PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Mary E. Stitt
Procurement Commissioner

March 24, 2015

BID NUMBER: S5YT1020

TITLE: Auto Upholstery Services

DEPARTMENT: OFFICE OF FLEET MANAGEMENT-SHOP OPERATIONS

DATE TO OPEN: March 30, 2015 at 10:30 AM

ADDENDUM # 1

TO ALL BIDDERS:
You are hereby notified of the following changes to the above mentioned bid:

The opening date and bid title on the cover page for the subject bid has been corrected. Please see the attached corrected cover page.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

L. C. Henderson, Buyer

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

LCH/dr

Auto Upholstery Services

S5YT1020

Issued by: **CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT**
Required by: Office Of Fleet Management-Shop Operations

Bid Opening Date:	**March 30, 2015**
Bid Opening Time:	**10:30 AM Philadelphia Local Time**
Location for Bid Opening:	**MUNICIPAL SERVICES BUILDING - ROOM 170A** **1401 JFK BOULEVARD, PHILADELPHIA PA 19102**
Buyer:	**L. C. Henderson**
Spec. Writer:	**J. Washington**

This Invitation and Bid with your quotations must be received prior to the above cited bid opening date and time.

BIDDER AGREES TO COMPLY WITH ALL CONDITIONS OF THIS BID. UNSIGNED BIDS WILL NOT BE ACCEPTED. *BIDDER MUST COMPLETE THE INFORMATION BELOW:*

NAME AND ADDRESS OF FIRM:

FEDERAL EIN/SOCIAL SECURITY NUMBER:

BID QUESTIONS

All questions concerning this Invitation and Bid, including specifications and conditions, must be presented prior to the bid opening date and time. Contact the Procurement Department Customer Service Unit by emailing Bid.Info@phila.gov or by calling **(215) 686-4720** with questions.

Bid is Best and Good Faith Efforts.

GENERAL INFORMATION

This Invitation and Bid and Contract is issued under the Antidiscrimination Policy described in the Mayor's Executive Order 03-12. While there are no ranges for the participation of Minority (MBE), Woman (WBE) or Disabled (DSBE) Owned Business Enterprises (collectively, M/W/DSBEs) projected for this Bid, bidders are prohibited from discriminating in their selection of subcontractors and are encouraged to use their Best and Good Faith Efforts to solicit quotes from M/W/DSBEs on an equitable basis with other firms. See the Office of Economic Opportunity (OEO) Instructions and Form which is part of this Invitation and Bid and Contract.

FOR PROCUREMENT USE ONLY. DO NOT MAKE ANY MARKS IN THIS BOX.

Bid Security Fee ☐Yes ☐No Method (if paid with bid) _____ Check or M/O # _____

Bid Processing Fee ☐Yes ☐No Method _____ Check or M/O # _____

Mary E. Stitt
Procurement Commissioner

PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Mary E. Stitt
Procurement Commissioner

March 27, 2015

BID NUMBER: S5YT1020

TITLE: Auto Upholstery Services

DEPARTMENT: OFFICE OF FLEET MANAGEMENT-SHOP OPERATIONS

DATE TO OPEN: March 30, 2015 at 10:30 AM

ADDENDUM # **2**

TO ALL BIDDERS:
You are hereby notified of the following changes to the above mentioned bid:

The bid opening will be postponed to April 06, 2015 at 10:30 AM

Vendor Question and Answers:

Following are questions from a prospective bidder and the Department of Procurement's responses to those questions.

Question #1: Could you please provide the quantities and pricing

for the year 2014 for the following:

5.1.1 Bucket 26071 000 040

5.1.2 Bench 26071 000 041

5.1.3 Bench Heavy Truck 26071 000 042

5.2.1 Headliner 26071 000 005

5.2.2 Sun visors 26071 000 006

5.2.3 Cover Interior Trim 26071 000 007

5.3.1 Front Carpet Padding 26071 000 008

5.3.2 Rear Carpet Padding 26071 000 009

26071 000 032

5.6.1 Minor Repairs 26071 000 000

Answer: Exact quantities cannot be determined at this time. The City has spent $232,457 on vehicle upholstery services since April 2011. Pricing is as follows:

