

**Olivencia, Mildred**

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**From:** yuberquis@campbellesq.net  
**Sent:** Thursday, October 29, 2015 1:09 PM  
**To:** Olivencia, Mildred  
**Cc:** Torres-Rojas, Genara; Van Duyne, Sheree; Ng, Danny  
**Subject:** Freedom of Information Online Request Form

Information:

First Name: Yuberquis  
Last Name: Perez  
Company: Law Office of Brian P. Ca  
Mailing Address 1: 352 Hillview Terrace  
Mailing Address 2: P.O. Box 588  
City: Franklin Lakes  
State: NJ  
Zip Code: 07417  
Email Address: [yuberquis@campbellesq.net](mailto:yuberquis@campbellesq.net)  
Phone: 201-866-6200  
Required copies of the records: Yes

List of specific record(s):

Maintenance records, invoices, memos, contracts, written memorandum between the Port Authority and the maintenance company in charge of the LaGuardia Airport Building 137-Garage Floor on July 8, 2014.

**THE PORT AUTHORITY OF NY & NJ**

FOI Administrator

April 28, 2016

Ms. Yuberquis Perez  
Brian P. Campbell  
352 Hillview Terrace  
P.O. Box 588  
Franklin Lakes, NJ 07417

Re: Freedom of Information Reference No. 16436

Dear Ms. Perez:

This is in response to your October 29, 2015 request, which has been processed under the Port Authority's Freedom of Information Code, copy enclosed, for copies of Maintenance records, invoices, memos, contracts, written memorandum between the Port Authority and the maintenance company in charge of the LaGuardia Airport Building 137-Garage Floor on July 8, 2014.

Material responsive to your request can be found on the Port Authority's website at <http://corpinfo.panynj.gov/documents/16436-C/>. Paper copies of the available records are available upon request.

Certain portions of the material responsive to your request are exempt from disclosure as, among other classifications, privacy.

Please refer to the above FOI reference number in any future correspondence relating to your request.

Very truly yours,



Danny Ng  
FOI Administrator

Enclosure

*4 World Trade Center, 18th Floor  
150 Greenwich Street  
New York, NY 10007  
T: 212 435 3642 F: 212 435 7555*

**THE PORT AUTHORITY OF NY & NJ**

Lillian D. Valenti  
Chief Procurement Officer

May 23, 2014

**VIA REGULAR MAIL AND FAX (201) 883-1212**

Cristi Cleaning Service Corporation  
77 Trinity Place  
Hackensack, NJ 07601  
ATTN: Ricardo Lopez – Vice President

**RE: GENERAL CLEANING SERVICES AT LAGUARDIA AIRPORT – WEST END  
BUIDLINGS (WEB) - BID #36632 - CONTRACT #4600009955/PO #4500065105**

Dear Mr. Lopez:

Your bid, including addenda 1, 2 and 3, addressing the subject Contract has been accepted. The term of this Contract shall be for three (3) years effective June 1, 2014 through May 31, 2017, subject to earlier termination or extension as provided for in the Contract.

In accordance with the insurance provisions of the above referenced Contract, and prior to the commencement of work, you shall submit an original Certificate of Insurance to the attention of Thomas Hatton at The Port Authority of NY and NJ, LaGuardia Airport, E. Elmhurst, NY, 11371. Additionally, please mail a copy of the Certificate of Insurance to the Port Authority of NY & NJ, General Manager, Risk Management, 225 Park Avenue South, 12<sup>th</sup> floor, New York, NY 10003. This Certificate must also be annotated with CITS tracking number #4284N.

Your facility contact is Mr. Thomas Hatton who can be reached at (718) 533-5654. If you have any questions concerning the award of this Contract, please contact Selene Ortega at (201)395-3407.

For invoicing and correspondence purposes, Purchase Order #4500065105 has been assigned to this Contract.

Sincerely,



Lillian Valenti  
Chief Procurement Officer  
Procurement Department

2 Montgomery Street, 3rd Floor  
Jersey City, NJ 07302  
T: 201 395 7477

# THE PORT AUTHORITY OF NY & NJ

PROCUREMENT DEPARTMENT  
2 MONTGOMERY STREET, 3<sup>RD</sup> FL.  
JERSEY CITY, NJ 07302

## INVITATION FOR BID/PUBLIC BID OPENING

### BID INFORMATION

ISSUED DATE: February 11, 2014

TITLE: GENERAL CLEANING SERVICES AT LAGUARDIA AIRPORT-  
WEST END BUILDINGS (WEB)

BID NO.: 36632

SUBMIT SEALED BIDS BEFORE THE DUE DATE AND TIME TO THE ABOVE ADDRESS  
WHERE THEY WILL BE PUBLICLY OPENED AND READ

BID DUE DATE: February 28, 2014

TIME: 11:00 AM

BUYER NAME: SELENE ORTEGA

PHONE NO.: (201) 395-3407

FAX NO.: (201) 395-3425

EMAIL: sortega@panynj.gov

### BIDDER INFORMATION

(TO BE COMPLETED BY THE BIDDER)

(PLEASE PRINT)

CRISTI CLEANING SERVICE CORP.

(NAME OF BIDDING ENTITY)

77 TRINITY PLACE

(ADDRESS)

HACKENSACK, NJ 07601

(CITY, STATE AND ZIP CODE)

RICARDO LOPEZ, VICE PRESIDENT

201-883-1717

(REPRESENTATIVE TO CONTACT-NAME & TITLE

(TELEPHONE)

201-883-1212

(FEDERAL TAX I.D. NO.)

(FAX NO.)

BUSINESS CORPORATION

PARTNERSHIP

INDIVIDUAL

OTHER (SPECIFY): \_\_\_\_\_

02-28-14A11:26 RCVD

**THE PORT AUTHORITY OF NY & NJ**

**PROCUREMENT DEPARTMENT  
2 MONTGOMERY STREET, 3<sup>RD</sup> FL.  
JERSEY CITY, NJ 07302**

2/20/2014

**ADDENDUM # 1**

To prospective Bidder(s) on Bid # 36632 for Requirements Contract for GENERAL CLEANING SERVICES AT LAGUARDIA AIRPORT-WEST END BUILDINGS (WEB)

Due on 2/28/2014, no later than 11:00AM

**I. CHANGES/MODIFICATIONS**

**The following changes/modifications are hereby made to the solicitation documents:**

PART IV – SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS SHEET AND PRICING SHEET(S) becomes part of the bid document.

This communication should be initialed by you and annexed to your Bid upon submission.

In case any Bidder fails to conform to these instructions, its Bid will nevertheless be construed as though this communication had been so physically annexed and initialed.

THE PORT AUTHORITY OF NY & NJ  
KATHY LESLIE WHELAN  
ASSISTANT DIRECTOR  
COMMODITIES AND SERVICES DIVISION

BIDDER'S FIRM NAME: CRISTI CLEANING SERVICE CORP.

INITIALED: RL

DATE: FEBRUARY 27, 2014

QUESTIONS CONCERNING THIS ADDENDUM MAY BE ADDRESSED TO SELENE ORTEGA, WHO CAN BE REACHED AT (201) 395-3407 or at [sortega@panynj.gov](mailto:sortega@panynj.gov).

02-28-14A11:28 RCVD

# **THE PORT AUTHORITY OF NY & NJ**

**PROCUREMENT DEPARTMENT  
2 MONTGOMERY STREET, 3<sup>RD</sup> FL.  
JERSEY CITY, NJ 07302**

2/25/2014

## **ADDENDUM # 2**

To prospective Bidder(s) on Bid # 36632 for Requirements Contract for GENERAL CLEANING SERVICES AT LAGUARDIA AIRPORT-WEST END BUILDINGS (WEB)

Due back on 2/28/2014, no later than 11:00AM

### **I. CHANGES/MODIFICATIONS**

**The following changes/modifications are hereby made to the solicitation documents:**

PART V – SPECIFICATIONS, page 9, delete paragraph C in its entirety and replace with the following:

“All vehicles used by the Contractor shall be not more than three (3) model years old at the commencement of this Contract and, at the start of the any extension period if applicable, and shall be maintained to ensure mechanical performance and safe operating condition and shall have a permanently affixed Contractor emblem, decal or insignia at all times. No personal vehicles shall be used in the performance of this Contract. All vehicles shall be kept clean and neat at all times. In addition, all Verizon phones and desktop computers shall be functional at all times as determined by the Manager and subject to Port Authority inspection.”

PART V – SPECIFICATIONS – Delete the “WEST END BLDGS – STAFFING SUMMARY” sheet and replace it with the attached and revised “WEST END BLDGS - STAFFING SUMMARY \*\*\*REVISED\*\*\* FEBRUARY 25, 2014”

### **II. BIDDER'S QUESTIONS AND ANSWERS**

The following information is available in response to questions submitted by prospective Bidders. The responses should not be deemed to answer all questions, which have been submitted by Bidders to the Port Authority. It addresses only those questions, which the Port Authority has deemed to require additional information and/or clarification. The

fact that information has not been supplied with respect to any questions asked by a Bidders does not mean or imply, nor should it be deemed to mean or imply, any meaning, construction, or implication with respect to the terms.

The Port Authority makes no representations, warranties or guarantees that the information contained herein is accurate, complete or timely or that such information accurately represents the conditions that would be encountered during the performance of the Contract. The furnishing of such information by the Port Authority shall not create or be deemed to create any obligation or liability upon it for any reason whatsoever and each Bidder, by submitting its Bid, expressly agrees that it has not relied upon the foregoing information, and that it shall not hold the Port Authority liable or responsible therefor in any manner whatsoever. Accordingly, nothing contained herein and no representation, statement or promise, of the Port Authority, its Commissioners, officers, agents, representatives, or employees, oral or in writing, shall impair or limit the effect of the warranties of the Bidder required by this Bid or Contract and the Bidder agrees that it shall not hold the Port Authority liable or responsible therefor in any manner whatsoever. The Questions and Answers numbering sequence will be continued sequentially in any forthcoming Addenda that may be issued.

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<b>Question #1</b>	What is the cost for monthly parking for vehicles?
<b>Answer #1</b>	The average cost for parking and shuttle bus service is between \$80.00 and \$85.00 per month.  The cost breakdown is as follows. \$50.00 - Parking Fee \$30.00 to \$35.00 - Shuttle Bus Service <b>*It is the vendor's responsibility to verify current rates.</b>
<b>Question #2</b>	We have been searching for a Compac Tractor – Ventrac Model #3121 and they told us that they don't make this model anymore. Would the Ventrac Model #3400Y be a Port Authority Approved Equal?
<b>Answer #2</b>	Yes.
<b>Question #3</b>	PTT cell phones- please advise what network as it states must be compatible with the Port.
<b>Answer #3</b>	Verizon
<b>Question #4</b>	Is there currently a union that claims jurisdiction at the work site?
<b>Answer #4</b>	Currently UFCW Local 2013 claims jurisdiction at the work site. The Bidder shall contract the union directly for more information.

This communication should be initialed by you and annexed to your Bid upon submission.

In case any Bidder fails to conform to these instructions, its Bid will nevertheless be construed as though this communication had been so physically annexed and initialed.

THE PORT AUTHORITY OF NY & NJ  
KATHY LESLIE WHELAN  
ASSISTANT DIRECTOR  
COMMODITIES AND SERVICES DIVISION

BIDDER'S FIRM NAME: CRISTI CLEANING SERVICE CORP.

INITIALED: 

DATE: FEBRUARY 27, 2014

QUESTIONS CONCERNING THIS ADDENDUM MAY BE ADDRESSED TO  
SELENE ORTEGA, WHO CAN BE REACHED AT (201) 395-3407 or at  
[sortega@panynj.gov](mailto:sortega@panynj.gov).

02-28-14A11:28 RCVD

**THE PORT AUTHORITY OF NY & NJ**

**PROCUREMENT DEPARTMENT  
2 MONTGOMERY STREET, 3<sup>RD</sup> FL.  
JERSEY CITY, NJ 07302**

2/26/2014

**ADDENDUM # 3**

To prospective Bidder(s) on Bid # 36632 for Requirements Contract for GENERAL CLEANING SERVICES AT LAGUARDIA AIRPORT-WEST END BUILDINGS (WEB)

Due back on 2/28/2014, no later than 11:00AM

**I. CHANGES/MODIFICATIONS**

**The following changes/modifications are hereby made to the solicitation documents:**

PART IV – Pricing Sheets – Delete pages 5, 6, 7 and 8 in its entirety and replace with the revised pages 5, 6, 7 and 8.

**I. BIDDER'S QUESTIONS AND ANSWERS**

The following information is available in response to questions submitted by prospective Bidders. The responses should not be deemed to answer all questions, which have been submitted by Bidders to the Port Authority. It addresses only those questions, which the Port Authority has deemed to require additional information and/or clarification. The fact that information has not been supplied with respect to any questions asked by a Bidders does not mean or imply, nor should it be deemed to mean or imply, any meaning, construction, or implication with respect to the terms.

The Port Authority makes no representations, warranties or guarantees that the information contained herein is accurate, complete or timely or that such information accurately represents the conditions that would be encountered during the performance of the Contract. The furnishing of such information by the Port Authority shall not create or be deemed to create any obligation or liability upon it for any reason whatsoever and each Bidder, by submitting its Bid, expressly agrees that it has not relied upon the foregoing information, and that it shall not hold the Port Authority liable or responsible therefor in any manner whatsoever. Accordingly, nothing contained herein and no representation, statement or promise, of the Port Authority, its Commissioners, officers, agents, representatives, or employees, oral or in writing, shall impair or limit the effect of

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the warranties of the Bidder required by this Bid or Contract and the Bidder agrees that it shall not hold the Port Authority liable or responsible therefor in any manner whatsoever. The Questions and Answers numbering sequence will be continued sequentially in any forthcoming Addenda that may be issued.

<b>Question #5</b>	Question #4, on Addendum #2, the information regarding the Union claiming jurisdiction is wrong. The correct answer is Local 74.
<b>Answer #5</b>	Yes
<b>Question #6</b>	Does the Contractor need to be in compliance with the Local 74.
<b>Answer #6</b>	Please see Part I, page 5, section 9 entitled "Union Jurisdiction".

This communication should be initialed by you and annexed to your Bid upon submission.

In case any Bidder fails to conform to these instructions, its Bid will nevertheless be construed as though this communication had been so physically annexed and initialed.

THE PORT AUTHORITY OF NY & NJ  
 KATHY LESLIE WHELAN  
 ASSISTANT DIRECTOR  
 COMMODITIES AND SERVICES DIVISION

BIDDER'S FIRM NAME: CRISTI CLEANING SERVICE CORP.

INITIALED: 

DATE: FEBRUARY 27, 2014

QUESTIONS CONCERNING THIS ADDENDUM MAY BE ADDRESSED TO SELENE ORTEGA, WHO CAN BE REACHED AT (201) 395-3407 or at [sortega@panynj.gov](mailto:sortega@panynj.gov).

02-28-14A11:28 RCVD

# *Cristi Cleaning Service Corp.*

77 Trinity Place  
Hackensack, NJ 07601  
Email: [cristi1@optonline.net](mailto:cristi1@optonline.net)

Tel: 201-883-1717  
Fax: 201-883-1212  
Web: [www.cristicleaningservice.com](http://www.cristicleaningservice.com)

February 27, 2014

The Port Authority of NY & NJ  
Procurement Department  
2 Montgomery Street, 3<sup>rd</sup> Fl.  
Jersey City, NJ 07302

Re: Bid No. 36632  
General Cleaning Services at LaGuardia Airport West End Buildings (WEB)

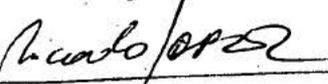
Dear Sir/Madam:

*Cristi Cleaning Service Corp. certifies that an employee who performs a similar role at a Facility under the current Port Authority contract would suffer no diminution in wage rate under this Contract.*

*Cristi Cleaning Service Corp. also certifies that it will provide and is capable of providing Health Benefits for its full time employees, who will be performing the services hereunder in compliance with the Health Benefits requirements set forth in Section V, clause entitled "Health Benefits for Full-Time Employees", with such Health Benefits to be provided within thirty (30) days of award of this contract.*

*If you have any questions or comments, please call me at the number above.*

Sincerely,



Ricardo Lopez  
Vice President

## **INVITATION FOR BID**

- COVER PAGE: BID AND BIDDER INFORMATION
- PART I - STANDARD INFORMATION FOR BIDDERS
- PART II - CONTRACT SPECIFIC INFORMATION FOR BIDDERS
- PART III - CONTRACT SPECIFIC TERMS AND CONDITIONS
- PART IV - SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS AND PRICING SHEET(S)
- PART V - SPECIFICATIONS
- STANDARD CONTRACT TERMS AND CONDITIONS

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## **PART I - STANDARD INFORMATION FOR BIDDERS**

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

The Port Authority of New York and New Jersey (the "Port Authority" or the "Authority") is an agency of the States of New York and New Jersey, created and existing by virtue of the Compact of April 30, 1921, made by and between the two States, and thereafter consented to by the Congress of the United States. It is charged with providing transportation, terminal and other facilities of trade and commerce within the Port District. The Port District comprises an area of about 1,500 square miles in both States, centering about New York Harbor. The Port District includes the Cities of New York and Yonkers in New York State, and the cities of Newark, Jersey City, Bayonne, Hoboken and Elizabeth in the State of New Jersey, and over 200 other municipalities, including all or part of seventeen counties, in the two States. The Port Authority manages and/or operates all of the region's major commercial airports (Newark Liberty International, John F. Kennedy International, Teterboro, LaGuardia and Stewart International Airports), marine terminals in both New Jersey and New York (Port Newark and Elizabeth, Howland Hook and Brooklyn Piers); and its interstate tunnels and bridges (the Lincoln and Holland Tunnels; the George Washington, Bayonne, and Goethals Bridges; and the Outerbridge Crossing), which are vital "Gateways to the Nation."

In addition, the Port Authority operates the Port Authority Bus Terminal in Manhattan, the largest facility of its kind in the world, and the George Washington Bridge and Journal Square Transportation Center bus stations. A key link in interstate commuter travel, the Port Authority also operates the Port Authority Trans-Hudson Corporation (PATH), a rapid rail transit system linking Newark, and the Jersey City and Hoboken waterfronts, with midtown and downtown Manhattan. A number of other key properties are managed by the agency including but not limited to a large satellite communications facility (the Teleport) in Staten Island, and a resource recovery co-generation plant in Newark. Prior to September 11, 2001, the Port Authority's headquarters were located in the World Trade Center, and that complex is still owned and being partially redeveloped by the Authority.

### **2. Form and Submission of Bid**

The Bidder shall review carefully every provision of this document, provide all the information required, and sign and return one entire copy to the Port Authority in accordance with the instructions on the Cover Sheet and Part II – Contract Specific Information for Bidders. The Bidder should retain one complete duplicate copy for its own use. The "Signature Sheet" contained herein must be completed and signed by the Bidder. The Pricing Sheet(s) contained herein must also be completed. The bid shall be sealed in the enclosed self-addressed envelope conspicuously marked with the Bidder's name, address, and Vendor Number, if available. In addition, the outside of the package must clearly state the Bid title, the Bid Collective Number and the Bid Due Date. Failure to properly label submissions may cause a delay in identification, misdirection or disqualification of the submissions. In submitting this bid, the Bidder offers to assume the obligations and liabilities imposed upon it herein and expressly makes the representations and warranties required in this document.

All Bids must be received by the bid custodian on or before the due date and time specified on the cover page, at which time they will be publicly opened and read. Bids are only accepted Monday through Friday, excluding Port Authority holidays, between the hours of 8:00 a.m. and 5:00 p.m., via (1) regular mail, (2) express delivery service (e.g. UPS), or (3) hand delivery. If your bid is to be hand-delivered by messenger or you are planning to attend the formal bid opening, please note that only individuals with valid photo identification will be permitted access to the Port Authority's offices. Individuals without valid identification shall be turned away and their packages not accepted. Bids that are not received by the bid custodian by the scheduled bid opening date will be considered late.

### **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://panynjprocure.com/VenLogon.asp>.

### **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, Purchasing Services Division 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 Bidders who can comply with the prerequisites specified in Part II hereof at the time of the submission of its bid should submit bids, as only bids submitted by such Bidders 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.

### **13. 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.

### **14. 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.

### **15. Pre-award Meeting**

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

### **16. Price Preference**

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

### **17. M/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 Businesses (WBEs) and has taken affirmative steps to encourage such firms to seek business opportunities with the Port Authority. The successful Bidder will use good faith efforts to provide for meaningful participation by the Port Authority certified M/WBEs as defined in this document, in the purchasing and subcontracting opportunities associated with this contract, including purchase of equipment, supplies and labor services.

Minority Business Enterprise (MBE) - shall mean a business entity which is at least 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 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.

Women-Owned Business Enterprise (WBE) - shall mean a business enterprise which is at least 51% owned by one or more women, or, in the case of a publicly held corporation, at least 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.

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

- 1) Dividing the services and materials to be procured into small portions where feasible;
- 2) Giving reasonable advance notice of specific subcontracting and purchasing opportunities to such firms as may be appropriate;
- 3) Soliciting services and materials from M/WBEs, which are certified by the Port Authority;
- 4) Ensuring that provision is made for timely progress payments to the M/WBEs and;
- 5) Observance of reasonable commercial standards of fair dealing in the respective trade or business.

Bidders are directed to use form PA3749B as the recording mechanism for the M/WBE participation Plan, which may be downloaded at <http://www.panynj.gov/business-opportunities/become-vendor.html>

The M/WBE Plan submitted by the Contractor to the Port Authority shall contain, at a minimum, the following:

- Identification of M/WBE's: Provide the names and addresses of all M/WBEs 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 percentage of M/WBE participation expected to be achieved with the arrangement described in the Plan.
- Scope of Work: Describe the specific scope of work the M/WBE's will perform.
- Previous M/WBE Participation: Describe any previous or current M/WBE participation, which the Bidder has utilized in the performance of its contracts.

All M/WBE subcontractors listed on the M/WBE Participation Plan must be certified by the Port Authority in order for the Contractor to receive credit toward the M/WBE goals set forth in this Contract. Please go to [www.panynj.gov/supplierdiversity](http://www.panynj.gov/supplierdiversity) to search for M/WBEs by a particular commodity or service. The Port Authority makes no representation as to the financial responsibility of such firms or their ability to perform Work under this Contract.

Bidders shall include their M/WBE Participation Plan with their Bids, to be reviewed and approved by the Authority's Office of Business Diversity and Civil Rights (OBDCR).

If the Contractor wishes to subcontract a portion of the Work through a firm not listed in the Directory, but which the Contractor believes should be eligible because it is (1) an M/WBE, as defined above and (2) competent to perform portions of the Work, the Contractor shall submit an M/WBE Uniform Certification Application to the Port Authority of New York and New Jersey, Office of Business Diversity and Civil Rights (OBDCR), 233 Park Avenue South, 4th Floor, New York, NY 10003. The application is available online at [www.panynj.gov/supplierdiversity](http://www.panynj.gov/supplierdiversity). In addition, to update your certification file and to advise OBDCR of changes to any information, please email these changes to [certhelp@panynj.gov](mailto:certhelp@panynj.gov). Credit toward applicable goals will be granted only to Port Authority certified vendors. For more information about M/WBE Programs, call (212) 435-7819.

#### **18. 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 solicitation, the following definitions shall apply:

- a. "Recovered Material" shall be defined as any waste material or by-product that has been recovered or diverted from solid waste, excluding those materials and by-products generated from, and commonly reused within, an original manufacturing process.
- b. "Post-consumer Material" shall be defined as any material or finished product that has served its intended use and has been discarded for disposal or recovery having completed its life as a consumer item. "Post-consumer material" is included in the broader category of "Recovered Material".
- c. "Pre-consumer Material" shall be defined as any material or by-product generated after the manufacture of a product but before the product reaches the consumer, such as damaged or obsolete products. Pre-consumer Material does not include mill and manufacturing trim, scrap, or broken material that is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.
- d. "Recycled Product" shall be defined as a product that contains the highest amount of post-consumer material practicable, or when post-consumer material is impracticable for a specific type of product, contains substantial amounts of Pre-consumer Material.
- e. "Recyclable Product" shall be defined as the ability of a product and its packaging to be reused, reconditioned for use, or recycled through existing recycling collection programs.
- f. "Waste Reducing Product" shall be defined as any product that will result in less waste generated due to its use rather than another product designed to serve the same function with an 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.

