than 10 percent during the most recent Method 9 of appendix A4 of this part performance test, the owner or operator may, as an alternative to performing subsequent Method 9 of appendix A4 of this part performance tests, elect to perform subsequent monitoring using Method 22 of appendix A7 of this part according to the procedures specified in paragraphs (a)(2)(i) and (ii) of this section.</p> <p>(i) The owner or operator shall conduct 10 minute observations (during normal operation) each operating day the affected facility fires fuel for which an opacity standard is applicable using Method 22 of appendix A7 of this part and demonstrate that the sum of the occurrences of any visible emissions is not in excess of 5 percent of the observation period (i.e. , 30 seconds per 10 minute period). If the sum of the occurrence of any visible emissions is greater than 30 seconds during the initial 10 minute observation, immediately conduct a 30 minute observation. If the sum of the occurrence of visible emissions is greater than 5 percent of the observation period (i.e. , 90 seconds per 30 minute period) the owner or operator shall either document and adjust the operation of the facility and demonstrate within 24 hours that the sum of the occurrence of visible emissions is equal to or less than 5 percent during a 30 minute observation (i.e. , 90 seconds) or conduct a new Method 9 of appendix A4 of this part performance test using the procedures [40 CFR 60.47c(a)(2)]</p>	None.	None.	None.

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**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
20	<p>If the maximum 6-minute opacity is less than 10 percent during the most recent Method 9 of appendix A4 of this part performance test, the owner or operator may, as an alternative to performing subsequent Method 9 of appendix A4 performance tests, elect to perform subsequent monitoring using a digital opacity compliance system according to a site-specific monitoring plan approved by the Administrator. The observations shall be similar, but not necessarily identical, to the requirements in paragraph (a)(2) of this section. For reference purposes in preparing the monitoring plan, see OAQPS Determination of Visible Emission Opacity from Stationary Sources Using Computer-Based Photographic Analysis Systems. This document is available from the U.S. Environmental Protection Agency (U.S. EPA); Office of Air Quality and Planning Standards; Sector Policies and Programs Division; Measurement Policy Group (D243?02), Research Triangle Park, NC 27711. This document is also available on the Technology Transfer Network (TTN) under Emission Measurement Center Preliminary Methods. [40 CFR 60.47c(a)(3)]</p>	None.	None.	None.

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**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Emission Unit: U19 Boilers #1-4 w/Low-NOx Burner & FGR (#1 formerly #5)
OS1 Boiler #1 (formerly #5) Burning natural gas as its primary fuel. Limiting the fuel consumption to 62.5 MMSCF/yr.

Operating Scenario:

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
1	PM-10 (Total) <= 0.625 lb/hr. [N.J.A.C. 7:27- 8.13(h)]	None.	None.	None.
2	TSP <= 0.625 lb/hr. [N.J.A.C. 7:27- 8.13(h)]	None.	None.	None.
3	VOC (Total) <= 0.313 lb/hr. [N.J.A.C. 7:27- 8.13(h)]	None.	None.	None.
4	VOC (Total) <= 50 ppmvd @ 7% O ₂ . [N.J.A.C. 7:27-16.8(b)1]	VOC (Total): Monitored by stack emission testing once initially, based on the average of three 1-hour tests. [N.J.A.C. 7:27-16.8(e)]	VOC (Total): Recordkeeping by manual logging of parameter or storing data in a computer data system once initially. [N.J.A.C. 7:27- 8.13(d)]	Stack Test - Submit protocol, conduct test and submit results: As per the approved schedule. Refer to stack testing requirements specified in this permit. [N.J.A.C. 7:27- 8.13(d)]
5	NOx (Total) <= 3 lb/hr. [N.J.A.C. 7:27- 8.13(h)]	NOx (Total): Monitored by stack emission testing once initially, based on each of three Department validated stack test runs. [N.J.A.C. 7:27- 8.13(d)]	NOx (Total): Recordkeeping by manual logging of parameter or storing data in a computer data system once initially. [N.J.A.C. 7:27- 8.13(d)]	Stack Test - Submit protocol, conduct test and submit results: As per the approved schedule. Refer to stack testing requirements specified in this permit. [N.J.A.C. 7:27- 8]
6	NOx (Total) <= 0.05 lb/MMBTU. [N.J.A.C. 7:27-19.7(b)]	NOx (Total): Monitored by stack emission testing once initially, based on the average of three Department validated stack test runs. [N.J.A.C. 7:27-19.15(a)2]	NOx (Total): Recordkeeping by manual logging of parameter or storing data in a computer data system once initially. [N.J.A.C. 7:27- 8.13(d)]	Stack Test - Submit protocol, conduct test and submit results: As per the approved schedule. Refer to stack testing requirements specified in this permit. [N.J.A.C. 7:27- 8.13(d)]
7	CO <= 3.13 lb/hr. [N.J.A.C. 7:27- 8.13(h)]	CO: Monitored by stack emission testing once initially, based on each of three Department validated stack test runs. [N.J.A.C. 7:27- 8.13(d)]	CO: Recordkeeping by manual logging of parameter or storing data in a computer data system once initially. [N.J.A.C. 7:27- 8.13(d)]	Stack Test - Submit protocol, conduct test and submit results: As per the approved schedule. Refer to stack testing requirements specified in this permit. [N.J.A.C. 7:27- 8.13(d)]
8	CO <= 100 ppmvd @ 7% O ₂ . [N.J.A.C. 7:27-16.8(b)2]	CO: Monitored by stack emission testing once initially, based on the average of three Department validated stack test runs. [N.J.A.C. 7:27-16.8(e)]	CO: Recordkeeping by manual logging of parameter or storing data in a computer data system once initially. [N.J.A.C. 7:27- 8.13(d)]	Stack Test - Submit protocol, conduct test and submit results: As per the approved schedule. Refer to stack testing requirements specified in this permit. [N.J.A.C. 7:27- 8.13(d)]
9	Maximum Gross Heat Input <= 60 MMBTU/hr (HHV). [N.J.A.C. 7:27- 8]	None.	None.	None.

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**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
10	<p>The permittee shall annually adjust combustion process in the same quarter of each calendar year as specified at N.J.A.C. 7:27-19.16.</p> <p>The permittee shall:</p> <ol style="list-style-type: none"> 1. Inspect the burner, and clean or replace any components of the burner as necessary; 2. Inspect the flame pattern and make any adjustments to the burner necessary to optimize the flame pattern consistent with the manufacturer's specifications; 3. Inspect the system controlling the air-to-fuel ratio, and ensure that it is correctly calibrated and functioning properly 4. Minimize total emissions of NOx and CO consistent with the manufacturer's specifications; <p>[N.J.A.C. 7:27-19.16(a)]</p>	<p>Monitored by periodic emission monitoring annually. The permittee shall measure the concentrations in the effluent stream of NOx, CO and O2 in ppmvd, before and after the adjustment is made; and</p> <p>Convert the emission values of the NOx, CO and O2 concentrations to pounds per million BTU (lb/MM BTU) according to the following formula: $\text{lb/MM BTU} = \text{ppmvd} \times \text{MW} \times \text{F dry factor} \times \text{O2 correction factor} / 387,000,000$ Where: ppmvd is the concentration in parts per million by volume, dry basis, of NOx or CO MW is the Molecular Weight for: NOx = 46 lb/lb-mole; CO = 28 lb/lb-mole F dry factor for: Natural gas = 8,710 dscf/MM BTU and Residual or fuel oil = 9,190 dscf/MM BTU O2 correction factor: $(20.9\%) / (20.9\% - \text{O2 measured})$ O2 measured is percent oxygen on a dry basis. [N.J.A.C. 7:27-19.16(a)]</p>	<p>Recordkeeping by manual logging of parameter or storing data in a computer data system annually Records shall contain the following information for each adjustment:</p> <ol style="list-style-type: none"> 1. The date of the adjustment and the times at which it began and ended; 2. The name, title and affiliation of the person who made the adjustment; 3. The NOx and CO concentrations in the effluent stream, in ppmvd, before and after each actual adjustment was made; 4. The concentration of O2 (in percent dry basis) at which the CO and NOx concentrations were measured ; 5. A description of any corrective action taken; 6. Results from any subsequent tests performed after taking any corrective action, including concentrations and converted emission values in pounds per million BTU (lb/MM BTU); 7. The type and amount of fuel used over the 12 months prior to the annual adjustment. <p>[N.J.A.C. 7:27-19.16(a)]</p>	<p>Submit a report: Annually within 45 days of the adjustment. Reports shall be submitted electronically in the format the department specifies at its website. The report shall contain the following:</p> <ol style="list-style-type: none"> 1. The concentrations of NOx and CO in the effluent stream in ppmvd, and O2 in percent dry basis, measured before and after the adjustment of the combustion process 2. The converted emission values in lb/MM BTU for the measurements taken before and after the adjustment of the combustion process; 3. A description of any corrective actions taken as a part of the combustion adjustment; and 4. The type and amount of fuel used over the 12 months prior to the annual adjustment.. <p>[N.J.A.C. 7:27-19.16(c)]</p>
11	<p>Natural Gas Usage $\leq 62.5 \text{ MMft}^3/\text{yr}$ for any individual boiler and over any consecutive 12 month period. [N.J.A.C. 7:27- 8.13(a)]</p>	<p>Natural Gas Usage: Monitored by gas use totalizing meter continuously. [N.J.A.C. 7:27- 8.13(d)2]</p>	<p>Natural Gas Usage: Recordkeeping by manual logging of parameter or storing data in a computer data system each month during operation The permittee shall also record fuel usage during each consecutive 12 month period. [40 CFR 60.48(c)(g)(3)]</p>	<p>None.</p>

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**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Emission Unit: U19 Boilers #1-4 w/Low-NOx Burner & FGR (#1 formerly #5)

OS2 Boiler #1 - No. 2 fuel oil is only used when the natural gas supplier request the facility to go off line.

Operating Scenario:

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
1	PM-10 (Total) <= 2 lb/hr. [N.J.A.C. 7:27-8.13(h)]	None.	None.	None.
2	TSP <= 2 lb/hr. [N.J.A.C. 7:27- 8.13(h)]	None.	None.	None.
3	VOC (Total) <= 0.625 lb/hr. [N.J.A.C. 7:27-8.13(h)]	None.	None.	None.
4	NOx (Total) <= 4.8 lb/hr. [N.J.A.C. 7:27-8.13(h)]	None.	None.	None.
5	CO <= 6.25 lb/hr. [N.J.A.C. 7:27- 8.13(h)]	None.	None.	None.
6	SO2 <= 12.5 lb/hr. [N.J.A.C. 7:27- 8.13(h)]	None.	None.	None.
7	Sulfur Content in Fuel <= 2,000 ppmw. Beginning July 1, 2014 <= 500 ppmw. After July 1, 2016 <= 15 ppmw. [N.J.A.C. 7:27-9.2(b)]	Sulfur Content in Fuel: Monitored by review of fuel delivery records once per bulk fuel shipment. [N.J.A.C. 7:27- 8.13(d)]	Sulfur Content in Fuel: Recordkeeping by manual logging of parameter or storing data in a computer data system per delivery. The permittee shall maintain in a permanent bound log book the fuel oil delivery records verifying that #2 Fuel Oil is compliant. All records shall be maintained on-site for a minimum of 5 years. [N.J.A.C. 7:27-8.13(d)3]	None.
8	Hours of Operation While Firing Fuel Oil <= 500 hr/yr and for each consecutive 12-month period. [N.J.A.C. 7:27-19.25(c)4]	None.	Hours of Operation While Firing Fuel Oil: Recordkeeping by manual logging of parameter or storing data in a computer data system each month during operation The permittee shall also calculate and record the hours of operation for each consecutive 12-month period. [N.J.A.C. 7:27-19.13(d)]	None.

**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
9	<p>The combustion source is not required to comply with the applicable NOx emission limits in N.J.A.C. 7:27-19, and the owner or operator is not required to adjust the combustion process described in N.J.A.C. 7:27-19.16, while fuel oil or other liquid fuel is burned. The owner or operator of this combustion source is eligible for this exemption only if the following requirements are met: 1) The owner or operator is not practicably able to obtain a sufficient amount of natural gas; 2) the owner or operator's inability to obtain natural gas due to circumstances beyond the control of the owner or operator, such as a natural gas curtailment; and 3) the combustion source ceases using fuel oil or other liquid fuel in place of natural gas and resumes using natural gas as soon as a sufficient supply of natural gas becomes practicably available. However, the owner or operator may periodically fire fuel oil or other liquid fuel for testing and maintenance. The owner or operator shall not fire fuel oil or other liquid fuel for testing and maintenance on days when the Department forecasts air quality anywhere in New Jersey to be unhealthy for sensitive groups, unhealthy, or very unhealthy as shown at the Department's air quality permitting web site at http://www.state.nj.us/dep/aqpp/aqforecast. [N.J.A.C. 7:27-8.13(a) or N.J.A.C. 7:27-22.16(a)], [N.J.A.C. 7:27-19.25(a)] and [N.J.A.C. 7:27-19.25(c)]</p>	None.	<p>Recordkeeping by manual logging of parameter or storing data in a computer data system upon occurrence of event. Maintain records that include the following: For curtailment periods, 1) information sufficient to identify each combustion source for which the owner or operator claims an exemption, including a brief description of the source, its location, its permit number and other identifying numbers, and any other information necessary to distinguish it from other equipment owned and operated by the facility; 2) a statement that the owner or operator is not practicably able to obtain a sufficient supply of natural gas; 3) the date and time at which the owner or operator first became practicably unable to obtain natural gas; and 4) a description of the circumstances causing the owner or operator's inability to obtain natural gas. For testing and maintenance periods, record the date and number of hours that fuel oil or other liquid fuel has been combusted for testing and maintenance. [N.J.A.C. 7:27-19.25(d)]</p>	<p>Submit a report: Annually by March 1 of each year for the preceding calendar year to the Regional Enforcement Office. The annual report shall include: 1) information sufficient to identify each combustion source for which the owner or operator claims an exemption, including a brief description of the source, its location, its permit number and other identifying numbers, and any other information necessary to distinguish it from other equipment owned and operated by the facility; 2) a statement that the owner or operator is not practicably able to obtain a sufficient supply of natural gas; 3) the date and time at which the owner or operator first became practicably unable to obtain natural gas; and 4) a description of the circumstances causing the owner or operator's inability to obtain natural gas. The annual report shall also include any violations which occurred during the previous year. If no violations occurred during the year, the owner or operator shall provide certification that no violations occurred and that the records are maintained at the facility. [N.J.A.C. 7:27-19.19(g)(2)] & [N.J.A.C. 7:27-19.25(d)]</p>

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**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
10	Hours of Operation While Firing Fuel Oil <= 48 hours. Periodic testing on liquid fuel shall not exceed a combined total of 48 hours during any calendar year to qualify as a gas-fired boiler as defined in MACT Subpart JJJJJ, 40 CFR 63.11237. [N.J.A.C. 7:27- 8.13(a)]	None.	Hours of Operation While Firing Fuel Oil: Recordkeeping by manual logging of parameter or storing data in a computer data system each month during operation. Record the number of hours the fuel oil is combusted for periodic testing and the calendar year total. Maintain onsite records that are easily accessible for Department inspection. [N.J.A.C. 7:27- 8.13(d)]	None.
11	Maximum Gross Heat Input <= 60 MMBTU/hr (HHV). [N.J.A.C. 7:27- 8]	None.	None.	None.

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**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Emission Unit: U19 Boilers #1-4 w/Low-NOx Burner & FGR (#1 formerly #5)
OS3 Boiler #2 - Burning natural gas as its primary fuel. Limiting the fuel consumption to 62.5 MMSCF/yr.

Operating Scenario:

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
1	PM-10 (Total) <= 0.625 lb/hr. [N.J.A.C. 7:27- 8.13(h)]	None.	None.	None.
2	TSP <= 0.625 lb/hr. [N.J.A.C. 7:27- 8.13(h)]	None.	None.	None.
3	VOC (Total) <= 0.313 lb/hr. [N.J.A.C. 7:27- 8.13(h)]	VOC (Total): Monitored by stack emission testing once initially, based on each of three Department validated stack test runs. [N.J.A.C. 7:27- 8.13(d)]	VOC (Total): Recordkeeping by stack test results once initially. [N.J.A.C. 7:27- 8.13(d)3]	Stack Test - Submit protocol, conduct test and submit results: As per the approved schedule. See OS Summary for details. [N.J.A.C. 7:27- 8.13(d)4]
4	VOC (Total) <= 50 ppmvd @ 7% O ₂ . [N.J.A.C. 7:27-16.8(b)1]	VOC (Total): Monitored by stack emission testing once initially, based on the average of three 1-hour tests. [N.J.A.C. 7:27-16.8(e)]	VOC (Total): Recordkeeping by manual logging of parameter or storing data in a computer data system once initially. [N.J.A.C. 7:27- 8.13(d)]	Stack Test - Submit protocol, conduct test and submit results: As per the approved schedule. Refer to stack testing requirements specified in this permit. [N.J.A.C. 7:27- 8.13(d)]
5	NO _x (Total) <= 3 lb/hr. [N.J.A.C. 7:27- 8.13(h)]	NO _x (Total): Monitored by stack emission testing once initially, based on each of three Department validated stack test runs. [N.J.A.C. 7:27- 8.13(d)]	NO _x (Total): Recordkeeping by manual logging of parameter or storing data in a computer data system once initially. [N.J.A.C. 7:27- 8.13(d)]	Stack Test - Submit protocol, conduct test and submit results: As per the approved schedule. Refer to stack testing requirements specified in this permit. [N.J.A.C. 7:27- 8]
6	NO _x (Total) <= 0.05 lb/MMBTU. [N.J.A.C. 7:27-19.7(b)]	NO _x (Total): Monitored by stack emission testing once initially, based on the average of three Department validated stack test runs. [N.J.A.C. 7:27-19.15(a)2]	NO _x (Total): Recordkeeping by manual logging of parameter or storing data in a computer data system once initially. [N.J.A.C. 7:27- 8.13(d)]	Stack Test - Submit protocol, conduct test and submit results: As per the approved schedule. Refer to stack testing requirements specified in this permit. [N.J.A.C. 7:27- 8.13(d)]
7	CO <= 3.13 lb/hr. [N.J.A.C. 7:27- 8.13(h)]	CO: Monitored by stack emission testing once initially, based on each of three Department validated stack test runs. [N.J.A.C. 7:27- 8.13(d)]	CO: Recordkeeping by manual logging of parameter or storing data in a computer data system once initially. [N.J.A.C. 7:27- 8.13(d)]	Stack Test - Submit protocol, conduct test and submit results: As per the approved schedule. Refer to stack testing requirements specified in this permit. [N.J.A.C. 7:27- 8.13(d)]
8	CO <= 100 ppmvd @ 7% O ₂ . [N.J.A.C. 7:27-16.8(b)2]	CO: Monitored by stack emission testing once initially, based on the average of three Department validated stack test runs. [N.J.A.C. 7:27-16.8(e)]	CO: Recordkeeping by manual logging of parameter or storing data in a computer data system once initially. [N.J.A.C. 7:27- 8.13(d)]	Stack Test - Submit protocol, conduct test and submit results: As per the approved schedule. Refer to stack testing requirements specified in this permit. [N.J.A.C. 7:27- 8.13(d)]
9	Maximum Gross Heat Input <= 60 MMBTU/hr (HHV). [N.J.A.C. 7:27- 8]	None.	None.	None.

