

REQUEST FOR SEALED PROPOSALS

ELEVATOR INSTALLATION & FACILITY UPGRADES - BUILDING P1

SJPC- EIP 10-13-2020

**SOUTH JERSEY PORT CORPORATION
BROADWAY TERMINAL
2500 BROADWAY, CAMDEN, NEW JERSEY 08104**

**Proposal Due Date: O c t o b e r 13 , 2 0 2 0
@ 2 : 0 0 P M**

INFORMATION TO RESPONDENTS

Sealed qualifications shall be received in accordance with Public Advertisement as required by law, a copy of said notice being attached hereto and made part of these specifications.

Project Site Pre-Bid Meeting

A mandatory project on-site review and walk down meeting for all bidders for this project will be held at the Broadway Terminal on September 15th, 2020 at 10:00 AM.

Submission of Proposals

All proposals must be submitted in sealed envelopes bearing on the outside the name of the proposer, address, and the name of the professional service for which the proposal is submitted. Proposals must be addressed to the attention of:

SOUTH JERSEY PORT CORPORATION
c/o PATRICK BOYLE – SR. PURCHASING AGENT,
Bldg. “B” 101 Joseph A. Balzano Boulevard Camden, NJ
08103

Proposals Forwarded through the Mail

Must contain the following statement on the envelope:

“THIS IS A SEALED PROPOSAL AND SHALL NOT BE OPENED AND RECORDED UNTIL OCTOBER 13th, 2020 @ 2:00 PM BY PATRICK BOYLE , OR HIS DESIGNEE: SJPC-EIP-10-13-2020

The South Jersey Port Corporation (hereinafter “SJPC”) will not assume responsibility for proposals not delivered in person to the above address.

The sealed proposals will be opened and recorded in the office of Mr. PATRICK BOYLE, “B” Building, at the South Jersey Port Corporation, Balzano Marine Terminal, 101 Joseph A. Balzano Boulevard (formerly Beckett Street), Camden, New Jersey 08103.

Receipt of Proposals

All proposals must be received by 2:00 PM on October 13, 2020

No proposal will be accepted after the specified time.

Reservations

The SJPC reserves the right to reject any or all proposals, to waive irregularities and technicalities, to request re-submissions, and to award proposals as the SJPC deems will best serve the interests of the SJPC.

Questions regarding this Request for Proposals may be directed to PATRICK BOYLE, SR. PURCHASING AGENT at pboyle@southjerseyport.com No questions will be answered after Thursday, October 8th, after 12:00 PM.

REQUEST FOR PROPOSALS

**ELEVATOR INSTALLATION & FACILITY UPGRADES
BUILDING P1**

Overview:

The South Jersey Port Corporation (SJPC) is an agency of the State of New Jersey with a mission to develop, maintain and operate marine terminals and related intermodal transportation infrastructure within the South Jersey Port District. The agency has primary offices and port operations in Camden, New Jersey at the Balzano Marine Terminal, and the Broadway Terminal. The agency also has facilities in Salem and Paulsboro. SJPC is grantee of Foreign Trade Zone #142.

<http://southjerseyport.com/facilities/balzano-marine-terminal/>

ADVERTISEMENT FOR BIDS

**Elevator Installation & Facility Upgrades - Building P1 Project
South Jersey Port Corporation, Broadway Terminal,
101 Joseph A. Balzano Blvd. Camden, New Jersey 08103**

Notice is hereby given that Sealed Bids will be received, opened, and recorded at the Balzano Marine Terminal, Bldg. "B" office of Mr. Patrick Boyle. Sr. Purchasing Agent on October 13, 2020 @ 2:00 PM.

A Mandatory Pre-Bid meeting will be held on September 15, 2020 @ 10:00 AM, at which time Contract Documents and Drawings will be available at the Pre-Bid Conference for a cost of \$75.00 per set. Checks must be made payable to the South Jersey Port Corporation. The sum is not refundable.

For Port Entry and Security purposes, participants planning to attend the Pre-Bid Meeting MUST notify Mr. Patrick Boyle in advance by email at pboyle@southjerseyport.com

Scope of Work:

The Port is requesting an RFP from qualified Contractors to provide all labor, materials and equipment to install a new elevator in a new masonry shaft constructed alongside the south end of Building P1, along with a new entrance ramp, exterior gate modifications, interior renovations to the first floor lobby, the second floor board room, barrier free upgrades to the two second floor toilet rooms, a new conference room and a kitchenette area. Work shall also include structural, plumbing, HVAC, fire protection, electrical, environmental abatement, and any services as indicated within the contract documents. Contractor shall provide all necessary components, accessories, materials, testing, and labor for a fully complete, compliant, and operational system.

Contractor to provide a lump sum proposal in US dollars to supply all necessary design services, materials, labor, tools, consumables, transportation, cranes, supervision, PPE, and any temporary facilities as necessary to provide for the complete and functional systems as described.

Warranty

Contractor shall provide a warranty covering equipment, material, and workmanship for a minimum of one year, starting from completion and acceptance of the installed components.