#### **19. 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.

**20. 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>

**ATTACHMENT I A - Certified Environmentally Preferable Products/Practices**

Bidder Name: CRISTI CLEANING SERVICE CORP Date: 2/27/2014

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.

02-28-14A11:28 RCVD

**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.

*[Signature]* Name      2/27/14 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**

General cleaning and snow removal services.

**2. Location(s) Services Required**

LaGuardia Airport - West End Buildings, Queens NY, as more fully described in the definition of "Facility" in the Specifications.

**3. Expected Date of Commencement of Contract**

On or about June 1, 2014.

**4. Contract Type**

Lump sum and unit price

**5. Duration of Contract**

Three (3) years, expiring on or about May 31, 2017.

**6. Option Period(s)**

There shall be up to one (1) three (3) year option period.

**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 applicable.

**9. Facility Inspection**

The Port Authority will conduct a facility inspection for all parties interested in submitting bids on this Contract, which will commence at 10:00 a.m. on February 20, 2014. All interested parties should meet at LaGuardia Airport, Hangar 7 Center, 3rd floor. Contact Anthony Roca via email at [aroca@panynj.gov](mailto:aroca@panynj.gov) or (718)533-3485 to confirm attendance and/or receive travel directions. *Photo ID is required to attend the facility inspection.*

**10. Specific Bidder's Prerequisites**

The Bidder shall be certified by the Port Authority as a NY or NJ Small Business Enterprise (SBE), as defined in the Standard Contract Terms and Conditions in the Janitorial Maintenance Program by the day before the Bid opening date. Further, the Bidder must have been pre-qualified by the Port Authority to bid on Janitorial Maintenance contracts with an estimated annual dollar value of up to \$2,000,000 and over \$2,000,000 estimated annual contract value.

## **11. Bidder's Additional Submittal Requirements**

Bidders are strongly encouraged to retain current employees for this Contract and to provide for a stable workforce. Bidders are requested to submit additional documentation as follows:

- a. A statement that an employee who performed a similar role at a Facility under the current Port Authority contract would suffer no diminution in wage rate under this Contract;
- b. Supporting documentation that it provides or is capable of providing Health Benefits for its full time employees, who will be performing the services hereunder in compliance with the Health Benefit requirements set forth in Section V, clause entitled "Health Benefits for Full-Time Employees", with such Health Benefits to be provided within thirty (30) days of award of this Contract;
- c. The "Calculation of Hourly Rate" forms included in Part IV detailing its allowance for holiday, vacation and sick days, health, retirement, and other supplemental benefits implemented and administered by the Bidder.

In preparing the "Calculation of Hourly Rate Form" for this Contract, the Bidder shall take into consideration the costs of all required benefits hereunder, including but not limited to: holiday, vacation, sick, health and retirement. Please note that all calculations should be based on 2080 annual hours.

## **12. Available Documents**

The following documents will be made available for reference and examination at the site inspection:

Contract #4600006756 with Cristi Cleaning Service.

## **13. 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 subcontractor) 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 shall be reimbursable to the Contractor (and its subcontractors) as an out-of-pocket expense. Staff that are rejected for a credential for any reason are not reimbursable.

As of January 29, 2007, 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.

#### 14. Attached Documents

The attached documents are provided for informational purposes only:

Current payroll records of employees assigned to the current contract are attached.

Please note that the wages provided herein have been furnished by the incumbent Contractor and have not been audited by the Port Authority.

There is no guarantee that these wages will be the same at the commencement of the new Contract.

If awarded the Contract, the Contractor shall be required to pay its employees at least the same hourly wage rates said employees were paid under contract 46-6756 or the minimum hourly wages detailed in the "Wages and Supplemental Benefits Clause" included in the Part V, whichever is greater, even if those rates are higher than the rates on the attached active employee list.

#### 15. Aid to Bidders

As an aid to Bidders in determining the appropriate amount of materials required in the performance of the Work, the Port Authority makes available the following historical data on approximate annual usage. The Port Authority makes no guarantee, representation or warranties that the estimated amounts of materials or numbers provided herein are accurate or complete, or that they will constitute the amounts of material required to be furnished under the Contract and, in addition, shall not be responsible for any conclusions to be drawn therefrom. The Port Authority is hereby providing the following estimates:

<u>Item Description</u>	<u>Number of Cases per Year</u>
Large Trash Bags	200 Cases (10 Rolls per case)
Small Trash Bags	230 Cases (10 Rolls per case)
Sanitary Bags	20 Cases (500 per case)
C-Fold Paper Towel	180 Cases (20 per case)
Large Toilet Paper	240 Cases (12 rolls per case)
Clean Seat Toilet Paper	75 Cases (20 per case)
Urinal Screens	110 Cases (20 per case)
Small Toilet Paper	240 Cases (48 per case)
Roll Paper Towels	300 Cases (6 Rolls per case)
Soap	220 Cases (8 packages per case)
Odor Eater	25 Cases (3per case)
Liquid Floor Cleaner (concentrated)	25 Cases (3 per case)
Liquid Glass Cleaner (concentrated)	25 Cases (3 per case)
Liquid Heavy Duty Cleaner (concentrated)	25 Cases (3 per case)
Liquid Bathroom Detergent (concentrated)	25 Cases (3 per case)
Carpet Shampoo (concentrated)	5 Cases (4per case)
Floor Stripper (concentrated)	50 Gallons per year

Floor Finish (wax) (concentrated)  
Carpet Rinse (concentrated)

125 Gallons per year  
4Cases (4Gallons per Case)

The Bidder/Contractor should carefully examine and study the entire contents of this Contract and shall make its own determinations as to the materials to be supplied and all other things required to be done by the Contractor. The inclusion of the foregoing information by the Port Authority shall not create or be deemed to create any obligation or liability upon it for any reason whatsoever and each Bidder/Contractor, by submitting its Bid hereunder, hereby expressly agrees that it has not relied upon the foregoing information and shall not hold the Authority liable or responsible therefor.

HW-HLTH & RG-REG PAY	1.4600 14.0200	40.00 40.00	58.40 560.80	Social Sec. Medicare Federal NY State NY Disability	619.20 619.20 619.20 619.20 619.20	38.39 8.98 30.48 21.50 0.80	Net Pay: 519.25 Net Check: 519.25 Dir Deposit: 0.00
<b>Total Earnings:</b>	<b>80.00</b>	<b>619.20</b>	<b>Total Taxes:</b>	<b>99.95</b>	<b>No Deductions</b>		

RG-REG PAY	14.0200	40.00	560.80	Social Sec. Medicare Federal NY State NY Disability	560.80 560.80 560.80 560.80 560.80	34.77 8.13 32.23 19.02 0.60	Net Pay: 466.05 Net Check: 466.05 Dir Deposit: 0.00
<b>Total Earnings:</b>	<b>40.00</b>	<b>560.80</b>	<b>Total Taxes:</b>	<b>94.75</b>	<b>No Deductions</b>		

HW-HLTH & RG-REG PAY	1.4600 13.7900	32.00 32.00	46.72 441.28	Social Sec. Medicare Federal NY State NY Disability	488.00 488.00 488.00 488.00 488.00	30.28 7.08 57.98 16.42 0.80	Net Pay: 375.66 Net Check: 375.66 Dir Deposit: 0.00
<b>Total Earnings:</b>	<b>64.00</b>	<b>488.00</b>	<b>Total Taxes:</b>	<b>112.34</b>	<b>No Deductions</b>		

HW-HLTH & RG-REG PAY	1.4600 14.0200	40.00 40.00	58.40 560.80	Social Sec. Medicare Federal NY State NY Disability	619.20 619.20 619.20 619.20 619.20	38.39 8.98 51.05 23.98 0.80	Net Pay: 496.20 Net Check: 496.20 Dir Deposit: 0.00
<b>Total Earnings:</b>	<b>80.00</b>	<b>619.20</b>	<b>Total Taxes:</b>	<b>123.00</b>	<b>No Deductions</b>		

HW-HLTH & RG-REG PAY	1.4600 14.0200	40.00 40.00	58.40 560.80	Social Sec. Medicare Federal NY State NY Disability	619.20 619.20 619.20 619.20 619.20	38.39 8.98 77.66 24.60 0.80	Net Pay: 468.97 Net Check: 468.97 Dir Deposit: 0.00
<b>Total Earnings:</b>	<b>80.00</b>	<b>619.20</b>	<b>Total Taxes:</b>	<b>150.23</b>	<b>No Deductions</b>		

HW-HLTH & RG-REG PAY	1.4600 14.0200	40.00 40.00	58.40 560.80	Social Sec. Medicare Federal NY State NY Disability	619.20 619.20 619.20 619.20 619.20	38.39 8.98 77.66 24.60 0.80	Net Pay: 468.97 Net Check: 468.97 Dir Deposit: 0.00
<b>Total Earnings:</b>	<b>80.00</b>	<b>619.20</b>	<b>Total Taxes:</b>	<b>150.23</b>	<b>No Deductions</b>		

Pay Period  
Pay Date

01/10/2014 - 01/16/2014  
01/24/2014

Week # 4  
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**CRISTI CLEANING SERVICE CORP.**  
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Payroll Check Register

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HW-HLTH & RG-REG PAY	1.4600 14.0200	24.00 24.00	35.04 336.48	Social Sec. Medicare Federal NY State NY Disability	371.52 371.52 371.52 371.52 371.52	23.03 5.39 13.31 8.35 0.60	Net Pay: 320.84 Net Check: 320.84 Dir Deposit: 0.00
<b>Total Earnings:</b>		<b>48.00</b>	<b>371.52</b>	<b>Total Taxes:</b>	<b>50.68</b>	<b>No Deductions</b>	

HW-HLTH & RG-REG PAY	1.4600 14.0200	32.00 32.00	46.72 448.64	Social Sec. Medicare Federal NY State NY Disability	495.36 495.36 495.36 495.36 495.36	30.71 7.18 33.29 16.29 0.60	Net Pay: 407.29 Net Check: 407.29 Dir Deposit: 0.00
<b>Total Earnings:</b>		<b>64.00</b>	<b>495.36</b>	<b>Total Taxes:</b>	<b>88.07</b>	<b>No Deductions</b>	

RG-REG PAY	14.0200	40.00	560.80	Social Sec. Medicare Federal NY State NY Disability	560.80 560.80 560.80 560.80 560.80	34.77 8.13 46.12 18.45 0.60	Net Pay: 452.73 Net Check: 452.73 Dir Deposit: 0.00
<b>Total Earnings:</b>		<b>40.00</b>	<b>560.80</b>	<b>Total Taxes:</b>	<b>108.07</b>	<b>No Deductions</b>	

HW-HLTH & RG-REG PAY	1.4600 13.7900	40.00 40.00	58.40 551.60	Social Sec. Medicare Federal NY State NY Disability	610.00 610.00 610.00 610.00 610.00	37.82 8.95 76.28 24.01 0.60	Net Pay: 452.44 Net Check: 452.44 Dir Deposit: 0.00
<b>Total Earnings:</b>		<b>80.00</b>	<b>610.00</b>	<b>Total Taxes:</b>	<b>147.56</b>	<b>No Deductions</b>	

RG-REG PAY	14.0200	24.00	336.48	Social Sec. Medicare Federal NY State NY Disability	336.48 336.48 336.48 336.48 336.48	20.86 4.88 35.26 8.07 0.60	Net Pay: 266.81 Net Check: 266.81 Dir Deposit: 0.00
<b>Total Earnings:</b>		<b>24.00</b>	<b>336.48</b>	<b>Total Taxes:</b>	<b>69.67</b>	<b>No Deductions</b>	

RG-REG PAY	14.0200	40.00	560.80	Social Sec. Medicare Federal NY State NY Disability	560.80 560.80 560.80 560.80 560.80	34.77 8.13 58.90 20.84 0.60	Net Pay: 427.56 Net Check: 427.56 Dir Deposit: 0.00
<b>Total Earnings:</b>		<b>40.00</b>	<b>560.80</b>	<b>Total Taxes:</b>	<b>133.24</b>	<b>No Deductions</b>	

Pay Period 01/10/2014 - 01/16/2014  
Pay Date 01/24/2014

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RG-REG PAY	14.0200	24.00	336.48	Social Sec.	336.48	20.86		Net Pay:	256.81
				Medicare	336.48	4.88		Net Check:	266.81
				Federal	336.48	35.26		Dir Deposit:	0.00
				NY State	336.48	8.07			
				NY Disability	336.48	0.60			
<b>Total Earnings:</b>		<b>24.00</b>	<b>336.48</b>	<b>Total Taxes:</b>		<b>69.67</b>	<b>No Deductions</b>		

RG-REG PAY	14.0200	8.00	112.16	Social Sec.	336.48	20.86	C1-CHILD SP	77.50	Net Pay:	189.31
SK-SICK	14.0200	8.00	112.16	Medicare	336.48	4.88			Net Check:	189.31
VA-VAC	14.0200	8.00	112.16	Federal	336.48	35.26			Dir Deposit:	0.00
				NY State	336.48	8.07				
				NY Disability	336.48	0.60				
<b>Total Earnings:</b>		<b>24.00</b>	<b>336.48</b>	<b>Total Taxes:</b>		<b>69.67</b>	<b>Total Deductions</b>	<b>77.50</b>		

RG-REG PAY	19.8300	16.00	317.28	Social Sec.	317.28	19.67		Net Pay:	252.82
				Medicare	317.28	4.60		Net Check:	252.82
				Federal	317.28	32.38		Dir Deposit:	0.00
				NY State	317.28	7.21			
				NY Disability	317.28	0.60			
<b>Total Earnings:</b>		<b>16.00</b>	<b>317.28</b>	<b>Total Taxes:</b>		<b>64.46</b>	<b>No Deductions</b>		

HW-HLTH & RG-REG PAY	1.4600	24.00	35.04	Social Sec.	595.84	38.94		Net Pay:	465.03
SK-SICK	14.0200	8.00	112.16	Medicare	595.84	8.84		Net Check:	465.03
VA-VAC	14.0200	8.00	112.16	Federal	595.84	62.77		Dir Deposit:	0.00
				NY State	595.84	21.86			
				NY Disability	595.84	0.60			
<b>Total Earnings:</b>		<b>64.00</b>	<b>595.84</b>	<b>Total Taxes:</b>		<b>130.81</b>	<b>No Deductions</b>		

HW-HLTH & RG-REG PAY	1.4600	40.00	58.40	Social Sec.	619.20	38.39		Net Pay:	468.97
	14.0200	40.00	560.80	Medicare	619.20	8.98		Net Check:	468.97
				Federal	619.20	77.66		Dir Deposit:	0.00
				NY State	619.20	24.60			
				NY Disability	619.20	0.60			
<b>Total Earnings:</b>		<b>80.00</b>	<b>619.20</b>	<b>Total Taxes:</b>		<b>150.23</b>	<b>No Deductions</b>		

RG-REG PAY	14.0200	40.00	560.80	Social Sec.	560.80	34.77		Net Pay:	427.56
				Medicare	560.80	8.13		Net Check:	427.56
				Federal	560.80	68.90		Dir Deposit:	0.00
				NY State	560.80	20.84			
				NY Disability	560.80	0.60			
<b>Total Earnings:</b>		<b>40.00</b>	<b>560.80</b>	<b>Total Taxes:</b>		<b>133.24</b>	<b>No Deductions</b>		

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HW-HLTH & RG-REG PAY	1.4600	40.00	58.40	Social Sec.	619.20	38.39		Net Pay:	496.20
	14.0200	40.00	560.80	Medicare	619.20	8.98		Net Check:	496.20
				Federal	619.20	51.05		Dir Deposit:	0.00
				NY State	619.20	23.98			
				NY Disability	619.20	0.60			
<b>Total Earnings:</b>	<b>60.00</b>	<b>619.20</b>	<b>619.20</b>	<b>Total Taxes:</b>	<b>123.00</b>	<b>No Deductions</b>			

HW-HLTH & RG-REG PAY	1.4600	40.00	58.40	Social Sec.	619.20	38.39		Net Pay:	481.60
	14.0200	40.00	560.80	Medicare	619.20	8.98		Net Check:	481.60
				Federal	619.20	66.27		Dir Deposit:	0.00
				NY State	619.20	23.38			
				NY Disability	619.20	0.60			
<b>Total Earnings:</b>	<b>60.00</b>	<b>619.20</b>	<b>619.20</b>	<b>Total Taxes:</b>	<b>137.66</b>	<b>No Deductions</b>			

RG-REG PAY	14.0200	40.00	560.80	Social Sec.	560.80	34.77		Net Pay:	454.79
				Medicare	560.80	6.13		Net Check:	454.79
				Federal	560.80	42.29		Dir Deposit:	0.00
				NY State	560.80	20.22			
				NY Disability	560.80	0.60			
<b>Total Earnings:</b>	<b>40.00</b>	<b>560.80</b>	<b>560.80</b>	<b>Total Taxes:</b>	<b>106.01</b>	<b>No Deductions</b>			

HW-HLTH & WELF	432.00	630.72		Social Sec.	11,025.84	683.59	C1-CHILD SP	77.50	Net Pay:	8,635.86
RG-REG PAY	704.00	9,946.48		Medicare	11,025.84	159.89			Net Check:	8,635.86
SK-SICK	16.00	224.32		Federal	11,025.84	1,072.06			Dir Deposit:	0.00
VA-VAC	16.00	224.32		NY State	11,025.84	384.34			No. Pays:	21
				NY Disability	11,025.84	12.60			Employees:	20
<b>Total Earnings:</b>	<b>1,188.00</b>	<b>11,025.84</b>	<b>11,025.84</b>	<b>Total Taxes:</b>	<b>2,312.48</b>	<b>Total Deductions</b>	<b>77.50</b>			

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SA-REG PAY	941.6000	0.00	941.60	Social Sec.	941.60	58.38	C1-CHILD SP	111.00	Net Pay:	431.44
				Medicare	941.60	13.65	C11-CHILD SP	7.85	Net Check:	431.44
				Federal	941.60	144.90	LN-LOAN	100.00	Dir Deposit:	0.00
				NY State	941.60	45.40				
				NY Local	941.60	28.38				
				NY Disability	941.60	0.60				
<b>Total Earnings:</b>		<b>0.00</b>	<b>941.60</b>	<b>Total Taxes:</b>		<b>291.31</b>	<b>Total Deductions</b>	<b>218.85</b>		

SA-REG PAY	941.6000	0.00	271.36	Social Sec.	271.36	16.82			Net Pay:	215.71
				Medicare	271.36	3.93			Net Check:	215.71
				Federal	271.36	25.49			Dir Deposit:	0.00
				NY State	271.36	5.28				
				NY Local	271.36	3.53				
				NY Disability	271.36	0.60				
<b>Total Earnings:</b>		<b>0.00</b>	<b>271.36</b>	<b>Total Taxes:</b>		<b>55.65</b>	<b>No Deductions</b>			

SA-REG PAY		0.00	1,212.96	Social Sec.	1,212.96	75.20	C1-CHILD SP	111.00	Net Pay:	647.15
				Medicare	1,212.96	17.58	C11-CHILD SP	7.85	Net Check:	647.15
				Federal	1,212.96	170.39	LN-LOAN	100.00	Dir Deposit:	0.00
				NY State	1,212.96	50.68			No. Pays:	2
				NY Local	1,212.96	31.91			Employees:	1
				NY Disability	1,212.96	1.20				
<b>Total Earnings:</b>		<b>0.00</b>	<b>1,212.96</b>	<b>Total Taxes:</b>		<b>346.96</b>	<b>Total Deductions</b>	<b>218.85</b>		

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RG-REG PAY	13.7900	32.00	441.28	Social Sec.	441.28	27.36		Net Pay: 342.27
				Medicare	441.28	6.40		Net Check: 342.27
				Federal	441.28	50.98		Dir Deposit: 0.00
				NY State	441.28	13.67		
				NY Disability	441.28	0.60		
<b>Total Earnings:</b>		<b>32.00</b>	<b>441.28</b>	<b>Total Taxes:</b>		<b>99.01</b>	<b>No Deductions</b>	

RG-REG PAY	13.7900	7.50	103.43	Social Sec.	103.43	6.41		Net Pay: 88.98
				Medicare	103.43	1.50		Net Check: 88.98
				Federal	103.43	6.02		Dir Deposit: 0.00
				NY State	103.43	0.00		
				NY Disability	103.43	0.52		
<b>Total Earnings:</b>		<b>7.50</b>	<b>103.43</b>	<b>Total Taxes:</b>		<b>14.45</b>	<b>No Deductions</b>	

RG-REG PAY	13.7900	16.00	220.64	Social Sec.	220.64	13.68		Net Pay: 182.03
				Medicare	220.64	3.20		Net Check: 182.03
				Federal	220.64	17.88		Dir Deposit: 0.00
				NY State	220.64	3.25		
				NY Disability	220.64	0.60		
<b>Total Earnings:</b>		<b>16.00</b>	<b>220.64</b>	<b>Total Taxes:</b>		<b>38.51</b>	<b>No Deductions</b>	

RG-REG PAY	13.3900	16.00	214.24	Social Sec.	214.24	13.28		Net Pay: 187.41
				Medicare	214.24	3.11		Net Check: 187.41
				Federal	214.24	5.17		Dir Deposit: 0.00
				NY State	214.24	2.61		
				NY Local	214.24	2.06		
				NY Disability	214.24	0.60		
<b>Total Earnings:</b>		<b>16.00</b>	<b>214.24</b>	<b>Total Taxes:</b>		<b>26.83</b>	<b>No Deductions</b>	

RG-REG PAY	13.7900	32.00	441.28	Social Sec.	441.28	27.36		Net Pay: 342.27
				Medicare	441.28	6.40		Net Check: 342.27
				Federal	441.28	50.98		Dir Deposit: 0.00
				NY State	441.28	13.67		
				NY Disability	441.28	0.60		
<b>Total Earnings:</b>		<b>32.00</b>	<b>441.28</b>	<b>Total Taxes:</b>		<b>99.01</b>	<b>No Deductions</b>	

RG-REG PAY	13.7900	32.00	441.28	Social Sec.	441.28	27.36		Net Pay: 365.94
				Medicare	441.28	6.40		Net Check: 365.94
				Federal	441.28	27.88		Dir Deposit: 0.00
				NY State	441.28	13.10		
				NY Disability	441.28	0.60		
<b>Total Earnings:</b>		<b>32.00</b>	<b>441.28</b>	<b>Total Taxes:</b>		<b>75.34</b>	<b>No Deductions</b>	

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RG-REG PAY	13.7900	8.00	110.32	Social Sec.	110.32	6.84	Net Pay:	94.62
				Medicare	110.32	1.60	Net Check:	94.62
				Federal	110.32	6.71	Dir Deposit:	0.00
				NY State	110.32	0.00		
				NY Disability	110.32	0.55		
<b>Total Earnings:</b>		<b>8.00</b>	<b>110.32</b>	<b>Total Taxes:</b>		<b>15.70</b>	<b>No Deductions</b>	

RG-REG PAY	13.3900	16.00	214.24	Social Sec.	214.24	13.28	Net Pay:	174.92
				Medicare	214.24	3.11	Net Check:	174.92
				Federal	214.24	17.10	Dir Deposit:	0.00
				NY State	214.24	2.99		
				NY Local	214.24	2.24		
				NY Disability	214.24	0.60		
<b>Total Earnings:</b>		<b>16.00</b>	<b>214.24</b>	<b>Total Taxes:</b>		<b>38.32</b>	<b>No Deductions</b>	

RG-REG PAY	13.3900	7.50	100.43	Social Sec.	100.43	6.23	Net Pay:	86.44
				Medicare	100.43	1.46	Net Check:	86.44
				Federal	100.43	5.72	Dir Deposit:	0.00
				NY State	100.43	0.00		
				NY Local	100.43	0.08		
				NY Disability	100.43	0.50		
<b>Total Earnings:</b>		<b>7.50</b>	<b>100.43</b>	<b>Total Taxes:</b>		<b>13.99</b>	<b>No Deductions</b>	

RG-REG PAY	167.00	2,287.14		Social Sec.	2,287.14	141.80	Net Pay:	1,864.88
				Medicare	2,287.14	33.18	Net Check:	1,864.88
				Federal	2,287.14	188.44	Dir Deposit:	0.00
				NY State	2,287.14	49.29	No. Pays:	9
				NY Local	528.91	4.38	Employees:	7
				NY Disability	2,287.14	5.17		
<b>Total Earnings:</b>		<b>167.00</b>	<b>2,287.14</b>	<b>Total Taxes:</b>		<b>422.26</b>	<b>No Deductions</b>	

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RG-REG PAY	19.8300	40.00	793.20	Social Sec.	793.20	49.18	C2-CHILD SP	252.00	Net Pay:	245.25
				Medicare	793.20	11.50	GA-GARNISH	122.31	Net Check:	245.25
				Federal	793.20	77.15			Dir Deposit:	0.00
				NY State	793.20	35.21				
				NY Disability	793.20	0.60				
<b>Total Earnings:</b>		<b>40.00</b>	<b>793.20</b>	<b>Total Taxes:</b>		<b>173.64</b>	<b>Total Deductions:</b>	<b>374.31</b>		

HW-HLTH & RG-REG PAY	1.6800	32.00	53.76	Social Sec.	688.32	42.68			Net Pay:	530.60
	19.8300	32.00	634.56	Medicare	688.32	9.98			Net Check:	530.60
				Federal	688.32	76.64			Dir Deposit:	0.00
				NY State	688.32	27.82				
				NY Disability	688.32	0.60				
<b>Total Earnings:</b>		<b>64.00</b>	<b>688.32</b>	<b>Total Taxes:</b>		<b>157.72</b>	<b>No Deductions</b>			

VA-VAC	19.8300	40.00	793.20	Social Sec.	793.20	49.18			Net Pay:	604.96
				Medicare	793.20	11.50			Net Check:	604.96
				Federal	793.20	92.37			Dir Deposit:	0.00
				NY State	793.20	34.59				
				NY Disability	793.20	0.60				
<b>Total Earnings:</b>		<b>40.00</b>	<b>793.20</b>	<b>Total Taxes:</b>		<b>188.24</b>	<b>No Deductions</b>			

RG-REG PAY	19.8300	40.00	793.20	Social Sec.	793.20	49.18			Net Pay:	619.56
				Medicare	793.20	11.50			Net Check:	619.56
				Federal	793.20	77.15			Dir Deposit:	0.00
				NY State	793.20	35.21				
				NY Disability	793.20	0.60				
<b>Total Earnings:</b>		<b>40.00</b>	<b>793.20</b>	<b>Total Taxes:</b>		<b>173.64</b>	<b>No Deductions</b>			

HW-HLTH & WELF		32.00	53.76	Social Sec.	3,067.92	190.22	C2-CHILD SP	252.00	Net Pay:	2,000.37
RG-REG PAY		112.00	2,220.96	Medicare	3,067.92	44.48	GA-GARNISH	122.31	Net Check:	2,000.37
VA-VAC		40.00	793.20	Federal	3,067.92	323.31			Dir Deposit:	0.00
				NY State	3,067.92	132.63			No. Pays:	4
				NY Disability	3,067.92	2.40			Employees:	3
<b>Total Earnings:</b>		<b>184.00</b>	<b>3,067.92</b>	<b>Total Taxes:</b>		<b>693.24</b>	<b>Total Deductions:</b>	<b>374.31</b>		

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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 Specifications, at the location(s) listed in Part II and fully set forth in the Specifications, and 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) (hereinafter 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 this Contract, the Port

Authority will advise the Contractor, in writing, that the term is so extended, and stipulate the length of the extended term, at least thirty (30) days prior to the expiration date of the previous contract period.

