



THE PORT AUTHORITY OF NY & NJ

1 Madison Avenue, 7th Floor, New York NY 10010

REQUEST FOR QUOTATION

<p>Contact person/Telephone Shanta Nelson/212-435-3980</p>	<p>Collective# / RFQ Number / Bid Due Date 0000021955 / 08/16/2010 Bids must be received no later than 11:00 AM on the above Bid Due Date.</p> <p>Deliver Goods/Services To: New York Office Facilities NY</p>
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Quantity	Description	Unit Price	Total
	<p>Maintenance and Calibration Services - 3 Year Req. Contract Contract to commence on or about 9/10/2010 through 9/9/2013.</p> <p>ATTACHMENTS: 'PART V - SPECIFICATIONS' and 'INSURANCE PROCURED BY THE CONTRACT' to be made part of this Contract.</p> <p>NOTE: In addition to any other right of termination under this Agreement, this Contract may be terminated by the Port Authority with cause at any time during the term or extended term of this Contract or without cause upon 30 days written notice to the Contractor. The contractor shall have no right of termination except for cause. Termination shall be by certified mail.</p> <p>A price preference of 10 % is available for NY/NJ Minority and Women Business Enterprises (M/WBE) or 5% for NY/NJ Small Business Enterprises (SBE) certified by the Port Authority (PA) by the day before bid opening for awards not exceeding \$1,000,000. My firm was certified as a _____ on _____.</p> <p>****QUOTE ONLY FULLY DELIVERED PRICES****</p>		
	PLEASE QUOTE FULLY DELIVERED PRICES		
	PAYMENT TERMS		
		Total Delivered Price	

This Quotation is subject to the terms and conditions set forth on the back page hereof. Bidder is advised to read these before signing. We have read the instructions and, if favored with an order, we agree to furnish the items enumerated herein at the prices and under the conditions indicated.

Signed _____
 Firm Name _____
 Telephone number _____ Date _____
 Fax Number _____
 Federal Taxpayer ID _____

Bidder
Must
Sign
in
Two
Places

NOTICE TO BIDDERS: Unless the following term of assurance that the above offer is irrevocable is signed, the offer submitted herein shall not be deemed to be complete.

The foregoing offer shall be irrevocable for 90 days after the date on which the Port Authority of New York and New Jersey opens this proposal.

Signed _____ Date _____
 Firm Name _____



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REQUEST FOR QUOTATION

RFQ Number / Bid Due Date
/ 08/16/2010

Quantity	Description	Unit Price		Total	
	<p>This is a Formal Bid Invitation Mail Sealed Bids to:</p> <p>The Port Authority of NY & NJ Attn: Bid Custodian Procurement Department One Madison Avenue, 7th Floor New York, N.Y. 10010</p> <p>by the date and time listed above, where it will be publicly opened and read.</p> <p>Bids are only accepted Monday through Friday, excluding Port Authority holidays, between the hours of 8 A.M. & 5 P.M., via regular mail, express delivery service or hand delivery.</p> <p>If you do not use or have an envelope provided, you must clearly mark the outside envelope/package with 'BID ENCLOSED' and show the company name, address, as well as Bid number and Due date as stated on this bid document.</p> <p>A valid photo id is required to gain access into the building, to attend the bid opening or hand deliver a bid.</p>				
	Maintenance and Calibration Services				
	<p>PLEASE QUOTE FULLY DELIVERED PRICES</p>			<p>Total Delivered Price</p>	

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REQUEST FOR QUOTATION

RFQ Number / Bid Due Date
08/16/2010

Quantity	Description	Unit Price		Total
1	<p>Pricing: Semi annual inspection and calibration for all 3 sites. Billing will occur twice a year to correspond to the completion of routines at the three sites.</p> <p>PRICING</p> <p>Year 1: Price per semi annual routine \$ _____ X 2 = \$ _____</p> <p>Year 2: Price per semi annual routine \$ _____ X 2 = \$ _____</p> <p>Year 3: Price per semi annual routine \$ _____ X 2 = \$ _____</p> <p>3- yr Replacement parts: Percent mark-up or Discount off invoice _____ % X 9,000 = \$ _____ +/- 9,000 = \$ _____</p> <p>The item covers the following services: Calibration Services - Medical 3 Yrs.</p>	Total Delivered Price		
PLEASE QUOTE FULLY DELIVERED PRICES		PAYMENT TERMS		

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Signed _____
Firm Name _____
Telephone number _____ Date _____
Fax Number _____
Federal Taxpayer ID _____

Bidder
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The foregoing offer shall be irrevocable for 90 days after the date on which the Port Authority of New York and New Jersey opens this proposal.

