

MASSACHUSETTS PORT AUTHORITY

Purchasing Department

Logan Office Center

One Harborside Drive

Suite 200 S

East Boston, MA 02128

REQUEST FOR PROPOSAL #5514

**LED Displays and AV Equipment
for
Massport's Conley Terminal**

RESPONSE DUE DATE:

January 3, 2014

1:00 p.m.

REQUEST FOR PROPOSAL #5514

LED Displays and AV Equipment for Massport's Conley Terminal

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- Section 1** **General Overview** provides background information, definitions, a description of the required services, and other pertinent information.
- Section 2** **Instructions to Proposers** outlines specific instructions and procedures relating to the proposal process.
- Section 3** The **Proposal Form** dictates the form of the response to Massport's Request for Proposal (RFP).

Sections 1, 2 and 3, along with all referenced attachments, comprise the complete RFP package.

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REQUEST FOR PROPOSAL #5514

LED Displays and AV Equipment for Massport's Conley Terminal

1. GENERAL OVERVIEW

1.1 Project Background

The Massachusetts Port Authority ("Massport" or the "Authority") invites Proposals from qualified firms interested in entering into a Service Agreement to furnish, design, engineer and install LED displays and AV equipment at one or more of the following locations outlined in **Section 1.2**. These Services and locations are more fully detailed in **Section C**.

1.2 Location

The following list details the current locations for which Massport is seeking LED displays and AV equipment to be furnished, designed, engineered and installed:

Conley Terminal
935 East 1st Street
South Boston, MA 02127

The Authority reserves the right to add or remove locations at its sole discretion during the Term of the resulting Agreements.

1.3 Proposal Objectives

The Authority's objective is for the Contractor, in concert with the Authority, to provide supplies and materials in a timely manner that is efficient and meets the additional requirements of the Authority:

- A) Is customer-service oriented;
- B) Is cost effective for the Authority;
- C) Environmentally conscience/friendly
- D) Is maintained in a way that is safe for users of the locations and for members of the general public

1.4 Scope of Services

The Authority is inviting Proposals from qualified firms interested in entering into one or more Agreements for the provision of LED displays and AV equipment to be furnished, designed, engineered and installed as listed in **Attachment C**.

1.5 Agreement Term

The Authority intends to enter into one or more Agreements for the products and services listed in **Attachment C “Scope of Services.”** . The Authority reserves its rights with regard to earlier termination of the agreement in accordance with the terms therein.

1.6 Non-Discrimination, Compliance with Civil Rights Laws and Business Diversity

Proposer shall not discriminate against any person, employee or applicant for employment because of that person’s membership in any legally protected class, including but not limited to their race, color, gender, religion, creed, national origin, ancestry, age being greater than forty years, sexual orientation, disability, genetic information, or veteran status. Proposer shall not discriminate against any person, employee, or applicant for employment who is a member of, or applies to perform service in, or has an obligation to perform service in, a uniformed military service of the United States, including the National Guard, on the basis of that membership, application, or obligation.

1.7 Business Diversity

Massport highly values the perspectives and varied experiences found within a diverse workforce. Massport recognizes that a mutually beneficial relationship with a diverse base of quality, cost-effective businesses enhances our business and our competitiveness. Utilizing qualified minority and women-owned business enterprises (“MBE/WBE’s”) is a critical part of our diversity program. Massport encourages MBE/WBE’s to pursue business opportunities with us directly and encourages vendors, and tenants to promote diversity in all of their business activities.

Although, the Authority has not established a specific goal for this contract, participation by MBE/WBE’s minority is encouraged and the successful respondent may be required to provide information related to participation by MBE/WBE’s, if any, during the term of the Agreement.

The Authority is committed to diverse participation in the Authority’s business activities. The Authority encourages the utilization of qualified minority and women-owned business enterprises (“MBEs/WBEs”). The terms Minority-Owned Business Enterprise and Women-Owned Business Enterprise refer to businesses that meet the certification criteria of, and are certified by, the Massachusetts Department of Economic Development/Supplier Diversity Office (SDO), as set forth in 425 CMR section 2.2 et. seq. or that meet the certification criteria of, and are certified by, the Greater New England Minority Supplier Development Council (“GNEMSDC”).

1.8 Impacted Community Business Participation

The Authority encourages and supports economic opportunities for residents and businesses located within those communities most directly impacted by the operation of the Authority’s facilities. Those communities are South Boston, East Boston, Chelsea, Revere, Winthrop and Charlestown. The term “Impacted Community Business Enterprise” (ICBE) is defined as an enterprise, which has a principal place of business in one of the impacted communities. The Authority encourages Proposers to use ICBEs in the award of subcontractors and in the procurement of materials, equipment, and services and to provide the Authority with the

information regarding their voluntary efforts to contract and to use ICBEs. Upon request by the Authority, the successful Proposer must provide information related to ICBE expenditures.

1.9 Insurance Requirements

The Authority will require the successful Proposer to provide, at its own cost, the insurance coverage set for the in **Article 4 of Attachment E, Sample Service Agreement.**

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2. INSTRUCTIONS TO PROPOSERS

This section provides instructions for the preparation of a response to this RFP. It describes the proposal process, including a list of important dates, and describes the deliverables required in the Proposal. This section also describes the evaluation criteria to be used in selecting the successful Proposer.

The Authority is soliciting competitive proposals pursuant to a determination that such a process best serves the interest of the Authority and the general public, and not because of any legal requirement to do so. The Authority reserves the right to accept one or more of the proposals, to award the entire contract or portions of the contract to one or more proposers, to reject any or all proposals, to waive any informality of the proposal or the proposal form, to modify or amend with the consent of the Authority in its sole judgment may deem to be in its best interest.

2.1 Procedure

The attached Proposal Forms in Section 3 require Proposers to submit information in the following categories: Background Information; Experience; Fee Schedule and Contract Price; Staffing Plan; and where applicable, Workforce Diversity and MBE/WBE information. Every Proposal must be made upon the forms attached hereto (or on attachments to the extent the Proposer requires additional space.)

Proposal submissions must also include the following required forms, all of which are attached:

- 1) **Attachment B** – Reference Information Form (3 separate forms)
- 2) **Attachment C** – Proposed Contract Price for Each Service

Proposers are strongly encouraged, but are not required to submit information regarding their workforce diversity (**Attachment A**) and utilization of MBE/WBE and/or ICBE's.

The Authority's staff will evaluate the competing Proposals in each of the categories listed above, the information provided on the Proposal Forms, and the responsiveness of the RFP to the Evaluation Criteria listed in **Section 2.4**, and will determine, in its sole discretion, which Proposal best serves the overall interests of the Authority, taking into account all categories of the evaluation.