### **3. 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) For each month in which Routine and Periodic Cleaning Services required by this Contract are performed by the Contractor, the Monthly Lump Sum Price for said services quoted by the Bidder in the Pricing Sheet (for the applicable Contract year) as such amount may be adjusted pursuant to the provisions of this Contract.
- b) For each month in which Snow Removal Services required by this Contract are performed by the Contractor hereunder, the applicable unit price per hour quoted by the Bidder in the Pricing Sheet (for the applicable Contract year) as such amount may be adjusted pursuant to the provisions of this Contract, times the number of hours expended in the month for Snow Removal Services.
- c) For each month in which Extraordinary Cleaning Services required by this Contract are performed by the Contractor, the unit price per square foot or unit price per hour, as applicable, for such services quoted by the Bidder in the Pricing Sheet (for the applicable Contract year) as such amounts may be adjusted pursuant to the provisions of this Contract, times the actual number of square feet cleaned or hours of Extraordinary Cleaning Services performed in the month by the Contractor.

Payment will be made monthly in accordance with the following:

- i. On or after the tenth 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 submit to the Manager an invoice setting forth the amount due to the Contractor for the preceding calendar month as described above, accompanied by such information as may be required by the

Manager for verification and including a separate calculation of monies due for Extra Work.

- ii. Within fifteen (15) calendar days of its receipt of the Contractor's invoice, the Authority will pay to the Contractor an initial payment equal to eighty-five percent (85%) of the face value of such invoice. Payment to the Contractor of any amounts due in excess of the aforesaid initial payment will be made by the Authority within thirty (30) calendar days following its receipt of the invoice.
- iii. Payments made hereunder are subject to such adjustments as may be necessitated following Authority verification of the accuracy of amounts billed. Such payments are further subject to deductions for such liquidated damages to which the Port Authority may be entitled pursuant to the clause hereof entitled "Liquidated Damages."
- iv. The compensation indicated above is full compensation for all Work whatsoever required by this Contract excluding compensation for Extra Work assigned pursuant to the clause entitled "Extra Work," compensation for which shall be in accordance with the provisions of said clause.

No certificate, payment, acceptance of any Work or any other act or omission of any representative of the Port Authority shall operate to release the Contractor from any obligation under or upon this Contract, or to stop the Port Authority from showing at any time that such certificate, payment, acceptance, act or omission was incorrect or to preclude the Port Authority from recovering any monies paid in excess of those lawfully due and any damage sustained by the Port Authority.

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, shall mean 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/Escalation" or "Duration" in Part III, section 2, hereof), the Port Authority shall adjust the compensation due to the Contractor utilizing the Consumer Price Index for all Urban Consumers; Series Id: CUURA101SA0L2; Not Seasonally Adjusted; New York-Northern New Jersey-Long Island, NY-NJ\_CT-PA area; all items less shelter; 1982-1984=100, published by the Bureau of Labor Statistics of the United States Department of Labor (hereinafter called the "Price Index").

For the first year of the Option Period of the Contract, the Price Index shall be determined for the months of December 2015 and December 2016. 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 December 2016 and the denominator of which is the Price Index for December 2015. The resulting product shall be the amounts payable to the Contractor in the first year of the Option Period.

For the second year of the Option Period of the Contract, the Price Index shall be determined for the months of December 2016 and December 2017. The amounts payable to the Contractor in the first Option Period shall be multiplied by a fraction the numerator of which is the Price Index for December 2017 and the denominator of which is the Price Index for December 2016. The resulting product shall be the amounts payable to the Contractor in the second year of the Option Period.

For the third year of the Option Period of the Contract, the Price Index shall be determined for the months of December 2017 and December 2018. The amounts payable to the Contractor in the second Option Period shall be multiplied by a fraction the numerator of which is the Price Index for December 2018 and the denominator of which is the Price Index for December 2017. The resulting product shall be the amounts payable to the Contractor in the third year of the Option Period.

In the event the amounts payable to the Contractor as set forth on the Contractor's Pricing Sheet(s), as applicable shall be adjusted hereunder, then, simultaneously with such adjustment, the Average Hourly Direct Wages and the Supplemental Benefits as set forth in the "Calculation of Average Hourly Rate Form" and accepted by the Port Authority (cumulatively the "Employee payments") shall also be adjusted by multiplying said amounts, as the same may have been previously adjusted hereunder, by the same fraction set forth in the applicable paragraph above, which was used to adjust the amounts payable to the Contractor in the corresponding year in the Base Term or Option Period, as applicable, and thereafter such adjusted Employee payments shall be in effect and payable as though set forth in this Contract. The Contractor shall pay and provide the same to employees hereunder and shall comply with all the terms and provisions of the section of the Contract entitled "Wages, Health and Supplemental Benefits." At the commencement of each Option Period, if any, the Contractor shall submit to the Port

Authority its plan to insure its compliance with the Employee payments requirement in effect during such coming Option Period. In the event that the Consumer Price Index is not available for any specified month as herein above set forth within the time set forth for payment, such Consumer Price Index for the last month then published shall be used to constitute the Consumer Price Index. In the event that adjustment is calculated to be zero or negative, the effective adjustment shall be zero for that period with respect to the Average Hourly Direct Wages and the Supplemental Benefits required herein. Nothing herein shall prevent a contractor from raising wages or increasing benefits at its own discretion.

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 (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, the Contractor shall refund to The Port Authority excess amounts theretofor paid by The Port Authority for such period.

## **5. 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:
  - 1) If the Contractor fails to satisfactorily perform any item of the Work set forth in Exhibit A of the Scope of Work at the frequencies therein stated, then the monthly installment payable hereunder shall be reduced by an amount equal to two hundred percent (200%) of the Unit Price quoted by the Contractor in the Pricing Sheets for the applicable service and year, multiplied by the

number of hours, square feet, etc. of such services not satisfactorily performed as required during said month. Where no specific unit price has been quoted for the type of services not performed, liquidated damages will be computed utilizing the hourly rate for cleaner services/policing then in effect multiplied by the number of hours, which in the opinion of the Manager, are necessary to complete the Work not performed. In making his determination of necessary hours, the Manager shall consider generally accepted industry standards where such are available. The Manager shall have the right to determine the number of hours required to satisfactorily perform the incomplete or non-performed Work and he/she shall consider generally accepted industry standards where such are available.

- 2) If the Contractor fails to satisfactorily perform any Snow Removal/Flood Response Services at the times required by the Manager, then the monthly installment hereunder shall be reduced by two hundred percent (200%) of the applicable rate per hour for such services inserted by the Contractor in the Cost Proposal Form, as same may have been adjusted pursuant to the provisions of this Contract for the year in which any failure to perform occurs, multiplied by the number of hours of such services not rendered. The Manager shall have the right to determine the number of hours required to satisfactorily perform the incomplete or non-performed Work and he shall consider generally accepted industry standards where such are available.
3. If the Contractor fails to provide and maintain in proper working order as determined by the Manager any radios required to be provided to any Supervisor hereunder, then the monthly installment payable hereunder shall be reduced by \$50.00 for each day or any part thereof during said month when any such cellular phone is not so provided and operable.
4. If the Contractor's Supervisor hereunder fails to respond to cellular phone communication related to performance of his/her services hereunder within the required fifteen (15) minute response time, then the monthly installment payable hereunder, shall be reduced by \$75.00 for the initial failure to respond within the required fifteen (15) minute response time and for each hourly period thereafter in which any Supervisor fails to respond.
5. If the Contractor fails to have a Supervisor on duty during the specified hours hereunder, then the monthly installment payable hereunder will be reduced by \$100.00 per hour for each hour the Supervisor is not on duty.
6. If the Contractor fails to provide to the Manager a written work schedule covering the first three months of the contract within twenty (20) days of the contract start date, then the monthly installment payable hereunder shall be reduced by \$75.00 for each day that the schedule is past due.

7. In the event the Contractor fails to provide the information every six months as required in the Section hereunder entitled "Wages and Supplemental Benefits" Section F, then the monthly installment payable hereunder shall be reduced by \$200.00 for each day the Contractor fails to provide said information.
  8. If the Contractor fails to provide the Manager with the approved certificates of insurance no less than fifteen (15) days prior to the expiration date of each policy as required hereunder, then the monthly installment payable hereunder shall be reduced by \$200.00 for each day such certificates are past due.
  9. If the Contractor fails to provide any documentation required by the Contract that is requested by the Manager within two (2) days of such request, then the monthly installment payable hereunder shall be reduced by \$250.00 for each day such documentation is past due.
  10. If the any employee of the Contractor hereunder fails to wear the proper uniform, then the monthly installment payable hereunder shall be reduced by \$75.00 for each day when such employee is not so properly attired.
  11. If the Contractor fails to provide and maintain in good running and operating condition as determined by the Manager any pickup truck or motor vehicle for the exclusive use of the Contractor's personnel for inspections and/or transporting of personnel and/or materials and furnishing services hereunder, then the monthly installment payable hereunder shall be reduced by \$200.00 after the first twenty-four (24) hours for each day or part thereof during such month which such motor vehicle is not so provided and operable.
  12. If the Contractor fails to provide and maintain in proper working order as determined by the Manager sweeper, triple action machine, single action machine, vacuum cleaner required hereunder, then the monthly installment payable hereunder shall be reduced by \$100.00 for each day, or part thereof during said month which any sweeper, triple action machine, single action machine or vacuum cleaner is not provided and operable.
  13. If the Contractor fails to provide and maintain any snow blower in proper working order as determined by the Manager, the monthly installment payable hereunder shall be reduced by \$200.00 for each day, or part thereof during said month which any such snow blower is not so provided and operable.
- 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.

**6. Insurance Procured by the Contractor**

The Contractor shall take out, maintain, and pay the premiums on Commercial General Liability Insurance, including but not limited to premises-operations, products-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 owned, non-owned, and hired 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 - \$10 million** combined single limit per accident for bodily injury and property damage liability.

In addition, the liability policy (ies) shall name **The Port Authority of NY and NJ, its related entities, their commissioners, directors, officers, partners, employees and agents & The City of New York as additional insured**, including but not limited to premise-operations, products-completed operations on the Commercial General Liability Policy. Moreover, the Commercial General Liability Policy shall not contain any provisions for exclusions from liability other than provisions for exclusion from liability forming part of the most up to date ISO form or its equivalent unendorsed Commercial General Liability Policy. The liability policy (ies) and certificate of insurance shall contain cross-liability language providing severability of interests so that coverage will respond as if separate policies were in force for each insured. These insurance requirements shall be in effect for the duration of the contract to include any warrantee/guarantee period.

The certificate of insurance and liability policy (ies) must contain the following endorsement for the above liability coverages:

***“The insurer(s) 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 the Tribunal over the person of the Port Authority, the immunity of the Port Authority, its Commissioners, officers, agents or employees, the governmental nature of the Port Authority, or the provisions of any statutes respecting suits against the Port Authority.”***

The Contractor 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 each accident.

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

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

Within five (5) days after the award of this agreement or contract and prior to the start of work, the Contractor must submit an original certificate of insurance, to the Port Authority of NY and NJ, 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), stating the agreement/contract number prior to the start of work. The General Manager, Risk Financing 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 Financing, 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, if the Manager shall so direct, the Contractor shall suspend performance of the contract at the premises. If the contract is so suspended, no extension of time shall be due on account thereof. If the contract is not suspended (whether or not because of omission of the Manager to order suspension), then the Authority may, at its option, obtain insurance affording coverage equal to the above required, the cost of such insurance to be payable by the Contractor to the Port Authority.

Renewal certificates of insurance or policies shall be delivered to the Facility Contractor Administrator, Port Authority at least fifteen (15) days prior to the expiration date of each expiring policy. The General Manager, Risk Financing 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.

The requirements for insurance procured by the Contractor 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 Authority as to the adequacy of the insurance to protect the Contractor against the obligations imposed on them by law or by this or any other Contract. [CITS #4284N]

**7. 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 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 not less than five (5) business days, said changes to be effective upon the date specified in said notice.

In the event of an increase or decrease in areas the monthly lump sum payments to be made hereunder shall be adjusted to reflect such additions or deletions in areas or frequencies utilizing the Unit Prices applicable to the Work added, deleted or rescheduled as same are set forth in the Contractor's Pricing Sheet for "Extraordinary Cleaning Services" (as same may be adjusted pursuant to the provisions of this Contract). If there is no unit price for the service which is increased or decreased, the hourly rate for Extraordinary Cleaning Services will be used, multiplied by the number of additional or fewer hours necessitated. The Manager shall have the right to determine the number of hours required to satisfactorily perform the increased or decreased service and he/she shall consider generally accepted industry standards where such are available.

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

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

**8. 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" shall be 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 Manager may require,, executed, acknowledged and delivered, assuring to the Manager title to such materials, supplies, equipment, parts, and tools free of encumbrances.

"Materials" means temporary and consumable materials as well as permanent 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 temporary materials, less their salvage value, if any.

The Manager shall have the authority to decide all questions in connection with the 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 be 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 five (5) business days following the receipt of written or verbal notice from the Manager, or in the case of an emergency as determined by the Manager, within twenty-four (24) hours following the receipt by the Contractor of the Manager's written or oral notification. Where oral notification is provided hereunder, the Manager shall thereafter confirm the same in writing.

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

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

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**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 120 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**

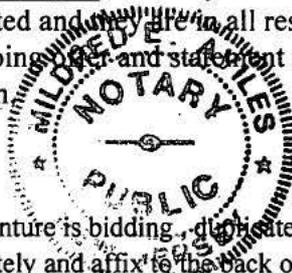
Bidding Entity CRISTI CLEANING SERVICE CORP.  
Bidder's Address 77 TRINITY PLACE  
City, State, Zip HACKENSACK, NJ 07601  
Telephone No. 201-883-1717 FAX 201-883-1212  
Email cristi1@optonline.net EIN# [REDACTED]

SIGNATURE [Signature] Date 2/27/14  
Print Name and Title RICARDO LOPEZ, VICE PRESIDENT

**ACKNOWLEDGEMENT:**

STATE OF: New Jersey  
COUNTY OF: Bergen

On this 27 day of February, 2014, personally came before me, Ricardo Lopez, who duly sworn by me, did depose that (s)he has knowledge of the matters herein stated and sworn 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.



[Signature]  
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) or (MWBE) 11/21/2008 (indicate which one and date).

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**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)
CRISTINA LOPEZ	PRESIDENT	[REDACTED] [REDACTED]
RICARDO LOPEZ	VICE PRESIDENT	[REDACTED] [REDACTED]

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### **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.
- 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 hereunder.
- 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 Estimated Contract Price based upon the Unit Prices (Prices per Hour) inserted by the Bidder, which amount shall govern in all cases.
- e. In the event that a Bidder quotes an amount in the Estimated Year One Price, Estimated Year Two Price or Estimated Year Three Price column but omits to quote a Unit Price (Price per Hour) 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 Contract Price shall be obtained by adding the Estimated Year One Price, to the Estimated Year Two and Estimated Year Three Prices.

4. PRICING SHEETS

REVISED 2/26/14

**YEAR ONE**

MONTHLY ROUTINE & PERIODIC CLEANING	MONTHS	PRICE PER MONTH	ESTIMATED YEAR ONE PRICE
Monthly Lump Sum Price	12 X	\$121,600.58	= \$ 1,459,207.00

SNOW REMOVAL	ESTIMATED YEAR ONE HOURS	PRICE PER HOUR	ESTIMATED YEAR ONE PRICE
Snow Removal/Flood Response - Staff	800 X	\$ 18.00	= \$ 14,400.00
Snow Removal/Flood Response - Supervisor	250 X	\$ 26.00	= \$ 6,500.00

EXTRAORDINARY CLEANING SERVICES	ESTIMATED YEAR ONE HOURS OR SQUARE FOOTAGE	PRICE PER HOUR OR SQUARE FOOT	ESTIMATED YEAR ONE PRICE
Policing/Cleaner Services	2,500 hours X	\$ 15.00	= \$ 37,500.00
Spray Buff Vinyl/Resilient Tile	16,000 sq. ft. X	\$ 0.01	= \$ 160.00
Strip and Refinish/Seal Vinyl/Resilient Tile/Terrazzo/Concrete	12,000 sq. ft. X	\$ 0.05	= \$ 600.00
Machine Scrub Terrazzo/Concrete	30,000 sq. ft. X	\$ 0.015	= \$ 450.00
Wash and Rinse Windows, Glass Surfaces	5,000 sq. ft. X	\$ 0.05	= \$ 250.00
Shampoo Carpeted Floor Surfaces	12,000 sq. ft. X	\$ 0.05	= \$ 600.00
Thorough Clean Offices, Lunch Rooms	5,000 sq. ft. X	\$ 0.01	= \$ 50.00
Thorough Clean Lavatories, Lounges, Locker Rooms	5,000 sq. ft. X	\$ 0.01	= \$ 50.00

(A) Estimated Annual Contract Price – Year One \$ 1,519,767.00  
 (Sum of Monthly Routine & Periodic Cleaning, Snow Removal, and Extraordinary Cleaning Services)

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

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**YEAR TWO**

MONTHLY ROUTINE & PERIODIC CLEANING	MONTHS	PRICE PER MONTH	ESTIMATED YEAR TWO PRICE
Monthly Lump Sum Price	12 X	\$ 123,235.76	= \$ 1,478,829.12

SNOW REMOVAL	ESTIMATED YEAR TWO HOURS	PRICE PER HOUR	ESTIMATED YEAR TWO PRICE
Snow Removal/Flood Response - Staff	800 X	\$ 18.25	= \$ 14,600.00
Snow Removal/Flood Response - Supervisor	250 X	\$ 26.50	= \$ 6,625.00

EXTRAORDINARY CLEANING SERVICES	ESTIMATED YEAR TWO HOURS OR SQUARE FOOTAGE	PRICE PER HOUR OR SQUARE FOOT	ESTIMATED YEAR TWO PRICE
Policing/Cleaner Services	2,500 hours X	\$ 15.25	= \$ 38,125.00
Spray Buff Vinyl/Resilient Tile	16,000 sq. ft. X	\$ 0.01	= \$ 160.00
Strip and Refinish/Seal Vinyl/Resilient Tile/Terrazzo/Concrete	12,000 sq. ft. X	\$ 0.05	= \$ 600.00
Machine Scrub Terrazzo/Concrete	30,000 sq. ft. X	\$ 0.015	= \$ 450.00
Wash and Rinse Windows, Glass Surfaces	5,000 sq. ft. X	\$ 0.05	= \$ 250.00
Shampoo Carpeted Floor Surfaces	12,000 sq. ft. X	\$ 0.05	= \$ 600.00
Thorough Clean Offices, Lunch Rooms	5,000 sq. ft. X	\$ 0.01	= \$ 50.00
Thorough Clean Lavatories, Lounges, Locker Rooms	5,000 sq. ft. X	\$ 0.01	= \$ 50.00

**(B) Estimated Annual Contract Price - Year Two \$ 1,540,339.12**  
**(Sum of Monthly Routine & Periodic Cleaning, Snow Removal, and Extraordinary Cleaning Services)**

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

**YEAR THREE**

MONTHLY ROUTINE & PERIODIC CLEANING	MONTHS	PRICE PER MONTH	ESTIMATED YEAR THREE PRICE
Monthly Lump Sum Price	12 X	\$ 125,359.60	= \$1,504,315.20

SNOW REMOVAL	ESTIMATED YEAR THREE HOURS	PRICE PER HOUR	ESTIMATED YEAR THREE PRICE
Snow Removal/Flood Response - Staff	800 X	\$ 18.50	= \$14,800.00
Snow Removal/Flood Response - Supervisor	250 X	\$ 27.00	= \$6,750.00

EXTRAORDINARY CLEANING SERVICES	ESTIMATED YEAR THREE HOURS OR SQUARE FOOTAGE	PRICE PER HOUR OR SQUARE FOOT	ESTIMATED YEAR THREE PRICE
Policing/Cleaner Services	2,500 hours X	\$ 15.50	= \$38,750.00
Spray Buff Vinyl/Resilient Tile	16,000 sq. ft. X	\$ 0.01	= \$160.00
Strip and Refinish/Seal Vinyl/Resilient Tile/Terrazzo/Concrete	12,000 sq. ft. X	\$ 0.05	= \$600.00
Machine Scrub Terrazzo/Concrete	30,000 sq. ft. X	\$ 0.015	= \$450.00
Wash and Rinse Windows, Glass Surfaces	5,000 sq. ft. X	\$ 0.05	= \$250.00
Shampoo Carpeted Floor Surfaces	12,000 sq. ft. X	\$ 0.05	= \$600.00
Thorough Clean Offices, Lunch Rooms	5,000 sq. ft. X	\$ 0.01	= \$50.00
Thorough Clean Lavatories, Lounges, Locker Rooms	5,000 sq. ft. X	\$ 0.01	= \$50.00

(C) **Estimated Annual Contract Price – Year Three \$ 1,566,775.20**  
 (Sum of Monthly Routine & Periodic Cleaning, Snow Removal, and Extraordinary Cleaning Services)

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

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**PRICE SUMMARY**

- A) ESTIMATED ANNUAL CONTRACT PRICE – YEAR ONE     \$ 1,519,767.00
- B) ESTIMATED ANNUAL CONTRACT PRICE – YEAR TWO     \$ 1,540,339.12
- C) ESTIMATED ANNUAL CONTRACT PRICE – YEAR THREE     \$ 1,566,775.20

**D) TOTAL ESTIMATED THREE (3) YEAR CONTRACT PRICE:**

\$ 4,626,881.32  
(Sum of Items A + B + C = D)

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## **5. CALCULATION OF HOURLY RATE FORM**

### **INSTRUCTIONS FOR CALCULATION OF AVERAGE HOURLY RATE FORM**

Attached are the "Calculation of Average Hourly Rate" forms for the enumerated positions under this Contract, for each year of the Base Term. A separate form is required for each employee category. The Bidder shall use these forms in support of the Wages, Health and Supplemental Benefits Clause required under this Contract. When completing this form, please refer to the definitions located in the aforementioned clause.