Signed _____ Date _____
Firm Name _____

TERMS AND CONDITIONS

1. The Port Authority (PA) reserves the right to request information relating to seller's responsibility, experience and capability to perform the work.
2. Unless otherwise provided, complete shipment of all items must be in one delivery FOB delivery point. Payment will not be made on partial deliveries unless authorized in advance by the party to be charged and the discount, if any, will be taken on the total order.
3. PA payment terms are net 30 days. Cash discounts for prompt payment of invoices may be taken but will not be considered in determining award, except in the case of tie bids.
4. Separate unit and total FOB delivered prices must be shown.
5. Sales to the PA and to PATH are currently exempt from New York and New Jersey State and local taxes and generally from federal taxation. The seller certifies that there are no federal, state, municipal or any other taxes included in the prices shown hereon.
6. The PA shall have the absolute right to reject any or all proposals or to accept any proposal in whole or part and to waive defects in proposals.
7. Unless the phrase "no substitute" is indicated, bidder may offer alternate manufacturer / brands, which shall be subject to Port Authority approval. Please indicate details of product being offered with bid.
8. Acceptance of seller's offer will be only by Purchase Order Form signed by the PA. No change shall be made in the agreement except in writing.
9. If the seller fails to perform in accordance with the terms of this purchase order, the PA may obtain the goods or services from another contractor and charge the seller the difference in price, if any, a reletting cost of \$100, plus any other damages to the PA.
10. Upon request, sellers are encouraged to extend the terms and conditions of any terms agreement with the PA to other government and quasi-government entities by separate agreement.
11. By signing this quotation or bid, the seller certifies to all statements on Form PA 3764 regarding non-collusive bidding; compliance with the PA Code of Ethics; and the existence of investigations, indictments, convictions, suspensions, terminations, debarments and other stated occurrences to assist the PA in determining whether there are integrity issues which would prevent award of the contract to the seller. The PA has adopted a policy set forth in full on PA 3764, that it will honor a determination by an agency of the State of New York or New Jersey that a bidder is not eligible to bid on or be awarded public contracts because the bidder has been determined to have engaged in illegal or dishonest conduct or to have violated prevailing wage legislation. The Terms and Conditions of PA 3764 apply to this order. A copy can be obtained by calling (212) 435-3902 or at <http://www.panynj.gov/pdf/PA3764.pdf>.
12. The vendor may subcontract the services or use a supplier for the furnishing of materials required hereunder to such persons or entities as the Manager, Purchasing Services may from time to time expressly approve in writing. All further subcontracting shall also be subject to such approval.
13. The successful bidder (vendor) shall not issue nor permit to be issued any press release, advertisement, or literature of any kind, which refers to the Port Authority or that goods will be, are being or have been provided to it and/or that services will be, are being or have been 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.

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

Port Authority Office of Medical Services
233 Park Avenue South, 8th Floor
New York, NY 10003
Attn: Loretta Platero

Port Authority Technical Center
241 Erie Street, Room 224
Jersey City, NJ 07310
Attn: Erika Carr

Journal Square Transportation Center
One Path Plaza, Concourse Level
Jersey City, NJ 07306
Attn: Charlene Sampson-Wright

2. Work Required by the Specifications

These Specifications relate generally to the performance of calibrations and routine maintenance semi-annually and/or on an as needed basis for medical equipment as specified below and provide schedule for such prior to commencement of contract.