Unless otherwise notified in writing by the Authority, the Contact Person for all information and/or questions pertaining to this RFP shall be:

April Lanni
617-568-5066
617-568-5071/5072
alanni@massport.com

2.2 Written Questions

Any questions following must be submitted in writing to April Lanni and will be answered by the Authority in writing. Please note that the deadline for written questions from Proposers is due by 1p.m. December 13, 2013. Responses to written questions will be provided to all prospective Proposers who download the RFP.

2.3 Proposal Submission

By submitting a Proposal, Proposer agrees that if the Authority makes an award to Proposer, the Proposer may be required to enter into one or more agreements attached hereto as **Attachment E**. The draft Agreement may be modified only as deemed necessary or desirable by the Authority's Chief Legal Counsel. Certain portions of the final Agreement shall be completed in accordance with the terms of the successful Proposal. Also, all terms of the successful Proposal will be incorporated in the final Agreement by reference, and the Proposal itself will become part of the executed documents.

2.4 Evaluation Criteria

The Authority will consider, at a minimum, the following evaluation criteria:

- The quality of the firm's written proposal and information contained therein;
- The firm's proposed bid in light of the Authority's budgetary requirements;
- Experience and qualifications of the management team for similar operations;
- Demonstrated experience working with the Authority or other public agencies,
- Responsiveness of the proposal to the RFP guidelines;
- Geographic location, availability and demonstrated commitment of the Project Manager and other key personnel;
- Past performance for and recommendations from other public and private clients;
- Commitment to the Authority's affirmative action goals including MBE/WBE participation in the project;
- Ability to implement the most efficient, financially viable, customer service-oriented and operationally compatible services in furtherance of the Authority's interests;

2.5 Proposer Changes

In completing the Proposal form, the Proposer should not add, delete, or vary any of the terms or conditions of any documents prepared by the Authority. If the Proposer makes any changes to any of the documents, the Authority may reject the Proposal in its sole discretion. However, if the Proposer seeks a change to any of the documents, including the draft Agreement, the Proposer should suggest such changes in an addendum to the Proposal Form. The Authority reserves the right to accept or reject any suggested changes to any of the documents in its sole discretion.

2.6 Signature of Proposer

The firm, joint venture, corporation, or individual name of the Proposer must be completed by the Proposer in the space provided for the signature on Section 3, Proposal Form. In the case of a corporation, the title of the officer signing must be stated and each officer signing must be duly authorized. The name and address of each officer of the corporation must also be listed, as well as the state of incorporation, and the name and address of the local statutory agent. In the case of a partnership, the signature of at least one of the authorized partners must follow the firm name, using the term "member of firm". In the case of a joint venture, an authorized representative from each partner or venture should sign and the manner of signature shall depend on whether the venture is a corporation, partnership or individual. All Proposals must contain the true name and address of every person, firm, joint venture, or corporation who has or will have a direct or indirect interest in the Proposal.

2.7 Withdrawal of Proposal

No Proposal may be withdrawn after it is submitted to the Authority unless the Proposer makes the request in writing, **prior to the receipt of 1:00 p.m. January 3, 2014 to April Lanni** either by fax, e-mail, nationally recognized overnight courier service or hand delivery to the address or fax number shown below. No Proposal may be withdrawn after the time set for the receipt of the Proposal.

Overnight or Hand Delivery to:

E-Mail to:

Fax to:

April Lanni
Massachusetts Port Authority
Logan Office Center
One Harborside Drive
Suite 200S
Bid# 5514
East Boston, MA 02128

2.8 Rejection of Proposal

The Authority is soliciting competitive Proposal pursuant to a determination that such a process best serves the interests of the Authority and the general public and not because of any legal requirement to do so. The Authority reserves the right to accept or to reject any or all Proposal, to withdraw or amend this Request for Proposal at anytime, to initiate negotiations with one or more Proposers, to modify or amend with the consent of the Proposer any Proposal prior to acceptance, to waive any informality and to effect any agreement otherwise, all as the Authority

in its sole judgment may deem to be in its best interest. The Authority is not required to select the lowest expense Proposal, but, rather, will select the Proposal that is most responsive to the Authority's needs based on (1) a demonstrated ability to successfully provide this type of service; (2) a thoughtful and thorough response to the criteria specified in this Request for Proposal; and (3) the Proposal deemed to be in the best interest of the Authority. The Authority reserves the right to reject any and all Proposal, for any reason, if the Authority believes it is in its best interest to do so. The Authority will not award the Agreement to any Proposer who is not capable, in the Authority's judgment, of satisfactorily performing the work required under this Request for Proposal. No costs of responding to this Request for Proposal, any addenda or other documents or attendance at meetings in connection with this Request for Proposal shall be reimbursed by the Authority. The rejection of any proposal in whole or in part will not render the Authority liable for incurred costs and/or damages.

2.9 Notification and Award

The chosen Proposer or Proposers shall be notified in writing. All unsuccessful Proposers will be notified after the chosen Proposer has been notified. Non-acceptance of any Proposal will be devoid of criticism and of any implication that the proposal was deficient. The Authority's non-acceptance of any proposal shall mean only that the Authority deemed another proposal to be more advantageous to the Authority. The Authority shall retain copies of all Proposal and support material.

2.10 Execution of Agreement(s)

The Proposer or Proposers to whom one or more Agreement(s) are awarded shall, within ten (10) calendar days after receipt, execute and return said Agreement(s) to the Authority. The Agreement is attached to this Request for Proposal as **Attachment E**.

2.11 Delivery of Proposal

An original and (2) two copies of your sealed Proposal shall be received in hand by the Authority **at or prior to January 3, 2014 at 1:00 p.m.** to the attention of Rhona Kysilovsky, Central Services Administrative Assistant, and must be delivered via overnight or hand delivery to the following address:

Rhona Kysilovsky, Administrative Assistant
Massachusetts Port Authority
Logan Office Center
One Harborside Drive
Suite 200S
Bid# 5514
East Boston, MA 02128

All Proposal must be delivered in sealed envelopes bearing on the outside the name and address of the Proposer and a notation "LED Displays and AV Equipment for Massport's Conley Terminal, RFP #5514". The envelope bearing the original proposal must be clearly marked. All Proposals will be time and date stamped upon receipt by Massport. Proposal received after the time and date stated above will be marked as late.

Proposal must be responsive to this RFP in all respects. The proposal must be sufficiently detailed to enable the Authority to evaluate and assess it in relation to other Proposal. All information requested should be included in the proposal at the time of submission. Although the Authority is not obligated to evaluate incomplete submissions, or to accept additional and supplemental materials, it may choose to do so. Once submitted to the Authority, Proposal will become the property of the Authority.

2.12 Addenda

All interpretations of the Proposal specifications and supplemental instructions will be in the form of written Addenda to these Proposal documents which, if issued, will be delivered or mailed to all prospective Proposers who download the RFP.