A Bidder's entries in these forms for Item#1, Item#2 and Item #3 shall become requirements if the bid is accepted by the Port Authority and the Bidder must maintain the averages quoted at all times.

Nothing in the forms shall modify the requirements of the clause entitled, "Wages, Health and Supplemental Benefits" or the terms and conditions of the subject Contract.

**NOTE:** All calculations should be based on 2,080 annual hours.

BIDDER NAME: CRISTI CLEANING SERVICE CORP. BID NUMBER 36632

YEAR ONE

CLEANER

MINIMUM HOURLY WAGE: \$14.02  
FULL-TIME EMPLOYEE

ITEM # 1

AVERAGE HOURLY DIRECT WAGES \$ 14.02  
NUMBER OF EMPLOYEES \_\_\_\_\_

ITEM #2

AVERAGE HEALTH BENEFITS  
HEALTH \$ 1.95

ITEM #3

AVERAGE SUPPLEMENTAL BENEFITS (ITEMS NOT REQUIRED BY LAW)		NUMBER OF DAYS PROVIDED
HOLIDAY ALLOWANCE	\$ <u>0.32</u>	<u>6</u>
VACATION ALLOWANCE	\$ <u>0.53</u>	<u>10</u>
SICK TIME ALLOWANCE	\$ <u>0.11</u>	<u>2</u>
PENSION	\$ _____	
WELFARE	\$ _____	
OTHER SUPPLEMENTAL BENEFITS SPECIFY _____	\$ _____	

SUB TOTAL (ITEMS # 1, 2 & 3) \$ 16.93 sub total 1, 2 & 3

ITEM #4

AVERAGE TAXES AND INSURANCE (ITEM REQUIRED BY LAW)

F.I.C.A.	\$ <u>1.07</u>
N.Y.S.U.I./N.J.S.U.I.	\$ <u>0.47</u>
F.U.I.	\$ <u>0.11</u>
WORKERS' COMPENSATION	\$ <u>0.54</u>
GENERAL LIABILITY INSURANCE	\$ <u>0.84</u>
DISABILITY INSURANCE	\$ <u>0.10</u>
OTHER TAXES AND INSURANCE SPECIFY _____	\$ _____

ITEM #5

AVERAGE ADDITIONAL COMPONENTS  
(IF APPLICABLE)

VEHICLE/MTCE/FUEL	\$ _____
UNIFORMS	\$ <u>0.15</u>
EQUIPMENT	\$ <u>0.22</u>
MATERIALS	\$ <u>0.15</u>
SUPPLIES	\$ _____
RELIEF	\$ _____
ROLL CALL	\$ _____
OTHER COMPONENTS NOT SPECIFIED ABOVE\$ SPECIFY _____	_____

AVERAGE GENERAL ADMINISTRATIVE COSTS, OVERHEAD  
AND PROFIT \$ 2.00

TOTAL (ITEMS # 1, 2, 3, 4 & 5) \$ 22.80

PART IV - 10  
PART IV - SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS SHEET AND PRICING  
SHEET(S)

BIDDER NAME: CRISTI CLEANING SERVICE CORP. BID NUMBER 36632

**YEAR TWO**

**CLEANER**  
**MINIMUM HOURLY WAGE: \$14.26**  
**FULL-TIME EMPLOYEE**

**ITEM# 1**

AVERAGE HOURLY DIRECT WAGES \$ 14.26  
NUMBER OF EMPLOYEES \_\_\_\_\_

**ITEM #2**

AVERAGE HEALTH BENEFITS  
HEALTH \$ 2.10

**ITEM #3**

AVERAGE SUPPLEMENTAL BENEFITS (ITEMS NOT REQUIRED BY LAW)		NUMBER OF DAYS PROVIDED
HOLIDAY ALLOWANCE	\$ <u>0.33</u>	<u>6</u>
VACATION ALLOWANCE	\$ <u>0.53</u>	<u>10</u>
SICK TIME ALLOWANCE	\$ <u>0.11</u>	<u>2</u>
PENSION	\$ _____	
WELFARE	\$ _____	
OTHER SUPPLEMENTAL BENEFITS SPECIFY _____	\$ _____	

SUB TOTAL (ITEMS # 1, 2 & 3) \$ 17.33 sub total 1, 2 & 3

**ITEM #4**

AVERAGE TAXES AND INSURANCE (ITEM REQUIRED BY LAW)

F.I.C.A.	\$ <u>1.09</u>
N.Y.S.U.I./N.J.S.U.I.	\$ <u>1.49</u>
F.U.I.	\$ <u>0.12</u>
WORKERS' COMPENSATION	\$ <u>0.86</u>
GENERAL LIABILITY INSURANCE	\$ <u>0.86</u>
DISABILITY INSURANCE	\$ <u>0.10</u>
OTHER TAXES AND INSURANCE SPECIFY _____	\$ _____

**ITEM #5**

AVERAGE ADDITIONAL COMPONENTS  
(IF APPLICABLE)

VEHICLE/MTCE/FUEL	\$ _____
UNIFORMS	\$ <u>0.15</u>
EQUIPMENT	\$ <u>0.22</u>
MATERIALS	\$ <u>0.15</u>
SUPPLIES	\$ _____
RELIEF	\$ _____
ROLL CALL	\$ _____
OTHER COMPONENTS NOT SPECIFIED ABOVE\$ SPECIFY _____	\$ _____

AVERAGE GENERAL ADMINISTRATIVE COSTS, OVERHEAD  
AND PROFIT \$ 2.00

TOTAL (ITEMS # 1, 2, 3, 4 & 5) \$ 23.37

**PART IV - 11**  
**PART IV - SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS SHEET AND PRICING SHEET(S)**

BIDDER NAME: CRISTI CLEANING SERVICE CORP. BID NUMBER 36632

**YEAR THREE**

**CLEANER**  
**MINIMUM HOURLY WAGE: \$14.51**  
**FULL-TIME EMPLOYEE**

**ITEM# 1**

AVERAGE HOURLY DIRECT WAGES \$ 14.51  
NUMBER OF EMPLOYEES \_\_\_\_\_

**ITEM #2**

AVERAGE HEALTH BENEFITS  
HEALTH \$ 2.20

**ITEM #3**

AVERAGE SUPPLEMENTAL BENEFITS (ITEMS NOT REQUIRED BY LAW)		NUMBER OF DAYS PROVIDED
HOLIDAY ALLOWANCE	\$ <u>0.34</u>	<u>6</u>
VACATION ALLOWANCE	\$ <u>0.54</u>	<u>10</u>
SICK TIME ALLOWANCE	\$ <u>0.12</u>	<u>2</u>
PENSION	\$ _____	
WELFARE	\$ _____	
OTHER SUPPLEMENTAL BENEFITS SPECIFY _____	\$ _____	

SUB TOTAL (ITEMS # 1, 2 & 3) \$ 17.71 sub total 1, 2 & 3

**ITEM #4**

**AVERAGE TAXES AND INSURANCE (ITEM REQUIRED BY LAW)**

F.I.C.A. \$ 1.11  
N.Y.S.U.I./N.J.S.U.I. \$ 0.51  
F.U.I. \$ 0.14  
WORKERS' COMPENSATION \$ 0.89  
GENERAL LIABILITY INSURANCE \$ 0.89  
DISABILITY INSURANCE \$ 0.12  
OTHER TAXES AND INSURANCE \$ \_\_\_\_\_  
SPECIFY \_\_\_\_\_

**ITEM #5**

**AVERAGE ADDITIONAL COMPONENTS  
(IF APPLICABLE)**

VEHICLE/MTCE/FUEL \$ \_\_\_\_\_  
UNIFORMS \$ 0.15  
EQUIPMENT \$ 0.22  
MATERIALS \$ 0.15  
SUPPLIES \$ \_\_\_\_\_  
RELIEF \$ \_\_\_\_\_  
ROLL CALL \$ \_\_\_\_\_  
OTHER COMPONENTS NOT SPECIFIED ABOVE\$ \_\_\_\_\_  
SPECIFY \_\_\_\_\_

AVERAGE GENERAL ADMINISTRATIVE COSTS, OVERHEAD  
AND PROFIT \$ 2.25

TOTAL (ITEMS # 1, 2, 3, 4 & 5) \$ 24.14

**PART IV - 12**  
**PART IV - SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS SHEET AND PRICING SHEET(S)**

BIDDER NAME: CRISTI CLEANING SERVICE CORP.

BID NUMBER 36632

YEAR ONE

SUPERVISOR  
MINIMUM HOURLY WAGE: \$  
FULL-TIME EMPLOYEE

ITEM# 1

AVERAGE HOURLY DIRECT WAGES \$ 20.17  
NUMBER OF EMPLOYEES \_\_\_\_\_

ITEM #2

AVERAGE HEALTH BENEFITS  
HEALTH \$ 1.95

ITEM #3

AVERAGE SUPPLEMENTAL BENEFITS (ITEMS NOT REQUIRED BY LAW)		NUMBER OF DAYS PROVIDED
HOLIDAY ALLOWANCE	\$ <u>0.46</u>	<u>6</u>
VACATION ALLOWANCE	\$ <u>0.77</u>	<u>10</u>
SICK TIME ALLOWANCE	\$ <u>0.16</u>	<u>2</u>
PENSION	\$ _____	
WELFARE	\$ _____	
OTHER SUPPLEMENTAL BENEFITS SPECIFY _____	\$ _____	

SUB TOTAL (ITEMS # 1, 2 & 3) \$ 23.51 sub total 1, 2 & 3

ITEM #4

AVERAGE TAXES AND INSURANCE (ITEM REQUIRED BY LAW)

F.I.C.A. \$ 1.88  
N.Y.S.U.I./N.J.S.U.I. \$ 0.96  
F.U.I. \$ 1.88  
WORKERS' COMPENSATION \$ 1.88  
GENERAL LIABILITY INSURANCE \$ 0.25  
DISABILITY INSURANCE \$ \_\_\_\_\_  
OTHER TAXES AND INSURANCE \$ \_\_\_\_\_  
SPECIFY \_\_\_\_\_

ITEM #5

AVERAGE ADDITIONAL COMPONENTS  
(IF APPLICABLE)

VEHICLE/MTCE/FUEL \$ \_\_\_\_\_  
UNIFORMS \$ 1.40  
EQUIPMENT \$ \_\_\_\_\_  
MATERIALS \$ \_\_\_\_\_  
SUPPLIES \$ \_\_\_\_\_  
RELIEF \$ \_\_\_\_\_  
ROLL CALL \$ \_\_\_\_\_  
OTHER COMPONENTS NOT SPECIFIED ABOVE \$ \_\_\_\_\_  
SPECIFY \_\_\_\_\_

AVERAGE GENERAL ADMINISTRATIVE COSTS, OVERHEAD  
AND PROFIT \$ 2.00

TOTAL (ITEMS # 1, 2, 3, 4 & 5) \$ 33.76

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

PART IV - 13

BIDDER NAME: CRISTI CLEANING SERVICE CORP. BID NUMBER 36632

**YEAR TWO**

**SUPERVISOR**  
**MINIMUM HOURLY WAGE: \$**  
**FULL-TIME EMPLOYEE**

**ITEM# 1**

AVERAGE HOURLY DIRECT WAGES \$ 20.51  
NUMBER OF EMPLOYEES \_\_\_\_\_

**ITEM #2**

AVERAGE HEALTH BENEFITS  
HEALTH \$ 2.00

**ITEM #3**

AVERAGE SUPPLEMENTAL BENEFITS (ITEMS NOT REQUIRED BY LAW)		NUMBER OF DAYS PROVIDED
HOLIDAY ALLOWANCE	\$ <u>0.47</u>	<u>6</u>
VACATION ALLOWANCE	\$ <u>0.79</u>	<u>10</u>
SICK TIME ALLOWANCE	\$ <u>0.18</u>	<u>2</u>
PENSION	\$ _____	
WELFARE	\$ _____	
OTHER SUPPLEMENTAL BENEFITS	\$ _____	
SPECIFY _____		

SUB TOTAL (ITEMS # 1, 2 & 3) \$ 23.95 sub total 1, 2 & 3

**ITEM #4**

**AVERAGE TAXES AND INSURANCE (ITEM REQUIRED BY LAW)**

F.I.C.A. \$ 1.91  
N.Y.S.U.I./N.J.S.U.I. \$ 0.98  
F.U.I. \$ 1.92  
WORKERS' COMPENSATION \$ 1.92  
GENERAL LIABILITY INSURANCE \$ 0.30  
DISABILITY INSURANCE \$ \_\_\_\_\_  
OTHER TAXES AND INSURANCE \$ \_\_\_\_\_  
SPECIFY \_\_\_\_\_

**ITEM #5**

**AVERAGE ADDITIONAL COMPONENTS  
(IF APPLICABLE)**

VEHICLE/MTCE/FUEL \$ \_\_\_\_\_  
UNIFORMS \$ 1.45  
EQUIPMENT \$ \_\_\_\_\_  
MATERIALS \$ \_\_\_\_\_  
SUPPLIES \$ \_\_\_\_\_  
RELIEF \$ \_\_\_\_\_  
ROLL CALL \$ \_\_\_\_\_  
OTHER COMPONENTS NOT SPECIFIED ABOVE\$ \_\_\_\_\_  
SPECIFY \_\_\_\_\_

AVERAGE GENERAL ADMINISTRATIVE COSTS, OVERHEAD  
AND PROFIT \$ 2.25

TOTAL (ITEMS # 1, 2, 3, 4 & 5) \$ 34.68

**PART IV - 14**  
**PART IV - SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS SHEET AND PRICING SHEET(S)**

BIDDER NAME: CRISTI CLEANING SERVICE CORP. BID NUMBER 36632

**YEAR THREE**

**SUPERVISOR**  
**MINIMUM HOURLY WAGE: \$**  
**FULL-TIME EMPLOYEE**

**ITEM# 1**

AVERAGE HOURLY DIRECT WAGES \$ 20.86  
NUMBER OF EMPLOYEES \_\_\_\_\_

**ITEM #2**

AVERAGE HEALTH BENEFITS  
HEALTH \$ 2.25

**ITEM #3**

AVERAGE SUPPLEMENTAL BENEFITS (ITEMS NOT REQUIRED BY LAW)		NUMBER OF DAYS PROVIDED
HOLIDAY ALLOWANCE	\$ <u>0.48</u>	<u>6</u>
VACATION ALLOWANCE	\$ <u>0.80</u>	<u>10</u>
SICK TIME ALLOWANCE	\$ <u>0.19</u>	<u>2</u>
PENSION	\$ _____	
WELFARE	\$ _____	
OTHER SUPPLEMENTAL BENEFITS SPECIFY _____	\$ _____	

SUB TOTAL (ITEMS # 1, 2 & 3) \$ 24.58 sub total 1, 2 & 3

**ITEM #4**

**AVERAGE TAXES AND INSURANCE (ITEM REQUIRED BY LAW)**

F.I.C.A. \$ 1.94  
N.Y.S.U.I./N.J.S.U.I. \$ 1.00  
F.U.I. \$ 1.95  
WORKERS' COMPENSATION \$ 1.95  
GENERAL LIABILITY INSURANCE \$ 0.40  
DISABILITY INSURANCE \$ \_\_\_\_\_  
OTHER TAXES AND INSURANCE \$ \_\_\_\_\_  
SPECIFY \_\_\_\_\_

**ITEM #5**

**AVERAGE ADDITIONAL COMPONENTS  
(IF APPLICABLE)**

VEHICLE/MTCE/FUEL \$ \_\_\_\_\_  
UNIFORMS \$ 1.50  
EQUIPMENT \$ \_\_\_\_\_  
MATERIALS \$ \_\_\_\_\_  
SUPPLIES \$ \_\_\_\_\_  
RELIEF \$ \_\_\_\_\_  
ROLL CALL \$ \_\_\_\_\_  
OTHER COMPONENTS NOT SPECIFIED ABOVE \$ \_\_\_\_\_  
SPECIFY \_\_\_\_\_

AVERAGE GENERAL ADMINISTRATIVE COSTS, OVERHEAD  
AND PROFIT \$ 2.50

TOTAL (ITEMS # 1, 2, 3, 4 & 5) \$ 35.82

**PART IV - 15**  
**PART IV - SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS SHEET AND PRICING SHEET(S)**

BIDDER NAME: CRISTI CLEANING SERVICE CORP. BID NUMBER 36632

**YEAR ONE**

**LEAD SUPERVISOR**  
**MINIMUM HOURLY WAGE: \$**  
**FULL-TIME EMPLOYEE**

**ITEM# 1**

AVERAGE HOURLY DIRECT WAGES \$ 23.94  
NUMBER OF EMPLOYEES \_\_\_\_\_

**ITEM #2**

AVERAGE HEALTH BENEFITS  
HEALTH \$ 1.95

**ITEM #3**

AVERAGE SUPPLEMENTAL BENEFITS (ITEMS NOT REQUIRED BY LAW)		NUMBER OF DAYS PROVIDED
HOLIDAY ALLOWANCE	\$ <u>0.55</u>	<u>6</u>
VACATION ALLOWANCE	\$ <u>0.92</u>	<u>10</u>
SICK TIME ALLOWANCE	\$ <u>0.18</u>	<u>2</u>
PENSION	\$ _____	
WELFARE	\$ _____	
OTHER SUPPLEMENTAL BENEFITS SPECIFY _____	\$ _____	

SUB TOTAL (ITEMS # 1, 2 & 3) \$ 27.54 sub total 1, 2 & 3

**ITEM #4**

AVERAGE TAXES AND INSURANCE (ITEM REQUIRED BY LAW)

F.I.C.A.	\$ <u>1.91</u>
N.Y.S.U.I./N.J.S.U.I.	\$ <u>0.95</u>
F.U.I.	\$ <u>0.20</u>
WORKERS' COMPENSATION	\$ <u>1.50</u>
GENERAL LIABILITY INSURANCE	\$ <u>1.50</u>
DISABILITY INSURANCE	\$ <u>0.15</u>
OTHER TAXES AND INSURANCE SPECIFY _____	\$ _____

**ITEM #5**

AVERAGE ADDITIONAL COMPONENTS  
(IF APPLICABLE)

VEHICLE/MTCE/FUEL	\$ _____
UNIFORMS	\$ <u>1.23</u>
EQUIPMENT	\$ _____
MATERIALS	\$ _____
SUPPLIES	\$ _____
RELIEF	\$ _____
ROLL CALL	\$ _____
OTHER COMPONENTS NOT SPECIFIED ABOVE\$ SPECIFY _____	\$ _____

AVERAGE GENERAL ADMINISTRATIVE COSTS, OVERHEAD  
AND PROFIT \$ 2.00

TOTAL (ITEMS # 1, 2, 3, 4 & 5) \$ 36.98

**PART IV - 16**  
**PART IV - SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS SHEET AND PRICING SHEET(S)**

BIDDER NAME: CRISTI CLEANING SERVICE CORP. BID NUMBER 36632

**YEAR TWO**

**LEAD SUPERVISOR**  
**MINIMUM HOURLY WAGE: \$**  
**FULL-TIME EMPLOYEE**

**ITEM# 1**

AVERAGE HOURLY DIRECT WAGES \$ 24.35  
NUMBER OF EMPLOYEES \_\_\_\_\_

**ITEM #2**

AVERAGE HEALTH BENEFITS  
HEALTH \$ 2.00

**ITEM #3**

AVERAGE SUPPLEMENTAL BENEFITS (ITEMS NOT REQUIRED BY LAW)	NUMBER OF DAYS PROVIDED
HOLIDAY ALLOWANCE	\$ 0.56 <u>6</u>
VACATION ALLOWANCE	\$ 0.93 <u>10</u>
SICK TIME ALLOWANCE	\$ 0.20 <u>2</u>
PENSION	\$ _____
WELFARE	\$ _____
OTHER SUPPLEMENTAL BENEFITS SPECIFY _____	\$ _____

SUB TOTAL (ITEMS # 1, 2 & 3) \$ 28.04 sub total 1, 2 & 3

**ITEM #4**

AVERAGE TAXES AND INSURANCE (ITEM REQUIRED BY LAW)

F.I.C.A. \$ 2.24  
N.Y.S.U.I./N.J.S.U.I. \$ 1.12  
F.U.I. \$ 0.30  
WORKERS' COMPENSATION \$ 1.75  
GENERAL LIABILITY INSURANCE \$ 1.75  
DISABILITY INSURANCE \$ 0.20  
OTHER TAXES AND INSURANCE \$ \_\_\_\_\_  
SPECIFY \_\_\_\_\_

**ITEM #5**

AVERAGE ADDITIONAL COMPONENTS  
(IF APPLICABLE)  
VEHICLE/MTCE/FUEL \$ \_\_\_\_\_  
UNIFORMS \$ 1.30  
EQUIPMENT \$ \_\_\_\_\_  
MATERIALS \$ \_\_\_\_\_  
SUPPLIES \$ \_\_\_\_\_  
RELIEF \$ \_\_\_\_\_  
ROLL CALL \$ \_\_\_\_\_  
OTHER COMPONENTS NOT SPECIFIED ABOVE: \_\_\_\_\_  
SPECIFY \_\_\_\_\_

AVERAGE GENERAL ADMINISTRATIVE COSTS, OVERHEAD  
AND PROFIT \$ 2.25

TOTAL (ITEMS # 1, 2, 3, 4 & 5) \$ 38.95

**PART IV - 17**  
**PART IV - SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS SHEET AND PRICING SHEET(S)**

BIDDER NAME: CRISTI CLEANING SERVICE CORP. BID NUMBER 36632

**YEAR THREE**

**LEAD SUPERVISOR**  
**MINIMUM HOURLY WAGE: \$**  
**FULL-TIME EMPLOYEE**

ITEM# 1  
AVERAGE HOURLY DIRECT WAGES \$ 24.76  
NUMBER OF EMPLOYEES \_\_\_\_\_

ITEM #2  
AVERAGE HEALTH BENEFITS  
HEALTH \$ 2.25

ITEM #3  
AVERAGE SUPPLEMENTAL BENEFITS (ITEMS NOT REQUIRED BY LAW) NUMBER OF  
DAYS PROVIDED

HOLIDAY ALLOWANCE	\$ <u>0.58</u>	<u>6</u>
VACATION ALLOWANCE	\$ <u>0.95</u>	<u>10</u>
SICK TIME ALLOWANCE	\$ <u>0.21</u>	<u>2</u>
PENSION	\$ _____	
WELFARE	\$ _____	
OTHER SUPPLEMENTAL BENEFITS	\$ _____	
SPECIFY _____		

SUB TOTAL (ITEMS # 1, 2 & 3) \$ 28.75 sub total 1, 2 & 3

ITEM #4  
AVERAGE TAXES AND INSURANCE (ITEM REQUIRED BY LAW)

F.I.C.A.	\$ <u>2.26</u>
N.Y.S.U.I./N.J.S.U.I.	\$ <u>1.14</u>
F.U.I.	\$ <u>0.30</u>
WORKERS' COMPENSATION	\$ <u>2.00</u>
GENERAL LIABILITY INSURANCE	\$ <u>2.00</u>
DISABILITY INSURANCE	\$ <u>0.25</u>
OTHER TAXES AND INSURANCE	\$ _____
SPECIFY _____	

ITEM #5  
AVERAGE ADDITIONAL COMPONENTS  
(IF APPLICABLE)

VEHICLE/MTCE/FUEL	\$ _____
UNIFORMS	\$ <u>1.40</u>
EQUIPMENT	\$ _____
MATERIALS	\$ _____
SUPPLIES	\$ _____
RELIEF	\$ _____
ROLL CALL	\$ _____
OTHER COMPONENTS-NOT SPECIFIED ABOVE	\$ _____
SPECIFY _____	

AVERAGE GENERAL ADMINISTRATIVE COSTS, OVERHEAD  
AND PROFIT \$ 2.50

TOTAL (ITEMS # 1, 2, 3, 4 & 5) \$ 40.60

**PART IV - 18**  
**PART IV - SIGNATURE SHEET, NAME AND RESIDENCE OF PRINCIPALS SHEET AND PRICING SHEET(S)**

**PART V – SPECIFICATIONS, TABLE OF CONTENTS**

**PART V – SPECIFICATIONS, TABLE OF CONTENTS**..... 1

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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:

"Facility" shall mean LaGuardia Airport, Queens NY, West End Buildings (Marine Air Terminal (MAT), Hangar 7 South, Hangar 7 Center, Hangar 11, Aircraft Rescue Fire Fighter (ARFF) Building 137, Building 84 and all related areas.