Bucket Seat Repair, 26071 000 040: $110.00/Each

Bench Seat Repair, 26071 000 041: $135.00/Each

Heavy Duty Truck, Bench Seat Repair, 26071 000 042: $135.00/Each

Interior Headliner, 26071 000 005: $80.00/Each

Interior Headliner and Sunvisor, 26071 000 006: $20.00/Each

Covered Interior Trim, 26071 000 007: $15.00/Each

Front Carpet Replacement, 26071 000 008: $115.00/Each

Rear Carpet Replacement, 26071 000 009: $115.00/Each

Remove and Recover Armrest, 26071 000 032: $20.00/Each

Repairs Labor Rate, 26071 000 000: $17.50/Each

Question #2. Was additional purchase orders issued during 2014 for upholstery work that were not included under the above categories. If so, how much did they total?

Answer: All vehicle upholstery work required by the City is included in this Invitation and Bid.

Question #3. I would like to confirm when the specification reads, Entire seat repair (back and bottom) should be billed at a quantity of 1 (ea). If we did the complete seat and back

we should bill as a quantity of 2 for the Unit Price. If we only do the back, we bill as a quantity of I for the Unit Price.

Answer: Section 2.4.1.1 has been revised to read as follows:

26071 000 040
2.4.1.1 Bucket-Auto, Back/Bottom Light and Med. Duty Truck Back or Bottom repair to include original or aftermarket vinyl or cloth fabric. Includes foam repair. Entire seat repair (back and bottom) should be billed at a quantity of two (ea).

Item #5.1.1 has been revised to read as follows:

BUCKET
Back/Bottom Light and Med. Duty Truck
Back or Bottom repair to include original or aftermarket vinyl or cloth fabric.
Includes foam repair. Billed at a quantity Of two each

Question #4. Does the totals you bid for 2015, 2016, 2017 and 2018 get add together during this contract period for a final total. Or is you bid total just for 2015.

Answer: The bid does not require multi-year pricing. Bidders must following the instructions given in Section 5 by quoting a unit price for the services listed and calculating an extended total.

Question #5. When we are bidding a back or a bottom that could be just for a repair or an insert, not a complete back or bottom?

Answer: Please refer to the answer to question #3, above.

Please sign, date and return this addendum with your bid, as it now becomes a part of the proposal. Please return this addendum to the Procurement Department, 1401 J.F.K. Blvd., Bid Room 170 A, Philadelphia, PA 19102-1685.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

L. C. Henderson

L. C Henderson, Buyer

_____
AUTHORIZED SIGNATURE

_____
FIRM NAME (PRINT)

_____
DATE

LCH/ cw

PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Mary E. Stitt
Procurement Commissioner

April 1, 2015

BID NUMBER: S5YT1020

TITLE: Auto Upholstery Services

DEPARTMENT: OFFICE OF FLEET MANAGEMENT-SHOP OPERATIONS

DATE TO OPEN: April 6, 2015 at 10:30 AM

ADDENDUM # 3

TO ALL BIDDERS:
You are hereby notified of the following changes to the above mentioned bid:

The bid opening will be postponed/advanced to April 20, 2015 at 10:30 AM

Vendor Question and Answers:

Following is a question from a prospective bidder and the Department of Procurement's responses to those questions.

Question #1. In Question #3 on addendum #2, item #26071 000 040 the quantity has now been changed to, two each, for Bucket Seat-Auto. Does this now change the quantities for the following items?

26071 000 041 Bench Auto, Light and Med

26071 000 042 Bench Heavy Truck

Answer: Yes, they now should be read as:

26071 000 041

2.4.1.2 Bench-Auto, Back/Bottom Light and Med. Duty Truck Back or Bottom repair to include original or aftermarket vinyl or cloth fabric. Includes foam repair. Entire seat repair (back and bottom) should be billed at a quantity of two (ea).

26071 000 042
2.4.1.3 Bench-Heavy Duty Truck Back or Bottom repair to include original or **aftermarket vinyl or cloth fabric. Includes foam repair. Entire seat repair (back and bottom) should be billed at a quantity of two (ea).**

The City at this time will not accept any further questions on this bid.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

L. C. Henderson, Buyer

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

LCH/ cw