BID BOND

The Form of Bid Security shall be a BID BOND to accompany the BID Proposal Package in the amount of 10% of the total bid price not to exceed \$20,000.

PERFORMANCE BOND

Each bid shall also be accompanied by a letter of intent from the Bidder's Bonding Company confirming that, if the Bidder is awarded the Contract, the Bonding Company will furnish the required PERFORMANCE BOND EQUAL TO THE BID PRICE.

Each Surety submitted must be with a company that is rated at least A- or better with AM Best

and proof of same must accompany the bid.

Submission/Proposal Request

The proposal should include:

Letter of Transmittal – The letter is not intended to be a summary of the proposal itself and must contain the following statements and information:

- a. Company name, address, and telephone number(s) of the firm submitting the proposal.
- b. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
- c. Federal and state taxpayer identification numbers of the firm.
- d. Briefly state your understanding of the services to be performed and make a positive commitment to provide the services as specified.
- e. The letter must be signed by a corporate officer or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.
- f. Statement which indicated “proposal and cost schedule (see #7) shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with the SJPC.”
- g. General Vendor Information – Please provide the following information:
 - i. Length of time in business
 - ii. Length of time in business of providing proposed services
 - iii. Total number of clients
 - iv. Total number of public sector clients
 - v. Number of full-time personnel in:
 - vi. Consulting
 - vii. Installation and training
 - viii. Sales, marketing and administrative
 - ix. Location of headquarters and field offices
 - x. Location of office which would service this account

2. Describe how your firm is positioned to provide the services listed above and provide a history of experience on providing similar services.

3. Describe your approach to providing these services and your methodology for providing ongoing support.

4. Provide the name, title, address, and telephone number of three references for clients whom you have provided similar services. Please provide information referencing the actual services provided, customer size (number of users), and the length of tenure providing services to this client.
5. Staff Resources – Identify names of principals and key personnel who will perform the work.
6. The SJPC facilities are federally regulated under the Maritime Transportation Security Act and onsite vendor representatives must possess a Transportation Worker Identification Credential (TWIC) issued by the Transportation Security Administration.
7. Cost Schedule: Provide a cost schedule for the scope of work identified under and a project schedule.
8. Refer to “INFORMATION FOR BIDDERS in the Project Manual issued at the Pre-Bid Meeting.

Additional Applicant Responsibilities in Responding to Proposals

The applicant/proposer shall, in response to the SJPC’s Request for Proposal, also include the following information as indicated on the Web Site Bid Page:

- a) Insurance. The proposer shall provide documentation of insurance for liability coverage with limits as to liability of not less than \$1,000,000.
- b). Small Business Enterprise Questionnaire. The applicant/proposer shall submit a completed form (exhibit Q1).
- c) Mandatory Equal Opportunity. The applicant/proposer shall submit a completed form (exhibit Q2 and Q3).
- d) Stockholder Disclosure Certificate. The applicant/proposer shall submit a completed form (exhibit Q4).
- e) Non-Collusion Affidavit. The applicant/proposer shall submit a completed form (exhibit Q5).
- f) Debarred List Affidavit. The applicant/proposer shall submit a completed form (exhibit Q6).
- g) Affirmative Action Evidence for Procurement. The applicant/proposer shall submit a completed form (exhibit Q7).
- h) Business Registration Certificate. The applicant/proposer shall submit a completed form (exhibit Q8).
- i) Set-Off State Tax. The applicant/proposer shall submit a completed form (exhibit Q9).

- j) Acknowledgement of Receipt of Addenda Form. The applicant/proposer shall submit a completed form (exhibit Q10).
- k) Executive Order #129 Vendor Disclosure Form. The applicant/proposer shall submit a completed form (exhibit Q11).
- l) Executive Order #189 Vendor Code of Ethics Affidavit. The applicant/proposer shall submit a completed form (exhibit Q12).
- m) Executive Order #117 Two Year Chapter 51/ Vendor Certification and Disclosure of Political Contributions. The applicant/proposer shall submit a completed form (exhibit Q13).
- n) Executive Order #151 Contract Compliance. The applicant/proposer complete and submit form AA302 (exhibit Q14).
- o) Employee Information Report. The applicant/proposer shall submit a completed form AA302 (exhibit Q15).
- p) Ownership Disclosure Form. The applicant/proposer shall submit a completed form (exhibit Q16).
- q) Prevailing Wage Notification. The applicant/proposer shall submit a completed form (exhibit Q17).
- r) Public Workers Contract Registration. The applicant/proposer shall submit a completed form (exhibit Q18).
- s) Buy American Notice. In the performance of the work under this contract, the contractor and all subcontractors shall use only domestic materials. (exhibit Q19).
- t) Executive Order #117 Pay-to-Play Restrictions. The applicant/proposer shall submit a completed form (exhibit Q20).