The term "Clean" shall mean the absence of debris, soil, graffiti, litter, stains, dirt, trash, dust, liquids, smears, film, and odors from any and all surfaces to the satisfaction of the Manager.

### **2. Work Required by the Specifications**

These Specifications relate generally to the performance of general cleaning services and snow removal at LaGuardia Airport Marine Air Terminal (MAT), Hangar 7 South, Hangar 7 Center, Hangar 11, ARFF Building 137, and Building 84 and all related areas, buildings and properties associated therewith as set forth herein, including snow removal and to furnish all labor, supervision, uniforms, vehicles, equipment, materials, supplies, training and other facilities and do all other things necessary, proper 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 him by this Contract.

The enumeration in these Contract Documents of particular things to be furnished or done at the Contractor's expense, or without cost or expense to the Authority, or without additional compensation to the Contractor shall not be deemed to imply that only things of a nature similar to those enumerated shall be so furnished and done; but the Contractor shall perform all Work as required without other compensation than that specifically provided, whatsoever changes may be made in the Specifications, whatsoever Work may be required in addition to that required by the Specifications in their present form, and whatsoever obstacles or unforeseen conditions may arise or be encountered.

### **3. Wages, Health and Supplemental Benefits**

#### **A. Definitions:**

- 1) "Employee" shall mean any person, employed by the Contractor or its Subcontractors, to perform any of the Services required under this Contract, excluding those holding the positions of administrative personnel performing such duties exclusively.
- 2) "Full Time Employee" (F.T.E.) shall mean any individual or Employee who is paid on a straight time hourly basis, working on such a compensation basis for a minimum of thirty (30) hours during a seven (7) day consecutive period continually (including vacation, sick leave, etc.) throughout each Contract Year. Time for which an employee is paid on an overtime or premium time basis shall not be counted in determining the thirty (30) hours requirement. The Port Authority will

not reimburse the Contractor for any overtime without the Port Authority's prior written consent.

- 3) "Straight-time" shall mean the non-overtime hours actually worked by Employees under this Contract and shall include the time an employee spends at roll call, whether or not paid; however, meal periods and relief time shall be excluded, whether or not paid.
- 4) "Direct Wages" shall mean monetary amounts paid by the Contractor or its subcontractor(s) to its employees for straight time (non-overtime) hours worked, including shift differentials, if any. Employee incentive plan payments are not included as Direct Wages.
- 5) "Average Hourly Direct Wages" shall be calculated by dividing the sum of the direct hourly Straight-time wages paid to all Employees in each Employee category by the number of Straight-time hours worked by the Employees in such category.
- 6) "Minimum Hourly Wages" shall mean the levels of fair wages determined by the Port Authority for Employees in each Employee category based on certain benchmarks or other prevailing standards. Employees may not receive Direct Wages lower than the Minimum Hourly Wages stated hereunder.
- 7) "Health Benefits" shall mean benefits, other than Supplemental Benefits, as hereinafter defined, paid or covered under health insurance plans, to cover the costs of healthcare for Employees and their families.
- 8) The "Cost of Health Benefits" shall mean the cost to the Contractor (and its Subcontractors) of such benefits that meet the requirements of this Contract for providing health coverage for Employees and their families.
- 9) "Average Health Benefits" shall be calculated by dividing the sum of the Health Benefits paid or provided for Straight-time hours worked by all Employees in each Employee category by the number of Straight-time hours worked by the Employees in such category.
- 10) "Supplemental Benefits" shall mean benefits, other than Health Benefits, provided to Employees, including, but not limited to: fair and reasonable vacation allowances, sick leave, holiday, jury duty, birthday, welfare, retirement and non-occupational disability benefits, life, accident, or other such types of insurance, but excluding Health Benefits.
- 11) The "Cost of Supplemental Benefits" shall mean the cost to the Contractor (and its Subcontractors) of all remuneration for employment provided to Employees in any medium other than cash, but including payments which are not Wages within the meaning of this numbered clause.
- 12) "Average Supplemental Benefits" shall be calculated by dividing the sum of the Supplemental Benefits, which shall exclude Health Benefits, paid or provided for Straight-time hours worked by all Employees in each Employee category by the number of Straight-time hours worked by the Employees in such category.
- 13) "Contract Year", as used in this Agreement shall mean the twelve (12) month period commencing on the Commencement Date of the Contract and each successive twelve (12) month period thereafter or such portion of a twelve (12) month period that the Contract is in effect if the Contract should expire or be terminated on other than the last day of such twelve (12) month period.

- B. Supplemental Benefits including but not limited to holiday, sick time and vacation time that are accrued in one year but not paid until the following year are not allowed to be included in the computation of benefits until they are paid.

For example: Assume an employee begins working for the Contractor on January 1, 2008. Although the employee accrues 10 vacation days, he/she cannot take them until he/she has worked for the Contractor for one year. The employee finally takes his/her vacation in February 2009. The employee's vacation benefits accrued in 2008 but were never paid. Therefore, the Contractor may not include the employee's vacation benefits in the computation of Supplemental Benefits until it is actually paid. At that time, the vacation time will be credited retroactively and applied in the computation of benefits for the year 2008.

- C. The Contractor in the performance of the Services herein, shall pay or provide (and shall cause any subcontractor to pay or provide) not less than the Minimum Hourly Wages for each Employee in each category as set forth below and the Average Direct Hourly Wage, as set forth in the Calculation of Average Hourly Rate Form and accepted by the Port Authority.

**Minimum Hourly Wages**

	<u>YEAR ONE</u>	<u>YEAR TWO</u>	<u>YEAR THREE</u>
<u>Cleaner</u>	\$14.02 (per hour)	\$14.26 (per hour)	\$14.51 (per hour)
<u>Supervisor</u>	\$ 20.17 (per hour)	\$20.51 (per hour)	\$ 20.86 (per hour)
<u>Ld Supervisor</u>	\$23.94 (per hour)	\$ 24.35 (per hour)	\$24.76 (per hour)

- D. The Contractor, in the performance of the Services herein, shall pay or provide (and shall cause any subcontractor to pay or provide) not less than the Health Benefits accepted by the Port Authority for each Employee in each category, and the Health Benefits shall be subject to the requirements as set forth below.
- 1) Health Benefits shall be provided to Employees and their families.
  - 2) Health Benefits shall include a health insurance program addressing the following list of recommended acceptable components:
    - i. up to and including family coverage, as applicable
    - ii. inpatient hospital services
    - iii. outpatient surgical facility
    - iv. emergency room services
    - v. prenatal services
    - vi. well visits/immunizations/routine visits for illness
    - vii. prescription drug benefit
  - 3) The Cost of Health Benefits shall be as set forth in the Pricing Sheet(s) and accepted by the Port Authority, at the inception of the Contract, with an exact numerical (dollar) requirement for Health Benefits.

- 4) The Contractor shall demonstrate to the satisfaction of the Port Authority that Health Benefits are furnished by the Contractor and all Subcontractors through one of the following, with no employee contribution to health coverage premiums or enrollment fees:
    - i. The Contractor's and Subcontractors' Employees and their families are covered under a health benefit plan paid for and provided by the Contractor;
    - ii. The Contractor's and Subcontractors' Employees and their families are covered by a union benefit plan authorized under the Taft Hartley Act 29 USCA Section 186 (c);
    - iii. The Contractor's and Subcontractors' Employees and their families are covered by a government health benefits program, including, but not limited to Healthy New York, Child Health Plus and NJ FamilyCare.
  - 5) Health Benefits shall be provided to Full Time Employees (F.T.E.s) and their families no later than thirty (30) days from the first date of Employee performance under the Contract.
  - 6) The Contractor shall provide each F.T.E. with written information, i.e. documents relating to each Employee's health care coverage.
  - 7) The Contractor shall provide continued health benefits to F.T.E.'s and their families of the same quality, or better as those approved by the Authority and initially provided under this Contract, throughout the duration of the Contract term.
- E.** The Contractor, in the performance of the Services herein, shall pay or provide (and shall cause any subcontractor to pay or provide) not less than Supplemental Benefits established in the Calculation of Average Hourly Rate Form and accepted by the Port Authority for each Employee category, and such Supplemental Benefits shall be subject to the requirements as set forth below.
- 1) Without limiting the foregoing, under no circumstances shall the cost of providing uniforms or footwear, cleaning of uniforms, training and transportation to and from post, or any other items incidental to rendering the Services covered under this Contract, be allowed or included in the Cost of Supplemental Benefits.
  - 2) Any reimbursements to employees for expenses, and payroll taxes, employee incentive plans and any other benefits required by law are not includable in the Cost of Supplemental Benefits.
  - 3) The established numerical value for the Supplemental Benefits, other than Health Benefits, shall be as set forth in the Calculation of Average Hourly Rate Form and accepted by the Port Authority.
- F.** In the event that the compensation payable under this Contract is subject to adjustment from time to time as provided in the paragraph entitled "Price Adjustment" in the Contract Specific Terms and Conditions, then the Average Direct Hourly Wages and Supplemental Benefits set forth in the Calculation of Average Hourly Rate Form and accepted by the Port Authority, shall be adjusted by multiplying said amounts by the same percentage amount which was used to adjust the compensation payable under this Contract, as the same may have been further adjusted.

G. Nothing contained herein shall be construed to prevent the Contractor or any subcontractor from paying or providing any individual Employee Hourly Direct Wages, Health and Supplemental Benefits higher than the Minimum Hourly Wages, Health and Supplemental Benefits described in this numbered clause. It is understood that the Contractor's obligation to pay or provide the Minimum Hourly Wages as set forth above, the Health Benefits as set forth the Pricing Sheet(s) and accepted by the Port Authority, allows the Contractor to pay or provide some of its Employees hourly Direct Wages, Health Benefits and other Supplemental Benefits that are higher than the minimum and nothing herein shall be construed to constitute a representation or guarantee by the Port Authority that the Contractor or its Subcontractors can obtain employees for the amounts herein before described.

H. Contractors (and its Subcontractors) should expect to be audited with respect to Wages, Health and Supplemental Benefits paid or provided to Employees under this Contract. All Wage and Benefit requirements under this Contract will be strictly enforced. Failure on the part of the Contractor (and its Subcontractors) to comply with any of the requirements under this Contract, including but not limited to the timely submission of payroll certifications and documents related to Health Benefits and Supplemental Benefits provided to Employees may be deemed a substantial breach of this Contract giving rise to the rights and remedies enumerated hereafter in the paragraph entitled "Rights and Remedies of the Port Authority" in the Standard Contract Terms and Conditions, as well as any other rights and remedies the Port Authority would have in the absence of such enumeration and failure to comply with each of these requirements will be taken into consideration prior to award of future contracts with the Port Authority.

I. The Contractor and its Subcontractors shall maintain records in accordance with the requirements set forth in the paragraph entitled "Records and Reports" in the Standard Contract Terms and Conditions.

For records related to Wages, Health and Supplemental Benefits, the Contractor and its Subcontractors are also required to provide such records and books of account in spreadsheet or other electronic format, when requested by Port Authority.

Upon request by the Port Authority, the Contractor (and its Subcontractors) shall have (15) fifteen business days to provide such payroll records and books of account unless the Port Authority indicates, in writing, that such records and books of account may be provided at a later date.

In the event the Contractor or a subcontractor(s) fails to provide the required records, or if the Port Authority determines that the records and books of account provided for audit are incomplete, the Port Authority may, at its sole discretion, estimate wages, health and supplemental benefits and non-overtime hours worked in order to determine whether the Contractor (or its Subcontractors) was in compliance with the Wages, Health and Supplemental Benefits provisions of this Contract.

J. Further, the Contractor shall submit (and shall cause its Subcontractors to submit) to the Port Authority on the fifteenth day of the seventh month following the month in which the Commencement Date of this Contract falls and every six months thereafter, and the

month following the month in which the termination date of this Contract falls, a certified statement signed by an executive officer of the Contractor (or its Subcontractor) based upon the Contractor's (or Subcontractor's) payroll records which indicate that the Wage, Health and Supplemental Benefits requirements were met during the six month period ending on the last day of the month preceding the date of submission of the said statement, together with such other detailed information as the Port Authority may request from time to time regarding Wages, Health and Supplemental Benefits paid or provided by the Contractor or its subcontractor to Employees engaged in providing the Contractor's Services under the Contract. Each certified statement shall, at a minimum, contain the level of detail specified in Exhibit I.

- K.** In the event that an audit of the Contractor's (or Subcontractors) books and records or the aforesaid monthly statements submitted by the Contractor (or Subcontractor) to the Port Authority should disclose that for any Contract Year, either the Contractor or a subcontractor has not paid at least the Minimum Hourly Wages as set forth above, the Average Hourly Direct Wages and the Supplemental Benefits as set forth in the "Calculation of Average Hourly Rate Form" and accepted by the Port Authority, and the Health Benefits as set forth in the Pricing Sheet(s) and accepted by the Port Authority (the "employee payments"), (including any adjustments, if provided for, reflecting changes in the Consumer Price Index or other indices or instruments as identified by the Port Authority), the Contractor shall pay to the Contractor's Employees who have not been paid the proper employee payments (or to the Port Authority for retention by the Port Authority until such time as the Contractor's Employees are paid), or shall pay to the Subcontractor's Employees similarly affected or shall have the Subcontractor so pay, at the option of the Port Authority, an amount (calculated for the Contractor or Subcontractor which has not paid or provided the required amounts hereunder) equivalent to the product obtained by multiplying the difference between the employee payments required hereunder and the employee payments actually paid or provided by the number of non-overtime hours worked by the affected Employees of the subject Contractor or Subcontractor employed during such Contract year, calculated per Paragraph C position category (hereinafter referred to as the "Underpayment Amount"). The Port Authority may, in its discretion, elect to deduct the Underpayment Amount due from the Contractor in accordance with the provisions of this Section from any subsequent payment payable to the Contractor under this Contract plus an amount equal to any payroll and associated taxes which would have been paid on the Underpayment Amount from any subsequent payment payable to the Contractor under this Contract.
- L.** In addition to the underpayment payable by the Contractor, the Port Authority may deduct interest on the underpayment amount calculated at 19.2% annual interest from any subsequent payment to the Contractor.
- M.** If requested by the Port Authority, the Contractor shall submit to the Port Authority for approval a plan for the Contractor's or Subcontractors' return of the underpayment to each affected Employee, including a deadline for compliance. In approving such a plan, the Authority may require the Contractor or a subcontractor to return the underpayment to the affected Employees in cash and the Contractor or the

subcontractor is responsible for any additional payroll taxes resulting from this payment.

#### **4. Materials, Supplies and Equipment**

- A. Materials and supplies to be provided by the Contractor hereunder shall include, but shall not be limited to, detergents, degreasers, soaps, sanitizers, deodorizers, paper products, floor finishes, strippers, stripping pads, buffing pads, brushes, brooms, mops, squeegees, buckets, dust cloths, clear plastic trash bags marked with distinctive Contractor identification, polishes, sponges, paper picks, and grease/oil absorbent (speedi-dri), graffiti removal and glue removal products, stainless steel cleaners; however floor mats will not be included. For possible medical waste cleanup, the Contractor should have available for use by their employees the following: red bags, gloves, sharps containers, a bleach solution, and any other items deemed necessary for the cleaning of medical waste. The Port Authority will supply all light bulbs hereunder.
- B. Equipment to be provided by the Contractor hereunder shall include, but shall not be limited to a minimum of the following:
- Two (2) Tenant walk-behind battery operated type floor scrubbers or Port Authority approved equal
  - Two (2) polishers (commonly known as single action floor machines) electric operated only
  - One (1) motorized hand held scrubber / Motor Scrubber model # MS1000 or Port Authority approved equal
  - One (1) Ventrac Model # 3121 Compact Tractor with Ventrac all-terrain tires 53.0115-99, Broom LB540 attachment, Snow blower LX423 attachment, V-Blade KV552 attachment, Cab enclosure 70.2005 , and Spreader SS300 attachment or Port Authority approved equal
  - Two (2) BCS model # 749(PS) walk behind tractor (electric start) or Port Authority approved equal
  - Two (2) BCS 40" power sweeper attachments or Port Authority approved equal
  - Two (2) BCS 28" snow thrower attachments or Port Authority approved equal
  - Two (2) 40" snow blade attachments or Port Authority approved equal
  - One (1) two stage commercial grade snow blower
  - Ten (10) Meyers Hot Shot HD salt spreaders model # 38140 or Port Authority approved equal
  - Thirty-six (36) heavy duty commercial grade snow shovels
  - Six (6) ice choppers
  - Six (6) Rubber Squeegees
  - Two (2) Tenant model V-WD-15S wet/dry vacuums with dual bend aluminum wand 14" squeegee, wet pick-up kit and dry tool kit or Port Authority approved equal

- Six (6) Tenant Model V-DMU-14, upright vacuums or Port Authority approved equal
  - One (1) Echo commercial grade backpack blower or Port Authority approved equal
  - Two (2) carpet shampoo equipment, steam cleaning equipment capable of delivering 180 degree water temperature at 3,000 p.s.i. which shall be self-contained with water heating equipment and electrical power
  - One (1) 300 gallon water holding tank
  - One (1) tow behind utility trailer with side panels and lift gate (minimum 14' long and 6'6" wide) capable of transporting equipment to various locations
  - Four (4) PTT cell phones compatible with Port Authority communications at the Facility upon commencement of Contract for Supervisors performing services hereunder.
  - Two (2) desktop computers with internet access and Window based programs such as Word, Excel, and Outlook.
- C. All mechanically operated equipment must be in sound operating condition as determined by the Manager and the Contractor shall enter into Agreements for factory authorized maintenance for the walk behind scrubbers, and all snow removal equipment hereunder. In addition, all Verizon phones and desktop computers shall be functional at all times as determined by the Manager and subject to Port Authority inspection.
- D. Furthermore, the Contractor shall stock and shall refill, as necessary, dispensers or containers for liquid soap, paper towels, toilet tissue (see paragraph E below), sanitary napkin disposal drop boxes and bags and toilet seat covers and their refills which are located in the lavatories and other areas to be cleaned hereunder. The current standard soap dispenser at the Facility is Gojo Model #92000; the current seat cover dispenser is American Specialties, Inc. (ASI) Model #25132000; the current sanitary napkin drop box is American Specialties, Inc. (ASI) Model #0852; and the current Tissue dispenser wagon wheel Model # 884 and Baywest Hand towel dispenser Model # 865000; and the Contractor shall maintain a minimum of six (6) spare units of each and the Port Authority staff will install such dispensers and containers so as to keep same in full working order.
- E. Should the Manager determine that any such dispenser or container installed in accordance with Paragraph D above is so damaged or unusable as to require replacement, the Contractor shall provide and install such replacement at no additional cost to the Port Authority.
- The Contractor shall obtain the Manager's approval of the type, number and planned location of any replacement unit prior to its installation. The Manager's approval shall also be obtained before any dispenser or container is relocated or removed from the Site of the Work. All replaced dispensers hereunder shall become the property of the Port Authority.
- F. The following specification covers single ply toilet in roll form to be provided by the Contractor:

1. Requirements: Toilet tissue shall be white, unglazed, soft, strong and absorbent. It shall be free from silver, dirt, holes and other objectionable matter or other such defects. The tissue shall be made of clean processed wood fiber. Edges shall be clean-cut and not ragged and shall have no disagreeable odor either wet or dry. The tissue shall conform to EPA guidelines for recycled fiber of 82% recycled content of which a minimum of 34% shall be post consumer.
2. Physical Requirements of Roll Toilet Tissue:
 

Basic Weight (Minimum)	10.5
Tensile Strength, dry 02./inch machine direction (Minimum)	14
Absorbency (Maximum)	25 seconds
Brightness (Minimum)	78%
3. Workmanship: Toilet tissue shall be in accordance with specifications and shall be uniform in color; trimmed with clear smooth edges (no protrusion of tissue beyond the core ends will be permitted; non-perforated to allow even flow of tissue and shall conform to levels of quality established herein.
4. Packing and Delivery: The rolls of toilet tissue shall be packaged in conformance with the manufacturer's standards for this product. Each roll shall be securely wrapped and each roll shall show manufacturer's name/number. The product wrapper shall remove freely from the tissue roll. Delivery shall be unopened cartons for easy removal from delivery vehicles.
5. Total Roll size: Toilet tissue rolls shall be furnished and delivered in rolls having not less than 2,200 linear feet per roll and must fit properly in toilet tissue dispensers presently in use at the facility. The toilet tissue dispenser currently in use is Kimberly-Clarke, JRT Junior Jumbo Roll, stainless steel tissue dispenser model number 9564 (10.625"x 11"x 5.1875")
6. Toilet Tissue Dimensions: Each roll of tissue shall not be less than 2,200 linear feet and shall have a width of not less than 3-15/16 inches, with a diameter of 9.0 inches around the core. The core shall be approximately 3.0 inches (inside diameter).

Roll paper towels shall be made in accordance with reasonable industry practice with respect to holes, tears, wrinkles, cleanliness and foreign materials or dirt. Edges shall be cleanly cut, not ragged. Towels shall dispense properly from the cabinet when loaded according to manufacturer's instructions. Towels shall have no disagreeable odor, either wet or dry. The towels should have a surface such as produced by creping or embossing and should meet the following range of paper specifications:

	<u>Maximum</u>	<u>Minimum</u>
Roll Width	7-3/4	8.25"
Linear Feet/roll	420	475'
Rolls per case	12/rolls/case	16 rolls/case
Basic Weight	24 lbs.	34 lbs.
Absorbency	--	20 sec.
Brightness	78%	--
Color	White	White

Tensile Strength-Dry	36 oz./inch
	Average Both Directions
Tensile Strength-Wet	9 oz./inch
	Average Both Directions
Recycled Content	40% Post Consumer Waste

The Roll paper towels shall be furnished and delivered in cardboard packing cases. Each packing case shall show the manufacturer's name, brand name or number and production serial numbers.

Unless otherwise specified, the Contractor is responsible for the performance of all inspection requirements as specified herein. The Port Authority reserves the right to perform any of the inspections set forth in the Specification where such inspection is deemed necessary to assure that supplies and services conform to prescribed requirements.

- G. C-Fold paper towels shall be made in accordance with reasonable industry practice with respect to holes, tears, wrinkles, cleanliness and foreign materials or dirt. Edges shall be cleanly cut and not ragged. Towels shall dispense properly from the cabinet when loaded according to manufacturer's instructions. Towels shall have no disagreeable odor, either wet or dry. The towels should have a surface such as produced by creping or embossing and should meet the following range of paper specifications:

	<u>Minimum</u>	<u>Maximum</u>
Basic Weight	24 lbs.	34 lbs.
Absorbency	--	20 sec.
Brightness	78%	--
Color	White	White
Tensile Strength-Dry	36 oz./inch	
	Average Both Directions	
Tensile Strength-Wet	9 oz./inch	
	Average Both Directions	
Recycled Content	40% Post Consumer Waste	

The C-Fold paper towels shall be furnished and delivered in cardboard packing cases. Each packing case shall show the manufacturer's name, brand name or number and production serial numbers.

Unless otherwise specified, the Contractor is responsible for the performance of all inspection requirements as specified herein. The Port Authority reserves the right to perform any of the inspections set forth in the Specification where such inspection as deemed necessary to assure that supplies and services conform to prescribed requirements.

The Contractor's employees engaged in operating any motor vehicle in conjunction with these Specifications must have a valid motor vehicle license.

The Authority will furnish to the Contractor sand and/or deicing materials for use as required for inclement weather, icing conditions, etc., at the Site of the Work. Therefore, the bidder shall not include costs for the aforementioned items in its bid. Minimum inventory of materials that must be maintained by the Contractor at the Facility at all times shall be at least 10% of the estimated quantities specified in this Section.