2.13 Information Provided

The information contained in this RFP and in any subsequent addenda or related documents is provided as general information only. The Authority makes no representations or warranties that the information contained herein is accurate, complete or timely. The furnishing of such information by the Authority shall not create any obligation or liability whatsoever, and each Proposer expressly agrees that it has not relied upon the foregoing information and shall not hold the Authority liable therefore.

2.14 Conflict of Interest

The Authority seeks to avoid any conflict of interest, or the appearance of a conflict of interest. Each Proposer is advised that its performance of work for Massport may raise questions about real or perceived conflicts of interest because of the Proposer's relationship to other entities or individuals, including without limitation: (1) private and public owners of companies that may be affected by the project, and/or (2) other state-created entities with potential conflicting interests and/or concerns. Accordingly, the Authority reserves the right to: (1) disqualify any Proposer or reject any proposal at any time solely on the grounds that a real or perceived legal or policy conflict of interest is present; (2) require any Proposer to take any action or supply any information necessary to remove the conflict, including without limitation, obtaining an opinion from the State Ethics Commission; and (3) terminate any contract arising out of this solicitation if, in the opinion of the Authority, any such relationship would constitute or have the potential to create a real or perceived conflict of interest that cannot be resolved to the satisfaction of the Authority.

In addition, representatives and/or employees of the Proposer may be required to certify from time to time, in a form approved by the Authority, that in connection with work under any contract arising from this RFP, that they are in full compliance with the provisions of Chapter 268A of Massachusetts General Laws and any other applicable conflict of interest laws. The Proposer agrees to disclose in writing any facts the Authority may seek in order to resolve questions about potential conflicts of interest occurring during the period of solicitation of performance hereunder and, upon request of the Authority, describe on-going relationships between any party to the Proposer's team and suppliers and manufacturers of equipment which may be deployed in the provision of the services outlined in this RFP.

2.15 Prevailing Wage

Attention is called to the minimum rate of wages to be paid on the services hereunder as determined under the provisions of M.G.L. c 149, sections 26 through 27 G, inclusive, as amended. The successful Proposer or Proposers will be required to pay minimum wages in accordance with the applicable schedules published by the Commissioner of Labor and Industries of Massachusetts.

2.16 Confidentiality/Public Records

Any information provided to the Authority in any Proposal or other written or oral communication between the Respondent and the Authority will not be, or deemed to have been, proprietary or confidential, although the Authority will use reasonable efforts not to disclose such information to persons who are not employees or consultants retained by the Authority except as may be required by M.G.L. c.66.

2.17 No Personal Liability

Neither the members of the Authority, nor any individual member, officer, agent or employee of the Authority shall be charged personally by the Proposer with any liability under any term or provision of the Request for Proposal.

2.18 Non-Discrimination and Diversity

Proposers are strongly encouraged, but are not required to submit information regarding their workforce diversity (**Attachment A**) and utilization of MBE/WBE and/or ICBE's.

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3. PROPOSAL FORM

An original and (2) two copies of each Proposal, including attachments, shall be received in hand by the Authority at or prior to **January 3, 2014 at 1:00 p.m.** to:

Overnight or Hand Delivery to:

Rhona Kysilovsky, Administrative Assistant
Massachusetts Port Authority
Logan Office Center
One Harborside Drive
Suite 200S
Bid# 5514
East Boston, MA 02128

DIRECTIONS FOR COMPLETING THE PROPOSAL FORM:

All items must be completed and numbered in the order in which they appear. Additional sheets, referenced by item number, should be attached where space is insufficient for a full answer. Charts, diagrams, material boards and exhibits may be utilized if desired.

3.1 Background Information

- a. Email Address, Name, Address, Telephone Number and Facsimile Number of Proposer:
- b. Description of Proposer (Corporation, Partnership, Consortium, etc.):
- c. Is Proposer now qualified to do business in the Commonwealth of Massachusetts?
- d. State of Incorporation, if any:
- e. Email Address, Name, Design, engineer and installation of LED Displays and AV Equipment at Massport's Conley Terminal, Business Address, Telephone Number and Facsimile Number of person responsible for submitting this Proposal:
- f. Email Address, Name, Design, engineer and installation of LED Displays and AV Equipment at Massport's Conley Terminal, Business Address, Telephone Number and Facsimile Number of person with whom to communicate regarding this Proposal if different from above:
- g. Proposer/Vendor shall include with submission a statement, sign under the pains and penalties of perjury, identifying and describing all local, state and federal criminal investigations or proceedings, or any other administrative, judicial, or regulatory

matter currently pending against the Proposer/Vendor, or its Principals (to include officers, members, directors, and partners) or conclude adversely to the Proposer/Vendor, or its Principals, within the past five years, which might reasonably be construed to reflect adversely on the fitness of integrity of Proposer/Vendor or its Principals to perform this contract for a public client. Failure to respond properly and accurately to this requirement may, in the Authority's sole discretion, result in rejection of your submission.

- h. Please attach a description of Proposer's financial status, which is sufficient to enable the Authority to evaluate the financial qualifications of Proposer. The description should include but not be limited to:
- (1) Bank References, including the full name and address of the bank, as well as the name and telephone number of the contact person.
 - (2) Insurance References, including the full name and address of the insurance company, as well as the name and telephone number of the contact person.
 - (3) Proposer's current financial statements and a current statement of conditions audited by a Certified Public Accountant.
 - (4) Proposer's credit rating information.
 - (5) Has Proposer any present overdue indebtedness to any government unit or agency, or any outstanding claim or demand of indebtedness? If so, please specify.
 - (6) Has the Proposer filed for bankruptcy within the last five years? If so, please describe current status.

3.2 Experience

- a. Provide a statement of history of the Proposer's qualifications to provide the products for which the Proposal is being submitted, including but not limited to, the number of years of experience and scope of experience.
- b. List at least three other accounts, of a comparable size and nature, for which your firm provides the products for which the Proposal is being submitted. At a minimum, you should include a sufficiently detailed description of the facilities, their staffing, the period of your service, and the complexity of the operation, along with the telephone numbers and names of people to contact as references. The Authority may make site visits to these accounts prior to selecting a Contractor (Use forms marked **Attachment B**.)

Also indicate if any relationship for such an operation was terminated prior to the expiration thereof, or not renewed, and the reason thereof. Further, indicate by

appropriate citation all litigation (including status or results) between Proposer and any and all operators or owners.

3.3 Staffing Plan

- a. Proof of your firm's commitment of time and personnel to this project, including a list of personnel who will be assigned to the account, a statement of their duties and qualifications, and the proposed staffing plan. Include the name of the person who will be the point of contact for the Authority.
- b. Show evidence that your firm is an affirmative action employer, including the names of females and minority group members whom will be working on the Premises. (Use form marked **Attachment A**. This requirement is optional, but Proposer is strongly encouraged to include it.)