Equipment Description

See Attachment A

Work shall be scheduled during the regular service window hours of 8:00 a.m. to 4:00 p.m., Monday through Friday, excluding holidays. The contractor shall provide oral notification to the Port Authority authorized representative, at each facility, one (1) business day prior to the date of commencement of each preventive maintenance, inspection and cleaning service. The Port Authority reserves the right to change the preventive maintenance, inspection and cleaning scheduled at any time throughout the duration of the Agreement at no additional charge. Requests by the Contractor for permission to deviate from the approved schedule shall be submitted to the Port Authority authorized representative at least 1 day in advance of the proposed change for approval.

3. Regular Repair Service

- a. The Port Authority may make requests for repair service by telephone or other means. The Contractor shall acknowledge the request for repair service within three (3) hours after Port Authority notification.
- b. Regular repair service shall consist of arriving at the Office of Medical Services with the appropriate personnel and materials. The Contractor shall perform all repairs of the equipment necessary to determine the cause of the malfunction and complete all repairs within three(3) hours of notification. The Contractor shall perform all necessary repairs and adjustments to the equipment, including but not limited to the replacement of failed parts, and/or to restore unimpaired efficient operation of equipment. The Contractor shall have prior written approval before proceeding with a repair during a preventive maintenance service from the Port Authority authorized representative. The Contractor shall not be compensated without such approval.
- c. Travel time will not be paid as a separate cost and should be included in the bid. If unable to service and/or repair a specific item, the service and/or repair will be subcontracted at the expense of the contractor.

4. Emergency Repair Service

The Contractor shall arrive at the Office of Medical Services with the appropriate personnel and materials within three (3) hours of notification by the Port Authority authorized representative. The Contractor shall also respond to Port Authority requests for emergency repair at any time outside the regular repair service window period (Monday through Friday, 8a.m. through 4p.m., excluding holidays) and shall continue working until the emergency is abated. Requests for service shall be made by the authorized representative by telephone or any other means.

- a. Emergency repair service shall be requested for failures that constitute an immediate danger to personnel or property, or interfere with Port Authority operations, as determined by the Port Authority authorized representative.
- b. If any of the following conditions are found to exist, the Contractor shall contact the Port Authority authorized representative for further instructions and authorizations:
 1. The work required is substantially more extensive or difficult than the specific service call request indicated;
 2. The cost of parts, materials and labor will exceed Five Hundred Dollars (\$500); or
 3. Repairs require that the Contractor return a second day.
 4. Emergency Service Calls shall be made by one (1) person. If the work requested requires a second person, the Port Authority authorized representative must approve the additional labor prior to the commencement of work by the Contractor.

5. Replacement Parts

- a. All replacement parts shall be new or equivalent to new in performance. New parts shall be used unless no longer available from the manufacturer. If new parts cannot be furnished, the Contractor shall either repair the existing part or supply a rebuilt part. The Contractor shall be capable of manufacturing replacement parts that are custom designed to meet the Port Authority's requirements. The repaired or rebuilt part shall have the prior approval of the Port Authority authorized representative and shall meet the same requirements as the new parts. Compensation for parts shall be in accordance with the line item on the RFQ.
- b. The Contractor shall either stock a sufficient parts inventory or the Contractor shall have immediate access to replacement parts in order to assure that all equipment can be maintained and repaired in accordance with all the requirements of this agreement.
- c. Parts that have failed and can be economically repaired shall be repaired or refurbished, and tested by the Contractor.

6. Service Tickets

- a. The Contractor shall submit Service Tickets for each service call. These tickets shall be submitted to the Port Authority and shall constitute the official records of service performed on the equipment specified herein. The ticket shall include the following information:
 1. Date of service call;
 2. Equipment repaired;
 3. Service provided;
 4. Parts furnished, including description, model number and serial number of the part replaced;
 5. Arrival and departure times at each work location. The entries will be countersigned by the Port Authority authorized representative in order to verify the arrival and departure times. The Contractor shall not be compensated without such verification; and
 6. Service employee names and signatures.