#### **5. Employee Identification and Tracking System**

The Contractor shall install and maintain as an included cost a "palm" reader type system for the purpose of logging employees on and off duty. This system shall be capable of generating reports showing employee time worked ("in" and "out".)

#### **6. Management and Supervision**

A. The Contractor shall assign four (4) full-time supervisors, working a minimum of forty (40) hours per week each, and one (1) part-time supervisor working a minimum of eight (8) hours per week for routine cleaning and for periodic cleaning hereunder at the minimum levels listed below; whose presence at the Site of the Work will be required daily, twenty-four (24) hours per day, seven (7) days per week, 365 days per year (Saturday, Sunday including holidays.)

##### **Lead Supervisor:**

One (1) Lead Supervisor working a minimum of forty (40) hours per week between the hours of 7:00 a.m. to 3:30 p.m. Monday thru Friday, including all holidays, to supervise the Contractor's personnel performing cleaning work in all areas at the Site of Work who shall also have the ability to make managerial decisions on behalf of the Contractor.

##### **Supervisors:**

Three (3) full-time supervisors working a minimum of forty (40) hours per week each, seven (7) days per week (Saturday, Sunday and holidays included), to supervise the Contractor's personnel performing cleaning work in all areas at the Site of Work on the following tours:

1. One (1) Supervisor on the 7:00am to 3:30pm shift, two (2) days per week (Saturday, Sunday and holidays included), to supervise the Contractor's personnel performing cleaning work in all areas at the Site of Work and who shall also have the ability to make managerial decisions on behalf of the Contractor.
2. One (1) Supervisor on the 3:00 p.m. to 11:30 p.m. shift, seven (7) days per week (Saturday, Sunday and holidays included), to supervise the Contractor's personnel performing cleaning work in all areas at the Site of Work who shall also have the ability to make managerial decisions on behalf of the Contractor.
3. One (1) Supervisor on the 11:00 p.m. to 7:30 a.m. shift, seven (7) days per week (Saturday, Sunday and holidays included), to supervise the Contractor's personnel

performing cleaning work in all areas at the Site of Work who shall also have the ability to make managerial decisions on behalf of the Contractor.

**Part Time Supervisor:**

One (1) Part Time Supervisor working a minimum of (8 hrs per week) who shall be utilized but not limited to cover all staffing deficiencies, holidays, vacations, sick leave, and personal leaves of absence that may arise, 365 days per year (Saturday, Sunday including holidays.)

The Lead Supervisor, shall devote their time to immediate supervision of the personnel performing the cleaning and janitorial work required hereunder including, but not limited to ensuring such personnel are signed in and ready to work, are properly uniformed and identified, are in their assigned areas and relieved on schedule, and have adequate supplies.

The Lead supervisor will be responsible for but not limited to the handling of all day to day work requests, scheduling of all cleaning personal to ensure continuous coverage at the levels set herein, the handling of all union issues, disciplinary actions, scheduling of all project work, safety training, and coordinate all snow removal activities on all tours. The Lead supervisor will be responsible for monitoring all equipment required hereunder to ensure all equipment is properly maintained and repaired as required. The Lead Supervisor must be proficient in the use of Windows based programs such as Outlook, Word and Excel.

Supervisors shall devote their entire time to immediate supervision of the personnel performing the cleaning and janitorial work required hereunder including, but not limited to ensuring such personnel are signed in and ready to work, are properly uniformed and identified, are in their assigned areas and relieved on schedule, have adequate supplies and they shall not be assigned to the performance of administrative tasks.

The Supervisors assigned shall serve as the Contractor's representative at the Site of Work and shall have day to day responsibility for ensuring that all work required hereunder is performed in the manner and at the times specified. Such responsibility shall include, but shall not be limited to, regular inspection of all areas in which Work is being performed hereunder; overall supervision of assigned staff; scheduling of Work; ordering of equipment, material and supplies and training of employees.

The Supervisors assigned shall be authorized by the Contractor to receive and put into effect promptly all orders, directions and instructions from the Port Authority Manager at the Facility, regarding the performance of the work specified in the Contract and job inspection.

- B. All Supervisors assigned hereunder shall be able to speak and write in the English language and shall possess a valid driver's license.
- C. The Manager shall have the right to approve any Supervisor proposed by the Contractor for assignment hereunder.

- D. All Supervisors assigned hereunder shall have at least five (5) years prior experience in the performance of functions similar to those to which they are being assigned and the Contractor shall provide the Facility Manager with such proof of prior experience, including references, as the Facility Manager may request. The Contractor shall also provide the Facility Manager with copies of any employment applications submitted to the Contractor by those individuals proposed for assignment.
- E. Notwithstanding the above, if an individual demonstrates exceptional ability, the Authority may waive the requirement of five (5) years prior experience with respect to such individual.
- F. All Supervisors assigned hereunder shall be provided with a Verizon PTT cellular telephone or a Port Authority approved equal, and shall respond to the Facility Manager within fifteen (15) minutes of receiving notice. All cleaners shall be supplied with two-way radios to maintain contact with the Contractor's Supervisor.
- G. Primary residence telephone numbers and alternate phone numbers shall be made available to Manager for all Supervisors employed by the Contractor for use in emergency notifications and shall be updated as necessary. Contractor's management personnel shall be available for discussion by phone within one (1) hour following the Manager's request and shall be physically present at the Site of the Work within four (4) hours following the Manager's request.

Lead Supervisor/Supervisor assigned hereunder shall not directly perform the cleaning and janitorial services. The Contractor shall be required to train all its personnel in the proper handling of blood and blood products as mandated by Federal OSHA, Blood borne Pathogen Standard 29 CFR 1910.1030. The Contractor shall supply materials and equipment and medical waste cleanup kits for blood products at the Facility. Such kits shall, at a minimum, include but not limited to: red bags, sharps containers, gloves, masks, and a bleach solution. The Port Authority at no charge to the Contractor shall dispose of any medical waste generated by the Contractor. Additionally, the Contractor shall be required to train all its personnel in the safe use of ladders as mandated by Federal OSHA Standard 29 CFR 1926.1050-1060. Training must enable each employee to recognize hazards related to ladders and use proper procedures to minimize these hazards.

Thirty (30) days prior to the start of Work hereunder, the Contractor shall submit to the Manager a completed typewritten LaGuardia Airport A.O.A. Security identification Card Application for each of its employees performing services under this Contract. No Lead Cleaner nor any cleaning personnel performing any of the Work hereunder in any of the Security Areas of the Aircraft Rescue Firefighting Facility (ARFF) will be allowed to perform any of the Work at these areas unless such personnel have been approved, in advance, by the Port Authority upon the Contractor's successful completion of a background check for the immediate past consecutive ten (10) years for such personnel, and until such personnel have attended a three hour Security Identification Display Area (S.I.D.A.) class given by the Port Authority at the Facility. The cost of the attendance by the Contractor's personnel at the S.I.D.A. class as described in the immediately preceding sentence, shall not be included in the Contractor's Annual Lump Sum Price, but will be reimbursable to the Contractor by the

Port Authority at the price for training, separately quoted by the Contractor on the appropriate price page for training.

The Contractor and any subcontractor shall furnish sufficiently trained management, supervisory and cleaning personnel to perform the services required of the Contractor under this Contract. If any such personnel is deemed unsatisfactory or does not perform the services to be furnished hereunder in a proper manner and satisfactory to The Port Authority, the Contractor shall immediately take such actions as are necessary to assure that the Contract is performed in full accordance with the requirement hereof. Further, if in the determination of the Director, any such employee has taken any action which constitutes a conflict of interest or which is inconsistent with the highest level of honesty, ethical conduct or public trust or which the Manager determines is adverse to the public interest of the Port Authority, the Contractor shall remove any such personnel within twenty-four (24) hours, upon notice from the Port Authority.

Any employee performing machine sweeping/machine scrubbing must be adequately trained and know how to operate such equipment.

Any employee performing lavatory attendant duties must have the ability to effectively communicate and possess sufficient interpersonal skills in order to resolve customer problems and complaints.

#### **7. Routine and Periodic Cleaning**

Exhibit A, Scope of Work, attached hereto and made a part of these Specifications enumerate those routines at the Site of the Work which are to be cleaned hereunder on a routine basis, as well as those cleaning services that are to be provided by the Contractor on a regularly scheduled (periodic) basis. Such areas shall be cleaned in the manner and at the times and frequencies set forth in Exhibit A or other hours designated by the Manager.

Where Exhibit A of these Specifications sets forth any Work which is to be performed at a frequency of less than once per month, the Manager shall have the right to specify the week and month during which such work shall commence. However, failure of the Manager to give such directions shall not relieve the Contractor of his obligations to perform such Work at the frequencies set forth in these Specifications.

Subject to the provisions of the immediately preceding paragraph, with respect to the term "Frequency of Cleaning" as set forth in Exhibit A, the following shall apply:

1 x year – Items marked "1 x yr." shall be cleaned once each year, but the Contractor shall allow at least 10 calendar months (298 days) but no more than 12 calendar months (365 days) to elapse between cleanings.

2 x year – Items marked "2 x yr." shall be cleaned two times each year, but the Contractor shall allow at least 5 calendar months to elapse between cleanings.

3 x year – Items marked "3 x yr." shall be cleaned three times each year, but the Contractor shall allow at least 3 calendar months to elapse between cleanings.

## **8. Approval of Equipment, Materials and Supplies**

Only equipment, materials and supplies approved in advance by the Manager shall be used by the Contractor in performing the Work required hereunder. The supplies which are currently approved for use are set forth in the "Port Authority Approved Products List – Environmental Protection Supplies" which is available during regular business hours in the office of the Manager. This list may be revised periodically and the Contractor shall be responsible for obtaining all updated listings from the Manager's office.

The Contractor may propose additional equipment, materials and supplies for the Manager's approval. If so approved, their use shall be subject to such conditions and instructions with respect to use as the Manager may establish in granting his approval. All equipment, materials and supplies used in the performance of work required hereunder shall be used in accordance with their manufacturer's instructions.

## **9. Employee Uniforms and Appearance**

In addition to the General Uniform Requirements for Contractor's Personnel set forth in the Standard Contract Terms and Conditions, the Contractor shall provide distinctive uniforms to each employee performing the cleaning and janitorial work required hereunder, approved by the Manager prior to the commencement date of this Contract, which shall be worn at all times during which such Work is being performed. Such uniforms shall include the Contractor's identification badge with picture ID bearing the employee's name and an insignia badge, the design of which will be provided to the Contractor by the Authority, and procured by the Contractor for its employees performing services under this Contract, all of which shall be subject at all times for the Manager's approval. In addition, the Contractor shall provide its employees with all foul weather gear appropriate for the performance of services hereunder, which shall include, but not limited to, gloves, waterproof boots, hooded insulated parkas and safety vests.

The Contractor agrees that his employees will present a neat, clean and orderly appearance at all times. The Contractor shall cause its employees to change to freshly cleaned uniforms at least twice a week and it will supply its employees with sufficient uniforms to comply with said requirements. 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 ANSI approved shoes appropriate for the tasks performed. No sneakers will be permitted. Personal clothing shall not be worn in any manner as will cover any part of the uniform.

The Contractor will be granted a five (5) day grace period at the start of the Contract to ensure that its employees are attired in proper uniform; however, the Contractor shall provide immediately to each employee performing the cleaning and janitorial work required hereunder the following as a minimum: the Contractor's identification badge and vest.

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 obligations of the Contractor to perform the work or to furnish the required number of employees at each location at the premises as specified.

## **10. Breakdown, Malfunction or Damage**

Immediately upon the Contractor's discovery of any damage or signs of disrepair to, mechanical breakdown or malfunction of, or cracks or breaks in any item to be cleaned hereunder, it shall advise the Manager and shall place such "Out of Order" or warning signs as are appropriate. Such signs will be furnished by the Authority and shall remain in place until necessary repairs are completed.

## **11. Contractor's Vehicles – Parking – Licenses**

- A. The Contractor's vehicle requirements for the duration of this Contract shall be two (2) pickup trucks, such as a Ford F-250 or Port Authority approved equal, with the capability to transport a minimum of six (6) passengers and equipment, and with a lift gate capable of lifting any floor type machine or other item of equipment required under this Contract, that shall remain on the Facility premises at all times. This vehicle shall have a rotating amber beacon and shall be maintained to ensure sound mechanical performance and safe operating condition. All vehicles provided hereunder shall not be more than two (2) model years old and must have tow hitch assembly, proper lights, proper lettering, be registered, pass state inspection, have no obvious physical damage and the Contractor shall enter into Agreements for factory authorized maintenance. No personal vehicles shall be used in the performance of this Contract. This vehicle shall be kept clean and neat at all times.
- B. The Contractor shall comply with all directions issued by the Manager with respect to such parking authorization. The Contractor shall comply with such rules, regulations and procedures as are in force and such existing 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 Facilities 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. Prior to their use and at such other times as the Manager may direct, such vehicles shall successfully undergo a safety inspection by the Authority's motor vehicle personnel. Each vehicle used in the performance of Work required hereunder shall display, at all times, a license plate issued by the Authority attesting to successful completion of such Port Authority inspection.

## **12. Site Specific Recycling and Trash Removal**

In addition to the Trash Removal Requirements set forth in the Standard Contract Terms and Conditions, the Port Authority has a source separation recycling program in effect. The Contractor will be required to pick-up and transport certain designated recyclable materials to various dumpsters throughout the Facility to conform to recycling requirements. The Contractor shall be responsible for breaking down cardboard for disposal in recycling dumpsters.

## **13. Scheduling of Work**

- A. The Contractor shall, during the term of this Contract with respect to Work covered by Exhibit A, submit to the Manager a written report setting forth the Contractor's advance

scheduling for each three (3) month period of the Contract, which report shall include the Work scheduled by the Contractor to be accomplished during said three month period, the dates and time of day when such Work will be done, the number of workers to be assigned to each shift, and such other information as the Authority may from time to time require, which report shall be subject to the continuing approval of the Manager. This report shall also be submitted on a computer disk using Excel or an Excel compatible spreadsheet program. The first such report covering the first three (3) months of this Contract shall be submitted by the Contractor within ten (10) days of the commencement of this Contract and each subsequent three month report shall be submitted by the Contractor at least twenty (20) days prior to the commencement of each such three (3) month period. The Contractor shall also submit promptly to the Manager a written report of any changes in the aforesaid scheduling it contemplates making during the course of any three (3) month period, but no changes shall be made without the prior approval of the Manager. All invoices and schedules must clearly indicate the appropriate Contract items.

- B. The Contractor shall, within twenty-four (24) hours comply with any oral or written requests given by the Manager to correct or remedy a condition or situation deemed by the Manager to require action.
- C. Immediate response shall be expected of the Contractor's personnel for any condition or situation determined by the Manager to constitute any emergency. The Contractor shall submit to the Manager on the first day of each calendar month during the term of this Contract a written report setting forth the actions taken by the Contractor with respect to any matters which the Manager may have, during the preceding month, requested the Contractor to correct or remedy.
- D. The Contractor hereby further agrees to furnish to the Authority from time to time such other written reports in connection with its operations hereunder as the Authority may deem necessary or desirable in connection with the Authority's responsibility as the operator of the Facility.

#### **14. Space Provided the Contractor**

The Port Authority will furnish the Contractor with nonexclusive locker space and lavatory and rest room facilities for use by the personnel performing the Work required hereunder. The Port Authority will also provide the Contractor with space for the storage of the Contractor's cleaning equipment, materials and supplies. Said facilities and space shall be designated by the Manager and may be changed at any time at his discretion. Janitorial closets are to be kept locked at all times.

The Port Authority by its officers, employees, and representatives shall have the right at any time to enter upon the facilities and/or spaces so provided to the Contractor, to inspect the same, to observe the performance by the Contractor of his obligations under this Contract, and to do any act or thing which the Authority may be obligated or have the right to do under this Contract or otherwise. Without limiting the generality of the foregoing, the Authority shall have the right for its own benefit or for the benefit of others at the Site of Work, to maintain existing and future utility systems or portions thereof on the facilities and spaces provided to the Contractor hereunder and to enter upon such facilities and spaces at any time to make such repairs, replacements, additions or alterations to such systems as may, in the opinion of the Authority be deemed necessary or advisable.

## **15. Safety Provisions**

- A. Without limitation to any other provision of this Contract, in the performance of the Contract, the Contractor shall exercise every precaution to prevent injury to workers and the public or damage to property.
- B. The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work. The Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage to or loss of property or injury to any person including but not limited to all employees on the work, the public and other persons and entities who may be affected thereby.
- C. The Contractor shall obtain and display at the place of work one copy of the Material Safety Data Sheet (MSDS) conforming to the requirements of Federal Regulations 29 CFR 1910.1200(g) for each chemical utilized for work on this Contract.
- D. Within thirty (30) days after award of this Contract, the Contractor shall submit to the Facility Manager, for review and approval, the Contractor's Safety Program which shall comply with all applicable Federal, state, municipal and local regulations pertaining to employee safety and Right-to-Know and shall include, among other things, the designation by the Contractor of a qualified individual who will administer such Safety Programs.
- E. The Contractor shall, at his own expense and as an included cost, be required to train all their personnel in the proper handling of medical and human waste as mandated by Federal OSHA Regulations and to supply materials, equipment and medical waste cleanup kits for medical waste cleanup at the Facility. Such kits shall include at a minimum, but not be limited to, sharps containers, gloves, masks, and a bleach solution.

## **16. Extraordinary Cleaning Services**

At the verbal request of the Manager, followed by a written notice, the Contractor shall perform requested extraordinary cleaning services at the unit prices inserted by the Bidder in the attached Pricing Sheets for "Extraordinary Cleaning Services." "Extraordinary Cleaning Services" shall not include the repetition of prior work performed by the Contractor and determined by the Manager to be unsatisfactory and requested to be repeated. Such work shall include services in additional areas. It shall also include work frequencies beyond the minimums set forth herein when the Manager determines that such additional frequencies are required due to special events or other circumstances out of the ordinary. The Manager's request must specifically identify the work as Extraordinary cleaning before such unit prices are payable.

## **17. Inclement Weather Requirements – Snow Removal/Flood Response**

The Contractor shall completely and expeditiously remove any snow, ice, sleet or flooding from such exterior areas of the Site of the Work as the Manager may designate and the Contractor shall keep such area free from further accumulations. Exterior areas shall include but shall not be limited to sidewalks, building entrances, emergency exits, bus stops, pedestrian crosswalks, and up to ten (10) feet of both side of entrance booths, , and adjacent sidewalks in the Parking Lots. Exterior areas will not include snow removal from actual Roadways. It may be required that the Contractor shall respond to areas on the

facility as directed by the Manager to remove all water, debris, etc. associated with a flooded area. Squeegee mop, shop vacuum (wet and dry) may be needed to perform this function.

At the request of the Manager, snow, which is so removed, shall be deposited by the Contractor in such areas at the Site of the Work as the Manager may designate. Deposit shall be in such a manner as to avoid interference with vehicular and pedestrian traffic. The Contractor shall not be responsible for removing such deposited snow away from the Site of the Work.

Within four (4) hours of the Manager's request, the Contractor shall provide such separate personnel as are deemed necessary by the Manager for the performance of services required under this clause. Compensation for each hour expended by such personnel in the performance of such services shall be at the appropriate Price per Hour as same is set forth in the Contractor's Cost Proposal. All such employees are subject to the approval of the Manager and the Contractor shall maintain and shall submit such record as the Manager may require documenting the number of hours expended by each such employee in the performance of services required by this numbered clause. The Manager shall notify the Contractor when its services for snow removal or flood response are no longer needed.

The Contractor shall provide its employees with all foul weather gear appropriate for the performance of services required by this numbered clause including, but not limited to, gloves, waterproof boots and hooded insulated parkas.

In addition to the materials, supplies and equipment referred to in Section 7, the Contractor shall further provide all snow blowers, snow shovels, brooms, ice choppers, salt spreaders, cyclone spreaders, and other equipment necessary for the performance of services required by this numbered clause. This equipment can be secured and stored at the Facility at a location provided by the Port Authority.

Sand or deicing materials shall be applied by the Contractor to such exterior of areas as the Manager may direct. Said materials shall be provided by the Authority at no charge to the Contractor, but the Contractor shall be responsible for transporting such materials to and from the storage location at the Site of the Work which is designated by the Manager. The Contractor shall also submit weekly usage reports to the Manager detailing all sand/or deicing material utilized by the Contractor for the week covered.

Snow Removal and Flood Response Services shall not be included in the Contractor's Annual Lump Sum Price, but will be covered by the price for Snow Removal and Flood Response Services separately quoted by the Contractor under Snow Removal and Flood Response.

**Photo Identification Cards for Contractor's Additional Employees**

(Snow emergency) - The Contractor shall provide photo identification cards for any additional employees not normally assigned to the facility but who are assigned to the facility for snow emergencies. Such photo identification cards must be prominently displayed by the employees and shall not be obscured by clothing.

## 18. EXHIBIT A

### SCOPE OF WORK

#### 1. Routine Cleaning

##### Station Cleaning

This numbered clause of these Specifications enumerates those stations at the Site of Work which are to be cleaned hereunder and sets forth for each station, the days and times at which it is to be cleaned, the functions to be performed, and the number of employees to be assigned thereto. Station cleaning shall be performed in full compliance with such requirements and in accordance with the provisions of these Specifications.

Employees assigned to station cleaning shall work exclusively at the station to which they are assigned and shall perform the required cleaning services for the full shift specified and other duties as may be assigned by the Manager. Such employees shall not perform Periodic Work during their assigned station shift without the explicit permission of the Facility Manager.

The Contractor's employee will be entitled to a one-half hour meal break and the Port Authority will not reimburse the Contractor for such one-half hour meal break. Coverage for the Station Cleaning during the one-half hour meal break will not be required.

**Station #B1** 7:00 a.m. to 3:30 p.m. – One (1) Female Worker - (7 days, including Saturday, Sunday and holidays)

**Areas:** Marine Air Terminal (MAT) Ladies Lavatory, Foyer, Lobby, Rotunda, Second Floor Corridor, Second Floor Ladies Lavatories, all stairs, landings and building perimeter sidewalks

**Duties:** Lavatory Cleaning / Policing of Foyer, Lobby and Rotunda, clean all entrance door glass daily, stairs, landings and police building perimeter sidewalks

**Station #B2** 7:00 a.m. to 3:30 p.m. – One (1) Male Worker - (7 days, including Saturday, Sunday and holidays)

**Areas:** Marine Air Terminal (MAT) Men's Lavatory, Foyer, Lobby, Rotunda, Second Floor Corridor, Second Floor Men's Lavatories, all stairs, landings and police building perimeter sidewalks.

Policing of Hangar 7 South, Hangar 7 Center and Hangar 11 lunchrooms, lavatories, locker rooms, and halls and corridors on Saturday, Sundays and Holidays.

**Duties:** Lavatory Cleaning Men's Lavatory /Policing of Second Floor Men's Lavatories, Foyer, Lobby, Rotunda, clean all entrance door glass daily, stairs, landings and building perimeter sidewalks.

**Station #B3** 7:00 a.m. to 3:30 p.m. – One (1) Male Worker - (7 days, including Saturday, Sunday and holidays)

**Areas:** ARFF Building - All Areas including but not limited to Offices, Holding Rooms, Locker Rooms, Lavatories, Kitchens, Corridors, Garage Bays and all Stairs, Landings, Elevators and building perimeter sidewalks

**Duties:** Policing of Offices, Holding Rooms, Locker Rooms and Lavatories, Kitchens, Corridors, Garage Bays and all Stairs, Landings, Elevators and building perimeter sidewalks.

**Station #B4** 7:00 a.m. to 3:30 p.m. - One (1) Worker - (7 days, including Saturday, Sunday and holidays)

**Areas:** ARFF Building - All Areas including but not limited to Offices, Holding Rooms, Locker Rooms, Lavatories, Kitchens, Corridors, Garage Bays and all Stairs, Landings, Elevators and building perimeter sidewalks

**Duties:** Policing of Offices, Holding Rooms, Locker Rooms and Lavatories, Kitchens, Corridors, Garage Bays and all Stairs, Landings, Elevators and building perimeter sidewalks.