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**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
10	<p>The permittee shall annually adjust combustion process in the same quarter of each calendar year as specified at N.J.A.C. 7:27-19.16.</p> <p>The permittee shall:</p> <ol style="list-style-type: none"> 1. Inspect the burner, and clean or replace any components of the burner as necessary; 2. Inspect the flame pattern and make any adjustments to the burner necessary to optimize the flame pattern consistent with the manufacturer's specifications; 3. Inspect the system controlling the air-to-fuel ratio, and ensure that it is correctly calibrated and functioning properly 4. Minimize total emissions of NOx and CO consistent with the manufacturer's specifications; <p>[N.J.A.C. 7:27-19.16(a)]</p>	<p>Monitored by periodic emission monitoring annually. The permittee shall measure the concentrations in the effluent stream of NOx, CO and O2 in ppmvd, before and after the adjustment is made; and</p> <p>Convert the emission values of the NOx, CO and O2 concentrations to pounds per million BTU (lb/MM BTU) according to the following formula: $\text{lb/MM BTU} = \text{ppmvd} \times \text{MW} \times \text{F dry factor} \times \text{O2 correction factor} / 387,000,000$ Where: ppmvd is the concentration in parts per million by volume, dry basis, of NOx or CO MW is the Molecular Weight for: NOx = 46 lb/lb-mole; CO = 28 lb/lb-mole F dry factor for: Natural gas = 8,710 dscf/MM BTU and Residual or fuel oil = 9,190 dscf/MM BTU O2 correction factor: $(20.9\%) / (20.9\% - \text{O2 measured})$ O2 measured is percent oxygen on a dry basis. [N.J.A.C. 7:27-19.16(a)]</p>	<p>Recordkeeping by manual logging of parameter or storing data in a computer data system annually Records shall contain the following information for each adjustment:</p> <ol style="list-style-type: none"> 1. The date of the adjustment and the times at which it began and ended; 2. The name, title and affiliation of the person who made the adjustment; 3. The NOx and CO concentrations in the effluent stream, in ppmvd, before and after each actual adjustment was made; 4. The concentration of O2 (in percent dry basis) at which the CO and NOx concentrations were measured ; 5. A description of any corrective action taken; 6. Results from any subsequent tests performed after taking any corrective action, including concentrations and converted emission values in pounds per million BTU (lb/MM BTU); 7. The type and amount of fuel used over the 12 months prior to the annual adjustment. <p>[N.J.A.C. 7:27-19.16(a)]</p>	<p>Submit a report: Annually within 45 days of the adjustment. Reports shall be submitted electronically in the format the department specifies at its website. The report shall contain the following:</p> <ol style="list-style-type: none"> 1. The concentrations of NOx and CO in the effluent stream in ppmvd, and O2 in percent dry basis, measured before and after the adjustment of the combustion process 2. The converted emission values in lb/MM BTU for the measurements taken before and after the adjustment of the combustion process; 3. A description of any corrective actions taken as a part of the combustion adjustment; and 4. The type and amount of fuel used over the 12 months prior to the annual adjustment.. <p>[N.J.A.C. 7:27-19.16(c)]</p>
11	<p>Natural Gas Usage $\leq 62.5 \text{ MMft}^3/\text{yr}$ for any individual boiler and over any consecutive 12 month period. [N.J.A.C. 7:27- 8.13(a)]</p>	<p>Natural Gas Usage: Monitored by gas use totalizing meter continuously. [N.J.A.C. 7:27- 8.13(d)2]</p>	<p>Natural Gas Usage: Recordkeeping by manual logging of parameter or storing data in a computer data system each month during operation The permittee shall also record fuel usage during each consecutive 12 month period. [40 CFR 60.48(c)(g)(3)]</p>	<p>None.</p>

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**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Emission Unit: U19 Boilers #1-4 w/Low-NOx Burner & FGR (#1 formerly #5)

OS4 Boiler #2 - No. 2 fuel oil is only used when the natural gas supplier request the facility to go off line.

Operating Scenario:

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
1	PM-10 (Total) <= 2 lb/hr. [N.J.A.C. 7:27-8.13(h)]	None.	None.	None.
2	TSP <= 2 lb/hr. [N.J.A.C. 7:27-8.13(h)]	None.	None.	None.
3	VOC (Total) <= 0.625 lb/hr. [N.J.A.C. 7:27-8.13(h)]	None.	None.	None.
4	NOx (Total) <= 4.8 lb/hr. [N.J.A.C. 7:27-8.13(h)]	None.	None.	None.
5	CO <= 6.25 lb/hr. [N.J.A.C. 7:27-8.13(h)]	None.	None.	None.
6	SO2 <= 12.5 lb/hr. [N.J.A.C. 7:27-8.13(h)]	None.	None.	None.
7	Sulfur Content in Fuel <= 2,000 ppmw. Beginning July 1, 2014 <= 500 ppmw. After July 1, 2016 <= 15 ppmw. [N.J.A.C. 7:27-9.2(b)]	Sulfur Content in Fuel: Monitored by review of fuel delivery records once per bulk fuel shipment. [N.J.A.C. 7:27-8.13(d)]	Sulfur Content in Fuel: Recordkeeping by manual logging of parameter or storing data in a computer data system per delivery. The permittee shall maintain in a permanent bound log book the fuel oil delivery records verifying that #2 Fuel Oil is compliant. All records shall be maintained on-site for a minimum of 5 years. [N.J.A.C. 7:27-8.13(d)3]	None.
8	Hours of Operation While Firing Fuel Oil <= 500 hr/yr and for each consecutive 12-month period. [N.J.A.C. 7:27-19.25(c)4]	None.	Hours of Operation While Firing Fuel Oil: Recordkeeping by manual logging of parameter or storing data in a computer data system each month during operation The permittee shall also calculate and record the hours of operation for each consecutive 12-month period. [N.J.A.C. 7:27-19.13(d)]	None.

**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
9	<p>The combustion source is not required to comply with the applicable NOx emission limits in N.J.A.C. 7:27-19, and the owner or operator is not required to adjust the combustion process described in N.J.A.C. 7:27-19.16, while fuel oil or other liquid fuel is burned. The owner or operator of this combustion source is eligible for this exemption only if the following requirements are met: 1) The owner or operator is not practicably able to obtain a sufficient amount of natural gas; 2) the owner or operator's inability to obtain natural gas due to circumstances beyond the control of the owner or operator, such as a natural gas curtailment; and 3) the combustion source ceases using fuel oil or other liquid fuel in place of natural gas and resumes using natural gas as soon as a sufficient supply of natural gas becomes practicably available. However, the owner or operator may periodically fire fuel oil or other liquid fuel for testing and maintenance. The owner or operator shall not fire fuel oil or other liquid fuel for testing and maintenance on days when the Department forecasts air quality anywhere in New Jersey to be unhealthy for sensitive groups, unhealthy, or very unhealthy as shown at the Department's air quality permitting web site at http://www.state.nj.us/dep/aqpp/aqforecast. [N.J.A.C. 7:27-8.13(a) or N.J.A.C. 7:27-22.16(a)], [N.J.A.C. 7:27-19.25(a)] and [N.J.A.C. 7:27-19.25(c)]</p>	<p>None.</p>	<p>Recordkeeping by manual logging of parameter or storing data in a computer data system upon occurrence of event. Maintain records that include the following: For curtailment periods, 1) information sufficient to identify each combustion source for which the owner or operator claims an exemption, including a brief description of the source, its location, its permit number and other identifying numbers, and any other information necessary to distinguish it from other equipment owned and operated by the facility; 2) a statement that the owner or operator is not practicably able to obtain a sufficient supply of natural gas; 3) the date and time at which the owner or operator first became practicably unable to obtain natural gas; and 4) a description of the circumstances causing the owner or operator's inability to obtain natural gas. For testing and maintenance periods, record the date and number of hours that fuel oil or other liquid fuel has been combusted for testing and maintenance. [N.J.A.C. 7:27-19.25(d)]</p>	<p>Submit a report: Annually by March 1 of each year for the preceding calendar year to the Regional Enforcement Office. The annual report shall include: 1) information sufficient to identify each combustion source for which the owner or operator claims an exemption, including a brief description of the source, its location, its permit number and other identifying numbers, and any other information necessary to distinguish it from other equipment owned and operated by the facility; 2) a statement that the owner or operator is not practicably able to obtain a sufficient supply of natural gas; 3) the date and time at which the owner or operator first became practicably unable to obtain natural gas; and 4) a description of the circumstances causing the owner or operator's inability to obtain natural gas. The annual report shall also include any violations which occurred during the previous year. If no violations occurred during the year, the owner or operator shall provide certification that no violations occurred and that the records are maintained at the facility. [N.J.A.C. 7:27-19.19(g)(2)] & [N.J.A.C. 7:27-19.25(d)]</p>

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**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
10	Hours of Operation While Firing Fuel Oil <= 48 hours. Periodic testing on liquid fuel shall not exceed a combined total of 48 hours during any calendar year to qualify as a gas-fired boiler as defined in MACT Subpart JJJJJ, 40 CFR 63.11237. [N.J.A.C. 7:27- 8.13(a)]	None.	Hours of Operation While Firing Fuel Oil: Recordkeeping by manual logging of parameter or storing data in a computer data system each month during operation. Record the number of hours the fuel oil is combusted for periodic testing and the calendar year total. Maintain onsite records that are easily accessible for Department inspection. [N.J.A.C. 7:27- 8.13(d)]	None.
11	Maximum Gross Heat Input <= 60 MMBTU/hr (HHV). [N.J.A.C. 7:27- 8]	None.	None.	None.

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**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Emission Unit: U19 Boilers #1-4 w/Low-NOx Burner & FGR (#1 formerly #5)
OS5 Boilre #3 - Burning natural gas as its primary fuel. Limiting the fuel consumption to 62.5 MMSCF/yr.

Operating Scenario:

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
1	PM-10 (Total) <= 0.625 lb/hr. [N.J.A.C. 7:27- 8.13(h)]	None.	None.	None.
2	TSP <= 0.625 lb/hr. [N.J.A.C. 7:27- 8.13(h)]	None.	None.	None.
3	VOC (Total) <= 0.313 lb/hr. [N.J.A.C. 7:27- 8.13(h)]	None.	None.	None.
4	VOC (Total) <= 50 ppmvd @ 7% O2. [N.J.A.C. 7:27-16.8(b)1]	VOC (Total): Monitored by stack emission testing once initially, based on the average of three 1-hour tests. [N.J.A.C. 7:27-16.8(e)]	VOC (Total): Recordkeeping by manual logging of parameter or storing data in a computer data system once initially. [N.J.A.C. 7:27- 8.13(d)]	Stack Test - Submit protocol, conduct test and submit results: As per the approved schedule. Refer to stack testing requirements specified in this permit. [N.J.A.C. 7:27- 8.13(d)]
5	NOx (Total) <= 3 lb/hr. [N.J.A.C. 7:27- 8.13(h)]	NOx (Total): Monitored by stack emission testing once initially, based on each of three Department validated stack test runs. [N.J.A.C. 7:27- 8.13(d)]	NOx (Total): Recordkeeping by manual logging of parameter or storing data in a computer data system once initially. [N.J.A.C. 7:27- 8.13(d)]	Stack Test - Submit protocol, conduct test and submit results: As per the approved schedule. Refer to stack testing requirements specified in this permit. [N.J.A.C. 7:27- 8]
6	NOx (Total) <= 0.05 lb/MMBTU. [N.J.A.C. 7:27-19.7(b)]	NOx (Total): Monitored by stack emission testing once initially, based on the average of three Department validated stack test runs. [N.J.A.C. 7:27-19.15(a)2]	NOx (Total): Recordkeeping by manual logging of parameter or storing data in a computer data system once initially. [N.J.A.C. 7:27- 8.13(d)]	Stack Test - Submit protocol, conduct test and submit results: As per the approved schedule. Refer to stack testing requirements specified in this permit. [N.J.A.C. 7:27- 8.13(d)]
7	CO <= 3.13 lb/hr. [N.J.A.C. 7:27- 8.13(h)]	CO: Monitored by stack emission testing once initially, based on each of three Department validated stack test runs. [N.J.A.C. 7:27- 8.13(d)]	CO: Recordkeeping by manual logging of parameter or storing data in a computer data system once initially. [N.J.A.C. 7:27- 8.13(d)]	Stack Test - Submit protocol, conduct test and submit results: As per the approved schedule. Refer to stack testing requirements specified in this permit. [N.J.A.C. 7:27- 8.13(d)]
8	CO <= 100 ppmvd @ 7% O2. [N.J.A.C. 7:27-16.8(b)2]	CO: Monitored by stack emission testing once initially, based on the average of three Department validated stack test runs. [N.J.A.C. 7:27-16.8(e)]	CO: Recordkeeping by manual logging of parameter or storing data in a computer data system once initially. [N.J.A.C. 7:27- 8.13(d)]	Stack Test - Submit protocol, conduct test and submit results: As per the approved schedule. Refer to stack testing requirements specified in this permit. [N.J.A.C. 7:27- 8.13(d)]
9	Maximum Gross Heat Input <= 60 MMBTU/hr (HHV). [N.J.A.C. 7:27- 8]	None.	None.	None.

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**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
10	<p>The permittee shall annually adjust combustion process in the same quarter of each calendar year as specified at N.J.A.C. 7:27-19.16.</p> <p>The permittee shall:</p> <ol style="list-style-type: none"> 1. Inspect the burner, and clean or replace any components of the burner as necessary; 2. Inspect the flame pattern and make any adjustments to the burner necessary to optimize the flame pattern consistent with the manufacturer's specifications; 3. Inspect the system controlling the air-to-fuel ratio, and ensure that it is correctly calibrated and functioning properly 4. Minimize total emissions of NOx and CO consistent with the manufacturer's specifications; <p>[N.J.A.C. 7:27-19.16(a)]</p>	<p>Monitored by periodic emission monitoring annually. The permittee shall measure the concentrations in the effluent stream of NOx, CO and O2 in ppmvd, before and after the adjustment is made; and</p> <p>Convert the emission values of the NOx, CO and O2 concentrations to pounds per million BTU (lb/MM BTU) according to the following formula: $\text{lb/MM BTU} = \text{ppmvd} \times \text{MW} \times \text{F dry factor} \times \text{O2 correction factor} / 387,000,000$ Where: ppmvd is the concentration in parts per million by volume, dry basis, of NOx or CO MW is the Molecular Weight for: NOx = 46 lb/lb-mole; CO = 28 lb/lb-mole F dry factor for: Natural gas = 8,710 dscf/MM BTU and Residual or fuel oil = 9,190 dscf/MM BTU O2 correction factor: $(20.9\%) / (20.9\% - \text{O2 measured})$ O2 measured is percent oxygen on a dry basis. [N.J.A.C. 7:27-19.16(a)]</p>	<p>Recordkeeping by manual logging of parameter or storing data in a computer data system annually Records shall contain the following information for each adjustment:</p> <ol style="list-style-type: none"> 1. The date of the adjustment and the times at which it began and ended; 2. The name, title and affiliation of the person who made the adjustment; 3. The NOx and CO concentrations in the effluent stream, in ppmvd, before and after each actual adjustment was made; 4. The concentration of O2 (in percent dry basis) at which the CO and NOx concentrations were measured ; 5. A description of any corrective action taken; 6. Results from any subsequent tests performed after taking any corrective action, including concentrations and converted emission values in pounds per million BTU (lb/MM BTU); 7. The type and amount of fuel used over the 12 months prior to the annual adjustment. <p>[N.J.A.C. 7:27-19.16(a)]</p>	<p>Submit a report: Annually within 45 days of the adjustment. Reports shall be submitted electronically in the format the department specifies at its website. The report shall contain the following:</p> <ol style="list-style-type: none"> 1. The concentrations of NOx and CO in the effluent stream in ppmvd, and O2 in percent dry basis, measured before and after the adjustment of the combustion process 2. The converted emission values in lb/MM BTU for the measurements taken before and after the adjustment of the combustion process; 3. A description of any corrective actions taken as a part of the combustion adjustment; and 4. The type and amount of fuel used over the 12 months prior to the annual adjustment.. <p>[N.J.A.C. 7:27-19.16(c)]</p>
11	<p>Natural Gas Usage $\leq 62.5 \text{ MMft}^3/\text{yr}$ for any individual boiler and over any consecutive 12 month period. [N.J.A.C. 7:27- 8.13(a)]</p>	<p>Natural Gas Usage: Monitored by gas use totalizing meter continuously. [N.J.A.C. 7:27- 8.13(d)2]</p>	<p>Natural Gas Usage: Recordkeeping by manual logging of parameter or storing data in a computer data system each month during operation The permittee shall also record fuel usage during each consecutive 12 month period. [40 CFR 60.48(c)(g)(3)]</p>	<p>None.</p>

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**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Emission Unit: U19 Boilers #1-4 w/Low-NOx Burner & FGR (#1 formerly #5)

OS6 Boiler #3 - No. 2 fuel oil is only used when the natural gas supplier request the facility to go off line.

Operating Scenario:

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
1	PM-10 (Total) <= 2 lb/hr. [N.J.A.C. 7:27-8.13(h)]	None.	None.	None.
2	TSP <= 2 lb/hr. [N.J.A.C. 7:27-8.13(h)]	None.	None.	None.
3	VOC (Total) <= 0.625 lb/hr. [N.J.A.C. 7:27-8.13(h)]	None.	None.	None.
4	NOx (Total) <= 4.8 lb/hr. [N.J.A.C. 7:27-8.13(h)]	None.	None.	None.
5	CO <= 6.25 lb/hr. [N.J.A.C. 7:27-8.13(h)]	None.	None.	None.
6	SO2 <= 12.5 lb/hr. [N.J.A.C. 7:27-8.13(h)]	None.	None.	None.
7	Sulfur Content in Fuel <= 2,000 ppmw. Beginning July 1, 2014 <= 500 ppmw. After July 1, 2016 <= 15 ppmw. [N.J.A.C. 7:27-9.2(b)]	Sulfur Content in Fuel: Monitored by review of fuel delivery records once per bulk fuel shipment. [N.J.A.C. 7:27-8.13(d)]	Sulfur Content in Fuel: Recordkeeping by manual logging of parameter or storing data in a computer data system per delivery. The permittee shall maintain in a permanent bound log book the fuel oil delivery records verifying that #2 Fuel Oil is compliant. All records shall be maintained on-site for a minimum of 5 years. [N.J.A.C. 7:27-8.13(d)3]	None.
8	Hours of Operation While Firing Fuel Oil <= 500 hr/yr and for each consecutive 12-month period. [N.J.A.C. 7:27-19.25(c)4]	None.	Hours of Operation While Firing Fuel Oil: Recordkeeping by manual logging of parameter or storing data in a computer data system each month during operation The permittee shall also calculate and record the hours of operation for each consecutive 12-month period. [N.J.A.C. 7:27-19.13(d)]	None.