3.4 Acknowledgments

- a. Proposers acknowledges that it has received and read the draft Agreement attached as **Attachment E** and all other attachments to the Request for Proposal, and that the terms thereof are incorporated by reference in this Proposal. Proposer agrees that if its Proposal is accepted, Proposer will enter into one or more final Agreements with the Authority in a form substantially similar to the draft Agreement. **If the Proposer is unable or unwilling to agree to or meet any of the conditions contained in the draft Agreement, specify this problem and the proposed change as an addendum to the Proposal form. The Authority reserves the right to accept or reject any suggested changes in its sole discretion.**
- b. This Proposal constitutes a firm offer. A certified copy of Proposer's corporate resolution or other proof of authority to make this Proposal a firm offer must be attached. This offer shall be held firm and open for a period of 75 days, effective January 3, 2014.
- c. By submission of its response to this Request for Proposal, the Proposer authorizes the Authority to contact any and all parties having knowledge of Proposer's operations and financial history, and authorizes all parties to communicate such knowledge or information to the Authority.
- d. Proposers are advised to rely only upon the matters contained in this Request for Proposal and in any written clarifications issued by the Authority and disseminated to all prospective Proposers who download the RFP.
- e. The submission of its Proposal acknowledges that from after the Agreement commencement date, the sole basis for the right to provide a service at the locations specified in this Request for Proposal is by award of an Agreement pursuant to the receipt of Proposal in response to the Authority's Request for Proposal. All other rights, claims and privileges by which the operation of

this Agreement may be claimed from and after the above dates are expressly waived.

- f. The Authority is soliciting competitive Proposal pursuant to a determination that such a process best serves the interests of the Authority and the public, and not because of any legal requirement to do so. Proposer acknowledges that it is the Authority's right to accept any Proposal, or to reject any or all Proposal, to withdraw or amend this Request for Proposal at anytime, to initiate negotiations with one or more Proposers, to modify or amend with the consent of the bidder any Proposal prior to acceptance, to waive any informality and to effect any Agreement otherwise, all as the Authority in its sole judgment may deem to be in its best interest.

Submitted, and all terms and conditions of the Request for Proposal and attachments thereto are hereby acknowledged and agreed to:

NAME OF PROPOSER: _____

BY: _____

DATE: _____

[Remainder of page intentionally left blank]

ATTACHMENT A

ATTACHMENT A
Workforce Composition Form

Completing this form is optional, but Proposer is strongly encouraged to complete it.

Proposer's Name: _____

TOTAL COMPANY WORKFORCE

Employment Categories	Total Employment	Total Males	Minority Males	Total Females	Minority Females	Residents of Impacted Communities*
Professionals, Managers &						
Clerical, Office Workers (Non-Exempt Employees)						
Total Workers						

**Impacted Communities: East Boston, South Boston, Charlestown, Revere, Winthrop*

Names of females and minority group members who will be working on the Premises

ATTACHMENT B

ATTACHMENT C

REQUEST FOR PROPOSAL #5514
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Scope of Services: Furnish, engineer, program and installation of the following Audio Visual Equipment at Conley Terminal Conference Room.

Attachment C

QTY	PART #	PRODUCT DESCRIPTION	Unit Price	Extended Price
3	LC-60LE650U	60 Aquos LED HDTV "	\$	\$
1	LC-70LE650U	70 Aquos LED HDTV "	\$	\$
2	LTMU	Fusion Fixed / Tilt Mount	\$	\$
1	FCK	Fusion Connector Kit	\$	\$
1	XTMU	Fusion Flat Mount for 70 "	\$	\$
3	SC-VHD-HDMI	VGA /Audio to HDMI Converter (Laptop)	\$	\$
1	60-881-01	DXP 8 x 4 HDMI Matrix Switcher	\$	\$
1	60-456-02	TLP 700 MV Wall Mounted Touch Panel	\$	\$
1	60-1026-81	IPL 250 Control Processor	\$	\$
1	60-1075-01	HAE 100 Audio Deembedder	\$	\$
1	Generic	4 Port Switch	\$	\$
1	TeleHD	HD Webcam	\$	\$
1	FVS100	Camera Shelf	\$	\$
2	MD529LL/A	Apple Ipad Mini, Wi-Fi, 32GB, Black & Slate	\$	\$
1	MD199LL/A	Apple TV	\$	\$
1	2428449	Wireless Access Point Ceiling	\$	\$
1	WQ852451	Liberty Custom VGA/ HDMI Wall Plate	\$	\$
1	60-872-02	HDMI 101Plus Equilizer	\$	\$
2	42-141-03	Extron Flat Field Speakers, 2 x 2	\$	\$
1	Companion 20	Bose Mutlimedia Speaker System	\$	\$
1	60-850-01	Extron 70V Power Amplifier, 200 Watts	\$	\$
1	60-1090-01	Extron MLAV10 Volume interface	\$	\$
1	RA-160	16 RU Cherry Cabinet, Smoke Tint w/ Locking Door	\$	\$
1	PD-915R	Power Strip 8 position w/ Front Plug (1RU)	\$	\$
2	U2	Shelf for Peripherals	\$	\$
1	SSL	Low Profile Sliding Keyboard Shelf (1RU)	\$	\$
1	U3	Shelf for Computer (3 RU)	\$	\$
1	D2	Drawer Unit (3RU)	\$	\$
1	Dgi	Custom HDMI, VGA / Audio Rack Plate	\$	\$
8	26-663-06	6' HDMI M-M Cable	\$	\$
1	26-663-12	12' HDMI M-M Cable	\$	\$
2	41191	25' HDMI M-M Cable Plenum	\$	\$
5	26-621-50	IR / RS-232 Control Cable	\$	\$
1	26-566-03	12' Micro VGA /A M-M Cable (User)	\$	\$
1	26-663-12	12' HDMI M-M Cable (User)	\$	\$
2	41193	C2G 50' HDMI M-M Plenum	\$	\$
1	26-439-05	50' VGA M-M Plenum	\$	\$
1	DGi	50' 3.5mm Audio Cable	\$	\$
		Equipment Subtotal		\$
		Shipping		\$
		Equipment Total		\$

Vendor Name: _____

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Please quote your hourly rates for the services listed here			
Estimated HOURS	DESCRIPTION	RATE Per Hour	EXTENDED RATE
3	Design and Engineering	\$	\$
15	Programming	\$	\$
0	Pre Installation	\$	\$
26	Field Installation	\$	\$
0	Project Management	\$	\$
0	Travel	\$	\$
		Service Subtotal	\$

Product warranty: _____

Labor warranty: _____

Restocking fee for equipment that may be determined as not needed: \$ _____

Lead-time: _____

Company Name, Address, Telephone:

Authorized Signature

ATTACHMENT D

CERTIFICATE OF COMPLIANCE WITH LAWS

Massachusetts Employment Security Law

Pursuant to G.L. c. 151A, §19A(b), the undersigned hereby certifies* under the penalties of perjury that the Contractor, with Division of Unemployment Assistance (D.U.A.) ID Number _____, has complied with all laws of the Commonwealth relating to unemployment compensation contributions and payments in lieu of contributions.