**Station # B5** 7:00am – 3:30pm – One (1) Female Worker - (7 days, including Saturday, Sunday and holidays)

**Areas:** ARFF Building - All Areas including but not limited to Offices, Holding Rooms, Locker Rooms and Lavatories, Kitchens, Corridors, Garage Bays and all Stairs and Landings, Elevators and building perimeter sidewalks

**Duties:** Policing of Offices, Holding Rooms, Locker Rooms and Lavatories, Kitchens, Corridors, Garage Bays, all Stairs, Landings and building perimeter sidewalks

**PROCEDURES:**

Policing of lavatories shall consist of the following as a minimum: picking up and removal of all trash, emptying and relining of all trash containers as necessary, damp wiping and sanitizing wash basins, commodes, urinals, countertops, mirrors, doors, ledges, vents, dispensers and adjacent chrome fixtures, refilling all dispensers as necessary and the prompt removal of wet spills. All areas must be left clean, dry and streak free.

Policing of the corridors, stairways, ramps, lobbies, vestibules, office areas, lunchrooms, storage areas, and elevators shall consist of the following as a minimum: removal of gum and picking up of all trash, litter cigarette butts, stickers, etc. from floors, and stairs in all assigned areas. Damp wiping of fingerprints, smears and soil spots from all ledges, handrails, countertops, doors, frames, glass, telephones, mirrors, walls and columns, as

necessary; removal of graffiti and stickers as necessary. Complete mopping and sanitizing shall be performed as soon as made necessary by sickness, spillage, leaks, etc. Trash receptacles and cigarette butt receptacles shall be emptied and cleaned as necessary. Drinking fountains shall be cleaned and sanitized as necessary, but at least once per day.

Policing of the exterior sidewalks shall consist of the following as a minimum: removal of gum and picking up of all sidewalk trash, litter and cigarette butts, etc., including the area from curb line to three (3) feet of roadway.

Cleaning personnel shall provide continuous policing of lavatories assigned for their stations.

## **STATIONS**

**Station #C1** 3:00 p.m. to 11:30 p.m. – One (1) Female Worker - (7 days, including Saturday, Sunday and holidays)

**Areas:** Marine Air Terminal (MAT) Ladies Lavatory, Foyer, Lobby, Rotunda, Second Floor Corridor, Second Floor Ladies Lavatories, all stairs, landings and building perimeter sidewalks

**Duties:** Lavatory Cleaning / Policing of Foyer, Lobby and Rotunda, clean all entrance door glass daily, stairs, landings and building perimeter sidewalks

**Station #C2** 3:00 p.m. to 11:30 p.m. – One (1) Male Worker - (7 days, including Saturday, Sunday and holidays)

**Areas:** Marine Air Terminal (MAT) Men's Lavatory, Foyer, Lobby, Rotunda, Second Floor Corridor, Second Floor Men's Lavatories, all stairs, landings and building perimeter sidewalks.

Policing of Hangar 7 South, Hangar 7 Center and Hangar 11 lunchrooms, lavatories, locker rooms, and halls and corridors on Saturday, Sundays and Holidays.

**Duties:** Lavatory Cleaning Men's Lavatory /Policing of Second Floor Men's Lavatories, Foyer, Lobby, Rotunda, clean all entrance door glass daily, stairs, landings and building perimeter sidewalks.

**Station # C3** 3:00 p.m. to 11:30 p.m. - One (1) Male Worker - (7 days, including Saturday, Sunday and holidays)

**Areas:** ARFF Building - All Areas including but not limited to Offices, Holding Rooms, Locker Rooms and Lavatories, Kitchens, Corridors, Garage Bays and all Stairs and Landings, Elevators and building perimeter sidewalks

**Station # C4** 3:00 p.m. to 11:30 p.m. – One (1) Male Worker - (7 days, including Saturday, Sunday and holidays)

**Areas:**

ARFF Building - All Areas including but not limited to Offices, Holding Rooms, Locker Rooms and Lavatories, Kitchens, Corridors, Garage Bays and all Stairs and Landings, Elevators and building perimeter sidewalks

**Station #C5** 3:00 p.m. to 11:30 p.m. - One (1) Female Worker- (7 days, including Saturday, Sunday and holidays)

**Areas:**

ARFF Building - All Areas including but not limited to Offices, Holding Rooms, Locker Rooms, Lavatories, Kitchens, Corridors, Garage Bays and all Stairs, Landings, Elevators and building perimeter sidewalks

**Duties:**

Policing of Offices, Holding Rooms, Locker Rooms and Lavatories, Kitchens, Corridors, Garage Bays and all Stairs, Landings, Elevators and building perimeter sidewalks

**PROCEDURES:**

Policing of lavatories shall consist of the following as a minimum: picking up and removal of all trash, emptying and relining of all trash containers as necessary, damp wiping and sanitizing wash basins, commodes, urinals, countertops, mirrors, doors, ledges, vents, dispensers and adjacent chrome fixtures, refilling all dispensers as necessary and the prompt removal of wet spills. All areas must be left clean, dry and streak free.

Policing of the corridors, stairways, ramps, lobbies, vestibules, office areas, and elevators shall consist of the following as a minimum: removal of gum and picking up of all trash, litter and cigarette butts, stickers, etc. from floors, and stairs in all assigned areas. Damp wiping of fingerprints, smears and soil spots from all ledges, handrails, countertops, doors, frames, glass, telephones, mirrors, walls and columns, as necessary; removal of graffiti and stickers as necessary. Complete moping and sanitizing shall be performed as soon as made necessary by sickness, spillage, leaks, etc. Trash receptacles shall be emptied and cleaned as necessary. Drinking fountains shall be cleaned and sanitized as necessary, but at least once per day.

Policing of the exterior sidewalks shall consist of the following as a minimum: removal of gum and picking up of all sidewalk trash, litter and cigarette butts, etc., including the area from curb line to three (3) feet of roadway.

Lavatory cleaners shall provide continuous policing of lavatories assigned for their stations.

## **A-TOUR ROUTINE CLEANING/PERODIC WORK**

### **ARFF BUILDING/ HANGAR 7 CENTER/ HANGAR 7 SOUTH/ HANGAR 11 AND MARINE AIR TERMINAL**

1. **POLICING:** Policing during the hours of 11:00 P.M. through 7:30 A.M., seven (7) days per week, including Saturday, Sunday' and holidays, of the areas listed below ensuring a continually clean condition. Staff shall consist of one (1) Supervisor and two (2) Cleaners.

**Areas:** ARFF Building, Hangar 7 Center, Hangar 7 South, Hangar 11 and Marine Air Terminal.

**Duties:** Through cleaning of designated areas, periodic work performed at designated areas, snow removal and other duties as set forth by the Manager.

#### **PROCEDURES:**

Policing of the corridors, stairways, lobbies, vestibules, office areas, kitchen areas, general areas and storage areas shall consist of the following as a minimum: removal of gum and picking up of all trash, litter and cigarette butts, etc., from floors and stairs in all assigned areas. Complete wet mopping and sanitizing shall be performed and as soon as made necessary by sickness, spillage, leaks, etc. Trash receptacles and cigarette butt receptacles shall be emptied and cleaned as necessary, but at least once per tour. All paper products, hand soaps and other expendable supplies shall be restocked as necessary.

## **A-TOUR PERODIC WORK**

### **(PERFORMED BY A-TOUR CLEANERS)**

#### **MACHINE SCRUBBING, RINSING AND DEODERIZING OF CERAMIC TILE FLOOR SURFACES IN THE FOLLOWING LOCATIONS**

##### **HANGAR 7 CENTER**

**Areas and Approximate Size (Sq. Ft.):**

##### **First Floor Common Areas**

First Floor Men's Lavatory (175)

##### **First Floor Resident Engineer Office**

Male and Female Lavatory (266)

##### **Second Floor Redevelopment**

Second Floor Men's Lavatory (155), Second Floor Woman's Lavatory (266)

##### **Third Floor General Administration Office Area**

Men's Lavatory Third Floor (100), Women's Lavatory Third Floor (64),

Approximate Total: 1,395 Square Feet

Frequency of Cleaning 2-x yr.

## **HANGAR 7 SOUTH:**

### **Areas and Approximate Size (Sq. Ft.):**

#### **First Floor:**

Maintenance Supervisor's Lunch Room (200), Maintenance Lavatory and Shower Area (1,056), Men's Supervisor Locker Room (240), Women Supervisor's Locker Room (139)

Approximate Total: 1,635 Square Feet  
Frequency of Cleaning 2-x yr.

## **HANGAR 11**

### **Areas and Approximate Size (Sq. Ft.):**

#### **First Floor:**

Electricians / Kitchen/Break Room (492), Men's Lavatory (210), Women's Lavatory (100), Stairs to Midlevel and Second level (232)

#### **Midlevel**

Lavatory (42)

#### **Second Floor:**

Men's Locker Room Lavatory (190), Men's Lavatory Second Floor (190), Women's Lavatory Second Floor (133)

Approximate Total: 1,589 Square Feet  
Frequency of Cleaning 2-x yr.

## **MARINE AIR TERMINAL (MAT)**

### **Areas and Approximate Size (Sq. Ft.):**

#### **First Floor:**

Men's Lavatory First Floor (235), Women's Lavatory First Floor (220)

#### **Second Floor:**

Men's Lavatory Second Floor (135) Women's Lavatory Second Floor (135)

Approximate Total: 725 Square Feet  
Frequency of Cleaning 2-x yr.

## **ARFF BLDG 137**

### **Areas and Approximate Size (Sq. Ft.):**

#### **First Floor:**

Entrance and Vestibule (968), Main Corridor Concrete (1171), EOC Rm.# 108  
Lobby/Kitchen (255), VIP Lavatory (28), ARFF Offices Lavatory Rm.# 118 (60), Unisex Lavatory (40), Men's Lavatory (48), Woman's Lavatory (48), K-9 Rm. # 120 (127),

Stairwell-B All Floors and Landings (411), Stairwell-C All Floors and Landings (378)  
Stairwell-A All Floors and Landings (681)

### **Second Floor**

Corridor / Elevator Lobby (1,535), Men's Lavatory (56), Ladies' Lavatory (56), Men's Supervisor Locker Rm. #233 (135), Men's Locker RM. # 224 (133) Woman's Supervisor Locker Rm. # 230 (135), Woman's Locker Rm. # 227 (114)

Approximate Total: 5,465 Square Feet  
Frequency of Cleaning 2-x yr.

### **PROCEDURES**

All gum and debris shall be removed from the floor surface, dusting if necessary. Baseboards, corners, protrusions of the floor of any kind should be cleaned or hand scrubbed if necessary. The contractor shall scrub the assigned section of an entire area assigned using a single action or walk behind automatic floor scrubber with brushes in the down position, detergent/ deodorizing solution being applied over the floor, the squeegee in the down position and the soiled water suction vacuum on. With the clean mop, the contractor shall mop any solution tracks, pools or debris left by the operation, paying special attentions to corner, baseboards or protrusions from the floor of any kind. The manager may require a double scrub if the area is not clean after the regular machine scrub.

### **PERIMETER BUILDING SIDEWALKS**

#### **Steam Cleaning/Masonry Surfaces (April 1<sup>st</sup> to November 15<sup>th</sup>)**

Perimeter building sidewalks shall be steam cleaned / power washed weekly as set forth herein, from April 1<sup>st</sup> to November 15<sup>th</sup> by steam cleaning or another method as approved by the Manager. Prior to the steam cleaning the sidewalk shall be prepared by the picking up all sidewalk trash, litter, cigarette butts, and emptying and cleaning all cigarette butt receptacles, etc., including the area from the curb line to three feet of roadway. Steam cleaning equipment capable of delivering 180-degree water temperature at 3,000 p.s.i. with heating equipment and 110-volt electrical power shall be utilized to facilitate the removal of all gum, stains, graffiti, stickers, etc. A pickup truck fitted with portable water holding tank and steam-cleaning equipment shall be utilized to facilitate perimeter-building sidewalk cleaning from April 1<sup>st</sup> to November 15<sup>th</sup>.

#### **Policing (November 16<sup>th</sup> to March 31<sup>st</sup>)**

From November 16 to March 31, policing of the perimeter building sidewalks shall be performed on a weekly basis. Policing shall consist of, but not necessarily be limited to picking up all sidewalk trash, litter, cigarette butts, emptying and cleaning all cigarette butt receptacles, etc., including the area from the curb line to three feet of roadway.

**Areas:** ARFF Building, H7C, H7S, BLDG 30 and M.A.T.

#### **Bollard Cleaning and Polishing (April 15<sup>st</sup> to November 15<sup>th</sup>)**

The Contractor shall clean and polish approximately Sixty-(60) stainless steel bollards to the satisfaction of the Manager. Dimensions of each Security Bollard - 13" X 42"

Cleaning Agent - CITRISURF 77 PLUS

Frequency of Cleaning 3-x yr.

### **BOLLARD CLEANING PROCEDURES**

The Bollards to be cleaned will be sprayed or wiped with CitriSurf 77 Plus to completely wet the surfaces, especially in crevices or in areas where any rust or corrosion may have occurred. The surface must be soaked or left moist with the CitriSurf 77 Plus solution for a period of 15 - 30 minutes. If heavy rust needs to be removed, Scotch Brite™ or other non-iron containing abrasive may be helpful. After soaking, rinse the surface with clean water. The surface can then be wiped dry with a clean cloth or appropriate absorbent medium. Allow the surface to air dry prior to use.

### **HANGAR 7 CENTER**

#### **ROUTINE CLEANING - One Cleaner**

1. **POLICING:** Policing during the hours of 7:00 A.M. through 7:00 P.M., five (5) days per week, including holidays, of the areas listed below ensuring a continually clean condition.

#### **Areas and Approximate Size (Sq. Ft.):**

##### **First Floor Common Areas**

First Floor Entrance and Vestibule (125), First Floor Corridor and Elevator Lobby (520 - Green Fl), Elevator (25), First Floor Corridor Environmental Side (915), First Floor Corridor Engineering Side (234), Stairway off Main Lobby Entrance (160), Stairway in Rear (160), First Floor Men's Lavatory (175)

##### **First Floor Resident Engineer Office**

Male and Female Lavatory (266), Lunch Rm. / Conference Rm. (315), Admin. Reception Area (192), Hallway to Lunchroom (175), Three (3) Office's Off Hallway to Lunchroom (320), Office #1 (66), Office # 2 (100), Office # 3 (324), Engineers Area / Cubicles (2,376)

##### **First Floor Environmental Office**

Reception Area (180), Office Area (266), Lunch / Conference Rm. (170), Managers Office (195), Lab (198), Locker Room (154), Break Room (128), Lavatory (128)

##### **Second Floor Redevelopment**

North Side / Second Floor Corridor and Elevator Lobby (1,098), Second Floor Men's Lavatory (155), Second Floor Woman's Lavatory (266), New Redevelopment Office's (820)

South Side Redevelopment / General Office Area (2,412), Assist. Dir. Office (208), Conference Room (375), Kitchen (40), Copy Room (120), Reception Area (160)

##### **Third Floor General Administration Office Area**

General Managers Office ( 520), General Managers Private Lavatory ( 49), Assistant Manager's Office Third Floor (240), Manager Aeronautical Operations (192), Manager Landside Operations (182), Manager Financial Services (168), Manager Properties (168),

Vacant Office-1(168), Vacant Office-2 (168), Third Floor Lobby and Reception Area (575), Tenant Liaison Office (325), Men's Lavatory Third Floor (100), Women's Lavatory Third Floor (64), Women's Lavatory Lounge Third Floor (88), General Manager's Conference Room and Vestibule (1,115), New General Managers Conference Room (308), Kitchen / Break Room (320), General Administration Office Area / Cubicles (1,575)

**A.F.D. (Airport Facilities Division)**

Manager Physical Plant and Redevelopment Office (238), Manager Airport Facility Projects Office (170), Manager Airport Maintenance (238), Senior Program Manager's Office (176), AFD Conference Room (384), AFD Office Area / Third Floor / Cubicles' (2,098)

Approximate Total: 23,150 Square Feet

**HANGAR 7 SOUTH**  
**ROUTINE CLEANING – One Cleaner**

1. **POLICING:** Policing during the hours of 7:00 A.M. through 11:00 P.M., five (5) days per week Monday thru Friday including holidays, of the areas listed below ensuring a continually clean condition. Policing of the areas listed below on Saturday, Sunday and holidays by Stations B-4 and C-4.

**Areas and Approximate Size (Sq. Ft.):**

**First Floor:**

Chief Maintenance Supervisor Office (224), General Maintenance Supervisor Office (210), General Office Area (2,400), Maintenance Supervisor's Lunch Room (200), Corridor First Floor (2,428), Men's Locker Room (1,584), Maintenance lavatory and shower area (1,056), Women's Locker Room (172) Men's Supervisor Locker Room (240), Women Supervisor's Locker Room (139), Lunch Room (2,119), Snow Desk (319), Snow Desk Reserve Room (261), Stock Room Office (200).

**Second Floor:**

Corridor Second Floor (265), Men's Lavatory (190), Women's Lavatory (253), Second Floor Redevelopment Offices (13,500)

Approximate Total: 25,760 Square Feet

**HANGAR 11/BLDG 84**  
**ROUTINE CLEANING – One Cleaner**

**HANGAR 11**

1. **POLICING:** Policing during the hours of 7:00 A.M. through 7:00 P.M., five (5) days per week, including holidays, of the areas listed below ensuring a continually clean condition. Policing of the areas listed below on Saturday, Sunday and holidays by Stations B-4 and C-4.

Areas and Approximate Size (Sq. Ft.):

**First Floor:**

Entrance Vestibule Lobby Area (142), Chief Maintenance Supervisor Office (293), General Maintenance Supervisor Office (272), Admin Office (272), Fire Watch Room (255), Electricians/Kitchen/Break Room (492), Men's Lavatory (210), Women's Lavatory (100), First Floor Corridor (984), Stairs to Midlevel and Second level (232)

**Mid Level:**

Unit Supervisor Office-1(180), Unit Supervisor Office-1(372), Break room / Conference Room (500), Supervisor Locker Room (246), Small Break Room (120) Lavatory (42)

**Second Floor:**

Second Floor Corridor (1,470), Electricians Locker Room 2<sup>nd</sup> Floor (1,350) Men's Locker Room Lavatory (190), Men's Lavatory Second Floor (190), Women's Lavatory Second Floor (133), Class Room "A" Second Floor (931)

**\*\*Snow Dorms shall be cleaned as directed by the Manager Nov.15<sup>th</sup> thru April 15\*\***

Female Snow Dorm-1 (471), Male Snow Dorm-2 (340) Male Snow Dorm-3 (435), Male Snow Dorm-4 (1,175), Male Snow Dorm-5 (251), Male Snow Dorm-6 (251),

Approximate Total: 11,409 Square Feet

**BUILDING 84**

1. **POLICING:** Policing during the hours of 7:00 A.M. through 7:00 P.M., five (5) days per week Monday thru Friday including holidays, of the areas listed below ensuring a continually clean condition.

Areas and Approximate Size (Sq. Ft.):

**First Floor:**

First Floor Supervisors Office (130), First Floor Parts Area (100), First Floor Lavatory (48), Stairway leading to 2<sup>nd</sup> Fl.(50)

**Second Floor:**

Kitchen (513), Corridor Second Floor (144), Second Floor Supervisor's Office (287), Second Floor Locker Room/Lavatory (208),

Approximate Total: 1,480 Square Feet

**PROCEDURES:**

- a. Policing of lavatories and locker rooms shall consist of the following as a minimum: picking up and removal of all trash, Emptying and relining of all trash containers as necessary, damp wiping and sanitizing wash basins, commodes and adjacent chrome fixtures, refilling all dispensers as necessary and the prompt removal of wet spills.

- b. Policing of the corridors, stairways, lobbies, vestibules, office areas, storage areas, kitchen rooms shall consist of the following: removal of gum and picking up of all trash, litter and Cigarette butts, stickers, etc., from the floors and stairs in all assigned areas, damp wiping of fingerprints, smears and soil spots from all ledges, handrails, countertops, door frames, glass mirrors, and walls as necessary. Complete mopping and sanitizing shall be performed and as soon as made necessary by Sickness, spillage, leaks, etc. Trash Receptacles and ashtrays shall be emptied and cleaned as necessary. Drinking fountains, sinks, and kitchen appliances to be cleaned and sanitized as necessary, but at least once per tour.
- c. Policing of the exterior sidewalks shall consist of the following: Removal of gum and picking up all sidewalk trash, litter and Cigarette butts, etc including the area from curb line to three feet of roadway.

**PERIODIC CLEANING - MAT/ARFF/ HANGAR 7 CENTER /  
HANGAR 7 SOUTH / HANGAR 11 AND BLDG 84**

Periodic cleaning shall be performed by the Contractor's separate project personnel in the areas and at the frequencies set forth below; however, such frequencies shall not include prior Work performed by the Contractor and determined by the Manager to be unsatisfactory and requested to be repeated. All periodic cleaning shall be performed between the hours determined by the Manager and shall include the following:

**MARINE AIR TERMINAL - (MAT)**

**1. FLOOR SURFACE CLEANING**

Prior to beginning any of the following non-carpeted floor surface cleaning procedures, the floors shall be swept, using treated mop or cloth, then damp mopped.

**a. STRIPPING AND REFINISHING RESILIENT TILE FLOOR SURFACES**

Stripping and refinishing resilient tile surfaces shall be performed using an Authority approved stripping solution and appropriate floor stripping equipment; thoroughly remove all finishes, waxes and sealers from the floor. Floor should be completely free of any stripper solution or dirt before re-applying any sealer, finish or wax to the floor. When floor is completely clean, apply a minimum of two (2) coats of sealer and three coats of floor finish to the floor.

Areas and Approximate Size (Sq. Ft.):

Second Floor Corridor and all Stair Landings (1,069)  
Rear Corridor 1<sup>st</sup> Floor (336).

Approximate Total: 1,405 Square Feet  
Frequency of Cleaning: 1-x yr.

**b. STRIPPING AND REFINISHING OF MARBLE FLOOR SURFACES**

First Floor Rotunda (5,276)  
First Floor Vestibule (1,148)  
Second Floor Rotunda Lobby (512)

Approximate Total: 6,936 Square Feet  
Frequency of Cleaning: 2-x yr.

### **ARFF BLDG -137**

#### **First Floor:**

Main Corridor Resilient Tile (354), Police Deck (1,224), PID's Office (108), Roll Call/Training Rm. (806), Arrest Processing Area Rm.#140 (696), Viewing Room Rm.#138 (96), Interview Room Rm.#139 (110), Interrogation Room Rm.#136 (96), Line-up Room Rm.#137 (99) Detectives Office Hallway (processing, line-up area) (135), Reserve Rm.#125 Lunch Room (440), SOD Rm. # 121 (120), Radio/Gun Cleaning Room # 151 (576)

#### **Second Floor:**

Kitchen Rm. # 216 (255), Men's Supervisor Locker Rm. #233 (506), Men's Locker RM. # 224 (6,023) Woman's Supervisor Locker Rm.# 230 (506), Woman's Locker Rm. # 227 (498)

Approximate Total: 9,571 Square Feet  
Frequency of Cleaning 2-x yr.

### **c. MACHINE SCRUBBING, RINSING AND DEODERIZING OF CERAMIC TILE FLOOR SURFACES IN THE FOLLOWING LOCATIONS**

#### **PROCEDURES**

All gum and debris shall be removed from the floor surface, dusting if necessary. Baseboards, corners, protrusions of the floor of any kind should be cleaned or hand scrubbed if necessary. The contractor shall scrub the assigned section of an entire area assigned using a single action or walk behind floor scrubber with brushes in the down position, detergent/ deodorizing solution being applied over the floor, the squeegee in the down position and the soiled water suction vacuum on. With the clean mop, the contractor shall mop any solution tracks, pools or debris left by the operation, paying special attentions to corner, baseboards or protrusions from the floor of any kind. The manager may require a double scrub if the area is not clean after the regular machine scrub.

#### **Areas and Approximate Size (Sq. Ft.):**

b. Commanding Officer's Lavatory Rm. #212 (54.)

Approximate Total: 54 Square Feet  
Frequency of Cleaning 2-x yr.

### **d. SHAMPOOING AND EXTRACTION OF CARPETED FLOOR SURFACES**

#### **PROCEDURES**

The contractor shall move all furniture, vacuum, pre-treat spots, remove gum and any foreign debris from the carpet surface using either a high impact liquid extraction method or wet foam bonnet method, shampoo all carpets. Any areas too small for shampoo equipment shall be done by hand.

