

**THE PORT AUTHORITY OF NY & NJ**  
**PROCUREMENT DEPARTMENT**  
**TWO MONTGOMERY STREET, 3<sup>RD</sup> FLOOR**  
**JERSEY CITY, NJ 07302**

Date: 2/22/12

ADDENDUM #4

To prospective respondents on Request for Information (RFI) # 28260 for a Real Estate Lease Administration and Database System.

Responses due February 29, 2012, no later than 2:00 PM

Changes

1. Page 6, Section E (Agreements): Change "Abatement Rate" to "Abatement"
2. Attachment B (Data Elements Table), E.10: Change "Abatement Rate" to "Abatement"

QUESTIONS AND ANSWERS

The following information is made available in response to questions submitted **thus far** by prospective respondents to the Port Authority of New York and New Jersey (the "Port Authority"). It addresses only those questions that 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 Respondent does not mean or imply anything (nor should it be deemed to have any meaning, construction or implication) with respect to the terms and provisions of the Request for Information, which will be construed without reference to such questions.

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 Respondent, by submitting its response, 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, orally or in writing, shall impair or limit the effect of the warranties of the Respondent required by this Request for Information and the Respondent agrees that it shall not hold the Port Authority liable or responsible therefor in any manner whatsoever.

<b>Questions / Requests</b>	<b>Answers</b>
(1) Regarding Section 3 (Background): Is the portfolio of real estate changing overtime? Is there any growth or shrinkage in the portfolio?	The portfolio of real estate may experience growth or shrinkage through acquisition and or disposition of real estate assets.
(2) Regarding Section 3 (Background): Is the volume of tenants changing?	Yes
(3) Regarding Section 3 (Background): Are there any figures to estimate concurrent usage of the	This information is not available at this time.

system?	
(4) Regarding Section 3 (Background): Based on the information in this section, we would expect the 62 core users to access the system during most of their working day, but the report only users less frequently. Please clarify.	This information is based on employee job function (system user role) – for example, the Property Representative/Lease Negotiator will use the System almost daily while a Manager or Director may query the system or run a report weekly or monthly.
(5) Regarding Section 4 (Data Elements): Is there a “data relationship” diagram available to show the relationships between the main data stores?	There is no such diagram at this time.
(6) Regarding Section 4 (Data Elements), Company (A): Is this the PANYNJ Company or division that “owns” the land or building?	There are two organizations/companies at the top of the hierarchy: 1) Port Authority of NY & NJ, 2) PATH.
(7) Regarding Section 4 (Data Elements), item C.12 O&M/Utility Costs: Is this a single figure or a set of numbers that change over time (monthly, annual)?	O&M/Utility Costs may vary by agreement and can escalate over time based on the agreement terms.
(8) Regarding Section 4 (Data Elements), item C.15 Vacancy Year: Is a single figure for a building or is the needed for each rentable unit?	It is for a building
(9) Regarding Section 4 (Data Elements), item C.25 Area: What is this for and how does it relate to the other area fields on the Building?	The Port Authority may divide properties/facilities into sections – for example, JFK: Cargo Area A, Cargo Area B, Cargo Area C.
(10) Regarding Section 4 (Data Elements), item C.28 Electric Feed Cap: Is this a single KW/h cap or something else?	It is the capacity of the feeders servicing the property/building.
(11) Regarding Section 4 (Data Elements), items E.1 and E.2: Are these different to items D.1 and D.7?	They are same information, which will need to appear on more than one System screen. For example:  Data Elements (D) - Tenant Record screen, Data Elements (E) - Agreement / Contract screen.
(12) Regarding Section 4 (Data Elements), item E.10 Abatement rate: What is this used for? Is there a financial process behind this figure?	See changes 1 and 2 on the first page of this Addendum.  Abatement: is used to describe an amount deducted or subtracted, as from the usual price.
(13) Regarding Section 4 (Data Elements), item E.15 Port Authority Responsibility: Is this a list of items that the Port Authority is responsible for, or a free text field?	This is a predetermined drop-down list, with ability to add more options to drop-down list (configured by system super user).
(14) Regarding Section 4 (Data Elements), subsection F (Tenant Sales): Is there an atomically calculates sales based rents?	Yes, there are formulas that are specific to the agreement
(15) Regarding Section 4 (Data Elements), items I.19 to I.27: Are these free text fields or is there some data structure behind them?	Free text.

This communication should be initialed by you and annexed to your response upon submission. In case any Respondent fails to conform to these instructions, its response will nevertheless be construed as though this communication had been so physically annexed and initialed.

THE PORT AUTHORITY OF NY & NJ

KATHY LESLIE WHELAN, MANAGER  
PURCHASING SERVICES DIVISION

RESPONDENT'S NAME: \_\_\_\_\_

INITIALED: \_\_\_\_\_

DATE: \_\_\_\_\_

QUESTIONS CONCERNING THIS ADDENDUM MAY BE ADDRESSED TO JAMES SUMMERVILLE, WHO CAN BE REACHED AT [JSUMMERVILLE@PANYNJ.GOV](mailto:JSUMMERVILLE@PANYNJ.GOV) and 201-395-3454