*Compliance may be certified if the Contractor has entered into and is complying with a repayment agreement satisfactory to the Commissioner, or if there is a pending adjudicatory proceeding or court action contesting the amount due pursuant to G.L. c. 151A, §19A(C).

or check the following:

_____ The undersigned certifies that the Massachusetts Employment Security Law does not apply to it because the Contractor does not have any individuals performing services for it within the Commonwealth to the extent that it would be required to make any contributions or payments to the Commonwealth.

Massachusetts Child Care Law

Pursuant to Chapter 521 of the Massachusetts Acts of 1990, as amended by Chapter 329 of the Massachusetts Acts of 1991, the undersigned hereby certifies that the Contractor (*check applicable item*):

1. _____ employs fewer than fifty (50) full-time employees; or
2. _____ offers either a dependent care assistance program or a cafeteria plan whose benefits include a dependent care assistance program; or
3. _____ offers child care tuition assistance, or on-site or near-site subsidized child care placements.

Revenue Enforcement and Protection Program

Pursuant to G.L. c. 62C, §49A, the undersigned hereby certifies under the penalties of perjury that the Contractor's Federal Identification No. is (*for corporations only*) _____, and that to the best of his/her knowledge and belief, the Contractor has complied with all laws of the Commonwealth relating to taxes, the reporting of employees and contractors, and withholding and remitting of child support.

In order to comply with all laws of the Commonwealth relating to taxes, the undersigned certifies that the Contractor (*check applicable item*):

1. _____ has filed all tax returns and paid all taxes required by law; or
2. _____ has filed a pending application for abatement of such tax; or
3. _____ has a pending petition before the appellate tax board contesting such tax; or
4. _____ does not derive taxable income from Massachusetts Sources such that it is subject to taxation by the Commonwealth.

Certification Regarding Companies Doing Business with or in Northern Ireland

Pursuant to G.L. c. 7, § 22C, the undersigned hereby certifies under the pains and penalties of perjury that the Contractor is not engaged in the manufacture, distribution or sale of firearms, munitions, including rubber or plastic bullets, tear gas, armored vehicles or military aircraft for use or deployment in any activity in Northern Ireland, and that the Contractor (*check applicable item*):

1. _____ does not employ ten or more employees in an office or other facility located in Northern Ireland; or
2. _____ employs ten or more employees in an office or other facility located in Northern Ireland, but such office or other facility in Northern Ireland (a) does not discriminate in employment, compensation, or the terms, conditions and privileges of employment on account of religious or political belief; and (b) promotes religious tolerance within the work place, and the eradication of any manifestations of religious and other illegal discrimination.

Signed this ____ day of _____, 20__.

[Name of Contractor]

Authorized Signature: _____

Print Name: _____

ATTACHMENT E

Sample Service Agreement

_As of _____

[Name of Contractor]
[Address of Contractor]

ATTN: _____

Re: Service Agreement # _____
[Description of Project]
[Location of Project]

Dear _____:

The Massachusetts Port Authority (hereinafter referred to as the “Authority” or “Massport”) hereby agrees with [Name of Contractor] (hereinafter referred to as the “Contractor”) respecting the terms of its engagement by the Authority as further described below.

ARTICLE 1 - SCOPE OF SERVICES

The Contractor shall _____, as detailed in the _____, which is attached hereto as **Exhibit A** and incorporated herein.

ARTICLE 2 – COMPENSATION

1. For the Contractor’s proper completion of the above-described services, the Contractor shall be paid in accordance with **Exhibit A**.
2. Compensation for said services under this Agreement shall not exceed _____ Dollars (\$_____.00).
3. The Contractor shall submit invoices for services rendered to the Massachusetts Port Authority, One Harborside Drive, Suite 200S, East Boston, MA 02128-2909, Attention: _____. The Contractor's invoices shall be in such detail as Authority may require to show the identification of the personnel performing services, their classifications, and the detailed nature and extent of services performed. Payment shall be made within thirty (30) days after receipt of said invoice. All invoices pertaining to the services and terms listed under this Agreement are to reference Service Agreement #_____.
4. The Contractor shall keep accounts, books and records pertaining to services performed and reimbursable expenses incurred in a true and accurate manner and on the basis of generally accepted accounting principles and in accordance with such reasonable requirements to facilitate review as the Authority may require. Upon seventy-two hours (72) hours’ advance notice, the Authority or a representative on behalf of the Authority shall have the right to inspect, review or audit, during normal business hours, in conformity with generally

accepted auditing standards, the accounts, books, records and activities of the Contractor necessary to determine compliance by the Contractor with the provisions and requirements of this Agreement. The Contractor shall keep such accounts, books and records as required to be maintained by this Agreement at a location within the metropolitan Boston area or, if the Contractor maintains such accounts, books and records in another location outside the metropolitan Boston area, the Contractor shall make such accounts, books and records available at the Contractor's Boston office or at a site acceptable to the Authority upon reasonable notice from the Authority. The Authority shall have the right to photocopy or otherwise duplicate at the Contractor's expense those accounts, books and records as the Authority determines to be necessary or convenient in connection with its review or audit thereof. If the Contractor's accounts, books or records have been generated from computerized data, the Contractor shall provide the Authority or its representative with extracts of the data files in a computer readable format on suitable computer data exchange formats acceptable to the Authority. The Contractor shall retain and keep available to the Authority all books and records relating to this Agreement for a period of not less than seven (7) years following the expiration of the Term of this Agreement or, in the event of litigation or claims arising out of or relating to this Agreement, until such litigation or claims are finally adjudicated and all appeal periods have expired.

ARTICLE 3 - TERM

This Agreement shall commence on _____, and shall terminate on _____ (the "Term"), provided that the Authority may extend this Agreement for _____ (__) additional one (1) year periods by notifying the Contractor no later than thirty (30) days prior to the end of the then current Term, and provided further that if the Authority elects to extend, the rates for each additional year shall be as referenced in Article 2 above. However, the Authority may, by written notice, terminate this Agreement if the Contractor shall fail to perform the services in a timely and workmanlike fashion. In addition, the Authority may terminate this Agreement without cause by directing written notice of termination to the Contractor not less than seventy-two (72) hours prior to the effective date of such termination.