Insurance Requirements

A. General Insurance Requirements

1. The Services shall not commence until the Service Contractor has obtained, at their own expense, all of the insurance as required hereunder and such insurance has been approved by the South Jersey Port Corporation; nor shall the Service Contractor allow any Subcontractor to commence work on any South Jersey Port Corporation projects until all insurance required of the Subcontractor has been so obtained and approved by the Contractor. Approval of insurance required of the Service Contractor will be granted only after submission to the South Jersey Port Corporation, original certificates of insurance signed by authorized representatives of the insurers or, at the South Jersey Port Corporation request, certified copies of the required insurance policies.

2. The Service Contractor shall require all Subcontractors to maintain during the term of the Contract commercial general liability insurance, business auto liability insurance, and workers compensation and employer's liability insurance at the same limits required of Service Contractor.
3. All insurance policies required hereunder shall be endorsed to provide that the policy is not subject to cancellation and non-renewal until thirty (30) days prior written notice has been given to the Owner by the Service Contractor.
4. No acceptance and/or approval of any insurance by the South Jersey Port Corporation shall be construed as relieving or excusing the Professional Service Contractor (or the Professional Service Contractor's Surety, if applicable) from any liability or obligation imposed upon either or both of them by provisions of this Contract.
5. Any deductibles or retention's of (\$5,000.00) or greater shall be disclosed by the Professional Services Contractor, and are subject to South Jersey Port Corporation's written approval. Any deductible or retention amounts elected by the Service Contractor or imposed by the Service Contractor's insurer(s) shall be the sole responsibility of the Service Contractor.
6. All insurance coverage shall be with AM Best Rating A-, or better insurance companies licensed to do business in the State of New Jersey.
7. Insurance provided to the South Jersey Port Corporation as specified herein shall be primary, and any other insurance, self-insurance, coverage, or indemnity available to the Owner and Owner's shall be excess of and non-contributory with insurance provided.
8. Contractor shall name South Jersey Port Corporation as Additional Insured on all liability policies (except Workers' Compensation and Professional Liability Policy, where applicable), for ongoing operations and completed operations (using ISO Endorsements CG 2010 and CG 2037, or their equivalents) on a primary noncontributory basis. Coverages are to include ongoing and completed operations. Each of the Additional Insured's respective directors, officers, partners, members, employees, agents, and representatives shall also be afforded coverage as an Additional Insured. Coverage should be provided for a period of three years subsequent to the completion of work/final payment.
9. Waiver of Rights of Subrogation: Contractor shall waive all rights of recovery against South Jersey Port Corporation for loss or damage covered by any of the insurance maintained by the Contractor.

B. Service Contractor Liability Insurance Requirements

The Services Contractor shall purchase the following:

1. Commercial General Liability insurance for bodily injury, personal injury, and property damage including loss of use, with minimum limits of:

\$1,000,000 each occurrence;

\$1,000,000 personal and advertising injury;

\$2,000,000 general aggregate; and

\$1,000,000 products/completed operation aggregate. This insurance shall include coverage for all of the following:

- General aggregate limit;
- Liability arising from premises and operations;
- Liability arising from the actions of independent contractors;

Contractual liability including protection for the Services Contractor from bodily injury and property damage claims arising out of liability assumed under this Contract.

2. Business auto liability insurance with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

- Liability arising out of the ownership, maintenance or use of any auto;
- Auto non-ownership and hired car coverage.

3. Workers' Compensation insurance with statutory benefits as required by any state or Federal law, including standard "other states" coverage; Employers Liability insurance with minimum limits of:

\$1,000,000 each accident for bodily injury by accident;

\$1,000,000 each employee for bodily injury by disease; and

\$1,000,000 policy limit for bodily injury by disease.

4. Professional Liability: Professional Service Contractors (such as, but not limited to Architects, Engineers, Attorneys, Physicians, and Risk Management Consultants) shall provide the South Jersey Port Corporation with a certificate of insurance evidencing Professional Liability and/or Malpractice Insurance with minimum limits of \$1,000,000 combined single limit.

5. Umbrella / Excess liability insurance with minimum limits of:

\$5,000,000 per occurrence;

\$5,000,000 aggregate for other than products/completed operations and auto liability; and \$5,000,000 products/completed operations aggregate.

C. Indemnification

1. The Contractor will protect, defend, indemnify and hold harmless the South Jersey Port Corporation from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities arising out of or resulting from the performance of the work or the completed operations provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of the tangible property including the loss of the use resulting there from; and is caused in whole or in part by any negligent or willful act or omission of the Contractor, Subcontractor(s), Sub-subcontractor(s), and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

In any and all claims against the South Jersey Port Corporation or any of their agents or employees, by an employee of the Contractor, Subcontractor, or any Sub-subcontractor, or

anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for any Contractor, Subcontractor or any Sub-subcontractor under Workmen's Compensation Acts, Disability Benefits Acts, or other Employee.

EXAMINATION AND RESPONSIBILITY

Bidders must visit the site and become thoroughly aware of the conditions under which the work will be performed. In addition to individual Bidder's visits, there will be a Bidder's Meeting, see Page A-1. Questions raised by Bidders at the time of the visit, or at any other time during the bidding, will only be officially answered by the issuance of Addenda to all bidders. Only such Addenda will be considered part of the Contract Documents.