**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
9	<p>The combustion source is not required to comply with the applicable NOx emission limits in N.J.A.C. 7:27-19, and the owner or operator is not required to adjust the combustion process described in N.J.A.C. 7:27-19.16, while fuel oil or other liquid fuel is burned. The owner or operator of this combustion source is eligible for this exemption only if the following requirements are met: 1) The owner or operator is not practicably able to obtain a sufficient amount of natural gas; 2) the owner or operator's inability to obtain natural gas due to circumstances beyond the control of the owner or operator, such as a natural gas curtailment; and 3) the combustion source ceases using fuel oil or other liquid fuel in place of natural gas and resumes using natural gas as soon as a sufficient supply of natural gas becomes practicably available. However, the owner or operator may periodically fire fuel oil or other liquid fuel for testing and maintenance. The owner or operator shall not fire fuel oil or other liquid fuel for testing and maintenance on days when the Department forecasts air quality anywhere in New Jersey to be unhealthy for sensitive groups, unhealthy, or very unhealthy as shown at the Department's air quality permitting web site at http://www.state.nj.us/dep/aqpp/aqforecast. [N.J.A.C. 7:27-8.13(a) or N.J.A.C. 7:27-22.16(a)], [N.J.A.C. 7:27-19.25(a)] and [N.J.A.C. 7:27-19.25(c)]</p>	None.	<p>Recordkeeping by manual logging of parameter or storing data in a computer data system upon occurrence of event. Maintain records that include the following: For curtailment periods, 1) information sufficient to identify each combustion source for which the owner or operator claims an exemption, including a brief description of the source, its location, its permit number and other identifying numbers, and any other information necessary to distinguish it from other equipment owned and operated by the facility; 2) a statement that the owner or operator is not practicably able to obtain a sufficient supply of natural gas; 3) the date and time at which the owner or operator first became practicably unable to obtain natural gas; and 4) a description of the circumstances causing the owner or operator's inability to obtain natural gas. For testing and maintenance periods, record the date and number of hours that fuel oil or other liquid fuel has been combusted for testing and maintenance. [N.J.A.C. 7:27-19.25(d)]</p>	<p>Submit a report: Annually by March 1 of each year for the preceding calendar year to the Regional Enforcement Office. The annual report shall include: 1) information sufficient to identify each combustion source for which the owner or operator claims an exemption, including a brief description of the source, its location, its permit number and other identifying numbers, and any other information necessary to distinguish it from other equipment owned and operated by the facility; 2) a statement that the owner or operator is not practicably able to obtain a sufficient supply of natural gas; 3) the date and time at which the owner or operator first became practicably unable to obtain natural gas; and 4) a description of the circumstances causing the owner or operator's inability to obtain natural gas. The annual report shall also include any violations which occurred during the previous year. If no violations occurred during the year, the owner or operator shall provide certification that no violations occurred and that the records are maintained at the facility. [N.J.A.C. 7:27-19.19(g)(2)] & [N.J.A.C. 7:27-19.25(d)]</p>

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**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
10	Hours of Operation While Firing Fuel Oil <= 48 hours. Periodic testing on liquid fuel shall not exceed a combined total of 48 hours during any calendar year to qualify as a gas-fired boiler as defined in MACT Subpart JJJJJ, 40 CFR 63.11237. [N.J.A.C. 7:27- 8.13(a)]	None.	Hours of Operation While Firing Fuel Oil: Recordkeeping by manual logging of parameter or storing data in a computer data system each month during operation. Record the number of hours the fuel oil is combusted for periodic testing and the calendar year total. Maintain onsite records that are easily accessible for Department inspection. [N.J.A.C. 7:27- 8.13(d)]	None.
11	Maximum Gross Heat Input <= 60 MMBTU/hr (HHV). [N.J.A.C. 7:27- 8]	None.	None.	None.

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**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Emission Unit: U19 Boilers #1-4 w/Low-NOx Burner & FGR (#1 formerly #5)
OS7 Boiler #4 - Burning natural gas as its primary fuel. Limiting the fuel consumption to 62.5 MMSCF/yr.

Operating Scenario:

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
1	PM-10 (Total) <= 0.625 lb/hr. [N.J.A.C. 7:27- 8.13(h)]	None.	None.	None.
2	TSP <= 0.625 lb/hr. [N.J.A.C. 7:27- 8.13(h)]	None.	None.	None.
3	VOC (Total) <= 0.313 lb/hr. [N.J.A.C. 7:27- 8.13(h)]	None.	None.	None.
4	VOC (Total) <= 50 ppmvd @ 7% O ₂ . [N.J.A.C. 7:27-16.8(b)1]	VOC (Total): Monitored by stack emission testing once initially, based on the average of three 1-hour tests. [N.J.A.C. 7:27-16.8(e)]	VOC (Total): Recordkeeping by manual logging of parameter or storing data in a computer data system once initially. [N.J.A.C. 7:27- 8.13(d)]	Stack Test - Submit protocol, conduct test and submit results: As per the approved schedule. Refer to stack testing requirements specified in this permit. [N.J.A.C. 7:27- 8.13(d)]
5	NOx (Total) <= 3 lb/hr. [N.J.A.C. 7:27- 8.13(h)]	NOx (Total): Monitored by stack emission testing once initially, based on each of three Department validated stack test runs. [N.J.A.C. 7:27- 8.13(d)]	NOx (Total): Recordkeeping by manual logging of parameter or storing data in a computer data system once initially. [N.J.A.C. 7:27- 8.13(d)]	Stack Test - Submit protocol, conduct test and submit results: As per the approved schedule. Refer to stack testing requirements specified in this permit. [N.J.A.C. 7:27- 8]
6	NOx (Total) <= 0.05 lb/MMBTU. [N.J.A.C. 7:27-19.7(b)]	NOx (Total): Monitored by stack emission testing once initially, based on the average of three Department validated stack test runs. [N.J.A.C. 7:27-19.15(a)2]	NOx (Total): Recordkeeping by manual logging of parameter or storing data in a computer data system once initially. [N.J.A.C. 7:27- 8.13(d)]	Stack Test - Submit protocol, conduct test and submit results: As per the approved schedule. Refer to stack testing requirements specified in this permit. [N.J.A.C. 7:27- 8.13(d)]
7	CO <= 3.13 lb/hr. [N.J.A.C. 7:27- 8.13(h)]	CO: Monitored by stack emission testing once initially, based on each of three Department validated stack test runs. [N.J.A.C. 7:27- 8.13(d)]	CO: Recordkeeping by manual logging of parameter or storing data in a computer data system once initially. [N.J.A.C. 7:27- 8.13(d)]	Stack Test - Submit protocol, conduct test and submit results: As per the approved schedule. Refer to stack testing requirements specified in this permit. [N.J.A.C. 7:27- 8.13(d)]
8	CO <= 100 ppmvd @ 7% O ₂ . [N.J.A.C. 7:27-16.8(b)2]	CO: Monitored by stack emission testing once initially, based on the average of three Department validated stack test runs. [N.J.A.C. 7:27-16.8(e)]	CO: Recordkeeping by manual logging of parameter or storing data in a computer data system once initially. [N.J.A.C. 7:27- 8.13(d)]	Stack Test - Submit protocol, conduct test and submit results: As per the approved schedule. Refer to stack testing requirements specified in this permit. [N.J.A.C. 7:27- 8.13(d)]
9	Maximum Gross Heat Input <= 60 MMBTU/hr (HHV). [N.J.A.C. 7:27- 8]	None.	None.	None.

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**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
10	<p>The permittee shall annually adjust combustion process in the same quarter of each calendar year as specified at N.J.A.C. 7:27-19.16.</p> <p>The permittee shall:</p> <ol style="list-style-type: none"> 1. Inspect the burner, and clean or replace any components of the burner as necessary; 2. Inspect the flame pattern and make any adjustments to the burner necessary to optimize the flame pattern consistent with the manufacturer's specifications; 3. Inspect the system controlling the air-to-fuel ratio, and ensure that it is correctly calibrated and functioning properly 4. Minimize total emissions of NOx and CO consistent with the manufacturer's specifications; <p>[N.J.A.C. 7:27-19.16(a)]</p>	<p>Monitored by periodic emission monitoring annually. The permittee shall measure the concentrations in the effluent stream of NOx, CO and O2 in ppmvd, before and after the adjustment is made; and</p> <p>Convert the emission values of the NOx, CO and O2 concentrations to pounds per million BTU (lb/MM BTU) according to the following formula: $\text{lb/MM BTU} = \text{ppmvd} \times \text{MW} \times \text{F dry factor} \times \text{O2 correction factor} / 387,000,000$ Where: ppmvd is the concentration in parts per million by volume, dry basis, of NOx or CO MW is the Molecular Weight for: NOx = 46 lb/lb-mole; CO = 28 lb/lb-mole F dry factor for: Natural gas = 8,710 dscf/MM BTU and Residual or fuel oil = 9,190 dscf/MM BTU O2 correction factor: $(20.9\%) / (20.9\% - \text{O2 measured})$ O2 measured is percent oxygen on a dry basis. [N.J.A.C. 7:27-19.16(a)]</p>	<p>Recordkeeping by manual logging of parameter or storing data in a computer data system annually Records shall contain the following information for each adjustment:</p> <ol style="list-style-type: none"> 1. The date of the adjustment and the times at which it began and ended; 2. The name, title and affiliation of the person who made the adjustment; 3. The NOx and CO concentrations in the effluent stream, in ppmvd, before and after each actual adjustment was made; 4. The concentration of O2 (in percent dry basis) at which the CO and NOx concentrations were measured ; 5. A description of any corrective action taken; 6. Results from any subsequent tests performed after taking any corrective action, including concentrations and converted emission values in pounds per million BTU (lb/MM BTU); 7. The type and amount of fuel used over the 12 months prior to the annual adjustment. <p>[N.J.A.C. 7:27-19.16(a)]</p>	<p>Submit a report: Annually within 45 days of the adjustment. Reports shall be submitted electronically in the format the department specifies at its website. The report shall contain the following:</p> <ol style="list-style-type: none"> 1. The concentrations of NOx and CO in the effluent stream in ppmvd, and O2 in percent dry basis, measured before and after the adjustment of the combustion process 2. The converted emission values in lb/MM BTU for the measurements taken before and after the adjustment of the combustion process; 3. A description of any corrective actions taken as a part of the combustion adjustment; and 4. The type and amount of fuel used over the 12 months prior to the annual adjustment.. <p>[N.J.A.C. 7:27-19.16(c)]</p>
11	<p>Natural Gas Usage $\leq 50 \text{ MMft}^3/\text{yr}$ for any individual boiler and over any consecutive 12 month period. [N.J.A.C. 7:27- 8.13(a)]</p>	<p>Natural Gas Usage: Monitored by gas use totalizing meter continuously. [N.J.A.C. 7:27- 8.13(d)2]</p>	<p>Natural Gas Usage: Recordkeeping by manual logging of parameter or storing data in a computer data system each month during operation The permittee shall also record fuel usage during each consecutive 12 month period. [40 CFR 60.48(c)(g)(3)]</p>	<p>None.</p>

PCP150010

**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Emission Unit: U19 Boilers #1-4 w/Low-NOx Burner & FGR (#1 formerly #5)

OS8 Boiler #4 - No. 2 fuel oil is only used when the natural gas supplier request the facility to go off line.

Operating Scenario:

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
1	PM-10 (Total) <= 2 lb/hr. [N.J.A.C. 7:27-8.13(h)]	None.	None.	None.
2	TSP <= 2 lb/hr. [N.J.A.C. 7:27-8.13(h)]	None.	None.	None.
3	VOC (Total) <= 0.625 lb/hr. [N.J.A.C. 7:27-8.13(h)]	None.	None.	None.
4	NOx (Total) <= 4.8 lb/hr. [N.J.A.C. 7:27-8.13(h)]	None.	None.	None.
5	CO <= 6.25 lb/hr. [N.J.A.C. 7:27-8.13(h)]	None.	None.	None.
6	SO2 <= 12.5 lb/hr. [N.J.A.C. 7:27-8.13(h)]	None.	None.	None.
7	Sulfur Content in Fuel <= 2,000 ppmw. Beginning July 1, 2014 <= 500 ppmw. After July 1, 2016 <= 15 ppmw. [N.J.A.C. 7:27-9.2(b)]	Sulfur Content in Fuel: Monitored by review of fuel delivery records once per bulk fuel shipment. [N.J.A.C. 7:27-8.13(d)]	Sulfur Content in Fuel: Recordkeeping by manual logging of parameter or storing data in a computer data system per delivery. The permittee shall maintain in a permanent bound log book the fuel oil delivery records verifying that #2 Fuel Oil is compliant. All records shall be maintained on-site for a minimum of 5 years. [N.J.A.C. 7:27-8.13(d)3]	None.
8	Hours of Operation While Firing Fuel Oil <= 500 hr/yr and for each consecutive 12-month period. [N.J.A.C. 7:27-19.25(c)4]	None.	Hours of Operation While Firing Fuel Oil: Recordkeeping by manual logging of parameter or storing data in a computer data system each month during operation The permittee shall also calculate and record the hours of operation for each consecutive 12-month period. [N.J.A.C. 7:27-19.13(d)]	None.

**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
9	<p>The combustion source is not required to comply with the applicable NOx emission limits in N.J.A.C. 7:27-19, and the owner or operator is not required to adjust the combustion process described in N.J.A.C. 7:27-19.16, while fuel oil or other liquid fuel is burned. The owner or operator of this combustion source is eligible for this exemption only if the following requirements are met: 1) The owner or operator is not practicably able to obtain a sufficient amount of natural gas; 2) the owner or operator's inability to obtain natural gas due to circumstances beyond the control of the owner or operator, such as a natural gas curtailment; and 3) the combustion source ceases using fuel oil or other liquid fuel in place of natural gas and resumes using natural gas as soon as a sufficient supply of natural gas becomes practicably available. However, the owner or operator may periodically fire fuel oil or other liquid fuel for testing and maintenance. The owner or operator shall not fire fuel oil or other liquid fuel for testing and maintenance on days when the Department forecasts air quality anywhere in New Jersey to be unhealthy for sensitive groups, unhealthy, or very unhealthy as shown at the Department's air quality permitting web site at http://www.state.nj.us/dep/aqpp/aqforecast. [N.J.A.C. 7:27-8.13(a) or N.J.A.C. 7:27-22.16(a)], [N.J.A.C. 7:27-19.25(a)] and [N.J.A.C. 7:27-19.25(c)]</p>	None.	<p>Recordkeeping by manual logging of parameter or storing data in a computer data system upon occurrence of event. Maintain records that include the following: For curtailment periods, 1) information sufficient to identify each combustion source for which the owner or operator claims an exemption, including a brief description of the source, its location, its permit number and other identifying numbers, and any other information necessary to distinguish it from other equipment owned and operated by the facility; 2) a statement that the owner or operator is not practicably able to obtain a sufficient supply of natural gas; 3) the date and time at which the owner or operator first became practicably unable to obtain natural gas; and 4) a description of the circumstances causing the owner or operator's inability to obtain natural gas. For testing and maintenance periods, record the date and number of hours that fuel oil or other liquid fuel has been combusted for testing and maintenance. [N.J.A.C. 7:27-19.25(d)]</p>	<p>Submit a report: Annually by March 1 of each year for the preceding calendar year to the Regional Enforcement Office. The annual report shall include: 1) information sufficient to identify each combustion source for which the owner or operator claims an exemption, including a brief description of the source, its location, its permit number and other identifying numbers, and any other information necessary to distinguish it from other equipment owned and operated by the facility; 2) a statement that the owner or operator is not practicably able to obtain a sufficient supply of natural gas; 3) the date and time at which the owner or operator first became practicably unable to obtain natural gas; and 4) a description of the circumstances causing the owner or operator's inability to obtain natural gas. The annual report shall also include any violations which occurred during the previous year. If no violations occurred during the year, the owner or operator shall provide certification that no violations occurred and that the records are maintained at the facility. [N.J.A.C. 7:27-19.19(g)(2)] & [N.J.A.C. 7:27-19.25(d)]</p>

PCP150010

**New Jersey Department of Environmental Protection
Facility Specific Requirements**

Ref.#	Applicable Requirement	Monitoring Requirement	Recordkeeping Requirement	Submittal/Action Requirement
10	Hours of Operation While Firing Fuel Oil <= 48 hours. Periodic testing on liquid fuel shall not exceed a combined total of 48 hours during any calendar year to qualify as a gas-fired boiler as defined in MACT Subpart JJJJJ, 40 CFR 63.11237. [N.J.A.C. 7:27- 8.13(a)]	None.	Hours of Operation While Firing Fuel Oil: Recordkeeping by manual logging of parameter or storing data in a computer data system each month during operation. Record the number of hours the fuel oil is combusted for periodic testing and the calendar year total. Maintain onsite records that are easily accessible for Department inspection. [N.J.A.C. 7:27- 8.13(d)]	None.
11	Maximum Gross Heat Input <= 60 MMBTU/hr (HHV). [N.J.A.C. 7:27- 8]	None.	None.	None.

**NEWARK LIBERTY INTL AIRPORT (05392)
PCP150010**

Date: 8/20/2015

**New Jersey Department of Environmental Protection
Reason for Application**

Permit Being Modified

Permit Class: PCP **Number:** 140005

Description of Modifications: The Port Authority of New York & New Jersey is amending its permit to correct a typographical error made for the stack diameters for emission points PT20 (CH&RP Boiler #2), PT22 (CH&RP Boiler #3), and PT23 (CH&RP Boiler #4). The stack diameter for PT20, PT22, and PT23 should be 44 inches.