ATTACHMENT A

MEDICAL EQUIPMENT FOR:

Port Authority Office of Medical Services
 233 Park Ave. South, 8th Floor
 New York, NY 10003
 Attn: Loretta Platero, 212-435-2662/2694

MANUFACTURER	EQUIPMENT TYPE	SERIAL #	CONTROL #
Dazor	Exam Lamp	N/A	146250
Detecto	Scale	N/A	146266
Detecto	Scale	N/A	146253
Hamilton Bell	Centrifuge	56868	146264
Ritter	Autoclave	DM028202	146252
Ritter	Exam Table	N/A	146218
Ritter	Exam Table	N/A	146218
Ritter	Exam Table	N/A	146220
Ritter	Exam Table	N/A	146224
Ritter	Exam Table	N/A	146228
Ritter	Exam Table	N/A	146233
Ritter	Exam Table	N/A	146237
Ritter	Exam Table	N/A	146242
Ritter	Surgical Light	N/A	146255
Sanyo	Medicine Refrigerator	N/A	146248
Schuco	Nebulizer	34369	146251
Schuco	Suction Pump	66559	146249
Spacelabs	Defibrillator	3310	146260
Spacelabs	EKG Machine	92300-004403	146234
Spacelabs	EKG Machine	92300	146256
Spacelabs	EKG Machine	92300	146229
Spacelabs	EKG Machine	92300	146236
Titmus	Vision Screener	CA-527-69	146231
Titmus	Vision Screener	CA-52770	146239
Titmus	Vision Screener	CA-52771	146213
Top Con	Tonometer	1510708	146209
Tycos	BP Unit	0206261553	146244
Tycos	BP Unit	0210220110	146259
Tycos	BP Unit	0212041375	146226
Tycos	BP Unit	0212041412	146215
Welch Allyn	BP Monitor	N/A	146214
Welch Allyn	BP Monitor	N/A	146227
Welch Allyn	BP Monitor	N/A	146230
Welch Allyn	BP Unit	0212041457	146241
Welch Allyn	BP Unit	0212061137	146222
Welch Allyn	Otoscope	N/A	146216
Welch Allyn	Otoscope	N/A	146221
Welch Allyn	Otoscope	N/A	146225
Welch Allyn	Otoscope	N/A	146240
Welch Allyn	Otoscope	N/A	146245

Welch Allyn	Otoscope	N/A	146258
Welch Allyn	Thermometer	N/A	146217
Welch Allyn	Thermometer	N/A	146219
Welch Allyn	Thermometer	N/A	146223
Welch Allyn	Thermometer	N/A	146243
Welch Allyn	Thermometer	N/A	146257
Wolf	X-Ray Viewer	N/A	146246
Wolf	X-Ray Viewer	N/A	146254
Wolf	X-Ray Viewer	N/A	146265

MEDICAL EQUIPMENT FOR:

**Port Authority Technical Center
241 Erie Street, Room 224
Jersey City, NJ 07310
Attn: Erika Carr, 201-216-2012**

MANUFACTURER	EQUIPMENT TYPE	SERIAL #	CONTROL #
Avanti	Medicine Refrigerator	A020406860	146137
Baum	BP Unit	U99457	146163
Baum	BP Unit	U99458	146152
Baum	BP Unit	U99459	146168
Baum	BP Unit	U99460	146157
Baum	BP Unit	U99461	146161
Baum	BP Unit	V46757	146147
Burdick	EKG Machine	30336	146146
Burton	Surgical Lamp	N/A	146142
Detecto	Scale	N/A	146153
Detecto	Scale	N/A	146169
Exam Light	Exam Light	N/A	145294
Excellence	Medicine Refrigerator	N/A	146139
Future Med	Spirometer	2001070501	145294
Hamilton Bell	Centrifuge	71389	146136
Luxo	Exam Lamp	N/A	146156
Luxo	Exam Lamp	N/A	146160
Luxo	Exam Lamp	N/A	146166
Marquette	Exam Table/EKG	N/A	146159
Marquette	Exam Table/EKG	N/A	146165
Marquette	Exam Table/EKG	N/A	146170
Physio Control	Auto Defibrillator	12249586	146141
Reichert	Tonometer	BC36340	145293
Schuco	Nebulizer	1291118	146151
Siemens	EKG Machine	056349	146145
Spectroline	Ultraviolet Light	357093	146149
Titmus	Vision Screener	CA-52098	146150
Tycos	BP Unit	0211041946	146154
UMF	Exam Table	N/A	146180
Vernitron Medical	Aspirator	70405	146144
Vernitron Medical	Autoclave	79336	146140