Bidders must carefully examine, for themselves, the plans, detailed drawings, estimated quantities, and the location of the proposed work. They shall exercise their own judgement as to the full scope and nature of the work, the difficulties to be encountered and the accuracy of estimated quantities, when given. Each Bidder will be held fully responsible for having complied with, and thoroughly understood the Contract Documents prior to submitting their bid; and shall not, at any time, thereafter complain of such estimates, nor assert that there was any misunderstanding in regard to the nature or amount of work to be done.

QUALIFICATIONS OF BIDDERS

The Owner may make such investigation, as is deemed necessary, to determine the ability of the Bidder to perform the work; and the Bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by, or the investigation of such Bidder fails to satisfy the Owner that such Bidder is properly qualified to carry out the obligations of the Contract, and to complete the work therein contemplated. Conditional bids will not be accepted. See also paragraphs in these documents relating to subcontract work.

SUBMISSION OF BIDS

Bids must be submitted at the specified time due in sealed envelopes bearing the name and address of the Bidder on the outside, and also bearing, on the outside, reference to work bid upon. Any bid may be submitted or withdrawn prior to the scheduled time for the opening of bids, or the authorized postponement thereof. Any bid received after the time and date specified in the Advertisement for Bids or Addenda will not be considered. No Bid may be withdrawn within sixty (60) days after the actual date of the opening thereof.

REJECTION OF BIDS

The Owner reserves the right to reject any or all Bids received. The Owner also reserves the right to receive any and all Bids in whatsoever form they may be, and to waive any informalities in said Bids; or to award the work to whichever Bidder or Bidders it may be considered advantageous so to do, regardless of Bid prices.

SUBCONTRACT WORK

The Bidder shall submit with their Bid, a description of Contract Work they will not be performing with their organization, if any.

OBLIGATIONS OF BIDDERS

At the time of the opening of Bids, each Bidder will be presumed to have inspected the site, and to have read, and to be thoroughly familiar with the Plans and Contract Documents, including all Addenda. The failure or omission of any Bidder to receive or examine any form, instrument, or document, shall in no way relieve the Bidder from any obligations in respect to their bid.

CONDITION OF WORK

Each Bidder must inform themselves fully of the conditions relative to the construction under which the work will be performed. Failure to do so will not relieve a successful Bidder of their obligation to furnish all material and labor necessary to carry out the provisions of the Contract Documents, and to complete the contemplated work for the construction set forth in their Bid.

PROJECT SCHEDULE

At, or prior to, Contract Award, the Contractor will submit to the Engineer, for approval, a complete schedule for the performance of the contract, incorporating all conditions of the contract, and separating the various segments of work.

LIQUIDATED DAMAGES

In case the Contractor fails to complete the work contracted for, in a manner satisfactory to and acceptable to the Owner, within the stipulated time limit, then the Contractor shall and will pay to the Owner for each and every day they, the Contractor, shall be in default, the sum of Two Thousand Dollars (\$2,000.00) or the sum equal to 1/20 of one percent (1%) of the total consideration provided for under the contract, whichever sum is the greater, which sum per day is agreed upon, fixed and determined by the parties hereto to be liquidated damages, not a penalty.

The Owner shall recover said damages by deducting the amount thereof out of any monies which may be due or become due to Contractor, or by an action of law against the Contractor or their surety, or by either or both of these methods.

In case the Contractor shall be delayed due to the failure on the part of the Owner to furnish anything on its part to be furnished, or of any other cause beyond the control of the Contractor, they shall be entitled to such an extension of time for the delivery of equipment, materials, work and supplies as is the judgement of the Owner shall be fair and just.

Financial Disclosure

The Applicant/Proposer shall file all Financial Disclosure Statements as required by Law.

Evaluation of Responses

Criteria

It is the policy of the SJPC that the selection of vendors shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. The SJPC will put each proposal submitted through a process of evaluation to determine responsiveness to all administrative and technical requirements of the RFP.

The evaluation criteria are intended to be used to make a recommendation to the SJPC Board of Directors, who will award the contract, but who are not bound to use the criteria or to award to Respondent on the basis of the recommendation. Furthermore, the SJPC reserves the right to vary from this procedure as it determines to be in the SJPC's best interest.

Method

The proposal review team will consist of individuals from the SJPC who will independently analyze each proposal. The evaluation team will analyze how the Respondents qualifications, experience, professional content, and proposed methodology meet the SJPC's needs. Proposals should be prepared simply and economically, providing straightforward, concise description of the Vendor's capabilities to satisfy the requirements of this request.

Qualifications will be evaluated using the following criteria:

1. Respondent's Qualification and Experience

Verifiable technical capacity, experience on similar projects and an outstanding record of successfully completed projects. Documentation of these projects should be provided. Past performance on similar projects may be included.