New Jersey Department of Environmental Protection
Facility Profile (General)

Facility Name (AIMS): Newark Liberty International Airport

Facility ID (AIMS): 05392

Street NEWARK LIBERTY INTL AIRPORT
Address: BREWSTER RD
BLDG 80 2ND FL
NEWARK, NJ 07114

Mailing PRT AUTHORITY OF NY & NJ
Address: 2 GATEWAY CTR
14TH FL
NEWARK, NJ 07102

County: Essex

Location Central Heating & Refrigeration Plant, Bldg.
Description: 46

State Plane Coordinates:	
X-Coordinate:	569
Y-Coordinate:	4,505
Units:	Other
Datum:	Unknown
Source Org.:	Other/Unknown
Source Type:	Other/Unknown

Industry:	
Primary SIC:	4581
Secondary SIC:	
NAICS:	488119

**New Jersey Department of Environmental Protection
Facility Profile (General)**

Contact Type: General Contact

Organization: Port Authority of NY & NJ

Org. Type: Other

Name: Steven Dochniak

NJ EIN: 13640065400

Title: Associate Engineer

Phone: (973) 565-7552 x

Mailing Address: Port Authority of NY & NJ

Fax: (973) 565-7649 x

2 Gateway Center

Other: () - x

14th Floor

Type:

Newark, NJ 07102

Email: sdochnia@panynj.gov

Contact Type: On-Site Manager

Organization: Port Authority of NY & NJ

Org. Type: Other

Name: Tiffany Chan

NJ EIN: 13640065400

Title: Environmental Unit Supervisor

Phone: (973) 961-6093 x

Mailing Address: Newark Liberty Int'l Airport, PANYNJ

Fax: () - x

Brewster Road

Other: () - x

Bldg. 80, 2nd Floor

Type:

Newark, NJ 07114

Email: tichan@panynj.gov

Contact Type: Responsible Official

Organization: Port Authority of NY & NJ

Org. Type: State

Name: Sarah McKeon

NJ EIN: 13640065400

Title: Manager, Airport Maintenance

Phone: (973) 961-6220 x

Mailing Address: Newark Liberty International Airport

Fax: (973) 961-6169 x

1 Conrad Road, Building 80 2nd Floor

Other: () - x

Newark, NJ 07114

Type:

Email: smckeon@panynj.gov

**New Jersey Department of Environmental Protection
Equipment Inventory**

Equip. NJID	Facility's Designation	Equipment Description	Equipment Type	Certificate Number	Install Date	Grand-Fathered	Last Mod. (Since 1968)	Equip. Set ID
E2001	CH&RP #2	Boiler #2	Boiler		10/1/2014	No	7/19/2010	
E2201	CH&RP #3	Boiler #3	Boiler	PCP130001	10/1/2013	No	10/29/2013	
E2202	CH&RP #4	Boiler #4	Boiler	PCP130001	10/1/2013	No	10/29/2013	
E2301	CH&RP #1	Boiler #1 (formerly #5)	Boiler	PCP130001	10/1/2012	No	10/29/2013	

New Jersey Department of Environmental Protection
Emission Points Inventory

PT NJID	Facility's Designation	Description	Config.	Equiv. Diam. (in.)	Height (ft.)	Dist. to Prop. Line (ft)	Exhaust Temp. (deg. F)			Exhaust Vol. (acfm)			Discharge Direction	PT Set ID
							Avg.	Min.	Max.	Avg.	Min.	Max.		
PT20	CH&RP #2	Boiler Stack #2	Round	44	40	1,000	293.0	283.0	347.0	14,400.0	5,300.0	16,900.0	Up	
PT22	CH&RP #3	Boiler Stack #3	Round	44	40	1,000	293.0	283.0	347.0	14,400.0	5,300.0	16,900.0	Up	
PT23	CH&RP #4	Boiler Stack #4	Round	44	40	1,000	293.0	283.0	347.0	14,400.0	5,300.0	16,900.0	Up	
PT24	CH&RP #1	Boiler Stack #1 (formerly #5)	Round	36	54	1,000	293.0	283.0	347.0	14,400.0	5,300.0	16,900.0	Up	

New Jersey Department of Environmental Protection
Emission Unit/Batch Process Inventory

U 19 CH&RP #1-4 Boilers #1-4 w/Low-NOx Burner & FGR (#1 formerly #5)

UOS NJID	Facility's Designation	UOS Description	Operation Type	Signif. Equip.	Control Device(s)	Emission Point(s)	SCC(s)	Annual Oper. Hours		VOC Range	Flow (acfm)		Temp. (deg F)	
								Min.	Max.		Min.	Max.	Min.	Max.
OS1	CH&RP #1	Boiler #1 (formerly #5) Burning natural gas as its primary fuel. Limiting the fuel consumption to 62.5 MMSCF/yr.	Normal - Steady State	E2301		PT24	1-02-006-02	100.0	1,042.0		5,300.0	16,900.0	283.0	347.0
OS2	CH&RP #1	Boiler #1 - No. 2 fuel oil is only used when the natural gas supplier request the facility to go off line.	Normal - Steady State	E2301		PT24	1-02-005-02	0.0	500.0		5,300.0	16,900.0	283.0	347.0
OS3	CH&RP #2	Boiler #2 - Burning natural gas as its primary fuel. Limiting the fuel consumption to 62.5 MMSCF/yr.	Normal - Steady State	E2001		PT20	1-02-006-02	100.0	1,042.0		5,300.0	16,900.0	283.0	347.0
OS4	CH&RP #2	Boiler #2 - No. 2 fuel oil is only used when the natural gas supplier request the facility to go off line.	Normal - Steady State	E2001		PT20	1-02-005-02	0.0	500.0		5,300.0	16,900.0	283.0	347.0
OS5	CH&RP #3	Boiler #3 - Burning natural gas as its primary fuel. Limiting the fuel consumption to 62.5 MMSCF/yr.	Normal - Steady State	E2201		PT22	1-02-006-02	100.0	1,042.0		5,300.0	16,900.0	283.0	347.0
OS6	CH&RP #3	Boiler #3 - No. 2 fuel oil is only used when the natural gas supplier request the facility to go off line.	Normal - Steady State	E2201		PT22	1-02-005-02	0.0	500.0		5,300.0	16,900.0	283.0	347.0
OS7	CH&RP #4	Boiler #4 - Burning natural gas as its primary fuel. Limiting the fuel consumption to 62.5 MMSCF/yr.	Normal - Steady State	E2202		PT23	1-02-006-02	100.0	1,042.0		5,300.0	16,900.0	283.0	347.0

NEWARK LIBERTY INTL AIRPORT (05392)
 PCP150010

Date: 8/20/2015

New Jersey Department of Environmental Protection
 Emission Unit/Batch Process Inventory

U 19 CH&RP #1-4 Boilers #1-4 w/Low-NOx Burner & FGR (#1 formerly #5)

UOS NJID	Facility's Designation	UOS Description	Operation Type	Signif. Equip.	Control Device(s)	Emission Point(s)	SCC(s)	Annual Oper. Hours		VOC Range	Flow (acfm)		Temp. (deg F)	
								Min.	Max.		Min.	Max.	Min.	Max.
OS8	CH&RP #4	Boiler #4 - No. 2 fuel oil is only used when the natural gas supplier request the facility to go off line.	Normal - Steady State	E2202		PT23	1-02-005-02	0.0	500.0		5,300.0	16,900.0	283.0	347.0

HTHW GENERATOR TEST DATA

CUSTOMER						DATE					
ADDRESS											
<i>Generator Mfg.:</i>				<i>Type:</i>		<i>Capacity:</i>			<i>Generator #</i>		
<i>Burner Mfg.:</i>				<i>Type:</i>		<i>Fuel:</i> Oil		Gas		Other	
<i>Control System:</i>			Jackshaft		Positioning		Metering		Compensating		
1	Time										
2	% Firing Rate										
3	Generator Water Press										
4	Return Water Temp										
5	Outlet Water Temp										
6	Temperature Delta										
7	Water Flow- PPH GPM										
8	Water Flow - BTU X 1000										
9											
10	Fuel Flow CFH/GPM										
11	Fuel Supply Press										
12	Regulated Fuel Supply Press										
13	Burner Fuel Press										
14	Atomizing Air Press										
15	Fuel Oil Temp										
16											
17	Windbox Press In. W.C.										
18	Furnace Press In. W.C.										
19	Boiler Outlet Press In. W.C.										
20											
21	Air Control P.V.										
22	Air Control Output										
23	Fuel Control P.V.										
24	Fuel Control Output										
25	Outlet Damper P.V.										
26	Outlet Damper Output										
27											
28	Flue Gas Oxygen										
29	Carbon Monoxide										
30	Combustible Gases										
31	NOX (NO + NO2)										
32	Stack Temp										
33											
34	Combustion Efficiency										
35	Input Output Efficiency										
36											
37											
REMARKS:											
SERVICE ENGINEER:						CUSTOMER REPRESENTATIVE:					

Attachment C - Maximo Asset Data Specification Template Sample

HIERARCHY	SYSTEM	SUBSYSTEM	ASSET	CHILDASSET	COMPONENT	ACRONYM	COMPONENTCODE	EXPECTED USEFUL LIFE	MAINTAINED BY	PUBLIC FACING	OWNED BY	DATE INSTALLED	DATE PURCHASED	MANUFACTURER	WARRANTY END DATE
BLDG	HVAC					06									
BLDG	HVAC	SINGLE UNIT				06A									
BLDG	HVAC	SINGLE UNIT	AIR HANDLING UNIT			AHU	BLDG06A-AHU								
BLDG	HVAC	SINGLE UNIT	AIR HANDLING UNIT	COMPRESSOR		CMPR	BLDG06A-AHU-CMPR								
BLDG	HVAC	SINGLE UNIT	AIR HANDLING UNIT	CONDENSER		COND	BLDG06A-AHU-COND								
BLDG	HVAC	SINGLE UNIT	AIR HANDLING UNIT	FILTER BANK		FLTB	BLDG06A-AHU-FLTB								
BLDG	HVAC	SINGLE UNIT	AIR HANDLING UNIT	COOLING COIL		CLCL	BLDG06A-AHU-CLCL								
BLDG	HVAC	SINGLE UNIT	AIR HANDLING UNIT	HEATING COIL		HTCL	BLDG06A-AHU-HTCL								
BLDG	HVAC	SINGLE UNIT	AIR HANDLING UNIT	DAMPER		DAMP	BLDG06A-AHU-DAMP								
BLDG	HVAC	SINGLE UNIT	AIR HANDLING UNIT	SUPPLY FAN		SPLF	BLDG06A-AHU-SPLF								

SAMPLE

HIERARCHY	SYSTEM	SUBSYSTEM	ASSET	CHILDASSET	REPLACEMENT COST	MODEL NUMBER	DATE MANUFACTURED	DATE COMMISSIONED	CERTIFICATION ON FILE?	VENDOR JOB ID / CONTRACT # OR TAA #	UNIQUE TAG ID	FREENOTE DESCRIPTION	CONDTION	SERIAL NUMBER
BLDG	HVAC													
BLDG	HVAC	SINGLE UNIT												
BLDG	HVAC	SINGLE UNIT	AIR HANDLING UNIT											
BLDG	HVAC	SINGLE UNIT	AIR HANDLING UNIT	COMPRESSOR										
BLDG	HVAC	SINGLE UNIT	AIR HANDLING UNIT	CONDENSER										
BLDG	HVAC	SINGLE UNIT	AIR HANDLING UNIT	FILTER BANK										
BLDG	HVAC	SINGLE UNIT	AIR HANDLING UNIT	COOLING COIL										
BLDG	HVAC	SINGLE UNIT	AIR HANDLING UNIT	HEATING COIL										
BLDG	HVAC	SINGLE UNIT	AIR HANDLING UNIT	DAMPER										
BLDG	HVAC	SINGLE UNIT	AIR HANDLING UNIT	SUPPLY FAN										

SAMPLE

ASSET:		FPLS WATER STORAGE TANKS		
PM REQUISITES:				
10	Review FPLS ITM requirements and procedures and complete associated forms			
20	Capture all unique equipment identification (UEI) or FPLS code numbers in the appropriate location on the forms.			
30	Verify with PA electrician the fire alarm system and monitoring devices are offline.			
40	Notify PAPPD, Operations, Watch Engineer and Monitoring Company (if necessary) of work to be performed.			
50	Verify with Supervisor that tenant has been notified (if applicable).			
60	Document and record results on associated PA FPLS ITM forms.			
70	Record any deficiencies on work order and notify Shift Supervisor.			
SAFETY CONSIDERATIONS				
10	Proper PPE shall be worn at all times. Items to be worn but not limited to: safety vest , gloves, safety eyewear, etc.			
20	Carry proper PA radio/communication device for notifications.			
30	Safely close off work areas accessible to public while conducting maintenance and testing as required			
INSPECTION TASKS		Frequency	Forms	
10	Tank Water Temperature The temperature of water tanks shall not be less than 4°C (40°F). The temperature of water in tanks without low temperature alarms connected to a constantly attended location shall be inspected and recorded daily during the heating season.	Daily	PA4047	
20	Heating system Tank heating systems without a supervised low temperature alarm connected to a constantly attended location shall be inspected daily during the heating season.	Daily	PA4047	
30	Tank Water Temperature The temperature of water in tanks with low temperature alarms connected to a constantly attended location shall be inspected and recorded weekly during the heating season.	Weekly	PA4046	
40	Heating System Tank heating systems installed on tanks equipped with a supervised low water temperature alarm that are connected to a constantly attended location shall be inspected weekly.	Weekly	PA4046	
50	Water Level (as needed) The tank shall be maintained full or at the designed water level. The water level should never be lower than 76 mm to 102 mm (3 in. to 4 in.) below the designated fire service level.	Weekly	PA4046	
60	Control Valves – Sealed All valves shall be inspected weekly. The valve inspection shall verify that the valves are in the following condition: 1) In the normal open or closed position 2) Properly sealed, locked, or supervised 3) Accessible 4) Provided with appropriate wrenches 5) Free from external leaks 6) Provided with appropriate identification	Weekly	PA4046	
TESTING TASKS		Frequency	Forms	
10	High Water Temperature Limit Switches High water temperature limit switches on tank heating systems, where provided, shall be tested monthly whenever the heating system is in service.	Monthly	PA4049	
20	Water Level Alarms High and low water level alarms shall be tested semiannually.	Semi Annually	PA4059	
30	Control Valves Valve supervisory switches shall be tested semiannually. A distinctive signal shall indicate movement from the valve's normal position during either the first two revolutions of a hand wheel or when the stem of the valve has moved one-fifth of the distance from its normal position. The signal shall not be restored at any valve position except the normal	Semi Annually	PA4004	
40	Control Valves The operating stems of outside screw and yoke valves shall be lubricated annually. The valve then shall be completely closed and reopened to test its operation	Annually	PA4005	

ASSET:		FPLS WATER STORAGE TANKS	
	and distribute the lubricant.		
50	Water Level	5YRS	PA4048
	Level indicators shall be tested every 5 years for accuracy and freedom of movement.		
60	Pressure Gauges	5YRS	PA4048
	Pressure gauges shall be tested every 5 years with a calibrated gauge in accordance with the manufacturer's instructions. Gauges not accurate to within 3 percent of the scale of the gauge being tested shall be recalibrated or replaced.		
MAINTENANCE TASKS		Frequency	Forms
10	Control Valves	Annually	PA4005
	The operating stems of outside screw and yoke valves shall be lubricated annually.		
	The valve then shall be completely closed and reopened to test its operation and distribute the lubricant.		
20	Drain Silt	3YRS	PA4048
	Silt shall be removed during interior inspections or more frequently as needed to avoid accumulation to the level of the tank outlet		

SAMPLE

EWR - Environmental Safety Plans

Applicable Maximo Job Plans	Safety Plan Name	Safety Plan Description	Sequence	Safety Plan Precautions	PPE	Hazards	Hazardous Materials
		Airside Environmental Inspections	<ol style="list-style-type: none"> 1 2 3 	<p>Check surroundings for vehicles, equipment, and aircraft to ensure sufficient time to perform inspection</p> <p>Test maintenance, air, and ground control radio and beacon on vehicle. All must be operational prior to leaving maintenance facility</p> <p>Proper PPE shall be worn at all times. Items to be worn but not limited to: safety vest, gloves, safety eyewear, etc.</p>	<p>Ear Protection</p> <p>Eye Protection</p> <p>Vehicle Equipped with Maintenance, Air, and Ground Control Radio</p> <p>Gloves</p> <p>High-Visibility Safety Vest</p> <p>Vehicle Equipped with Beacon</p> <p>Safety Toe Footwear</p> <p>Hard Hat (if applicable)</p>	<p>Airfield Movement Driving</p> <p>Excessive Noise</p> <p>Hit by/Struck by</p>	

SAMPLE

STANDARD CONTRACT TERMS AND CONDITIONS

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STANDARD CONTRACT TERMS AND CONDITIONS

PART I GENERAL DEFINITIONS

To avoid undue repetition, the following terms, as used in this Agreement, shall be construed as follows:

Authority or Port Authority - means the Port Authority of New York and New Jersey.

Contract, Document or Agreement - means the writings setting forth the scope, terms, conditions and Specifications for the procurement of Goods and/or Services, as defined hereunder and shall include, but not be limited to: Invitation for Bid (IFB), Request for Quotation (RFQ), Request for Proposal (RFP), Purchase Order (PO), Cover Sheet, executed Signature Sheet, AND PRICING SHEETS with Contract prices inserted," "STANDARD CONTRACT TERMS AND CONDITIONS," and, if included, attachments, endorsements, schedules, exhibits, or drawings, the Authority's acceptance and any written addenda issued by an authorized member of the Procurement Department.

Days or Calendar Days - means consecutive calendar days, Saturdays, Sundays, and Holidays, included.

Week - unless otherwise specified, means seven (7) consecutive calendar days, Saturdays, Sundays, and Holidays.

Month - unless otherwise specified, means a calendar month.

Holiday(s) – means any holiday which is observed at the Site, as further detailed in the section of these Standard Contract Terms and Conditions entitled “Holidays.”

Director - means the Director of the Department which operates the facility of the Port Authority at which the services hereunder are to be performed, for the time being, or his/her successor in duties for the purpose of this Contract, or one of his/her authorized representatives for the purpose of this Contract.

Manager - means the Manager of the Facility for the time being, or his successor in duties for the purpose of this Contract, or his duly authorized representative for the purpose of this Contract.

No person shall be deemed a representative of the Director or Manager except to the extent specifically authorized in an express written notice to the Contractor signed by the Director or Manager, as the case may be. Further, no person shall be deemed a successor in duties of the Director unless the Contractor is so notified in writing signed by the Authority's Procurement Department. No person shall be deemed a successor in duties of the Manager unless the Contractor is so notified in a writing signed by the Director.

Minority Business Enterprise (MBE) - means a business entity which is at least fifty-one percent (51%) owned and controlled by one or more members of one or more minority groups, or, in the case of a publicly held corporation, at least fifty-one percent (51%) of the stock of which is owned by one or more minority groups, and whose management and daily business operations are controlled by one or more such individuals who are citizens or permanent resident aliens.

"Minority Group" means any of the following racial or ethnic groups:

- (a) Black persons having origins in any of the Black African racial groups not of Hispanic origin;
- (b) Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American culture or origin, regardless of race;
- (c) Asian and Pacific Islander persons having origins in any of the original peoples of the Far East, Southeast Asia, The Indian Subcontinent, or the Pacific Islands;

- (d) Native American or Alaskan native persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification.

Service-disabled Veteran-owned Business Enterprise (SDVOB) - means a business entity which is at least fifty-one percent (51%) owned and controlled by one or more service-disabled veteran with a service connected disability, or, in the case of a publicly held corporation, at least fifty-one percent (51%) of the stock of which is owned by one or more service-disabled veteran with a service connected disability, and whose management and daily business operations are controlled by one or more such individuals who are citizens or permanent resident aliens.

"Service-disabled Veteran, with a service-connected disability" means:

- (a) The term "service-connected" means, with respect to disability or death, that such disability was incurred or aggravated, or that the death resulted from a disability incurred or aggravated, in line of duty in the active military, naval, or air service.;
- (b) The term "veteran" means a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

Site of the Work - or words of similar import mean the Facility and all buildings and properties associated therewith as described in this Contract.

Small Business Enterprise (SBE) - The criteria for a Small Business Enterprise are:

- o The principal place of business must be located in New York or New Jersey;
- o The firm must have been in business for at least three years with activity;
- o Average gross income limitations by industry as established by the Port Authority.

Subcontractor - means anyone who performs work (other than or in addition to the furnishing of materials, plant or equipment) in connection with the services to be provided hereunder, directly or indirectly for or on behalf of the Contractor (and whether or not in privity of contract with the Contractor), but shall not include any person who furnished merely his own personal labor or his own personal services. "Subcontractor", however, shall exclude the Contractor or any subsidiary or parent of the Contractor or any person, firm or corporation which has a substantial interest in the Contractor or in which the Contractor or the parent or the subsidiary of the Contractor, or an officer or principal of the Contractor or of the parent of the subsidiary of the Contractor has a substantial interest, provided, however, that for the purpose of the clause hereof entitled "Assignments and Subcontracts" the exclusion in this paragraph shall not apply to anyone but the Contractor itself.

Women-owned Business Enterprise (WBE) - means a business enterprise which is at least fifty-one percent (51%) owned by one or more women, or, in the case of a publicly held corporation, at least fifty-one percent (51%) of the stock of which is owned by one or more women and whose management and daily business operations are controlled by one or more women who are citizens or permanent or resident aliens.

Work - means all services, equipment and materials (including materials and equipment, if any, furnished by the Authority) and other facilities and all other things necessary or proper for, or incidental to the services to be performed or goods to be furnished in connection with the service to be provided hereunder.