Areas and Approximate Size (Sq. Ft.):

**First Floor:**

Patrol Sergeant Rm.# 147(160), Tour Commander Rm.107 (234), VIP/Conference Rm.# 108 (464), EOC Conference Rm.#111 (638), ARFF Office's Rm.#118 (852), Crew Chief Rm.118A (108), Security Equip. Rm.#141(150), Detective Sergeants Office Rm.#135 (180), Detectives Office Cubicle Area (728), Reserve Rm.#125 TV Viewing Area (240)

**Second Floor:**

Administration Office Rm. # 207- Waiting Area (104) Staff Office Supervisor Rm. #209 (140), Commanding Officer's Office Rm. #212 (352), Conference Rm. # 215 (336), Captains Clerk Rm. # 218 (56), General Office Area / Cubicle Area ( 783)

Approximate Total: 5,425 Square Feet  
Frequency of Cleaning 1-x yr.

**2. GLASS CLEANING**

**a. WASHING AND RINSING OF GLASS, FRAMES AND ADJACENT METAL SURFACES.**

Approximate Size (Sq. Ft.):

First and Second Floor Interior and Exterior Low Glass:

Approximate Total: 2,031 Square Feet  
Frequency of Cleaning: 2- x yr.

**b. WASHING AND RINSING OF GLASS, FRAMES AND ADJACENT METAL SURFACES AT A HEIGHT ABOVE TEN FEET UTILIZING SPECIAL EQUIPMENT IN COMPLIANCE WITH FEDERAL OSHA REGULATIONS.**

Areas and Approximate Size (Sq. Ft.):

First and Second Floor Interior & Exterior High Glass (5,554)

Approximate Total: 5,554 Square Feet  
Frequency of Cleaning: 2-x yr.

**PERIODIC CLEANING**

**3. HANGAR 7 CENTER / HANGAR 7 SOUTH / HANGAR 11 AND BLDG 84**

Periodic cleaning shall be performed by the Contractor's separate project personnel in the areas and at the frequencies set forth below; however, such frequencies shall not include prior Work performed by the Contractor and determined by the Manager to be

unsatisfactory and requested to be repeated. Periodic cleaning shall be performed as determined by the Manager and shall include the following:

**1. FLOOR SURFACE CLEANING**

Prior to beginning any of the following non-carpeted floor maintenance procedures, the floors shall be swept, using a treated mop or cloth, than damp mopped.

**a. STRIPPING AND REFINISHING OF RESILIENT TILE FLOOR SURFACES.**

Stripping and refinishing resilient tile surfaces shall be performed using an Authority approved stripping solution and approximate floor stripping equipment, thoroughly remove all finishes, waxes and sealers from the floor. Floors shall be completely free of any stripper solution or dirt before reapplying any sealer, finish or wax to the floor. When floor is completely clean, apply a minimum of two (2) coats of finish to the floor.

**HANGAR 7 CENTER:**

**First Floor Common Areas**

First Floor Entrance and Vestibule (125), First Floor Corridor and Elevator Lobby (520 – Green Fl), First Floor Corridor Environmental Side (915), First Floor Corridor Engineering Side (234)

**First Floor Resident Engineer Office**

Lunch Rm. / Conference Rm. (315), Engineers Area / Cubicles (2,376)

**Second Floor Redevelopment**

North Side / Second Floor Corridor (646)

South Side Redevelopment / Kitchen (40), Copy Room (120)

Approximate Total: 5,291 Square Feet

Frequency of 2-x Yr.

**HANGAR 7 SOUTH:**

**First Floor:**

Corridor First Floor (2,428), Men's Locker Room (1,584), Maintenance lavatory and shower area (1,056), Women's Locker Room (172) Men's Supervisor Locker Room (240), Women Supervisor's Locker Room (139), Lunch Room (2,119), Stock Room Office (200)

**\*\*\* Seasonal Access Only/Nov-April / As directed by the Manager\*\*\***

**Snow Desk (319), Snow Desk Reserve Room (261)**

**Second Floor:**

Corridor Second Floor (265), Men's Lavatory (190), Women's Lavatory (253)

Approximate Total: 9,227 Square Feet

Frequency of Cleaning: 2-x yr.

**HANGAR 11**

**First Floor:**

Entrance Vestibule Lobby Area (142)

**MIDLEVEL**

Break room / Conference Room (500), Supervisor Locker Room (246)

**Second Floor:**

Second Floor Corridor (1,470), Electricians Locker Room 2<sup>nd</sup> Floor (1,350)

Approximate Total: 3,708 Square Feet

Frequency of Cleaning: 2-x yr.

**BUILDING 84**

Kitchen (513), Corridor Second Floor (144), Second Floor Supervisor's Office (287), Second Floor Locker Room/Lavatory (208), First Floor Supervisors Office (130), First Floor Parts Area (100)

Approximate Total: 1,480 Square Feet

Frequency of Cleaning: 2-x yr.

**b. SHAMPOOING AND EXTRACTION OF CARPETED FLOOR SURFACES.**

**PROCEDURES**

The contractor shall move all furniture, vacuum, pre-treat spots, remove gum and any foreign debris from the carpet surface using either a high impact liquid extraction method or wet foam bonnet method, shampoo all carpets. Any areas too small for shampoo equipment shall be done by hand.

Areas and Approximate Size (Sq. Ft.):

**HANGAR 7 CENTER**

**First Floor Resident Engineer Office**

Administrator Area (192), Hallway to Lunchroom (175), Three (3) Office's Off Hallway to Lunchroom (320), Office #1 (66), Office # 2 (100), Office # 3 (324)

**First Floor Environmental Office**

Reception Area (180), Office Area (266), Lunch / Conference Rm. (170), Managers Office (195), Break Room (128).

**Second Floor Redevelopment**

North Side / Second Floor Corridor and Elevator Lobby (450), New Redevelopment Office's (820), South Side Redevelopment / General Office Area (2,412), Assist. Dir. Office (208), Conference Room (375), Reception Area (160)

**Third Floor General Administration Office Area**

General Managers Office (520), Assistant Manager's Office Third Floor (240), Manager Aeronautical Operations (192), Manager Landside Operations (182), Manager Financial Services (168), Manager Properties (168), Vacant Office-1(168), Vacant Office-2 (168), Third Floor Lobby and Reception Area (575), Tenant Liaison Office (325), General

Manager's Conference Room and Vestibule (1,115), New General Managers Conference Room (308), General Administration Office Area / Cubicles (1,575), General Manager's Private Lavatory ( 49), Kitchen / Break Room (320)

**A.F.D. (Airport Facilities Division)**

Manager Physical Plant and Redevelopment Office (238), Manager Airport Facility Projects Office (170), Manager Airport Maintenance (238), Senior Program Manager's Office (176), AFD Conference Room (384), AFD Office Area / Third Floor / Cubicles' (2,098) , AFD Kitchen/Break Room (120)

Approximate Total: 15,501 Square Feet  
Frequency of Cleaning: 2 -x Yr.

**HANGAR 7 SOUTH**

**First Floor:**

Chief Maintenance Supervisor Office (224), General Maintenance Supervisor Office (210), General Office Area (2,400)

Approximate Total: 2,834 Square Feet  
Frequency of Cleaning: 1- x yr.

**HANGAR 11**

**First Floor:**

Chief Maintenance Supervisor Office (293), General Maintenance Supervisor Office (272), Admin Office (272), Fire Watch Room (255),

**Midlevel:**

Small Break Room (120)

**Second Floor:**

Class Room "A" Second Floor (931)

**\*\*\*As directed by the Manager/Nov. thru April\*\*\***

Female Snow Dorm-1 (471), Male Snow Dorm-2 (340) Male Snow Dorm-3 (435), Male Snow Dorm-4 (1,175), Male Snow Dorm-5 (251), Male Snow Dorm-6 (251),

Approximate Total: 5,066 Square Feet  
Frequency of Cleaning: 1- x yr.

**3. GLASS CLEANING**

- a. **WASHING AND RINSING OF GLASS, FRAMES AND ADJACENT METAL SURFACES AT A HEIGHT ABOVE TEN (10) FEET UTILIZING SPECIAL EQUIPMENT IN COMPLIANCE WITH FEDERAL OSHA REGULATIONS.**

Areas and Approximate Size (Sq. Ft.):

**HANGAR 7 CENTER**

First Floor Exterior (1,124) Second Floor Exterior (1,124), Third Floor Exterior (1,124)

Approximate Total: 3,372 Square Feet

Frequency of Cleaning: 2-x yr.

**HANGAR 7 SOUTH:**

**First Floor:**

General Maintenance Supervisor's Office (36), Chief Maintenance Supervisor's Office (54), First Floor Exterior (842).

**Second Floor:**

Second Floor Exterior (842)

Approximate Total: 1,774 Square Feet

Frequency of Cleaning: 2- x yr.

**HANGAR 11:**

**First Floor:**

First Floor Exterior (3,188),

**Second Floor:**

Second Floor Exterior (2,171)

Approximate Total: 5,359 Square Feet

Frequency of Cleaning: 2-x yr.

**BUILDING 84:**

Stairway to Second Floor Interior and Exterior (120), Front of Shop Interior and Exterior (184).

Approximate Total: 304 Square Feet

Frequency of Cleaning: 2 - x yr.

WEST END BLDGS - STAFFING SUMMARY							
B-Tour	SAT	SUN	MON	TUE	WED	THUR	FRI
SUPERVISOR	FT Supv.	FT Supv.	FT Lead Supv.	FT Lead Supv.	FT Lead Supv.	FT Lead Supv.	FT Lead Supv.
Station B1 - Female	FT- W						
Station B2 - Male	FT- W						
Station B3 - Male	FT- W						
Station B4	FT- W						
Station B5 - Female	FT- W						
7 South	Covered by B4	Covered by B4	FT- W				
Bldg-84, Hangar 11	Covered by B4	Covered by B4	FT- W				
7 Center	Covered by B4	Covered by B4	FT- W				
Cleaner	FT- W						
<b>C-TOUR</b>							
SUPERVISOR	FT Supv.	PT Supv.	FT Supv.				
Station C1 - Female	FT- W	PT W	PT W				
Station C2 - Male	FT- W						
Station C3 - Male	PT- W	PT- W	FT- W				
Station C4	PT- W	PT- W	FT- W				
Station C5 - Female	PT- W	FT- W	FT- W				
Bldg-84, Hangar 11&7C	Covered by C4	Covered by C4	PT- W				
Cleaner - All Areas	PT- W	FT- W					
<b>A-TOUR</b>							
SUPERVISOR	FT Supv.						
All Areas - MALE OR FEMALE	PT- W	PT- W	FT- W				
All Areas - MALE OR FEMALE	PT- W	PT- W	FT- W				

STAFFING SUMMARY		
FULLTIME STAFF LEVELS	NUM. OF EMPLOYEES	# HRS PER WEEK EA.
LEAD SUPERVISOR (FT LEAD)	1	40
SUPERVISORS (FT SUPV.)	3	40
WORKER (FT-W)	21	40
PART-TIME STAFF LEVELS	NUM. OF EMPLOYEES	# HRS PER WEEK EA.
SUPERVISOR (PT-SUPV.)	1	8
WORKER (PT-W)	7	24

**WAGE/BENEFIT STATEMENT**  
 Contract Year June 1, xxxx to May 31, xxxx.

<u>Wage/Benefit Categories</u>	<u>Straight Time / Regular HOURS</u> <u>By Employee Classification</u>				<u>Straight Time / Regular WAGES</u> <u>By Employee Classification</u>			
	<u>Cashier</u>	<u>Clerk</u>	<u>Lot Checker</u>	<u>Supervisor</u>	<u>Cashier</u>	<u>Clerk</u>	<u>Lot Checker</u>	<u>Supervisor</u>
<b>Regular Hours/Wages</b>								
July	20,000	2,000	1,500	7,000	\$200,000.00	\$ 25,000.00	\$ 15,000.00	\$ 100,000.00
August								
September								
October								
November								
December								
January								
February								
March								
April								
May								
<b>Total Regular Hours / Wages</b>	20,000	2,000	1,500	7,000	\$200,000.00	\$ 25,000.00	\$ 15,000.00	\$ 100,000.00
<b>HOLIDAY/PERSONAL BONUS</b>								
June								
x								
x								
May								
<b>Total</b>								
<b>SICK TIME ALLOWANCE</b>								
June								
x								
x								
May								
<b>Total</b>								
<b>VACATION</b>								
June								
x								
x								
May								
<b>Total</b>								
<b>PENSION</b>								
June								
x								
x								
May								
<b>Total</b>								
<b>HEALTH / WELFARE</b>								
June								
x								
x								
May								
<b>Total</b>								
<b>JURY DUTY/BEREAVEMENT</b>								
June								
x								
x								
May								
<b>Total</b>								
<b>Total Supplemental Benefits</b>								
<b>Total Average Wage / Supplemental Benefits</b>								
<b>Per Contract</b>								
<b>Difference</b>								

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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 - shall mean the Port Authority of New York and New Jersey.

Contract, Document or Agreement - shall mean 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 over the name of the Authority's Manager, Purchasing Services Division.

Days or Calendar Days - shall mean consecutive calendar days, Saturdays, Sundays, and holidays, included.

Week - unless otherwise specified, shall mean seven (7) consecutive calendar days, Saturdays, Sundays, and holidays.

Month - unless otherwise specified, shall mean a calendar month.

Director - shall mean 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, acting personally or through one of his/her authorized representatives for the purpose of this Contract.

Manager - shall mean the Manager of the Facility for the time being or his successor in duties for the purpose of this Contract, acting personally or through 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 Manager, Purchasing Services Division. 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) - shall mean a business entity which is at least 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 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.

Site of the Work - or words of similar import shall 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 - shall mean 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) - shall mean a business enterprise which is at least 51% owned by one or more women, or, in the case of a publicly held corporation, at least 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 - shall mean 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 or 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. Equal Employment Opportunity, Affirmative Action, Non-Discrimination**

- a. The Contractor is advised to ascertain and comply with all applicable federal, State and local statutes, ordinances, rules and regulations and, federal Executive Orders, pertaining to equal employment opportunity, affirmative action, and non-discrimination in employment.
- b. Without limiting the generality of any other term or provision of this Contract, in the event of the Contractor's non-compliance with the equal opportunity and non-discrimination clause of this Contract, or with any of such statutes, ordinances, rules, regulations or Orders, this Contract may be cancelled, terminated or suspended in whole or in part.

**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

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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,

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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, officers, representatives and employees from and against all claims and demands, just or unjust, of third persons (including Contractor's employees, employees, officers, and agents of the Port Authority) arising out of or in any way connected 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 from the acts or omissions of the Contractor, the Port Authority, third persons (including Contractor's employees, employees, officers, and agents of the Port Authority), 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 from acts or omissions (negligent or not) of the Contractor, the Port Authority or third persons (including Contractor's employees, employees, officers, and agents of the Port Authority) 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 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 claim, 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 just or unjust of third persons arising or alleged to arise out of the 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 the tribunal over the person of the Port Authority, the immunity of the Port Authority, its Commissioners, officers, agents or employees, the governmental nature of the Port Authority or the provision of any statutes respecting suits against the Port Authority.

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 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.

### **23. Accident Reports**

The Contractor shall promptly report in writing to the Manager of the Facility and to the Deputy Chief, Litigation Management 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 poses 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:

- 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 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, or the like.

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 Authority or its designee to perform background checks, and a personal identity verification check. Such authorization shall be in a form acceptable to the Authority. The Contractor and subcontractors may also be required to use an organization designated by the Authority to perform the background checks.

As of January 29, 2007, 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 the Transportation Worker Identification Credential for personnel performing in secure areas at Maritime facilities). 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 for more information and the latest pricing. The cost for said background checks for staff that pass and are granted a credential shall be reimbursable to the Contractor (and its subcontractors) as an out-of-pocket expense as provided herein. Staff that are rejected for a credential for any reason are not reimbursable.

- Issuance of Photo Identification Credential

No person will be permitted on or about the Authority construction site or facility (including rental spaces) without a facility-specific photo identification credential approved by the Authority. If the authority requires facility-specific identification credential for the Contractor's and the subcontractor's staff, the 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 Authority and shall be returned to the 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 subcontractor to immediately report to the Authority the loss of any staff member's individual facility-specific identification credential. The Contractor or subcontractor shall 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 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 identify 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 subcontractors shall be completed prior to being provided a S.W.A.C. ID Photo Identification credential.

- 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 Confidential Information ("CI") as defined in the Port Authority Information Security Handbook ("Handbook"), dated October, 2008, corrected as of February, 2009, 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 CI if at any point during the lifecycle of the project or solicitation it becomes necessary for the Contractor to have access to CI. 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 following is an outline of some of the procedures, obligations and directives contained in the Handbook:

- (1) require that the Contractor and subcontractors, when appropriate, sign Non-Disclosure Agreements (NDAs), or an Acknowledgment of an existing NDA, provided by the Authority as a condition of being granted access to Confidential Information categorized and protected as per the Handbook;
- (2) require that individuals needing access to CI be required to undergo a background check, pursuant to the process and requirements noted in § 3.2 of the Information Security Handbook.
- (3) require Contractors and commercial enterprises to attend training to ensure security awareness regarding Port Authority information;
- (4) specific guidelines and requirements for the handling of CI to ensure that the storage and protection of CI;
- (5) restrictions on the transfer, shipping, and mailing of CI information;
- (6) prohibitions on the publication, posting, modifying, copying, reproducing, republishing, uploading, transmitting, or distributing CI on websites or web pages. This may also include restricting persons, who either have not passed a pre-screening background check, or who have not been granted access to CI, from viewing such information;
- (7) require that CI be destroyed using certain methods, measures or technology pursuant to the requirements set forth in the Handbook;
- (8) require the Contractor to mandate that each of its subcontractors maintain the same levels of security required of the Contractor under any Port Authority awarded contract.
- (9) prohibit the publication, exchange or dissemination of CI developed from the project or contained in reports, except between Contractors and subcontractors, without prior approval of the Port Authority;
- (10) require that CI only be reproduced or copied pursuant to the requirements set forth in the Handbook.

- 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, Confidential 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. Confidential information shall also mean and include collectively, as per *The Port Authority of New York & New Jersey Information Security Handbook (October 15, 2008, corrected as of February, 9 2009)*, 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 confidential 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 their functions unsatisfactorily, they shall be replaced by the Contractor 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 or Small Business Enterprises 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); or
- (b) Services (excluding Janitorial/Cleaning Services), a price preference of 10% is available for New York or New Jersey Minority or Women Business Enterprises (M/WBE),

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

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

#### **47. M/WBE Good Faith Participation**

If specified as applicable to this Contract, the Contractor shall use every good-faith effort to provide for participation by certified Minority Business Enterprises (MBEs) and certified Women-owned Business Enterprises (WBEs) as herein defined, in all purchasing and subcontracting opportunities associated with this Contract, including purchase of equipment, supplies and labor services.

Good Faith efforts to include participation by MBEs/WBEs shall include the following:

- a. Dividing the services and materials to be procured into small portions, where feasible.
- b. Giving reasonable advance notice of specific contracting, subcontracting and purchasing opportunities to such MBEs/WBEs as may be appropriate.
- c. Soliciting services and materials from a Port Authority certified MBE/WBE or seeking MBEs/WBEs from other sources. To access the Port Authority's Directory of MBE/WBE Certified Firms go to [www.panynj.gov/supplierdiversty](http://www.panynj.gov/supplierdiversty)
- d. Ensuring that provision is made to provide progress payments to MBEs/WBEs on a timely basis.
- e. Observance of reasonable commercial standards of fair dealing in the respective trade or business.

Subsequent to Contract award, all changes to the M/WBE Participation Plan must be submitted via a modified M/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 M/WBE Plan, Contractors are directed to use form PA3749C, which may be downloaded at <http://www.panynj.gov/business-opportunities/become-vendor.html>. The Contractor shall not make changes to its approved M/WBE Participation Plan or substitute M/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 M/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, the Statement of Subcontractor Payments as the M/WBE Participation Report, 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 M/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.

If, during the performance of this Contract, the Contractor fails to demonstrate good faith efforts in carrying out its M/WBE Participation Plan and the Contractor has not requested and been granted a full or partial waiver of the M/WBE participation goals set forth in this Contract, the Authority will take into consideration the Contractor's failure to carry out its M/WBE Participation Plan in its evaluation for award of future Authority contracts.

### **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. 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;
- d. ever used a name, trade name or abbreviated name, or an Employer Identification Number different from those inserted in the Bid;
- e. 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;
- f. 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
- g. 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.

**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 any offers or agreements or taken any other action with respect to any Authority employee or former employee or immediate family member of either which would constitute a breach of ethical standards under the Code of Ethics dated April 11, 1996, (a copy of which is available upon request) nor does this organization have any knowledge of any act on the part of an Authority employee or former Authority employee relating either directly or indirectly to this organization which constitutes a breach of the ethical standards set forth in said Code;
- 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; and
- 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.
- g. no person or organization has been retained, employed or designated on behalf of the Bidder to impact any Port Authority determination, where the solicitation is a Request for Proposals, 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 shall be deemed to be 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 Director of the Procurement Department of the Authority). Such disclosure is to be updated, as necessary, up to the time of award of this Contract. 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

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Standard Contract Terms and Conditions

(PA BID)

Rev. 6/25/13

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., a spouse, child, parent, brother or sister) 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.

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 the Contract or any other Port Authority contract), etc. which might tend to obligate the Port Authority employee to the Contractor, 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. 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 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.

In the event that the Contractor becomes aware of the occurrence of any conduct that is prohibited by this section entitled "No Gifts, Gratuities, Offers of Employment, Etc.", it shall report such occurrence 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 to report information to the Office of Inspector General). Failing to report such conduct shall be grounds for a finding of non-responsibility.

In addition, during the term of this Contract, the Contractor shall not make an offer of employment or use confidential information in a manner proscribed by the Code of Ethics and Financial Disclosure dated April 11, 1996, (a copy of which is available upon request to the Office of the Secretary of the Port Authority).

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

#### **6. 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 Director in writing of such situation giving the full details thereof. Unless the Contractor receives the specific written approval of the Director, the Contractor shall not take the contemplated action which might be viewed as or give the appearance of a conflict of interest. The Director 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 Director and shall become a requirement, as though fully set forth in this Contract. In the event the Director 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 Director to be no longer appropriate because of such preclusion, then the Director 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.

## 7. 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 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.

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;

Bidding - shall mean executing this Contract.

**CRISTI WEB JULY 2014 MONTHLY COST BREAKDOWN BY BUILDING**

<b>Quantity</b>	<b>Cost Center</b>	<b>G/L Account</b>	<b>Internal Order</b>	<b>Bldg Location</b>
\$23,590.51	305A02	512007	A02137000	ARFF
\$7,417.64	305A02	512007	A02133000	Bldg 84
\$26,022.52	305A02	512007	A02351000	MAT
\$23,104.11	305A02	512007	A02431000	Hangar 7 Center
\$24,320.12	305A02	512007	A02433000	Hangar 7 South
\$8,268.84	305A02	512007	A02451000	Hangar 11
\$1,824.01	305A02	512023	A02137000	ARFF
\$3,769.62	305A02	512023	A02351000	MAT
\$1,945.61	305A02	512023	A02431000	Hangar 7 Center
\$1,337.60	305A02	512023	A02433000	Hangar 7 South

**\$121,600.58**

CRISTI CLEANING SERVICE CORP.

77 TRINITY PLACE  
HACKENSACK, NEW JERSEY 07601  
201 883-1717 FAX 201 883-1212

PURCHASE ORDER

# 4500065105

Invoice

Date	Invoice #
7/25/2014	23207

Bill To
THE PORT AUTHORITY OF NEW YORK CENTRAL TERMINAL BUILDING ROOM 3677, LAGUARDIA AIRPORT NEW YORK, NY 11371

Ship To
LAGUARDIA - MAT PSE889 CONTRACT NO. # 4600009955 VENDOR NO. 105214 JULY 2014

COPY

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
4500065105	NET 10		7/25/2014			

Quantity	Item Code	Description	Price Each	Amount
1	General Cleaning F..	LA GUARDIA AIRPORT - WEST END BUILDINGS (WEB)  BANK INFORMATION:   APPROVED AUG 19 2014 IN SAP <i>Johanna Meyer</i>  SERVICE ENTRY # 8000 <u>961268</u>	121,600.58	121,600.58

			<b>Total</b>	\$121,600.58
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*(Handwritten signature)*