2. Project Approach and Methodology

Respondent's familiarity with and the understanding of the project opportunities and challenges/constraints. Demonstrate processes that will highlight Respondent's ability to provide innovative solutions and complete the work as outlines in the RFP. Respondents should provide a detailed methodology for accomplishing the project goals.

3. Cost/Cost Effectiveness

The extent to which the total cost present to complete the project provides benefits worth the expense.

The SJPC reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received if deemed in the best interest of the SJPC to do so. A final decision will be made only after all proposals have been received and evaluated and presented to the SJPC Board of Directors for consideration. The SJPC's evaluation process is designed to identify the vendor that provides the most advantageous solution to the SJPC by including an evaluation of each vendor's technical capabilities, past performance, and overall cost of the proposal to the SJPC.

Submittal Timeline: The following is the likely schedule and timing leading up to a contract signing. The SJPC may change this schedule as appropriate:

Request for Proposals posted on SJPC website and official newspapers.
Proposals due OCTOBER 13th, 2020 @ 2 :00 p.m. EST
Review period and recommendation to Board of Directors
Contract awarded by SJPC through Board resolution after Governor Veto Period.

In order to be considered, two (2) hard copies of the Proposal must be received by the SJPC in a sealed envelope marked:

“THIS IS A SEALED PROPOSAL AND SHALL NOT BE OPENED AND RECORDED UNTIL OCTOBER 13TH, 2020 AT 2:00 P.M. BY PATRICK BOYLE OR HIS DESIGNEE: SJPC-EIP-10-13-2020; and addressed to the SOUTH JERSEY PORT CORPORATION, ATTENTION: PATRICK BOYLE, SR. PURCHASING AGENT 101 Joseph A. Balzano Boulevard (formerly Beckett Street), Camden, NJ 08103.

SEALED Proposals may be mailed, or hand delivered to:

South Jersey Port Corporation
Attention: Mr. PATRICK BOYLE, SR. PURCHASING AGENT
101 Joseph A. Balzano Boulevard (formerly Beckett Street), Camden, NJ 08103

An electronic copy may also be requested at a later date.

The SJPC reserves the right to make any and all decisions regarding the selection of the Project Team and to waive any formality and to take any action that the SJPC determines, in its sole discretion, to be in the best interest of the SJPC. The provisions of the RFP are made for the benefit of the SJPC, and no right shall be deemed to accrue to any person submitting a state of qualifications or proposal by reason of the submission of any statement of qualification or proposal, or by the waiver or non-enforcement of any provisions or requirements of the RFP or by reason of any term or terms thereof.



South Jersey Port Corporation Application for TWIC Escort Sponsorship

In accordance with 33 CFR 101.514, all persons requiring unescorted access to restricted South Jersey Port Corporation (SJPC or "Port Corporation") facilities must possess a Transportation Worker Identification Credential (TWIC) before such access is granted. Persons seeking access to SJPC facilities who do not physically possess a TWIC may only enter SJPC facilities with an SJPC approved TWIC escort as a side-by-side companion. Each designated TWIC escort will be allowed to escort a maximum of five (5) individuals at any one time.

The sponsoring employer making the nomination for TWIC escorts shall submit the application at least seven (7) days prior to assignment as a TWIC escort. Application shall include a full-size color copy of the TWIC of the nominated employee and certification of training as per 33 CFR 105.215. In addition, the sponsoring employer must certify that the nominated TWIC escort is a full-time employee of the company.

In requesting application for TWIC escorts, the sponsoring company assumes all responsibility for each nominated employee to meet the mandated TWIC escorting requirements relating to restricted area access and agrees to assume any liability imposed by competent Federal authorities for failure of such nominated employee to discharge all responsibilities in accordance with all federal law and policy.

Sponsoring Company Information

Company Name: _____

Contact Person: _____

Contact Person Title: _____

Address: _____

City, State, Zip: _____

Work Phone: _____

Mobile Phone: _____

Email Address: _____

Fax: _____

NOTE: The applicant does not sign the TWIC Escort Sponsorship form. The applicant only signs the training acknowledgement.

Nominated Employee Information

Full Name (First, Middle, Last): _____

Date of Birth (mm, dd, year): _____

Address: _____

City, State, Zip: _____

Work Phone: _____

Mobile Phone: _____

Email Address: _____

Fax: _____

Date Employed by Nominated Employer: _____

TWIC escorting privileges are granted at the sole discretion of the SJPC, for a period determined by the SJPC, and the SJPC reserves the right to deny granting escorting privileges or to suspend, revoke or deny renewal of escorting privileges previously granted as follows:

1. Submittal by an employer or nominated applicant of false or misleading information.
 - Failure to adhere to the policies, rules and regulations of the SJPC or other applicable federal, state or local laws and regulations, including, but not limited to:
 - Any attempt to gain entrance to the SJPC's facilities, or restricted areas within its facilities, through fraud or deception;
 - Any attempt to bypass established entry points;
 - Use or attempted use of a credential issued to anyone other than the approved TWIC escort, or loaning of an approved TWIC escort credential to another person;
 - Failure to perform escorting duties in the manner prescribed in this policy.
2. Conviction of an approved TWIC escort of any offense for which he or she would have initially been denied approval in accordance with the policies of the Port Corporation.