PART II GENERAL PROVISIONS

1. Facility Rules and Regulations of The Port Authority

- a. The Contractor shall observe and obey (and compel its officers, employees, guests, invitees, and those doing business with it, to observe and obey) the facility Rules and Regulations of the Port Authority now in effect, and such further reasonable Rules and Regulations which may from time to time during the term

of this Agreement be promulgated by the Port Authority for reasons of safety, health, preservation of property or maintenance of a good and orderly appearance and efficient operation of the Facility. The Port Authority agrees that, except in case of emergency, it shall give notice to the Contractor of every Rule and Regulation hereafter adopted by it at least five days before the Contractor shall be required to comply therewith.

- b. A copy of the facility Rules and Regulations of the Port Authority shall be available for review by the Contractor at the Office of the Secretary of the Port Authority.

2. Contractor Not An Agent

This Agreement does not constitute the Contractor the agent or representative of the Port Authority for any purpose whatsoever except as may be specifically provided in this Agreement. It is hereby specifically acknowledged and understood that the Contractor, in performing its services hereunder, is and shall be at all times an independent Contractor and the officers, agents and employees of the Contractor shall not be or be deemed to be agents, servants, employees or "special employees" of the Port Authority.

3. Contractor's Warranties

The Contractor represents and warrants:

- a. That it is financially solvent, that it is experienced in and competent to perform the requirements of this Contract, that the facts stated or shown in any papers submitted or referred to in connection with the solicitation are true, and, if the Contractor be a corporation, that it is authorized to perform this Contract;
- b. That it has carefully examined and analyzed the provisions and requirements of this Contract, and that from its own investigations it has satisfied itself as to the nature of all things needed for the performance of this Contract, the general and local conditions and all other matters which in any way affect this Contract or its performance, and that the time available to it for such examination, analysis, inspection and investigation was adequate;
- c. That the Contract is feasible of performance in accordance with all its provisions and requirements and that it can and will perform it in strict accordance with such provisions and requirements;
- d. That no Commissioner, officer, agent or employee of the Port Authority is personally interested directly or indirectly in this Contract or the compensation to be paid hereunder;
- e. That, except only for those representations, statements or promises expressly contained in this Contract, no representation, statement or promise, oral or in writing, of any kind whatsoever by the Port Authority, its Commissioners, officers, agents, employees or consultants has induced the Contractor to enter into this Contract or has been relied upon by the Contractor, including any with reference to: (1) the meaning, correctness, suitability, or completeness of any provisions or requirements of this Contract; (2) the nature, quantity, quality or size of the materials, equipment, labor and other facilities needed for the performance of this Contract; (3) the general or local conditions which may in any way affect this Contract or its performance; (4) the price of the Contract; or (5) any other matters, whether similar to or different from those referred to in (1) through (4) immediately above, affecting or having any connection with this Contract, the bidding thereon, any discussions thereof, the performance thereof or those employed therein or connected or concerned therewith.

Moreover, the Contractor accepts the conditions at the Site of the Work as they may eventually be found to exist and warrants and represents that it can and will perform the Contract under such conditions and that all materials, equipment, labor and other facilities required because of any unforeseen conditions (physical or otherwise) shall be wholly at its own cost and expense, anything in this Contract to the contrary notwithstanding.

Nothing in the Specifications or any other part of the Contract is intended as or shall constitute a representation by the Port Authority as to the feasibility of performance of this Contract or any part thereof.

The Contractor further represents and warrants that it was given ample opportunity and time and by means of this paragraph was requested by the Port Authority to review thoroughly all documents forming this Contract

prior to opening of Bids on this Contract in order that it might request inclusion in this Contract of any statement, representation, promise or provision which it desired or on which it wished to place reliance; that it did so review said documents, that either every such statement, representation, promise or provision has been included in this Contract or else, if omitted, that it expressly relinquishes the benefit of any such omitted statement, representation, promise or provision and is willing to perform this Contract without claiming reliance thereon or making any other claim on account of such omission.

The Contractor further recognizes that the provisions of this numbered clause (though not only such provisions) are essential to the Port Authority's consent to enter into this Contract and that without such provisions, the Authority would not have entered into this Contract.

4. Personal Non-Liability

Neither the Commissioners of the Port Authority 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.

5. Non-Discrimination Requirements

The Contractor shall take all necessary and reasonable steps to ensure non-discrimination in the performance and administration of all aspects of this Contract.

- A. Contractor hereby agrees that no person on the ground of race, color, national origin, creed/religion, sex, age or handicap/disability shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the furnishing of goods or services or in the selection and retention of subcontractors and/or vendors under this Contract. Contractor shall also ascertain and comply with all applicable federal, state and local laws, ordinances, rules, regulations, and orders that pertain to equal employment opportunity, affirmative action, and non-discrimination in employment.
- B. Contractor agrees that these “Non-Discrimination Requirements” are a binding part of this Contract. Without limiting the generality of any other term or provision of this Contract, in the event the Authority, or a state or federal agency finds that the Contractor or any of its subcontractors or vendors has not complied with these “Non-Discrimination Requirements”, the Authority may cancel, terminate or suspend this Contract in accordance with Section 14 of these Standard Terms and Conditions entitled “Default, Revocation, or Suspension of Contract.”
- C. Contractor agrees to cooperate fully with the Authority’s investigation of allegations of discrimination. Cooperation includes, but is not limited to, allowing the Authority to question employees during the investigation of allegations of discrimination, and complying with directives that the Authority or the State or Federal government deem essential to ensure compliance with these “Non-Discrimination Requirements.”

6. Rights and Remedies of the Port Authority

The Port Authority shall have the following rights in the event the Contractor is deemed guilty of a breach of any term whatsoever of this Contract:

- a. The right to take over and complete the Work or any part thereof as agent for and at the expense of the Contractor, either directly or through others.
- b. The right to cancel this Contract as to any or all of the Work yet to be performed.
- c. The right to specific performance, an injunction or any appropriate equitable remedy.
- d. The right to money damages.

For the purpose of this Contract, breach shall include but not be limited to the following, whether or not the time has yet arrived for performance of an obligation under this Contract: a statement by the Contractor to any representative of the Port Authority indicating that the Contractor cannot or will not perform any one or more of its obligations under this Contract; any act or omission of the Contractor or any other occurrence

which makes it improbable at the time that it will be able to perform any one or more of its obligations under this Contract; any suspension of or failure to proceed with any part of the Work by the Contractor which makes it improbable at the time that it will be able to perform any one or more of its obligations under this Contract.

The enumeration in this numbered clause or elsewhere in this Contract of specific rights and remedies of the Port Authority shall not be deemed to limit any other rights or remedies which the Authority would have in the absence of such enumeration; and no exercise by the Authority of any right or remedy shall operate as a waiver of any other of its rights or remedies not inconsistent therewith or to estop it from exercising such other rights or remedies.

7. Rights and Remedies of the Contractor

Inasmuch as the Contractor can be adequately compensated by money damages for any breach of this Contract which may be committed by the Port Authority, the Contractor expressly agrees that no default, act or omission of the Port Authority shall constitute a material breach of this Contract, entitling the Contractor to cancel or rescind this Contract or to suspend or abandon performance.

8. Submission To Jurisdiction

The Contractor hereby irrevocably submits itself to the jurisdiction of the Courts of the State of New York and New Jersey, in regard to any controversy arising out of, connected with, or in any way concerning this Contract.

The Contractor agrees that the service of process on the Contractor in relation to such jurisdiction may be made, at the option of the Port Authority, either by registered or certified mail addressed to it at the address of the Contractor indicated on the signature sheet, or by actual personal delivery to the Contractor, if the Contractor is an individual, to any partner if the Contractor be a partnership or to any officer, director or managing or general agent if the Contractor be a corporation.

Such service shall be deemed to be sufficient when jurisdiction would not lie because of the lack of basis to serve process in the manner otherwise provided by law. In any case, however, process may be served as stated above whether or not it might otherwise have been served in a different manner.

9. Harmony

- a. The Contractor shall not employ any persons or use any labor, or use or have any equipment, or permit any condition to exist which shall or may cause or be conducive to any labor complaints, troubles, disputes or controversies at the Facility which interfere or are likely to interfere with the operation of the Port Authority or with the operations of lessees, licensees or other users of the Facility or with the operations of the Contractor under this Contract.

The Contractor shall immediately give notice to the Port Authority (to be followed by written notices and reports) of any and all impending or existing labor complaints, troubles, disputes or controversies and the progress thereof. The Contractor shall use its best efforts to resolve any such complaint, trouble, dispute or controversy. If any type of strike, boycott, picketing, work stoppage, slowdown or other labor activity is directed against the Contractor at the Facility or against any operations of the Contractor under this Contract, whether or not caused by the employees of the Contractor, and if any of the foregoing, in the opinion of the Port Authority, results or is likely to result in any curtailment or diminution of the services to be performed hereunder or to interfere with or affect the operations of the Port Authority, or to interfere with or affect the operations of lessees, licensees, or other users of the Facility or in the event of any other cessation or stoppage of operations by the Contractor hereunder for any reason whatsoever, the Port Authority shall have the right at any time during the continuance thereof to suspend the operations of the Contractor under this Contract, and during the period of the suspension the Contractor shall not perform

its services hereunder and the Port Authority shall have the right during said period to itself or by any third person or persons selected by it to perform said services of the Contractor using the equipment which is used by the Contractor in its operations hereunder as the Port Authority deems necessary and without cost to the Port Authority. During such time of suspension, the Contractor shall not be entitled to any compensation. Any flat fees, including management fees, shall be prorated. Prior to the exercise of such right by the Port Authority, it shall give the Contractor notice thereof, which notice may be oral. No exercise by the Port Authority of the rights granted to it in the above subparagraph shall be or be deemed to be a waiver of any rights of termination or revocation contained in this Contract or a waiver of any rights or remedies which may be available to the Port Authority under this Contract or otherwise.

- b. During the time that the Contractor is performing the Contract, other persons may be engaged in other operations on or about the worksite including Facility operations, pedestrian, bus and vehicular traffic and other Contractors performing at the worksite, all of which shall remain uninterrupted.

The Contractor shall so plan and conduct its operations as to work in harmony with others engaged at the site and not to delay, endanger or interfere with the operation of others (whether or not specifically mentioned above), all to the best interests of the Port Authority and the public as may be directed by the Port Authority.

10. Claims of Third Persons

The Contractor undertakes to pay all claims lawfully made against it by subcontractors, suppliers and workers, and all claims lawfully made against it by other third persons arising out of or in connection with or because of the performance of this Contract and to cause all subcontractors to pay all such claims lawfully made against them.

11. No Third Party Rights

Nothing contained in this Contract is intended for the benefit of third persons, except to the extent that the Contract specifically provides otherwise by use of the words "benefit" or "direct right of action."

12. Provisions of Law Deemed Inserted

Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included therein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Contract shall forthwith be physically amended to make such insertion.

13. Costs Assumed By The Contractor

It is expressly understood and agreed that all costs of the Contractor of whatever kind or nature and whether imposed directly upon the Contractor under the terms and provisions hereof or in any other manner whatsoever because of the requirements of the operation of the service or otherwise under this Agreement shall be borne by the Contractor or without compensation or reimbursement from the Port Authority, except as specifically set forth in this Agreement. The entire and complete cost and expense of the Contractor's services and operations hereunder shall be borne solely by the Contractor and under no circumstances shall the Port Authority be liable to any third party (including the Contractor's employees) for any such costs and expenses incurred by the Contractor and under no circumstances shall the Port Authority be liable to the Contractor for the same, except as specifically set forth in this Section.

14. Default, Revocation or Suspension of Contract

- a. If one or more of the following events shall occur:
 1. If fire or other cause shall destroy all or a substantial part of the Facility.

2. If any governmental agency shall condemn or take a temporary or permanent interest in all or a substantial part of the Facility, or all of a part of the Port Authority's interest herein;

then upon the occurrence of such event or at any time thereafter during the continuance thereof, the Port Authority shall have the right on twenty-four (24) hours written notice to the Contractor to revoke this Contract, such revocation to be effective upon the date and time specified in such notice.

In such event this Contract shall cease and expire on the effective date of revocation as if said date were the date of the expiration of this Contract. Such revocation shall not, however, relieve the Contractor of any liabilities or obligations hereunder which shall have accrued on or prior to the effective date of revocation.

- b. If one or more of the following events shall occur:

1. The Contractor shall become insolvent, or shall take the benefit of any present or future insolvency statute, or shall make a general assignment for the benefit of creditors, or file a voluntary petition in bankruptcy or a petition or answer seeking an arrangement or its reorganization or the readjustment of its indebtedness under the federal bankruptcy laws or under any other law or statute of the United States or of any State thereof, or consent to the appointment of a receiver, trustee, or liquidator of all or substantially all its property; or
2. By order or decree of a court the Contractor shall be adjudged bankrupt or an order shall be made approving a petition filed by any of the creditors, or, if the Contractor is a corporation, by any of the stockholders of the Contractor, seeking its reorganization or the readjustment of its indebtedness under the federal bankruptcy laws or under any law or statute of the United States or of any State thereof; or
3. A petition under any part of the federal bankruptcy laws or an action under any present or future insolvency law or statute shall be filed against the Contractor and shall not be dismissed within thirty (30) days after the filing thereof; or
4. The interest of the Contractor under this Contract shall be transferred to, passed to or devolve upon, by operation of law or otherwise, any other person, firm or corporation, or
5. The Contractor, if a corporation, shall, without the prior written approval of the Port Authority, become a surviving or merged corporation in a merger, a constituent corporation in a consolidation, or a corporation in dissolution; or
6. If the Contractor is a partnership, and the said partnership shall be dissolved as the result of any act or omission of its copartners or any of them, or by operation of law or the order or decree of any court having jurisdiction, or for any other reason whatsoever; or
7. By or pursuant to, or under authority of any legislative act, resolution or rule, or any order or decree of any court or governmental board, agency or officer having jurisdiction, a receiver, trustee, or liquidator shall take possession or control of all or substantially all of the property of the Contractor and such possession or control of all or substantially all of the property of the Contractor and shall continue in effect for a period of fifteen (15) days;

then upon the occurrence of any such event or at any time thereafter during the continuance thereof, the Port Authority shall have the right upon five (5) days notice to the Contractor to terminate this Contract and the rights of the Contractor hereunder; termination to be effective upon the date and time specified in such notice as if said date were the date of the expiration of this Contract. Termination shall not relieve the Contractor of any liabilities or obligations hereunder which have accrued on or prior to the effective date of termination.

- c. If any of the following shall occur:

1. The Contractor shall cease, abandon any part of the service, desert, stop or discontinue its services in the premises for any reason whatsoever and regardless of the fault of the Contractor; or

2. The Contractor shall fail to keep, perform and observe each and every other promise, covenant and agreement set forth in this Contract on its part to be kept, performed or observed, within five (5) days after receipt of notice of default thereunder from the Port Authority (except where fulfillment of its obligations requires activity over a greater period of time, and the Contractor shall have commenced to perform whatever may be required for fulfillment within five (5) days after receipt of notice and continues such performance without interruption except for causes beyond its control);

then upon the occurrence of any such event or during the continuance thereof, the Port Authority shall have the right on twenty four (24) hours notice to the Contractor to terminate this Contract and the rights of the Contractor hereunder, termination to be effective upon the date and time specified in such notice. Termination shall not relieve the Contractor of any liabilities which shall have accrued on or prior to the effective date of termination.

- d. If any of the events enumerated in this Section shall occur prior to commencement date of this Contract the Port Authority upon the occurrence of any such event or any time thereafter during the continuance thereof by twenty-four (24) hours notice may terminate or suspend this Contract and the rights of the Contractor hereunder, such termination or suspension to be effective upon the date specified in such notice.
- e. No payment by the Port Authority of any monies to the Contractor for any period or periods after default of any of the terms, covenants or conditions hereof to be performed, kept and observed by the Contractor and no act or thing done or omitted to be done by the Port Authority shall be deemed to be a waiver of the right of the Port Authority to terminate this Contract or of any other right or remedies to which the Port Authority may be entitled because of any breach thereof. No waiver by the Port Authority of any default on the part of the Contractor in the performance of any of the terms, covenants and conditions hereof to be performed, kept or observed by the Contractor shall be or be construed to be a waiver by the Port Authority of any other subsequent default in the performance of any of the said terms, covenants and conditions.
- f. In addition to all other rights of revocation or termination hereunder and notwithstanding any other provision of this Contract the Port Authority may terminate this Contract and the rights of the Contractor hereunder without cause at any time upon five (5) days written notice to the Contractor and in such event this Contract shall cease and expire on the date set forth in the notice of termination as fully and completely as though such dates were the original expiration date hereof and if such effective date of termination is other than the last day of the month, the amount of the compensation due to the Contractor from the Port Authority shall be prorated when applicable on a daily basis. Such cancellation shall be without prejudice to the rights and obligations of the parties arising out of portions already performed but no allowance shall be made for anticipated profits.
- g. Any right of termination contained in this paragraph, shall be in addition to and not in lieu of any and all rights and remedies that the Port Authority shall have at law or in equity consequent upon the Contractor's breach of this Contract and shall be without prejudice to any and all such other rights and remedies. It is hereby specifically agreed and understood that the exercise by the Port Authority of any right of termination set forth in this paragraph shall not be or be deemed to be an exercise by the Port Authority of an election of remedies so as to preclude the Port Authority from any right to money damages it may have for the period prior to the effective date of termination to the original expiration date of the Contract, and this provision shall be deemed to survive the termination of this Contract as aforesaid.
- h. If (1) the Contractor fails to perform any of its obligations under this Contract or any other agreement between the Port Authority and the Contractor (including its obligation to the Port Authority to pay

any claim lawfully made against it by any supplier, subcontractor or worker or other person which arises out of or in connection with the performance of this Contract or any other agreement with the Port Authority) or (2) any claim (just or unjust) which arises out of or in connection with this Contract or any other agreement between the Port Authority and the Contractor is made against the Port Authority or (3) any subcontractor under this Contract or any other agreement between the Port Authority and the Contractor fails to pay any claims lawfully made against it by any supplier, subcontractor, worker or other third person which arises out of or in connection with this Contract or any other agreement between the Port Authority and the Contractor or if in the opinion of the Port Authority any of the aforesaid contingencies is likely to arise, then the Port Authority shall have the right, in its discretion, to withhold out of any payment (final or otherwise) such sums as the Port Authority may deem ample to protect it against delay or loss or to assure the payment of just claims of third persons, and to apply such sums in such manner as the Port Authority may deem proper to secure such protection or satisfy such claims. All sums so applied shall be deducted from the Contractor's compensation. Omission by the Port Authority to withhold out of any payment, final or otherwise, a sum for any of the above contingencies, even though such contingency has occurred at the time of such payment, shall not be deemed to indicate that the Port Authority does not intend to exercise its right with respect to such contingency. Neither the above provisions for rights of the Port Authority to withhold and apply monies nor any exercise or attempted exercise of, or omission to exercise, such rights by the Port Authority shall create any obligation of any kind to such supplier, subcontractors, worker or other third persons. If, however, the payment of any amount due the Contractor shall be improperly delayed, the Port Authority shall pay the Contractor interest thereon at the rate of 6% per annum for the period of the delay, it being agreed that such interest shall be in lieu of and in liquidation of any damages to the Contractor because of such delay.