ARTICLE 4 - INSURANCE AND INDEMNITY

1. The Contractor, at its sole cost and expense, shall maintain and keep in effect during the term of this Agreement, the following insurance: (i) workers' compensation insurance, as required by law; (ii) employer's liability insurance in an amount of not less than One Million Dollars (\$1,000,000.00); and (iii) commercial general liability insurance (including automobile liability insurance) for bodily and personal injury and property damage in the combined single limit of One Million Dollars (\$1,000,000.00). On all policies of liability insurance required under subsection (iii) hereof, Massport shall be named as an additional insured. The Contractor's insurance shall be primary, over and above any other insurance held by Massport. The Contractor shall furnish Certificates of Insurance evidencing the insurance coverages required hereunder within ten (10) days of the execution date of this Agreement. . Each policy of insurance required herein shall (a)

be in a form reasonably acceptable to Massport and with a company that is authorized to do business in the Commonwealth of Massachusetts having a Best rating of B+ or better; (b) provide that it shall not be materially altered or cancelled by the insurer during the policy's term without first giving at least thirty (30) days prior written notice to Massport; (c) provide that any act or omission of the Contractor or Massport shall not prejudice the rights of Massport as a party insured under said policy; and (d) be subject to a deductible in an amount reasonably acceptable to Massport, which amount shall be stated on the policy or certificate of insurance.

In the defense of any claim, demand, expense or liability which is to be covered under insurance policies obtained by the Contractor as described in this Agreement (even if such claim, demand, expense or liability is groundless, false or fraudulent), the Contractor agrees on its own behalf that it shall not, and the Contractor shall cause its insurers to agree that they shall not, without obtaining express advance written permission from Massport's Chief Legal Counsel, raise any defense involving in any way the jurisdiction of the tribunal over the person of Massport, the immunity of Massport, its members, officers and employees, the governmental nature of Massport or the provisions of any statutes respecting suits against Massport.

2. The Contractor, at its sole cost and expense, shall defend, indemnify and hold harmless Massport, and its members, officers and employees from and against any and all liabilities, claims, demands, causes of action, losses, damages, actions, including actions for personal injury or wrongful death, actions for property damage, and any other types of claims asserted by third persons alleging a violation of law or for any other cause, costs, fines, fees and expenses of any kind or nature whatsoever, including attorneys' fees and costs of investigation and litigation, arising from or related to the Contractor's performance under this Agreement or the acts or operations of the Contractor, its agents, employees, contractors or subcontractors; provided, however, that this obligation to defend, indemnify and hold harmless shall not apply to claims which the Contractor demonstrates were caused solely by the gross negligence or willful misconduct of Massport. The foregoing express obligation of indemnification shall not be construed to negate or abridge any other obligation of indemnification running to Massport which would exist at common law, and the extent of this obligation of indemnification shall not be limited by any provision of insurance undertaken by the Contractor. In case any action or proceeding is brought against Massport by reason of any such claim, the Contractor, upon notice from Massport, shall resist or defend such action or proceeding with counsel reasonably acceptable to Massport. Massport shall give the Contractor reasonable written notice of any claims threatened or made or suit instituted against it which could result in a claim of indemnification hereunder. This paragraph shall survive any termination or expiration of this Agreement.

ARTICLE 5 - SALES TAX EXEMPTION

The exemption number assigned to the Authority as an exempt purchaser is E046-006-429, and the Contractor shall use this number, if applicable.

ARTICLE 6 - MISCELLANEOUS TERMS & CONDITIONS

1. The performance of services required under this Agreement shall be coordinated by the Contractor with _____, the Authority's _____, or his/her designee.
2. The Contractor shall maintain in confidence all Authority business information that becomes available to it in connection with its services under this Agreement.
3. The Authority may, at any time by written order to the Contractor, make changes in the service tasks within the general scope of this Agreement.
4. The Contractor shall furnish all new materials and equipment necessary to perform the services required hereunder unless otherwise specified, and all work shall be of good quality, free from faults and defects. The Contractor agrees that the services provided hereunder shall conform to the highest standards of professional care and practice exercised by contractors engaged in performing comparable services in the Greater Boston area; that the personnel furnishing said services shall be qualified and competent to perform adequately and completely the services assigned to them; and that the recommendations, guidance and performance of such personnel shall reflect such standards of professional care and practice.
5. The Contractor is engaged under this Agreement as an independent contractor, and not as an agent or employee of the Authority.
6. During the Term of this Agreement, the Contractor shall not employ, on either a full-time or a part-time basis, any person, so long as such person shall be employed by the Authority.
7. The Contractor shall abide by and comply with the non-discrimination terms and other provisions in **Exhibit B**, which is attached hereto and incorporated herein.
8. To the extent applicable and required under M.G.L. c. 149, §§ 26-27H, the Contractor shall comply with the minimum wage requirements as determined by the Massachusetts Department of Labor and Workforce Development, Division of Occupational Safety.
9. The Contractor shall furnish labor that can work in harmony with all other elements of labor employed or to be employed on this work.
10. No member, officer or employee of the Authority shall be charged personally or held contractually liable by or to Contractor under any term or provisions of this Agreement, or because of any breach thereof or because of its execution or attempted execution.

11. This Agreement, any duties hereunder or interest herein may not be assigned or delegated by the Contractor without the prior express written consent of the Authority.
12. This Agreement shall be governed and construed under the laws of the Commonwealth of Massachusetts without regard to its principles regarding conflicts of laws. Any dispute arising between the parties under this Agreement may be decided by any court of competent jurisdiction in the Commonwealth of Massachusetts.
13. The parties, by execution of this Agreement, voluntarily and intentionally waive all rights to trial by jury as to all claims, disputes, or controversies arising out of, or relating to, this Agreement or the performance or breach thereof. Massport has acted in reliance on this express condition in executing this Agreement.
14. In the performance of its duties under this Agreement, the Contractor shall obtain all necessary permits and comply with all applicable laws, rules, and regulations.
15. This Agreement and the Exhibits attached to it set forth the entire understanding between the parties as to the subject matter hereof and supersede all prior or collateral agreements and representations. To the extent that there is any conflict between the Agreement and any provisions contained in any Exhibit, the Agreement shall prevail. This Agreement may not be amended or modified, except by a writing signed by both parties; provided, however, that the Authority may make changes in the service tasks within the general scope of this Agreement in accordance with the provisions of Paragraph 3 of this Article 6; provided, further, that any increase in monies due under this Agreement shall require a writing signed by both parties.
16. The Contractor shall complete the Certificate of Compliance with Laws form designated as **Exhibit C**, which is attached hereto and incorporated herein.
17. The persons executing this Agreement on behalf of Massport and the Contractor, respectively, each represents and certifies that he/she has authority and power to sign on behalf of such party to the Agreement and to bind such party to the obligations contained herein.

If the foregoing is satisfactory, please sign and return all three (3) copies of this Agreement to the Massachusetts Port Authority, One Harborside Drive, Suite 200S, East Boston, Massachusetts 02128-2909, Attention: Pauline Roberts, Contract Administrator. A fully executed original shall be returned for your file.