3. Failure to present a TWIC upon request, loss of TWIC privileges or an expired TWIC,
4. An employer no longer meets the criteria under which their eligibility was initially established or an approved TWIC escort leaves the employment of the company for which escorting privileges were approved.
5. The **TWIC Escort privileged expire on the expiration of the TWIC card** provided when certified. When the escort's TWIC expires, a new application and retrain is required with the renewal TWIC card.

Submitted by:

Full Name (First, Middle, Last): _____

Title: _____

Date Submitted: _____

I certify that the applicant named in the application has received escort training as per 33 CFR 105.215.

Signature

Name Printed

Date

I certify that the applicant named in this application is a full-time employee of the sponsoring company named above.

Signature

Name Printed

Date

I certify to the best of my knowledge and belief that this application is correct and complete and I knowledge and accept all terms and conditions contained herein.

Signature

Name (Printed)

Date

ATTACH A COLOR COPY OF BOTH SIDES OF THE APPLICANT'S TWIC CARD.

Return completed Application for TWIC Escort Sponsorship, TWIC Escort Acknowledgment and the copy of the applicant's TWIC card to:

South Jersey Port Corporation
ATTN: Chuck O'Leary
Kevin Greenjack
P.O. Box 129
Camden, NJ 08101-0129

Or send via email as an attached PDF file to:

coleary@southjerseyport.com kgreenjack@southjerseyport.com

Questions regarding the SJPC TWIC Escort Training can be directed to the above.

BID FORM INSTRUCTIONS

FOR
**ELEVATOR INSTALLATION & FACILITY UPGRADES
BUILDING P1
2500 BROADWAY, CAMDEN N.J.
SOUTH JERSEY PORT CORPORATION
CAMDEN, NEW JERSEY**

Having carefully examined the Drawings and Specifications, and any and all Addenda to the same, and having visited the site and examined all conditions affecting the work, the undersigned hereby offers to provide the installation of an elevator and facility upgrades at Building P1 at the Broadway Terminal as documented, to the South Jersey Port Corporation based on a Lump Sum Price.

All work completed under the Contract will be subject to verification for payment by measurement according to United States standard measures, or by bona fide vouchers submitted. Payment will be

made for the authorized work done under each item scheduled in the Proposal at the unit price bid therefore, except as otherwise provided below; and under supplementary agreements, if any, at the price or prices stipulated therein. See the Scope of Work for specific requirements for Contractor payments to South Jersey Port Corporation.

It is understood and agreed that any incidental work necessary to complete the Project in its entirety will be included in the line items and lump sums bid, whether or not the line item or items shall specifically state the nature of the incidental work. The line item or items into which the incidental work, and the incidental costs, are included shall be selected by the Bidder. It is also understood and agreed that each line item of work in the Proposal shall include all superintendency costs, markups, testing, permits, and other costs envisioned by the Bidder. In other words, all line item costs bid shall be "all-inclusive". Therefore, the total **LUMP SUM** prices to be entered on the Bid Form are obtained by adding all the line items indicated for the **Breakout Pricing** shown on the form.

The bidder must also furnish a price for all Unit pricing requested, as well as all separate unit price items requested. Failure to do so will constitute an incomplete bid, which will be rejected by the South Jersey Port Corporation.

It is understood and agreed, that the Owner may change the Plans so as to increase or decrease the quantities of work to be performed or materials to be furnished under the various items scheduled in the Proposal at the unit bid prices, except as otherwise hereinafter provided; and such changes will be formalized at an appropriate time by the issuance of fully-executed Change Orders. The Change Order will show in detail the kind and quantity of work to be performed or omitted. The Contractor shall make no changes in the work as shown on the Plans and contained in the Specifications until he has received authorization in writing from the Owner, or his representative.

Negotiations for the adjustments of the unit price of any item will be completed only when that item and other work or items affecting its quantity have been completed and the total net change in the quantity of such item can be ascertained with sufficient accuracy to determine if it be eligible for consideration in accordance with the foregoing provisions.

Negotiations for the adjustment of the unit price of any item will be completed only when that item and other work or items affecting its quantity have been completed and the total net change in the quantity of such item can be ascertained with sufficient accuracy to determine if it be eligible for consideration in accordance with the foregoing provisions.

In the attached Bid Form, the bidder shall complete the unit price amounts both in written work dollars and numeral dollars, completing the extensions in numeral dollars bid. All footnotes shall receive the full attention and recognition of the bidder; and the bidder shall complete all subtotals, summary of subtotals and grand total in written word dollars and numeral dollars.

Receipt of the following Addenda is acknowledged.

ADDENDUM NO. _____	DATED _____
ADDENDUM NO. _____	DATED _____
ADDENDUM NO. _____	DATED _____

ADDENDUM NO. _____

DATED _____

If no addenda are received, indicate by writing or typing the work "NONE" in the space for the first addenda.