- i. If the Port Authority has paid any sum or has incurred any obligation or expense which the Contractor has agreed to pay or reimburse the Port Authority, or if the Port Authority is required or elects to pay any sum or sums or incurs any obligations or expense by reason of the failure, neglect or refusal of the Contractor to perform or fulfill any one or more of the conditions, covenants, or agreements contained in this Contract, or as a result of an act of omission of the Contractor contrary to the said conditions, covenants and agreements, the Contractor shall pay to the Port Authority the sum or sums so paid or expense so incurred, including all interests, costs and damages, promptly upon the receipt of the Port Authority's statement therefore. The Port Authority may, however, in its discretion, elect to deduct said sum or sums from any payment payable by it to the Contractor.
- j. If the Port Authority pays any installment to the Contractor without reducing said installment as provided in this Contract, it may reduce any succeeding installment by the proper amount, or it may bill the Contractor for the amount by which the installment paid should have been reduced and the Contractor shall pay to the Port Authority any such amount promptly upon receipt of the Port Authority's statement therefore.
- k. The Port Authority shall also have the rights set forth above in the event the Contractor shall become insolvent or bankrupt or if his affairs are placed in the hands of a receiver, trustee or assignee for the benefit of creditors.

15. Sales or Compensating Use 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 services under this Contract is exempt from Taxes. Accordingly, the Contractor must not include Taxes in the price charged to the Port Authority for the Contractor's services under this Contract. The Contractor certifies that there are no such taxes included in the prices for this Contract. The Contractor shall retain a copy of this Contract to substantiate the exempt sale.

The compensation set forth in this Agreement is the complete compensation to the Contractor, and the Port Authority will not separately reimburse the Contractor for any taxes unless specifically set forth in this Agreement.

16. No Estoppel or Waiver

The Port Authority shall not be precluded or estopped by any payment, final or otherwise, issued or made under this Contract, from showing at any time the true amount and character of the services performed, or from showing that any such payment is incorrect or was improperly issued or made; and the Port Authority shall not be precluded or estopped, notwithstanding any such payment, from recovering from the Contractor any damages which it may sustain by reason of any failure on its part to comply strictly with this Contract, and any moneys which may be paid to it or for its account in excess of those to which it is lawfully entitled.

No cancellation, rescission or annulment hereof, in whole or as to any part of the services to be provided hereunder, or because of any breach hereof, shall be deemed a waiver of any money damages to which the Port Authority may be entitled because of such breach. Moreover, no waiver by the Authority of any breach of this Contract shall be deemed to be a waiver of any other or any subsequent breach.

17. Records and Reports

The Contractor shall set up, keep and maintain (and shall cause its subcontractors to set up, keep and maintain) in accordance with generally accepted accounting practice during the term of this Agreement and any extensions thereof and for three years after the expiration, termination or revocation thereof, records, payroll records and books of account (including, but not limited to, records of original entry and daily forms, payroll runs, cancelled checks, time records, union agreements, contracts with health, pension and other third party benefit providers) recording all transactions of the Contractor (and its subcontractors), at, through or in any way connected with or related to the operations of the Contractor (and its subcontractors) hereunder, including but not limited to all matters relating to the charges payable to the Contractor hereunder, all wages and supplemental benefits paid or provided to or for its employees (and its subcontractors' employees) and such additional information as the Port Authority may from time to time and at any time require, and also including, if appropriate, recording the actual number of hours of service provided under the Contract, and keeping separate records thereof which records and books of account shall be kept at all times within the Port District. The Contractor shall permit (and cause its subcontractors to permit) in ordinary business hours during the term of this Agreement including any extensions thereof and for three years thereafter the examination and audit by the officers, employees and representatives of the Port Authority of such records and books of account and also any records and books of account of any company which is owned or controlled by the Contractor, or which owns or controls the Contractor if said company performs services similar to those performed by the Contractor anywhere in the Port District. However, if within the aforesaid three year period the Port Authority has notified the Contractor in writing of a pending claim by the Port Authority under or in connection with this Contract to which any of the aforesaid records and documents of the Contractor or of its subcontractors relate either directly or indirectly, then the period of such right of access shall be extended to the expiration of six years from the date of final payment with respect to the records and documents involved.

Upon request of the Port Authority, the Contractor shall furnish or provide access to the federal Form I-9 (Employment Eligibility Verification) for each individual performing work under this Contract. This includes citizens and noncitizens.

The Contractor (and its subcontractors) shall, at its own expense, install, maintain and use such equipment and devices for recording the labor hours of the service as shall be appropriate to its business and necessary or desirable to keep accurate records of the same and as the general manager or the Facility Manager may from time to time require, and the Contractor (and its subcontractors) shall at all reasonable times allow inspection by the agents and employees of the Port Authority of all such equipment or devices.

a. The Contractor hereby further agrees to furnish to the Port Authority from time to time such written

reports in connection with its operations hereunder as the Port Authority may deem necessary or desirable. The format of all forms, schedules and reports furnished by the Contractor to the Port Authority shall be subject to the continuing approval of the Port Authority.

- b. No provision in this Contract giving the Port Authority a right of access to records and documents is intended to impair or affect any right of access to records and documents which they would have in the absence of such provision. Additional record keeping may be required under other sections of this Contract.

18. General Obligations

- a. Except where expressly required or permitted herein to be oral, all notices, requests, consents and approvals required to be given to or by either party shall be in writing and all such notices, requests, consents and approvals shall be personally delivered to the other party during regular business hours or forwarded to such party by United States certified mail, return receipt requested, addressed to the other party at its address hereinbefore or hereafter provided. Until further notice the Contractor hereby designates the address shown on the bottom of the Contractors Signature Sheet as their address to which such notices, requests, consents, or approvals may be forwarded. All notices, requests, consents, or approvals of the Contractor shall be forwarded to the Manager at the Facility.
- b. The Contractor shall comply with the provisions of all present and future federal, state and municipal laws, rules, regulations, requirements, ordinances, orders and directions which pertain to its operations under this Contract and which affect the Contract or the performance thereof and those engaged therein as if the said Contract were being performed for a private corporation, except where stricter requirements are contained in the Contract in which case the Contract shall control. The Contractor shall procure for itself all licenses, certificates, permits or other authorization from all governmental authorities, if any, having jurisdiction over the Contractor's operations hereunder which may be necessary for the Contractor's operations. The Contractor's obligation to comply with governmental requirements are not to be construed as a submission by the Port Authority to the application to itself of such requirements.
- c. The Contractor shall pay all taxes, license, certification, permit and examination fees and excises which may be assessed on its property or operations hereunder or income therefrom, and shall make all applications, reports and returns required in connection therewith.
- d. The Contractor shall, in conducting its operations hereunder, take all necessary precautions to protect the general environment and to prevent environmental pollution, contamination, damage to property and personal injury. In the event the Contractor encounters material reasonably believed to be asbestos, polychlorinated biphenyl (PCB) or any other hazardous material, in conducting its operations hereunder, the Contractor shall immediately stop Work in the area affected and report the condition in writing to the Manager. Work in the affected area shall not thereafter be resumed by the Contractor except upon the issuance of a written order to that effect from the Manager.
- e. The Contractor shall promptly observe, comply with and execute the provisions of any and all present and future rules and regulations, requirements, standard orders and directions of the American Insurance Association, the Insurance Services Office, National Fire Protection Association, and any other body or organization exercising similar functions which may pertain or apply to the Contractor's operations hereunder.

The Contractor shall not do or permit to be done any act which:

1. will invalidate or be in conflict with any fire insurance policies covering the Facility or any part thereof or upon the contents of any building thereon; or
2. will increase the rate of any fire insurance, extended coverage or rental insurance on the Facility or any part thereof or upon the contents of any building thereon; or
3. in the opinion of the Port Authority will constitute a hazardous condition, so as to increase the risk normally attendant upon the operations contemplated by this Contract; or
4. may cause or produce in the premises, or upon the Facility any unusual, noxious or objectionable smoke, gases, vapors, odors; or
5. may interfere with the effectiveness or accessibility of the drainage and sewerage system, fire

protection system, sprinkler system, alarm system, fire hydrants and hoses, if any, installed or located or to be installed or located in or on the Facility; or

6. shall constitute a nuisance in or on the Facility or which may result in the creation, commission or maintenance of a nuisance in or on the Facility.
- f. If by reason of the Contractor's failure to comply with the provisions of this Section and provided the Port Authority has given the Contractor five (5) days written notice of its failure and the Contractor shall not have cured said failure within said five (5) days, any fire insurance, extended coverage or rental insurance rate on the Facility or any part thereof or upon the contents of any building thereon shall at any time be higher than it otherwise would be, then the Contractor shall on demand pay the Port Authority that part of all fire insurance, extended coverage or rental insurance premiums paid or payable by the Port Authority which shall have been charged because of such violations by the Contractor.
- g. The Contractor shall conduct its operations hereunder so as not to endanger, unreasonably interfere with, or delay the operations or activities of any tenants or occupants on the premises or the Facility and, moreover, shall use the same degree of care in performance on the premises as would be required by law of the Port Authority and shall conduct operations hereunder in a courteous, efficient and safe manner.
- h. The Contractor shall provide such equipment and medical facilities as may be necessary to supply first aid service in case of accidents to its personnel who may be injured in the furnishing of service hereunder. The Contractor shall maintain standing arrangements for the removal and hospital treatment of any of its personnel who may be injured.

19. Assignments and Subcontracting

- a. The Contractor shall not sell, transfer, mortgage, pledge, subcontract or assign this Contract or any part thereof or any of the rights granted hereunder or any moneys due or to become due to it hereunder or enter into any contract requiring or permitting the doing of anything hereunder by an independent Contractor, without the prior written approval of the Port Authority, and any such sale, transfer, mortgage, pledge, subcontract, assignment or contract without such prior written approval shall be void as to the Port Authority.
- b. All subcontractors who provide permanent personnel to the Contractor for work under this Contract shall be given written notice to comply with all requirements of the Contract. The Contractor shall be responsible and liable for the performance and acts of each subcontractor.
- c. All persons to whom the Contractor sublets services shall be deemed to be its agents and no subletting or approval thereof shall be deemed to release this Contractor from its obligations under this Contract or to impose any obligations on the Port Authority to such subcontractor or to give the subcontractor any rights against the Port Authority.

20. Indemnification and Risks Assumed By The Contractor

To the extent permitted by law, the Contractor shall indemnify and hold harmless the Port Authority, its Commissioners, Directors, agents, servants, officers, representatives and employees from and against all claims and demands, just or unjust, of third persons (including Contractor's agents, servants, officers, representatives and employees) arising out of or in any way connected to or alleged to arise out of or alleged to be in any way connected with the Contract and all other services and activities of the Contractor under this Contract and for all expenses incurred by it and by them in the defense, settlement or satisfaction thereof, including without limitation thereto, claims and demands for death, for personal injury or for property damage, direct or consequential, whether they arise out of or are in any way connected to the Contractor's operations or to its performance of work under this Contract, or arise out of the acts, omissions or negligence of the Contractor, the Port Authority, its Commissioners, Directors, agents, servants, officers, representatives or employees, third persons (including Contractor's agents, servants, officers, representatives and employees), or from the acts of God or the public enemy, or otherwise, including claims and demands of any local jurisdiction against the Port Authority in connection with this Contract.

The Contractor assumes the following risks, whether such risks arise out of or are in any way connected to the Contractor's operations or to its performance of work under this Contract, or arise out of acts or omissions (negligent or not) of the Contractor, the Port Authority or third persons (including agents, servants, officers, representatives, Commissioners, Directors and employees of the Port Authority and the Contractor) or from any other cause, excepting only risks occasioned solely by affirmative willful acts of the Port Authority done subsequent to the opening of proposals on this Contract, and shall to the extent permitted by law indemnify the Port Authority for all loss or damage incurred in connection with such risks:

- a. The risk of any and all loss or damage to Port Authority property, equipment (including but not limited to automotive and/or mobile equipment), materials and possessions, on or off the premises, the loss or damage of which shall arise out of the Contractor's operations hereunder. The Contractor shall if so directed by the Port Authority, repair, replace or rebuild to the satisfaction of the Port Authority, any and all parts of the premises or the Facility which may be damaged or destroyed by the acts or omissions (negligent or not) of the Contractor, its officers, agents, or employees and if the Contractor shall fail so to repair, replace, or rebuild with due diligence the Port Authority may, at its option, perform any of the foregoing work and the Contractor shall pay to the Port Authority the cost thereof.
- b. The risk of any and all loss or damage of the Contractor's property, equipment (including but not limited to automotive and/or mobile equipment) materials and possessions on the Facility.
- c. The risk of claims, whether made against the Contractor or the Port Authority, for any and all loss or damages occurring to any property, equipment (including but not limited to automotive and/or mobile equipment), materials and possessions of the Contractor's agents, employees, materialmen and others performing work hereunder.
- d. The risk of claims for injuries, damage or loss of any kind whether just or unjust of third persons (including agents, servants, officers, representatives, Commissioners, Directors and employees of the Port Authority and the Contractor) arising or alleged to arise out of or in connection with the Contractor's operations or its performance of work hereunder, whether such claims are made against the Contractor or the Port Authority.

If so directed, the Contractor shall at its own expense defend any suit based upon any such claim or demand, even if such suit, claim or demand is groundless, false or fraudulent, and in handling such shall not, without obtaining express advance permission from the General Counsel of the Port Authority, raise any defense involving in any way the jurisdiction of any court, tribunal, agency, special district, commission or other authority exercising judicial or regulatory functions over the person of the Port Authority, the immunity of the Port Authority, its Commissioners, directors, officers, agents or employees, their affiliates, successors and/or assigns, the governmental nature of the Port Authority or the provision of any statutes respecting suits against the Port Authority. The Port Authority shall be an intended third-party beneficiary of any policy of liability insurance required by the provisions of this Contract, with the direct right to enforce any such policy with respect to this provision.

Neither the requirements of the Port Authority under this Contract, nor of the Port Authority of the methods of performance hereunder nor the failure of the Port Authority to call attention to improper or inadequate methods or to require a change in the method of performance hereunder nor the failure of the Port Authority to direct the Contractor to take any particular precaution or other action or to refrain from doing any particular thing shall relieve the Contractor of its liability for injuries to persons or damage to property or environmental impairment arising out of its operations.

21. Approval of Methods

Neither the approval of the Port Authority of the methods of furnishing services hereunder nor the failure of the Port Authority to call attention to improper or inadequate methods or to require a change in the method of furnishing services hereunder, nor the failure of the Port Authority to direct the Contractor to take any

particular precautions or to refrain from doing any particular thing shall relieve the Contractor of its liability for any injuries to persons or damage to property or environmental impairment arising out of its operations.

22. Safety and Cleanliness

- a. The Contractor shall, in the furnishing of services hereunder, exercise every precaution to prevent injury to person or damage to property or environmental impairment and avoid inconvenience to the occupants of or any visitors to the Facility. The Contractor shall, without limiting the generality hereof, place such personnel, erect such barricades and railings, give such warnings, display such lights, signals or signs, place such cones and exercise precautions as may be necessary, proper or desirable.
- b. The Contractor shall in case of unsafe floor conditions due to construction, wetness, spillage, sickness and all other types of hazardous conditions proceed to rope off the unsafe area and place appropriate warnings signs to prevent accidents from occurring. The Contractor shall clean said area to the satisfaction of the Manager.
- c. The Contractor shall at all times maintain in a clean and orderly condition and appearance any and all facilities provided by the Port Authority for the Contractor's operations, and all fixtures, sink closets, equipment, and other personal property of the Port Authority which are located in said facilities.
- d. The Contractor shall provide its personnel, and shall require its subcontractors to provide their personnel, with Personal Protective Equipment (PPE) prior to entering the Facility, and shall replenish PPE periodically as appropriate. PPE is equipment worn to minimize exposure to hazards that may cause serious injuries and illnesses at the workplace. These injuries and illnesses may result from contact with biological, chemical, radiological, physical, electrical, mechanical, or other workplace hazards. PPE may include, but shall not be limited to, items such as face coverings, gloves, safety glasses, shoes, earplugs, muffs, hard hats, respirators, coveralls, vests and full body suits. The Contractor shall require its personnel, and shall require its subcontractors to require its personnel, to utilize such PPE as appropriate to the Facility and Work covered under the Contract or as may be required by the Port Authority. Regardless of the type of Work, face coverings are required to be worn at all times at all Port Authority Facilities, unless otherwise directed in writing by the Port Authority.

23. Accident Reports

The Contractor shall promptly report in writing to the Manager of the Facility and to the Manager, Claims of the Port Authority all accidents whatsoever arising out of or in connection with its operations hereunder and which result in death or injury to persons or damage to property, setting forth such details thereof as the Port Authority may desire. In addition, if death or serious injury or serious damage is caused, such accidents shall be immediately reported by telephone to the aforesaid representatives of the Port Authority.

24. Trash Removal

The Contractor shall remove daily from the Facility by means provided by the Contractor all garbage, debris and other waste material (solid or liquid) arising out of or in connection with its operations hereunder, and any such garbage, debris and other waste material not immediately removed shall be temporarily stored in a clear and sanitary condition, approved by the Facility Manager and shall be kept covered except when filling or emptying them. The Contractor shall exercise care in removing such garbage, debris and other waste materials from the Facility. The manner of such storage and removal shall always be subject in all respects to the continual approval of the Port Authority. No equipment or facilities of the Port Authority shall be used in such removal unless with its prior consent in writing. No such garbage, debris or other waste materials shall be or be permitted to be thrown, discharged or disposed into or upon the waters at or bounding the Facility.

25. Lost and Found Property

The Contractor shall instruct its personnel that all items of personal property found by the Contractor's

employees at the Site must be turned in to the Port Authority and a receipt will be issued therefor.

26. Property of the Contractor

- a. All property of the Contractor at the Site by virtue of this Contract shall be removed on or before the expiration or sooner termination or revocation of this Contract.
- b. If the Contractor shall fail to remove its property upon the expiration, termination or revocation of this Contract the Port Authority may, at its option, dispose of such property as waste or as agent for the Contractor and at the risk and expense of the Contractor, remove such property to a public warehouse, or may retain the same in its own possession, and in either event after the expiration of thirty (30) days may sell the same in accordance with any method deemed appropriate; the proceeds of any such sale shall be applied first, to the expenses of sale and second, to any sums owed by the Contractor to the Port Authority; any balance remaining shall be paid to the Contractor. Any excess of the total cost of removal, storage and sale and other costs incurred by the Port Authority as a result of such failure of performance by the Contractor over the proceeds of sale shall be paid by the Contractor to the Port Authority upon demand.

27. Modification of Contract

This Contract may not be changed except in writing signed by the Port Authority and the Contractor. The Contractor agrees that no representation or warranties shall be binding upon the Port Authority unless expressed in writing in this Contract.

28. Invalid Clauses

If any provision of this Contract shall be such as to destroy its mutuality or to render it invalid or illegal, then, if it shall not appear to have been so material that without it the Contract would not have been made by the parties, it shall not be deemed to form part thereof but the balance of the Contract shall remain in full force and effect.

29. Approval of Materials, Supplies and Equipment

Only Port Authority approved materials, supplies, and equipment are to be used by the Contractor in performing the Work hereunder. Inclusion of chemical containing materials or supplies on the Port Authority Approved Products List – Environmental Protection Supplies constitutes approval. The list may be revised from time to time and at any time by the Port Authority and it shall be incumbent upon the Contractor to obtain the most current list from the Manager of the Facility.

At anytime during the Solicitation, pre-performance or performance periods, the Contractor may propose the use of an alternate product or products to those on the Approved Products List – Environmental Protection Supplies, which product(s) shall be subject to review and approval by the Port Authority. Any alternate product so approved by the Port Authority may be used by the Contractor in performing the Services hereunder. Until such approval is given, only products on the Approved Products List – Environmental Protection Supplies may be used.