Very truly yours,

MASSACHUSETTS PORT AUTHORITY

Michael A. Grieco
Assistant Secretary-Treasurer

Read and Agreed:
[Name of Contractor]

BY: _____

DATE: _____

EXHIBIT A

CONTRACTOR'S QUOTE

EXHIBIT B

In accordance with policies adopted by the Massachusetts Port Authority (“Massport”), the Contractor further agrees with respect to its exercise of all uses, rights, privileges and obligations granted or required herein as follows:

1. The Contractor shall not discriminate against any person, employee, or applicant for employment because of that person’s membership in any legally protected class, including but not limited to their race, color, gender, religion, creed, national origin, ancestry, age being greater than forty years, sexual orientation, handicap, genetic information, or veteran status. The Contractor shall not discriminate against any person, employee, or applicant for employment who is a member of, or applies to perform service in, or has an obligation to perform service in, a uniformed military service of the United States, including the National Guard, on the basis of that membership, application, or obligation. The Contractor shall undertake affirmative action measures designed to guarantee and effectuate equal employment opportunity for all persons.

2. The Contractor will provide all information and reports pertinent to Massport's Equal Employment, Anti-Discrimination and Affirmative Action requirements requested by the Authority and will permit access to its facilities and any books, records, accounts or other sources of information which may be determined by Massport to affect the Contractor's obligations herein.

3. The Contractor shall comply with all federal and state laws and Massport regulations pertaining to Civil Rights, Discrimination, and Equal Opportunity, including executive orders and rules and regulations of appropriate federal and state agencies unless otherwise exempt therein.

4. The Contractor's non-compliance with the provisions of this Exhibit shall constitute a material breach of this Agreement, for which Massport may, in its discretion, upon failure to cure said breach within thirty (30) days of written notice thereof, terminate this Agreement upon ten (10) days’ written notice.

5. The Contractor shall indemnify and hold harmless Massport from any claims and demands of third persons resulting from Contractor's non-compliance with any of the provisions of this Exhibit and, in case of termination or cancellation of this Agreement pursuant to Paragraph 4 of this Exhibit, the Contractor shall also indemnify Massport during the remainder of the Term against any loss or damage suffered by reason of such termination or cancellation.

EXHIBIT C

CERTIFICATE OF COMPLIANCE WITH LAWS

Massachusetts Employment Security Law

Pursuant to G.L. c. 151A, §19A(b), the undersigned hereby certifies* under the penalties of perjury that the Contractor, with Division of Unemployment Assistance (D.U.A.) ID Number _____, has complied with all laws of the Commonwealth relating to unemployment compensation contributions and payments in lieu of contributions.

*Compliance may be certified if the Contractor has entered into and is complying with a repayment agreement satisfactory to the Commissioner, or if there is a pending adjudicatory proceeding or court action contesting the amount due pursuant to G.L. c. 151A, §19A(C).

or check the following:

_____ The undersigned certifies that the Massachusetts Employment Security Law does not apply to it because the Contractor does not have any individuals performing services for it within the Commonwealth to the extent that it would be required to make any contributions or payments to the Commonwealth.

Massachusetts Child Care Law

Pursuant to Chapter 521 of the Massachusetts Acts of 1990, as amended by Chapter 329 of the Massachusetts Acts of 1991, the undersigned hereby certifies that the Contractor (*check applicable item*):

1. _____ employs fewer than fifty (50) full-time employees; or
2. _____ offers either a dependent care assistance program or a cafeteria plan whose benefits include a dependent care assistance program; or
3. _____ offers child care tuition assistance, or on-site or near-site subsidized child care placements.

Revenue Enforcement and Protection Program

Pursuant to G.L. c. 62C, §49A, the undersigned hereby certifies under the penalties of perjury that the Contractor's Federal Identification No. is (*for corporations only*) _____, and that to the best of his/her knowledge and belief, the Contractor has complied with all laws of the Commonwealth relating to taxes, the reporting of employees and contractors, and withholding and remitting of child support.

EXHIBIT C (cont.)

In order to comply with all laws of the Commonwealth relating to taxes, the undersigned certifies that the Contractor (*check applicable item*):

1. _____ has filed all tax returns and paid all taxes required by law; or
2. _____ has filed a pending application for abatement of such tax; or
3. _____ has a pending petition before the appellate tax board contesting such tax; or
4. _____ does not derive taxable income from Massachusetts Sources such that it is subject to taxation by the Commonwealth.

Certification Regarding Companies Doing Business with or in Northern Ireland

Pursuant to G.L. c. 7, § 22C, the undersigned hereby certifies under the pains and penalties of perjury that the Contractor is not engaged in the manufacture, distribution or sale of firearms, munitions, including rubber or plastic bullets, tear gas, armored vehicles or military aircraft for use or deployment in any activity in Northern Ireland, and that the Contractor (*check applicable item*):

1. _____ does not employ ten or more employees in an office or other facility located in Northern Ireland; or
2. _____ employs ten or more employees in an office or other facility located in Northern Ireland, but such office or other facility in Northern Ireland (a) does not discriminate in employment, compensation, or the terms, conditions and privileges of employment on account of religious or political belief; and (b) promotes religious tolerance within the work place, and the eradication of any manifestations of religious and other illegal discrimination.

Signed this ____ day of _____, 20__.

[Name of Contractor]

Authorized Signature: _____

Print Name: _____

ATTACHMENT F

HOW TO APPLY FOR TWIC

Certain transportation workers will need a Transportation Worker Identification Credential (TWIC) to gain unescorted access to secure areas of Maritime Transportation Security Act (MTSA) regulated facilities and vessels. Massport properties that are affected include Conley Terminal, and Black Falcon Cruise Terminal.

There are two options for applying for your TWIC Card:

PRE-ENROLLING ON-LINE:

Pre-enrolling on line will allow you to schedule an appointment at the TWIC Enrollment office which will decrease your wait when going to the office to enroll. The instructions for the on-line enrollment process & FAQs can be found at:

[http://www.tsa.gov/what we do/layers/twic/twic_faqs.shtm#twic_process](http://www.tsa.gov/what_we_do/layers/twic/twic_faqs.shtm#twic_process) . Rules on creating a password are attached to this memo. Keep your password on hand during this process.

When you go to your appointment bring the required forms of identification (*Below is a list of documentation requirements*) and your payment of **\$129.75**. Credit cards, cashier checks or corporate checks are accepted. Cash or personal checks **will not** be accepted.

ENROLLING IN PERSON:

No appointment needed. The TWIC office address is listed below. Please check their website prior to your visit to confirm that their office is open. You must bring the required forms of identification (*Below is a list of documentation requirements*) and your payment of \$129.75. Credit cards, cashier checks or corporate checks are accepted. Cash or personal checks **will not** be accepted.

Once your TWIC is ready you will receive a phone call or email from the enrollment office. If you have additional questions about TWIC you should contact them directly.