Bidder shall provide the following with their bid:

- preliminary bar chart schedule, including estimated start and completion dates and major milestones.
 - All work shall be performed on weekdays during daylight hours.
- CONTRACTORS QUALIFICATION STATEMENT (see attached)
- Exhibits Q1 through Q20 (see attached)
- Field Organizational Chart with Names of Key Personnel

Safety

All the work herein specified shall be performed according to applicable OSHA standards, and in accordance with all local, state, and federal regulations. It is to be clearly understood that the CONTRACTOR is solely responsible for the safety of their workers, their SUBCONTRACTORS, and equipment.

CONTRACTOR shall submit a Safe Work Plan to **PROJECT ENGINEER** for review and approval at least one (1) week prior to construction kick-off.

Scheduling

The sequence of construction activities, and methods to be employed, shall be subject to the review and approval of the **PROJECT ENGINEER** to minimize interference with SJPC operations. At the time of award, the CONTRACTOR shall work with SJPC personnel to ensure that schedule for this project will ensure that the project is finished in a reasonable time period while allowing port operations to continue uninterrupted.

CONTRACTOR'S bid shall assume working at the facility eight (8) hours per day, five (5) days per week, during standard daylight hours, Monday through Friday.

Clean Up

Remove from the site all temporary structures, rubbish, unused materials, etc.; and leave the site neat and clean. The CONTRACTOR shall be responsible for proper environmental disposal of all material removed during demolition.

Immediately remove debris from the site, or stockpile neatly within an assigned work area and remove as often as necessary, but not less than at least once a week.

Construction Sequence

The CONTRACTOR shall submit their proposed schedule for approval.

Submittals

The CONTRACTOR shall submit the following items to the **PROJECT ENGINEER** for review and approval prior to each submission, each item shall be checked by the CONTRACTOR for compliance with the contract documents and coordination for compatibility with all other components of the structure. The CONTRACTOR shall stamp and date each submission indicating that they have completed the pre-submission coordination check.

Certificates of Compliance, product data, mill certifications and catalog cuts shall be submitted for all material, equipment, etc. used on this project. All warranty information for equipment installed will be submitted.

Additional submittals are listed in each technical section.

CONTRACTOR shall submit electronic copies of each submittal to the **PROJECT ENGINEER** for review.

All submittals shall be reviewed, dated, and stamped as reviewed by the CONTRACTOR.

All materials to be installed as part of this project are indicated on the design drawings. The CONTRACTOR shall indicate on submittals if an alternate manufacturer is to be used.

CONTRACTOR shall submit a submittal schedule indicating each submittal with a number and anticipated date of the submittal prior to start of construction. Each submittal shall reference the appropriate technical section number, such as 01, 02, etc.

CONTRACTOR shall submit a marked up as-built set of construction drawings to the **PROJECT ENGINEER** at the end of the project.

EXECUTION

The Contractor is required to furnish all labor, materials, tools, and equipment or services necessary to provide for the complete Project installation.

Any damage to existing structures, utilities and property caused during construction and the costs involved with repair of said damage are the full responsibility of the

CONTRACTOR; this includes the work of any SUBCONTRACTORS hired by CONTRACTOR to complete the work.

The CONTRACTOR shall check and verify all conditions and dimensions at the site before proceeding with the work including any fabrication and erection. The CONTRACTOR shall report any discrepancies in writing to the PROJECT ENGINEER for correction prior to beginning any work. The discovery of Any discrepancies after the work has commenced shall be the responsibility of the CONTRACTOR.

Take all necessary precautions to adequately protect personnel and property in the areas of work. Provide approved barriers and warning signs to reroute personnel around areas of dangerous work.

BID FORM
FOR
ELEVATOR INSTALLATION & FACILITY UPGRADES
BUILDING P1
2500 BROADWAY, CAMDEN N.J.
SOUTH JERSEY PORT CORPORATION
CAMDEN, NEW JERSEY

Supply and install the elevator and facility upgrades in accordance with the Contract Documents.

BREAK OUT PRICING

General Contractor	\$
HVAC	\$
Electrical	\$
Plumbing	\$
Fire Protection	\$
Environmental	\$
Total	\$

Total Lump Sum \$ _____

Total Lump Sum (Written) _____

Estimated Number of calendar days to complete all work

_____ days

UNIT PRICING:

4" XH CAST IRON HUB & SPIGOT PIPING	\$/ LF: _____
4" XH CAST IRON 90 DEG ELBOW	\$/EA: _____
4" XH CAST IRON LATERAL OR TEE	\$/EA: _____
1-1/2" XH CAST IRON HUB & SPIGOT PIPING	\$/ LF: _____
1-1/2" XH CAST IRON 90 DEG ELBOW	\$/EA: _____
1-1/2" XH CAST IRON LATERAL OR TEE	\$/EA: _____
1-1/4" XH CAST IRON HUB & SPIGOT PIPING	\$/ LF: _____
1-1/4" XH CAST IRON 90 DEG ELBOW	\$/EA: _____
1-1/4" XH CAST IRON LATERAL OR TEE	\$/EA: _____
3/4" TYPE L COPPER TUBING W/INSULATION	\$/ LF: _____
3/4" SOLDER JOINT FITTINGS – 90° ELBOW	\$/ EA: _____
3/4" SOLDER JOINT FITTINGS – TEE	\$/ EA: _____
1/2" TYPE L COPPER TUBING W/INSULATION	\$/ LF: _____
1/2" SOLDER JOINT FITTINGS – 90° ELBOW	\$/ EA: _____
1/2" SOLDER JOINT FITTINGS – TEE	\$/ EA: _____

Unit pricing to include O & P, material, and labor for installation of new piping and removal of existing piping services.