30. Intellectual Property

The right to use all patented materials, appliances, processes of manufacture or types of construction, trade and service marks, copyrights and trade secrets, collectively hereinafter referred to as “Intellectual Property Rights”, in the performance of the work, shall be obtained by the Contractor without separate or additional compensation. Where the services under this Agreement require the Contractor to provide materials, equipment or software for the use of the Port Authority or its employees or agents, the Port Authority shall be provided with the Intellectual Property Rights required for such use without further compensation than is provided for under this Agreement.

The Contractor shall indemnify the Port Authority against and save it harmless from all loss and expense incurred as a result of any claims in the nature of Intellectual Property Rights infringement arising out of the

Contractor's or Port Authority's use, in accordance with the above immediately preceding paragraph, of any Intellectual Property. The Contractor, if requested, shall conduct all negotiations with respect to and defend such claims. If the Contractor or the Port Authority, its employees or agents be enjoined either temporarily or permanently from the use of any subject matter as to which the Contractor is to indemnify the Port Authority against infringement, then the Port Authority may, without limiting any other rights it may have, require the Contractor to supply temporary or permanent replacement facilities approved by the Manager, and if the Contractor fails to do so the Contractor shall, at its expense, remove all such enjoined facilities and refund the cost thereof to the Port Authority or take such steps as may be necessary to insure compliance by the Contractor and the Port Authority with said injunction, to the satisfaction of the Port Authority.

In addition, the Contractor shall promptly and fully inform the Director in writing of any intellectual property rights disputes, whether existing or potential, of which it has knowledge, relating to any idea, design, method, material, equipment or any other matter related to the subject matter of this Agreement or coming to its attention in connection with this Agreement.

31. Contract Records and Documents – Passwords and Codes

When the performance of the contract services requires the Contractor to produce, compile or maintain records, data, drawings, or documents of any kind, regardless of the media utilized, then all such records, drawings, data and documents which are produced, prepared or compiled in connection with this contract, shall become the property of the Port Authority, and the Port Authority shall have the right to use or permit the use of them and any ideas or methods represented by them for any purpose and at any time without other compensation than that specifically provided herein.

When in the performance of the contract services the Contractor utilizes passwords or codes for any purpose, at any time during or after the performance of such services, upon written request by the Authority, the Contractor shall make available to the designated Authority representative all such passwords and codes.

32. Designated Secure Areas

Services under the Contract may be required in designated secure areas, as the same may be designated by the Manager from time to time ("Secure Areas"). The Port Authority shall require the observance of certain security procedures with respect to Secure Areas, which may include the escort to, at, and/or from said high security areas by security personnel designated by the Contractor or any subcontractor's personnel required to work therein. All personnel that require access to designated secure areas who are not under positive escort by an authorized individual will be required to undergo background screening and personal identity verification.

Forty-eight (48) hours prior to the proposed performance of any work in a Secure Area, the Contractor shall notify the Manager. The Contractor shall conform to the procedures as may be established by the Manager from time to time and at any time for access to Secure Areas and the escorting of personnel hereunder. Prior to the start of work, the Contractor shall request a description from the Manager of the Secure Areas which will be in effect on the commencement date. The description of Secure Areas may be changed from time to time and at any time by the Manager during the term of the Contract.

33. Notification of Security Requirements

The Authority has the responsibility of ensuring safe, reliable and secure transportation facilities, systems, and projects to maintain the well-being and economic competitiveness of the region. Therefore, the Authority reserves the right to deny access to certain documents, sensitive security construction sites and facilities (including rental spaces) to any person that declines to abide by Port Authority security procedures and protocols, any person with a criminal record with respect to certain crimes or who may otherwise pose a threat to the construction site or facility security. The Authority reserves the right to impose multiple layers of security requirements on the

Contractor, its staff and subcontractors and their staffs depending upon the level of security required, or may make any amendments with respect to such requirements as determined by the Authority.

These security requirements may include but are not limited to the following:

- Execution of Port Authority Approved Non-Disclosure and Confidentiality Agreements

At the direction of the Port Authority, the Contractor shall be required to have its principals, staff and/or subcontractor(s) and their staff, execute Port Authority approved non-disclosure and confidentiality agreements.

- Contractor/ Subcontractor identity checks and background screening

The Port Authority's designated background screening provider may require inspection of not less than two forms of valid/current government issued identification (at least one having an official photograph) to verify staff's name and residence; screening of federal, state, and/or local criminal justice agency information databases and files; screening of any terrorist identification files; access identification, to include some form of biometric security methodology such as fingerprint, facial or iris scanning.

The Contractor may be required to have its staff, and any subcontractor's staff, material-men, visitors or others over whom the Contractor/ subcontractor has control, authorize the Port Authority or its designee to perform background checks, and a personal identity verification check. Such authorization shall be in a form acceptable to the Port Authority. The Contractor and subcontractors may also be required to use an organization designated by the Port Authority to perform the background checks.

In accordance with the Port Authority's Information Security Handbook, background screening is required when a person has an established need to know or has access to any one of the following types of information or physical locations:

- 1) Confidential Privileged Information
- 2) Confidential Information related to a security project and/or task
- 3) Secure Area of an Authority or PATH facility
- 4) Mission critical system

The Contractor shall perform background checks through the Port Authority's personnel assurance program provider. The Secure Worker Access Consortium (S.W.A.C.) is the only Port Authority approved provider to be used to conduct background screening and personal identity verification, except as otherwise required by federal law and/or regulation (such as Security Identification Display Area (SIDA), the federal regulatory requirements for personnel performing Work at aviation facilities). Information about S.W.A.C., instructions, corporate enrollment, online applications, and location of processing centers is located at <http://www.secureworker.com>, or S.W.A.C. may be contacted directly at (877) 522-7922 for more information and the latest pricing. The cost for said background checks for staff that pass and are granted a credential may be reimbursable to the Contractor (and its subcontractors) as an out-of-pocket expense as provided herein. Costs for background checks for staff that are rejected for a credential for any reason are not reimbursable.

- Issuance of Photo Identification Credential

No person shall be permitted on or about the Port Authority construction sites or facilities (including rental spaces) without a facility-specific photo identification credential approved by the Port Authority. If the Port Authority requires facility-specific identification credentials for the Contractor and the subcontractor's staff, the Port Authority will supply such identification at no cost to the Contractor or its subcontractors. Such facility-specific identification credential shall remain the property of the Port Authority and shall be returned to the Port Authority at the completion or upon request prior to completion of the individual's assignment at the specific facility. It is the responsibility of the appropriate Contractor or subcontractors to immediately report to the Port Authority the loss of any staff member's individual facility-specific identification credential. The Contractor or subcontractor will be billed for the cost of the replacement identification credential. Contractor's and subcontractor's staff shall display Identification badges in a conspicuous and

clearly visible manner, when entering, working or leaving an Port Authority construction site or facility.

Employees may be required to produce not less than two forms of valid/current government issued identification having an official photograph and an original, unlaminated social security card for identity and SSN verification.

Where applicable, for sensitive security construction sites or facilities, successful completion of the application, screening and identify verification for all employees of the Contractor and subcontractor shall be completed prior to being provided a Photo Identification credential by the personnel assurance program provider.

If any questions should arise as to when a Personnel Assurance Program background check is required, the Port Authority Manager or contract administrator should be contacted for assistance.

- Access control, inspection, and monitoring by security guards

The Authority may provide for Authority construction site or facility (including rental spaces) access control, inspection and monitoring by Port Authority Police or Authority retained contractor security guards. However, this provision shall not relieve the Contractor of its responsibility to secure its equipment and work and that of its subconsultant/subcontractor's and service suppliers at the Authority construction site or facility (including rental spaces). In addition, the Contractor, subcontractor or service provider is not permitted to take photographs, digital images, electronic copying and/or electronic transmission or video recordings or make sketches on any other medium at the Authority construction sites or facilities (including rental spaces), except when necessary to perform the Work under this Contract, without prior written permission from the Authority. Upon request, any photograph, digital images, video recording or sketches made of the Authority construction site or facility shall be submitted to the Authority to determine compliance with this paragraph, which submission shall be conclusive and binding on the submitting entity.

- Compliance with the Port Authority Information Security Handbook

The Contract may require access to Port Authority information considered Protected Information ("PI") as defined in the Port Authority Information Security Handbook ("Handbook"), dated October 15, 2008, revised as of April 2, 2018, and as may be further amended. The Handbook and its requirements are hereby incorporated into this agreement and will govern the possession, distribution and use of PI if at any point during the lifecycle of the project or solicitation it becomes necessary for the Contractor to have access to PI. Protecting sensitive information requires the application of uniform safeguarding measures to prevent unauthorized disclosure and to control any authorized disclosure of this information within the Port Authority or when released by the Port Authority to outside entities. The Handbook can be obtained at: <http://www.panynj.gov/business-opportunities/pdf/Corporate-Information-Security-Handbook.pdf>.

- Audits for Compliance with Security Requirements

The Port Authority may conduct random or scheduled examinations of business practices under this section entitled "NOTIFICATION OF SECURITY REQUIREMENTS" and the Handbook in order to assess the extent of compliance with security requirements, Protected Information procedures, protocols and practices, which may include, but not be limited to, verification of background check status, confirmation of completion of specified training, and/or a site visit to view material storage locations and protocols.

34. Construction In Progress

The Contractor recognizes that construction may be in progress at the Facility and may continue throughout the term of this Contract. Notwithstanding, the Contractor shall at all times during the term hereof maintain the same standards of performance and cleanliness as prevails in non-affected areas as required by the standards hereunder.

35. Permit-Required Confined Space Work

Prior to commencement of any work, the Contractor shall request and obtain from the Port Authority a description of all spaces at the facility which are permit-required confined spaces requiring issuance of an

OSHA permit.

Prior to the commencement of any work in a permit-required confined space at a Port Authority facility requiring issuance of an OSHA permit, the Contractor shall contact the Manager to obtain an Authority Contractor Permit-Required Confined Space Notification form. The notification form must be filled out and submitted prior to commencing permit-required confined space work. All confined space work shall be performed in accordance with all applicable OSHA requirements. The Contractor shall provide its employees with a copy of its own company permit and shall furnish the Port Authority with a copy of the permit upon completion of the work. The Contractor must supply all equipment required for working in a confined space.

36. Signs

Except with the prior written approval of the Port Authority, the Contractor shall not erect, maintain or display any signs or posters or any advertising on or about the Facility.

37. Vending Machines, Food Preparation

The Contractor shall not install, maintain or operate on the Facility, or on any other Port Authority property, any vending machines without the prior written approval of the Port Authority. No foods or beverages shall be prepared or consumed at the Facility by any of the Contractor's employees except in areas as may be specifically designated by the Port Authority for such purpose.

38. Confidential Information/Non-Publication

a. As used herein, confidential information shall mean all information disclosed to the Contractor or the personnel provided by the Contractor hereunder which relates to the Authority's and/or PATH's past, present, and future research, development and business activities including, but not limited to, software and documentation licensed to the Authority or proprietary to the Authority and/or PATH and all associated software, source code procedures and documentation. Confidential information shall also mean any other tangible or intangible information or materials including but not limited to computer identification numbers, access codes, passwords, and reports obtained and/or used during the performance of the Contractor's Services under this Contract.

b. Protected Information shall mean and include collectively, as per *The Port Authority of New York & New Jersey Information Security Handbook (October 15, 2008, revised as of April 2, 2018, and as may be further amended)*, Confidential Information, Confidential Proprietary Information, Confidential Privileged Information and information that is labeled, marked or otherwise identified by or on behalf of the Authority so as to reasonably connote that such information is confidential, privileged, sensitive or proprietary in nature. Confidential Information shall also include all work product that contains or is derived from any of the foregoing, whether in whole or in part, regardless of whether prepared by the Authority or a third-party or when the Authority receives such information from others and agrees to treat such information as Confidential.

c. The Contractor shall hold all such Protected Information in trust and confidence for the Authority, and agrees that the Contractor and the personnel provided by the Contractor hereunder shall not, during or after the termination or expiration of this Contract, disclose to any person, firm or corporation, nor use for its own business or benefit, any information obtained by it under or in connection with the supplying of services contemplated by this Contract. The Contractor and the personnel provided by the Contractor hereunder shall not violate in any manner any patent, copyright, trade secret or other proprietary right of the Authority or third persons in connection with their services hereunder, either before or after termination or expiration of this Contract. The Contractor and the personnel provided by the Contractor hereunder shall not willfully or otherwise perform any dishonest or fraudulent acts, breach any security procedures, or damage or destroy any hardware, software or documentation, proprietary or otherwise, in connection with their services hereunder.

The Contractor shall promptly and fully inform the Director in writing of any patent, copyright, trade secret or other intellectual property rights or disputes, whether existing or potential, of which the Contractor has knowledge, relating to any idea, design, method, material, equipment or other matter related to this Contract or coming to the Contractor's attention in connection with this Contract.

d. The Contractor shall not issue nor permit to be issued any press release, advertisement, or literature of any kind, which refers to the Port Authority or to the fact that goods have been, are being or will be provided to it and/or that services have been, are being or will be 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.

39. Time is of the Essence

Time is of the essence in the Contractor's performance of this Contract inasmuch as the Work to be performed will affect the operation of public facilities.

40. Holidays

The following Holidays will be observed at the Site:

- | | |
|----------------------------|------------------------|
| New Year's Day | Labor Day |
| Martin Luther King Jr. Day | Columbus Day |
| Presidents Day | Veterans Day |
| Memorial Day | Thanksgiving Day |
| Independence Day | Day After Thanksgiving |
| Christmas Day | |

This list is subject to periodic revision and the Contractor shall be responsible for obtaining all updated lists from the office of the Manager. If any such Holiday falls on a Sunday then the next day shall be considered the Holiday and/or if any such Holiday falls on a Saturday then the preceding day shall be considered the Holiday.

41. Personnel Standards

In addition to any specific personnel requirements that may be required under the clause entitled "Personnel Requirements" in the Specifications, the Contractor (and any Subcontractor) shall furnish competent and adequately trained personnel to perform the Work hereunder. If, in the opinion of the Manager, any employee so assigned is performing his/her functions unsatisfactorily, he/she shall be replaced by the Contractor for Work under this Contract within twenty-four (24) hours following the Contractor's receipt of the Manager's request for such replacement.

All Contractor's employees performing Work hereunder shall have the ability to communicate in the English language to the extent necessary to comprehend directions given by either the Contractor's supervisory staff or by the Manager's staff. Any employee operating a motor vehicle must have a valid driver's license.

The Contractor shall verify that employees working under this Contract in the United States are legally present in the United States and authorized to work by means of the federally required I-9 program

42. General Uniform Requirements for Contractor's Personnel

In addition to any specific uniform requirements that may be required by the Specifications, uniforms must be worn at all times during which the Services are being performed hereunder. The Contractor agrees that

his/her employees will present a neat, clean and orderly appearance at all times. Uniforms shall include the Contractor's identification badge with picture ID bearing the employee's name. All uniforms, colors, types and styles shall be subject to the prior approval of the Manager. The Contractor will also be responsible for ensuring that its employees are wearing shoes appropriate for the tasks performed. The Manager shall have the right to require removal of any employee who shall fail to wear the proper uniform and shoes, and the exercise of this right shall not limit the obligation of the Contractor to perform the Services or to furnish any required number of employees at a specific location at the Site as specified.

43. Labor, Equipment and Materials Supplied by the Contractor

The Contractor shall, at all times during the performance of this Contract, furnish all necessary labor, supervision, equipment and materials necessary for the prompt and efficient performance of the Work, whether such materials and equipment are actually employed in the furnishing of the Work or whether incidental thereto.

All materials used by the Contractor in furnishing Work hereunder shall be of such quality as to accomplish the purposes of this Contract and the Services to be furnished hereunder in such manner so as not to damage any part of the Site.

The Port Authority by its officers, employees and representatives shall have the right at all times to examine the supplies, materials and equipment used by the Contractor, to observe the operations of the Contractor, its agents, servants and employees and to do any act or thing which the Port Authority may be obligated or have the right to do under this Contract or otherwise.

All equipment, materials and supplies used in the performance of this Contract required hereunder shall be used in accordance with their manufacturer's instructions.

Materials and supplies to be provided by the Contractor hereunder shall comply with OSHA and all applicable regulations.

44. Contractor's Vehicles – Parking - Licenses

At the discretion of the Manager, the Port Authority may permit the Contractor during the effective period of this Contract to park vehicle(s) used by it in its operations hereunder in such location as may from time to time or at any time be designated by the Manager. The Contractor shall comply with such existing rules, regulations and procedures as are now in force and such reasonable future rules, regulations and procedures as may hereafter be adopted by the Port Authority for the safety and convenience of persons who park automotive vehicles in any parking area at the Site or for the safety and proper persons who park automotive vehicles in any parking area at the Site or for the safety and proper identification of such vehicles, and the Contractor shall also comply with any and all directions pertaining to such parking which may be given from time to time and at any time by the Manager. Any vehicle used by the Contractor hereunder shall be marked or placarded, identifying it as the Contractor's vehicle.

45. Manager's Authority

In the performance of the Work hereunder, the Contractor shall conform to all orders, directions and requirements of the Manager and shall perform the Work hereunder to the satisfaction of the Manager at such times and places, by such methods and in such manner and sequence as he/she may require, and the Contract shall at all stages be subject to his/her inspection. The Manager shall determine the amount, quality, acceptability and fitness of all parts of the Work and shall interpret the Specifications and any orders for Extra Work. The Contractor shall employ no equipment, materials, methods or staff or personnel to which the Manager objects. Upon request, the Manager shall confirm in writing any oral order, direction, requirement or determination.

The Manager shall have the authority to decide all questions in connection with the Services to be performed hereunder. The exercise by the Manager of the powers and authorities vested in him/her by this section shall be binding and final upon the Port Authority and the Contractor.

46. Price Preference

If this solicitation has not been set aside for the purposes of making an award based on bids solicited from Port Authority certified Minority Business, Women Business, Small Business Enterprises or Service-disabled Veteran-owned Business as indicated by the bidder pre-requisites in Part II hereof, for awards of contracts, not exceeding \$1,000,000, for:

- (a) Services, a price preference of 5% is available for New York or New Jersey Small Business Enterprises (SBE);
- (b) Services (excluding Janitorial/Cleaning Services), a price preference of 10% is available for New York or New Jersey Minority or Women Business Enterprises (MBE/WBE); or
- (c) Services, a price preference of 10% is available for PA certified SDVOBs

certified by the Port Authority by the day before the bid opening.

If the Bidder is a Port Authority certified MBE, WBE, SBE or SDVOB, enter the applicable date(s) certification was obtained in the space provided on the Signature Sheet attached hereto.

47. MBE/WBE/SDVOB Good Faith Participation

The Contractor shall use every good-faith effort to provide for participation by Port Authority Certified Minority Business Enterprises (MBEs), Port Authority Certified Women-owned Business Enterprises (WBEs) and Port Authority Certified Service-disabled Veteran-owned Businesses (SDVOBs) in all purchasing and subcontracting opportunities associated with this Contract, including purchase of equipment, supplies and labor services. If this Contract contains participation goals, the Contractor shall use good faith efforts to achieve the goals.