Contact Information

260 Bear Hill Road, Suite 106
Waltham, MA 02451-1018
TWIC Help Desk at 1-866-DHS-TWIC
<http://www.tsa.gov/twic>

Hours of Operation

Monday – Friday 9:00am – 1:00pm & 2:00pm – 4:30pm

You may want to call or check their website for site closings.

Massport Maritime Credentials (MMC)

Massport Maritime Credentials (MMC) are required along with the TWIC to enter any Maritime restricted facility. Once an employee obtains a TWIC they can stop at the PROSHOP (located at Conley Terminal) Monday –Friday 0700-1400 and go through the process to have an MMC

issued. These will allow for unescorted access to be granted. If any questions the PROSHOP # is 617-464-8270.

Rules for Creating a Password

1. Minimum password length is eight characters.
2. Passwords must contain at least one of each of the following: one alphabetic uppercase, one alphabetic lowercase, one numeric, and one special character.
3. Passwords shall not contain any two identical consecutive characters (example: 22apples, 14588904).
4. Passwords may contain no more than two identical consecutive characters in any position from the previous password.
5. Passwords shall not contain any dictionary word.
6. Passwords shall not contain any proper noun or the name of any person, pet, child, or fictional character.
7. Passwords shall not contain any employee serial number, Social Security number, birth date, phone number, or any information that could be readily guessed about the creator of the password.
8. Passwords shall not contain any simple pattern of letters or numbers, such as "qwerty" or "xyz123".
9. Passwords shall not be any word, noun, or name spelled backwards or appended with a single digit or with a two-digit "year" string, such as 98xyz123.
10. Pass phrases, if used in addition to or instead of passwords, should follow these same guidelines.
11. Passwords shall not be the same as the User ID.

Documentation required when enrolling for a TWIC™

Required Documentation for U.S. Citizens – Transportation Worker Identification Credential (TWIC) Enrollment *As November 23, 2010*

U. S. Citizens (or U.S. Nationals) born *inside* the United States

If you are a citizen of the United States (or its outlying possessions) and you were born inside the United States (or its outlying possessions), you must provide one document from column A *or* two documents from column B. If you present two documents from column B, at least one of them must be a government-issued photo ID, such as a state-issued driver's license, military ID card, or state identification card.

Note: U.S. Mariners who hold or intend to apply for U.S. Coast Guard issued-credentials should note that they may be required to provide the Coast Guard with copies of additional proof of nationality and/or citizenship. Information on this can be found at http://www.uscg.mil/nmc/faq/general_requirements.asp.

List A – one document

- Unexpired U. S. passport book or passport card
- Unexpired Merchant Mariner Document (MMD)
- Unexpired Free and Secure Trade (FAST) Card

- Unexpired NEXUS Card
- Unexpired Secure Electronic Network for Travelers Rapid Inspection (SENTRI) Card
- Unexpired United States Enhanced Driver's License (EDL)
- Unexpired Enhanced Tribal Card (ETC)

List B – two documents (with one of the two being a government-issued photo ID)

- Unexpired driver's license issued by a State or outlying possession of the United States
- Unexpired ID card issued by a State or outlying possession of the United States. Must include a State or State agency seal or logo (such as state port authority ID or State University ID)
- Original or certified copy of birth certificate issued by a State, county, municipal authority, or outlying possession of the United States bearing an official seal
- Voter's registration card
- U. S. military ID card *or* U. S. retired military ID
- U. S. military dependent's card
- Expired U. S. passport (within 12 months of expiration)
- Native American tribal document (with photo)
- U. S. social security card
- U. S. military discharge papers (DD-214)
- Department of Transportation (DOT) medical card
- U.S. civil marriage certificate
- Unexpired Merchant Mariner License (MML) bearing an official raised seal, or a certified copy
- Unexpired Department of Homeland Security (DHS) / Transportation Security Administration (TSA) Transportation Worker Identification Credential (TWIC)
- Unexpired Merchant Mariner Credential (MMC)

U. S. Citizens (or U.S. Nationals) born *outside* the United States

If you are a citizen of the United States (or its outlying possession) but you were born *outside* the United States (or its outlying possessions), you must provide one document from column A *or* two documents from column B. If you present two documents from column B, at least one of them must be a government-issued photo ID, such as driver's license issued by a State or outlying possession of the United States, military ID card, or identification card issued by a State or outlying possession of the United States. One of the documents you provide must demonstrate that you are a citizen of the United States.

Note: U.S. Mariners who hold or intend to apply for U.S. Coast Guard issued-credentials should note that they may be required to provide the Coast Guard with copies of additional proof of nationality and/or citizenship. Information on this can be found at http://www.uscg.mil/nmc/faq/general_requirements.asp

List A – one document

- Unexpired U. S. passport book or passport card – *demonstrates U. S. citizenship*
- Unexpired Merchant Mariner Document (MMD) – *demonstrates U. S. citizenship if indicated on the MMD*
- Unexpired Free and Secure Trade (FAST) Card – *demonstrates U. S. citizenship*
- Unexpired NEXUS Card – *demonstrates U. S. citizenship*
- Unexpired Secure Electronic Network for Travelers Rapid Inspection (SENTRI) Card – *demonstrates U. S. citizenship*
- Unexpired United States Enhanced Driver’s License (EDL) – *demonstrates U. S. citizenship*
- Unexpired Enhanced Tribal Card (ETC) – *demonstrates U. S. citizenship*

List B – two documents (with one of the two being a government-issued photo ID, and one must demonstrate U. S. citizenship).

- U. S. Certificate of Citizenship (N-560 or 561) – *demonstrates U. S. citizenship*
- U. S. Certificate of Naturalization (N-550 or 570) – *demonstrates U. S. citizenship*
- U. S. Citizen Identification Card (I-179 or I-197) – *demonstrates U. S. citizenship*
- Expired U. S. passport (within 12 months of expiration) – *demonstrates U. S. citizenship*
- Consular Report of Birth Abroad (FS-240) – *demonstrates U. S. citizenship*
- Certification of Report of Birth Abroad (DS-1350 or FS-545) – *demonstrates U. S. citizenship*
- Unexpired driver’s license issued by a State or outlying possession of the United States
- Unexpired ID card issued by a State or outlying possession of the United States. Must include a State or State agency seal or logo (such as state port authority ID or State University ID).
- Voter’s registration card
- U. S. military ID card or U. S. retired military ID
- U. S. military dependent’s card
- Native American tribal document (with photo)
- U. S. social security card
- U. S. military discharge papers (DD-214)
- Department of Transportation (DOT) medical card
- U.S. civil marriage certificate
- Unexpired Merchant Mariner License (MML) bearing an official raised seal, or a certified copy
- Unexpired Department of Homeland Security (DHS) / Transportation Security Administration (TSA) Transportation Worker Identification Credential (TWIC)
- Unexpired Merchant Mariner Credential (MMC)