

December 20, 2018

**SUBJECT: REQUEST FOR PROPOSALS FOR THE PERFORMANCE OF EXPERT PROFESSIONAL INSPECTION AND TESTING SERVICES FOR FIRE PROTECTION AND LIFE SAFETY SYSTEMS AS REQUESTED ON A “CALL-IN” BASIS DURING 2019 THROUGH 2022 (RFP#55589) ADDENDUM #1**

Dear Sir or Madam:

The Port Authority of New York & New Jersey hereby offers to amend the subject Request for Proposal (RFP) letter, dated December 7, 2018, as follows:

In the RFP letter, under Section II. Proposal Format Requirement, subsection C, fourth line, after the phrase “compact disc (CD) copies” insert the following “and four (4) printed copies of your proposal.”

The following questions were received from Request for Proposals (RFP) recipients. The questions and the corresponding Authority answers are provided for your information and use, as appropriate.

**Question #1:** In the RFP letter, Section III item D. Staff Qualifications and Experience, subitem b. please clarify if National Institute for Certification in Engineering Technologies and/or Certification in Fire Protection is required in addition to the engineering degrees, or in lieu of the engineering degrees.

*Response:* One or more of the listed achievements are desirables but are not requirements. The required items are listed in Section I – Proposer Requirements.

**Question #2:** The Attachment A Section IV. Conditions and Precautions, subsection C (Work Hours), states that the Inspectors will be located out of the Authority’s Jersey City office. Please confirm the expectation is for 40 hours per week of work, or if this is a part-time assignment, that other locations are possible to base the staff.

*Response:* All staff will be based at the Jersey City location for 40 hours per week. Appropriately, all staff will leave for inspections from Jersey City and return from inspections to Jersey City.

If you have any questions, please contact Mr. Donstan Charles, Senior Procurement Support Specialist, at [docharles@panynj.gov](mailto:docharles@panynj.gov).

Sincerely,

David Gutiérrez  
Assistant Director  
Procurement Department

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