Good faith efforts to include and facilitate participation by MBE/WBE/SDVOBs shall include, but not be limited to the following:

- A. Dividing the services and materials to be procured into smaller portions, where feasible.
- B. Giving reasonable advance notice of specific contracting, subcontracting and purchasing opportunities to such MBE/WBE/SDVOBs as may be appropriate.
- C. Soliciting services and materials from a Port Authority certified MBE/WBE/SDVOB. To access the Port Authority's Directory of MBE/WBE/SDVOB Port Authority certified firms go to <http://www.panynj.gov/business-opportunities/sd-mwsdbe-profile.html>.
- D. Ensuring that provision is made to provide progress payments to MBE/WBE/SDVOBs as defined in the prompt payment provision below.
- E. Observance of reasonable commercial standards of fair dealing in the respective trade or business.

48. Code of Ethics for Port Authority Vendors

The Port Authority has adopted a Code of Ethics for Port Authority Vendors (the "Code"). The Code is hereby made a part of this Agreement. The Code can be found at <https://www.panynj.gov/business-opportunities/become-vendor.html>.

PART III CONTRACTOR'S INTEGRITY PROVISIONS

1. Certification of No Investigation (criminal or civil anti-trust), Indictment, Conviction, Debarment, Suspension, Disqualification and Disclosure of Other Information

By bidding on this Contract, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that the Bidder and each parent and/or affiliate of the Bidder has not

- a. been indicted or convicted in any jurisdiction;
- b. been suspended, debarred, found not responsible or otherwise disqualified from entering into any

- contract with any governmental agency or been denied a government contract for failure to meet standards related to the integrity of the Bidder;
- c. received a less than satisfactory rating on a public or government contract;
 - d. had a contract terminated by any governmental agency for breach of contract or for any cause based in whole or in part on an indictment or conviction;
 - e. ever used a name, trade name or abbreviated name, or an Employer Identification Number different from those inserted in the Bid;
 - f. had any business or professional license suspended or revoked or, within the five years prior to bid opening, had any sanction imposed in excess of fifty thousand dollars (\$50,000) as a result of any judicial or administrative proceeding with respect to any license held or with respect to any violation of a federal, state or local environmental law, rule or regulation;
 - g. had any sanction imposed as a result of a judicial or administrative proceeding related to fraud, extortion, bribery, bid rigging, embezzlement, misrepresentation or anti-trust regardless of the dollar amount of the sanctions or the date of their imposition; and
 - h. been, and is not currently, the subject of a criminal investigation by any federal, state or local prosecuting or investigative agency and/or a civil anti-trust investigation by any federal, state or local prosecuting or investigative agency, including an inspector general of a governmental agency or public authority.

2. Non-Collusive Bidding, and Code of Ethics Certification, Certification of No Solicitation Based On Commission, Percentage, Brokerage, Contingent or Other Fees

By bidding on this Contract, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, that

- a. the prices in its bid have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- b. the prices quoted in its bid have not been and will not be knowingly disclosed directly or indirectly by the Bidder prior to the official opening of such bid to any other bidder or to any competitor;
- c. no attempt has been made and none will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition;
- d. this organization has not made and will not make any offers or agreements or take any other action with respect to any Authority employee or former employee or immediate family member (i.e. spouse, domestic partner, child, parent, sibling, grandparent or grandchild) of either which would cause any Authority employee or former employee to violate his/her obligations under Administrative Instruction 20-1.15, Conflicts of Interest and Financial Disclosure (Revised September 30, 2019), and Administrative Instruction 20-1.16, Offers of Employment and Post-Employment Obligations (Issued September 30, 2019), and as the same may be revised from time to time (copies of which are available upon request), nor does this organization have any knowledge of any act on the part of an Authority employee or former employee relating either directly or indirectly to this organization which constitutes a breach of his/her obligations as set forth in said Administrative Instructions. This organization acknowledges that if awarded this Contract by the Port Authority it will be bound by the provisions of the Port Authority Vendor Code of Ethics prohibiting, among other things, such offers or agreements or other actions giving rise to a breach by an Authority employee or former employee of his/her obligations as set forth in the aforesaid Administrative Instructions;
- e. no person or selling agency other than a bona fide employee or bona fide established commercial or selling agency maintained by the Bidder for the purpose of securing business, has been employed or retained by the Bidder to solicit or secure this Contract on the understanding that a commission, percentage, brokerage, contingent, or other fee would be paid to such person or selling agency;

- f. the Bidder has not offered, promised or given, demanded or accepted, any undue advantage, directly or indirectly, to or from a public official or employee, political candidate, party or party official, or any private sector employee (including a person who directs or works for a private sector enterprise in any capacity), in order to obtain, retain, or direct business or to secure any other improper advantage in connection with this Contract; and
- g. no person or organization has been retained, employed or designated on behalf of the Bidder to impact any Port Authority determination with respect to (i) the solicitation, evaluation or award of this Contract, or (ii) the preparation of specifications or request for submissions in connection with this Contract.

The foregoing certifications in this Part III, Sections 1 and 2, shall be deemed to have been made by the Bidder as follows:

- * if the Bidder is a corporation, such certification shall be deemed to have been made not only with respect to the Bidder itself, but also with respect to each parent, affiliate, director, and officer of the Bidder, as well as, to the best of the certifier's knowledge and belief, each stockholder of the Bidder with an ownership interest in excess of 10%;
- * if the Bidder is a partnership, such certification shall be deemed to have been made not only with respect to the Bidder itself, but also with respect to each partner.

Moreover, the foregoing certifications, if made by a corporate Bidder, shall be deemed to have been authorized by the Board of Directors of the Bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of such certification as the act and deed of the corporation.

In any case where the Bidder cannot make the foregoing certifications, the Bidder shall so state and shall furnish with the signed bid a signed statement which sets forth in detail the reasons therefor. If the Bidder is uncertain as to whether it can make the foregoing certifications, it shall so indicate in a signed statement furnished with its bid, setting forth in such statement the reasons for its uncertainty. With respect to the foregoing certification in paragraph "2g", if the Bidder cannot make the certification, it shall provide, in writing, with the signed bid: (i) a list of the name(s), address(es), telephone number(s), and place(s) of principal employment of each such individual or organization; and (ii) a statement as to whether such individual or organization has a "financial interest" in this Contract, as described in the Procurement Disclosure Policy of the Authority (a copy of which is available upon request to the Port Authority). Such disclosure is to be updated as necessary. As a result of such disclosure, the Port Authority shall take appropriate action up to and including a finding of non-responsibility.

Failure to make the required disclosures shall lead to administrative actions up to and including a finding of non-responsiveness or non-responsibility.

Notwithstanding that the Bidder may be able to make the foregoing certifications at the time the bid is submitted, the Bidder shall immediately notify the Authority in writing during the period of irrevocability of bids and the term of the Contract, if Bidder is awarded the Contract, of any change of circumstances which might under this clause make it unable to make the foregoing certifications, might render any portion of the certifications previously made invalid, or require disclosure. The foregoing certifications or signed statement shall be deemed to have been made by the Bidder with full knowledge that they would become a part of the records of the Authority and that the Authority will rely on their truth and accuracy in awarding and continuing this Contract. In the event that the Authority should determine at any time prior or subsequent to the award of this Contract that the Bidder has falsely certified as to any material item in the foregoing certifications, has failed to immediately notify the Port Authority of any change in circumstances which might make it unable to make the foregoing certifications, might render any portion of the certifications previously made invalid, or require disclosure, or has willfully or fraudulently furnished a signed statement which is false in any material respect, or has not fully and accurately represented any circumstance with respect to any item in the foregoing certifications required to be disclosed, the Authority may determine that the Bidder is not a responsible Bidder

with respect to its bid on the Contract or with respect to future bids on Authority contracts and may exercise such other remedies as are provided to it by the Contract with respect to these matters. In addition, Bidders are advised that knowingly providing a false certification or statement pursuant hereto may be the basis for prosecution for offering a false instrument for filing (see e.g. New York Penal Law, Section 175.30 et seq.). Bidders are also advised that the inability to make such certification will not in and of itself disqualify a Bidder, and that in each instance the Authority will evaluate the reasons therefor provided by the Bidder. Under certain circumstances the Bidder may be required as a condition of Contract award to enter into a Monitoring Agreement under which it will be required to take certain specified actions, including compensating an independent Monitor to be selected by the Port Authority, said Monitor to be charged with, among other things, auditing the actions of the Bidder to determine whether its business practices and relationships indicate a level of integrity sufficient to permit it to continue business with the Port Authority.

3. Bidder Eligibility for Award of Contracts - Determination by an Agency of the State of New York or New Jersey Concerning Eligibility to Receive Public Contracts

Bidders are advised that the Authority has adopted a policy to the effect that in awarding its contracts it will honor any 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 rate of wage legislation.

The policy permits a Bidder whose ineligibility has been so determined by an agency of the State of New York or New Jersey to submit a bid on a Port Authority contract and then to establish that it is eligible to be awarded a contract on which it has bid because (i) the state agency determination relied upon does not apply to the Bidder, or (ii) the state agency determination relied upon was made without affording the Bidder the notice and hearing to which the Bidder was entitled by the requirements of due process of law, or (iii) the state agency determination was clearly erroneous or (iv) the state determination relied upon was not based on a finding of conduct demonstrating a lack of integrity or violation of a prevailing rate of wage law.

The full text of the resolution adopting the policy may be found in the Minutes of the Authority's Board of Commissioners meeting of September 9, 1993.

4. Contractor Responsibility, Suspension of Work and Termination

During the term of this Contract, the Contractor shall at all times during the Contract term remain responsible. The Contractor agrees, if requested by the Port Authority to present evidence of its continuing legal authority to do business in the States of New Jersey or New York, integrity, experience, ability, prior performance, and organizational and financial capacity.

The Port Authority, in its sole discretion, reserves the right to suspend any or all activities under this Contract, at any time, when it discovers information that calls into question the responsibility of the Contractor. In the event of such suspension, the Contractor will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as the Port Authority issues a written notice authorizing a resumption of performance under the Contract.

Upon written notice to the Contractor, and an opportunity to be heard with appropriate Port Authority officials or staff, the Contract may be terminated by Port Authority at the Contractor's expense where the Contractor is determined by the Port Authority to be non-responsible. In such event, the Port Authority or its designee may complete the contractual requirements in any manner he or she may deem advisable and pursue available legal or equitable remedies for breach, including recovery of costs from Contractor associated with such termination.

5. No Gifts, Gratuities, Offers of Employment, Etc.

At all times, the Contractor shall not offer, give or agree to give anything of value either to a Port Authority

employee, agent, job shopper, consultant, construction manager or other person or firm representing the Port Authority, or to a member of the immediate family (i.e., spouse, domestic partner, child, parent, sibling, grandparent or grandchild) of any of the foregoing, in connection with the performance by such employee, agent, job shopper, consultant, construction manager or other person or firm representing the Port Authority of duties involving transactions with the Contractor on behalf of the Port Authority, whether or not such duties are related to this Contract or any other Port Authority contract or matter. Any such conduct shall be deemed a material breach of this Contract. The Bidder acknowledges that if it is awarded this Contract it will be bound by the provisions of the Port Authority Vendor Code of Ethics regarding Gifts, Gratuities and Favors.

As used herein "anything of value" shall include but not be limited to any (a) favors, such as meals, entertainment, transportation (other than that contemplated by this Contract or any other Port Authority contract), etc., and (b) gift, gratuity, money, goods, equipment, services, lodging, discounts not available to the general public, offers or promises of employment, loans or the cancellation thereof, preferential treatment or business opportunity, other than as permitted under Administrative Instruction 20-1.06, Gifts, Gratuities, Business Expenses, and Offers of Employment (Revised March 11, 2014), and as the same may be revised from time to time. Such term shall not include compensation contemplated by this Contract or any other Port Authority contract. Where used herein, the term "Port Authority" shall be deemed to include all subsidiaries and component units of the Port Authority.

The Contractor shall insure that no gratuities of any kind or nature whatsoever shall be solicited or accepted by it and by its personnel for any reason whatsoever from the passengers, tenants, customers or other persons using the Facility and shall so instruct its personnel. The Contractor shall include the provisions of this clause in each subcontract entered into under this Contract.

6. Obligation to Report

In the event that the Contractor becomes aware of the occurrence of any conduct that is prohibited by the section entitled "No Gifts, Gratuities, Offers of Employment, Etc.", or if the Contractor knows or should reasonably know that a principal, employee, or agent of the Contractor or of its subcontractor(s) has committed a violation of federal, New York or New Jersey law addressing or governing: antitrust, public contracting, false claims, fraud, extortion, bribery, bid rigging, embezzlement, prevailing wage or minority, woman, small or disadvantaged business enterprises, it shall report such information to the Port Authority's Office of Inspector General within three (3) business days of obtaining such knowledge. (See "<http://www.panynj.gov/inspector-general>" for information about how to report information to the Office of Inspector General). Failing to report such conduct may be grounds for a finding of non-responsibility. The Contractor shall not take any Retaliatory Action against any of its employees for reporting such conduct.

In addition, during the term of this Contract, the Contractor shall not make an offer of employment or take any action with respect to a Port Authority employee or former employee that would require or cause such employee or former employee to breach his/her obligations under Administrative Instruction 20-1.15, Conflicts of Interest and Financial Disclosure (Revised September 30, 2019), and Administrative Instruction 20-1.16, Offers of Employment and Post-Employment Obligations (Issued September 30, 2019), and as may be revised from time to time (copies of which are available upon request to the Port Authority). The Contractor shall not require any former Port Authority employee in its employ to violate his/her post-employment obligations under Administrative Instruction 20-1.16. The Contractor acknowledges that if it is awarded the Contract it will be bound by the Port Authority Vendor Code of Ethics, which prohibits all vendors from taking such actions.

The Contractor shall include the provisions of this clause in each subcontract entered into under this Contract.

7. Conflict of Interest

During the term of this Contract, the Contractor shall not participate in any way in the preparation, negotiation or award of any contract (other than a contract for its own services to the Authority) to which it is contemplated the Port Authority may become a party, or participate in any way in the review or resolution of a claim in connection with such a contract if the Contractor has a substantial financial interest in the contractor or potential contractor

of the Port Authority or if the Contractor has an arrangement for future employment or for any other business relationship with said contractor or potential contractor, nor shall the Contractor at any time take any other action which might be viewed as or give the appearance of conflict of interest on its part. If the possibility of such an arrangement for future employment or for another business arrangement has been or is the subject of a previous or current discussion, or if the Contractor has reason to believe such an arrangement may be the subject of future discussion, or if the Contractor has any financial interest, substantial or not, in a contractor or potential contractor of the Authority, and the Contractor's participation in the preparation, negotiation or award of any contract with such a contractor or the review or resolution of a claim in connection with such a contract is contemplated or if the Contractor has reason to believe that any other situation exists which might be viewed as or give the appearance of a conflict of interest, the Contractor shall immediately inform the Chief Procurement Officer in writing of such situation giving the full details thereof. Unless the Contractor receives the specific written approval of the Chief Procurement Officer, the Contractor shall not take the contemplated action which might be viewed as or give the appearance of a conflict of interest. The Chief Procurement Officer may require the Contractor to submit a mitigation plan addressing and mitigating any disclosed or undisclosed conflict, which is subject to the approval of the Chief Procurement Officer and shall become a requirement, as though fully set forth in this Contract. In the event the Chief Procurement Officer shall determine that the performance by the Contractor of a portion of its Services under this Agreement is precluded by the provisions of this numbered paragraph, or a portion of the Contractor's said Services is determined by the Chief Procurement Officer to be no longer appropriate because of such preclusion, then the Chief Procurement Officer shall have full authority on behalf of both parties to order that such portion of the Contractor's Services not be performed by the Contractor, reserving the right, however, to have the Services performed by others and any lump sum compensation payable hereunder which is applicable to the deleted work shall be equitably adjusted by the parties. The Contractor's execution of this document shall constitute a representation by the Contractor that at the time of such execution the Contractor knows of no circumstances, present or anticipated, which come within the provisions of this paragraph or which might otherwise be viewed as or give the appearance of a conflict of interest on the Contractor's part. The Contractor acknowledges that the Authority may preclude it from involvement in certain disposition/privatization initiatives or transactions that result from the findings of its evaluations hereunder or from participation in any contract, which results, directly or indirectly, from the Services provided by the Contractor hereunder. The Port Authority's determination regarding any questions of conflict of interest shall be final.

8. Integrity Monitor

In the event that the Authority hires an Integrity Monitor in connection with the Work under this Contract, the Contractor and any subcontractors shall cooperate fully with the Integrity Monitor and the Authority, which includes, but is not limited to, providing complete access to all personnel and records in any way related to the Work performed pursuant to this Contract. Any failure to cooperate may result in the termination of this Contract. The Contractor shall include the provisions of this clause in each subcontract entered into under this Contract.

9. Right to Audit

Notwithstanding anything to the contrary, the Authority, including its Inspector General, Audit Department and Integrity Monitor, or its designee(s) each shall have the right to audit all of the records of the Contractor with respect to the Work and the Contract, including, without limitation, records pertaining to any compensation paid, payable, or to be paid under the Contract. The Contractor shall not be entitled to any reimbursement or other compensation for costs associated with such audit, investigation, or certification. The Contractor shall include the provisions of this clause in each subcontract entered into under this Contract.

The Contractor agrees to pay for the cost of any audit or investigation conducted by the Authority, in which any criminal activity, ethics violations, or professional misconduct by the Contractor or any of its employees, or subcontractors or any of its employees, are discovered. The Contractor shall further agree that should it fail or refuse to pay for any such audit or investigation, the Authority is authorized to deduct from any sum owing the Contractor an amount equal to the cost of such audit and the damages resulting therefrom. The determination of

the value of any such costs and decision to withhold any such payments are at the sole discretion of the Authority (including its Inspector General).

10. Definitions

As used in this section, the following terms shall mean:

Affiliate - Two or more firms are affiliates if a parent owns more than fifty percent of the voting stock of each of the firms, or a common shareholder or group of shareholders owns more than fifty percent of the voting stock of each of the firms, or if the firms have a common proprietor or general partner.

Agency or Governmental Agency - Any federal, state, city or other local agency, including departments, offices, public authorities and corporations, boards of education and higher education, public development corporations, local development corporations, the Port Authority of New York and New Jersey and its wholly owned subsidiaries and others.

Investigation - Any inquiries made by any federal, state or local criminal prosecuting and/or law enforcement agency and any inquiries concerning civil anti-trust investigations made by any federal, state or local governmental agency. Except for inquiries concerning civil anti-trust investigations, the term does not include inquiries made by any civil government agency concerning compliance with any regulation, the nature of which does not carry criminal penalties, nor does it include any background investigations for employment, or Federal, State, and local inquiries into tax returns.

Officer - Any individual who serves as chief executive officer, chief financial officer, or chief operating officer of the Bidder by whatever titles known.

Parent - An individual, partnership, joint venture or corporation which owns more than 50% of the voting stock of the Bidder.

Retaliatory Action- Any adverse action taken by, or at the direction of, the Contractor, against any of its employees for reporting any information as set forth in the clause entitled "Obligation to Report," above.

If the solicitation is a Request for Proposal:

Bid - shall mean Proposal;
Bidder - shall mean Proposer;
Bidding - shall mean submitting a Proposal.

In a Contract resulting from the taking of bids:

Bid - shall mean bid;
Bidder - shall mean Bidder; except and until the Contract has been awarded, then it shall mean Contractor;
Bidding - shall mean executing this Contract.

In a Contract resulting from the taking of Proposals:

Bid - shall mean Proposal;
Bidder - shall mean Proposer; except and until the Contract has been awarded, then it shall mean Contractor;
Bidding - shall mean executing this Contract.