CONTRACTOR'S QUALIFICATION STATEMENT

**ELEVATOR INSTALLATION & FACILITY UPGRADES
BUILDING P1
2500 BROADWAY, CAMDEN N.J.
SOUTH JERSEY PORT CORPORATION
CAMDEN, NEW JERSEY**

Gentlemen:

In accordance with requirements stated in the Instructions to Bidders, the undersigned prospective Bidder submits the following information for consideration by the OWNER in determining the Bidder's experience, financial reliability, and ability to perform the work required for this project.

The time for submission of this completed form to South Jersey Port Corporation shall be on or before the date and time established for Bid submission. It is recognized that failure to submit this form by the deadline date, or submission of an incomplete, erroneous, or falsified form will be considered justification for rejection of this Bid.

Data furnished herein by this prospective Bidder is solely for the information of the OWNER and shall be retained in strict confidence.

The following form may be used by the CONTRACTOR. In lieu thereof, AIA Document A305, CONTRACTOR'S Qualification Statement, may be submitted.

The undersigned prospective Bidder submits the following information:

1. General

A. Name _____

Principal Office Address _____

Telephone _____

B. If a Corporation, answer this:

When incorporated _____

In what State _____

Director's name _____

President's name _____

Vice President's name _____

Secretary's name _____

Treasurer's name _____

C. If a Co-Partnership, answer this:

Date of Organization _____

State whether Partnership is general or limited _____

Name and address of Partners:

D. If you intend to sublet any part of the work, will you require a Performance Bond from Sub-Contractor?

E. Give list of incomplete contracts at present held by you:

CONTRACT	AMOUNT	PERCENTAGE COMPLETE
----------	--------	---------------------

F. What equipment do you own that is available for the proposed work?

2. **Experience Record**

A. How many years has your organization been in business as a CONTRACTOR under your present business name?

B. What are prior names of organization?

C. How many years' experience in this type of construction work has your organization had:

1) As a Contractor _____

2) As a Sub-Contractor _____

D. List below the largest projects your organization has completed

CONTRACT AMOUNT	CLASS OF WORK	WHEN COMPLETED	OWNER
-----------------	---------------	----------------	-------

1) _____

2) _____

3) _____

4) _____

5) _____

Name and address of references for respective projects listed above:

1) _____

2) _____

3) _____

4) _____

5) _____

Any other references

E. Have you ever failed to complete any work awarded to you? _____ If yes, give name of Owner, name of bonding company and circumstances.

F. State approximately the largest dollar volume of work you have completed in any one year:

Remarks: _____

G. Name one (1) banking institution reference

Name _____

Address _____

H. Name two (2) credit references other than the bank listed above:

1) Name _____

Address _____

2) Name _____

Address _____

CONTRACTOR

BY _____

Sworn and Subscribed to
Before Me This

_____ Day of _____ 2020

(Notary Public)

ESTIMATE OF PERCENTAGE OF WORK
TO BE DONE ON THIS PROJECT
BY SUBCONTRACT TO THE PRIME CONTRACTOR

	<u>TYPE OF WORK</u> <u>CONTRACT</u>	<u>PERCENT OF</u> <u>TOTAL</u>
1.	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5.	_____	_____
6	_____	_____

PARTNERS OR
STOCKHOLDERS INFORMATION
WITH REGARD TO ALL STOCKHOLDERS
OWNING 10% OR MORE OF ANY CLASS OR STOCK
(USE SUPPLEMENTARY PAGES AS NECESSARY)

1. NAME _____

ADDRESS/ZIP _____

2. NAME _____

ADDRESS/ZIP _____

3. NAME _____

ADDRESS/ZIP _____

4. NAME _____

ADDRESS/ZIP _____

5. NAME _____

ADDRESS/ZIP _____

6. NAME _____

ADDRESS/ZIP _____

7. NAME _____

ADDRESS/ZIP _____

8. NAME _____

ADDRESS/ZIP _____

9. NAME _____

ADDRESS/ZIP _____

10. NAME _____

ADDRESS/ZIP _____

(NAME OF FIRM)

(BUSINESS ADDRESS)

(SIGNATURE OF RESPONSIBLE OFFICIAL)

(TYPED NAME)

(TITLE)

(STATE OF INCORPORATION)

NOTARY SEAL

DATE

NO. _____