

BID OPENING DATE AND TIME

ON: MAY 27, 2010

AT: 10:30 A.M.

BID NO. S0XZ1420	PAGE 1 OF 36	INVITATION AND BID ADVERTISED	BIDDER MUST COMPLETE BELOW
This Invitation to Bid with your quotations must be received prior to the above cited bid opening date and time.		 BIDS MUST BE RETURNED TO CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT MUNICIPAL SERVICES BLDG. 1401 JFK BLVD, ROOM 170A PHILADELPHIA, PA 19102-1685	BIDDER AGREES TO COMPLY WITH ALL CONDITIONS OF THIS BID. UNSIGNIED BIDS WILL NOT BE ACCEPTED.
DEPARTMENT DIVISION DIV. of TECHNOLOGY CABLE TELEVISION			NAME AND ADDRESS OF FIRM
AWARDED			Federal EIN/Social Security Number
DATE FOR THE PROCUREMENT COMMISSIONER			BUYER: A. CAMPFIELD K. OWENS

TITLE OF BID: BROADCAST & STUDIO EQUIPMENT and MAINTENANCE SUPPORT

Commerce Department-Office of Economic Development (OEO) Anti-Discrimination Policy Executive Order 02-05 – Bidder Requirements

This Invitation to Bid is issued under the Anti-Discrimination Policy described in the Mayor's Executive Order, policy and guidelines as attached. Specific instructions must be adhered to, and forms completed. Bidders are advised to review the instructions carefully. Failure to comply may disqualify the bidder. The specified ranges represent the percentage of Minority, Woman and Disabled participation that should be attained by the Bidder.

Participation Ranges

M-BE:	10%	to	15%
W-BE:	5%	to	10%
DS-BE:	0%	to	0%

Any and all questions about Executive Order 02-05 and bidder compliance should be directed to the Commerce Department Office of Economic Opportunity (OEO) office at (215) 686- 6232.

BID QUESTIONS

All questions concerning this Invitation to Bid, including specifications and conditions, must be Presented prior to the bid opening date and time. Contact the Procurement Department, Public Information Center by calling (215) 686-4721, 686-4720, or 686-4719 with questions.

For City Use Only

BID SECURITY See Conditions of Bidding	MASTER BID SECURITY		CERTIFIED CHECK SUBMITTED WITH BID	
	<input type="checkbox"/> YES	<input type="checkbox"/> NO	AMOUNT	CHECK NUMBER

**CITY OF PHILADELPHIA
OFFICE OF ECONOMIC OPPORTUNITY
ANTIDISCRIMINATION POLICY- MINORITY, WOMEN AND DISABLED OWNED
BUSINESS ENTERPRISES**

**FORMS, INSTRUCTIONS AND SPECIAL CONTRACT PROVISIONS¹
FOR BIDS TO BE AWARDED BY THE PROCUREMENT DEPARTMENT
(BIDS)**

Under the authority of Executive Order No. 02-05, the City of Philadelphia has established an antidiscrimination policy ("Policy") relating to the participation of Minority (MBE), Women (WBE) and Disabled (DSBE) Owned Business Enterprise in City contracts. The purpose of this Policy is to provide equal opportunity for all businesses and to assure that City funds are not used, directly or indirectly, to promote, reinforce or perpetuate discriminatory practices. The City is committed to fostering an environment in which all businesses are free to participate in business opportunities without the impediments of discrimination and participate in all City contracts on an equitable basis. In accordance with the contracting requirements of the City, the City's antidiscrimination policy is applicable to this Invitation and Bid.

The Office of Economic Opportunity (OEO) has approved projected ranges of participation for this Invitation and Bid which serve as a guide in determining each bidder's responsibility. These ranges represent the percentage of MBE, WBE and/or DSBE (collectively, "M/W/DSBE") participation that should be attained by M/W/DSBEs from business opportunities existing in the available market absent discrimination in the solicitation and selection of these businesses. These ranges are based upon an analysis of factors such as the size and scope of the contract and the availability of certified M/W/DSBEs to perform various elements of the contract. Please review these forms carefully as the submission of a Solicitation For Participation and Commitment Form and any supporting documentation (more fully discussed below) is an element of responsiveness to the bid and failure to submit the required information will result in rejection of your bid.

Bidder hereby verifies that all forms, information and documentation submitted to the OEO are true and correct and is notified that the submission of false information by Bidder is subject to the penalties of 18 Pa.C.S. Section 4904 relating to unsworn falsification to authorities.

¹ These Instructions, Forms and Special Contract Provisions relating to Mayoral Executive Order 02-05 are issued by the Office of The Office of Economic Opportunity on an interim basis.

ANTI-DISCRIMINATION POLICY

A. PARTICIPATION RANGE

1. Only firms that are certified by the OEO at the time of bid opening will be credited toward the participation ranges on City contracts. A list of currently certified firms is maintained by the OEO and is available online at www.phila.gov/OEO/directory or in printed form at the OEO offices, located in the Municipal Services Building, 1401 JFK Blvd. Suite 330, Philadelphia, PA. 19102-1666.

2. No bidder that seeks to meet the participation range(s) for participation by entering into subcontracts with any M/W/DSBE subcontractor shall be considered to meet the range(s) if the M/W/DSBE subcontractor does not perform a commercially acceptable function ("CAF"). A M/W/DSBE is considered to perform a CAF when it engages in meaningful work or supply effort that provides for a distinct element of the subcontract (as required by the work to be performed in accordance with the Bid Specifications), where the distinct element is worthy of the dollar amount of the subcontract and where the M/W/DSBE carries out its responsibilities by actually performing, managing and supervising the work involved. The OEO may evaluate the amount of work subcontracted, industry practices and any other relevant factors in determining whether the M/W/DSBE is performing a CAF. If it is determined during the review of your Solicitation and Commitment Form that the work described on the Form does not constitute a CAF, your bid may be rejected.

3. In order to maximize opportunities for as many businesses as possible, a firm that is certified in two or more categories (e.g. MBE and WBE and DSBE or WBE and DSBE) will only be credited toward one participation range as either an MBE or WBE or DSBE. The firm will not be credited toward more than one category. Bidders will note with their submission which category, MBE or WBE or DSBE, is submitted for credit.

4. An MBE/WBE/DSBE submitting as the prime bidder is required, like all other bidders, to submit a bid that is responsive to the Policy and will only receive credit toward the relevant participation ranges (e.g., MBE range or WBE range or DSBE range) for the amount of its own work or supply effort on this Invitation and Bid. In addition, the participation of an M/W/DSBE partner, as part of a joint venture created for this bid, may be credited towards the participation ranges only to the extent of the M/W/DSBE partner's ownership interest in the joint venture in accordance with the following criteria:

- The MBE, WBE or DSBE partner(s) must be certified by the OEO prior to bid opening;
- The M/W/DSBE partner(s) must derive substantial benefit from the arrangement;
- The M/W/DSBE partner(s) must be substantially involved in all phases of the contract including bidding, planning, staffing and daily management;
- The business arrangement must be customary (i.e., each partner shares in the risk and profits of the joint venture commensurate with their ownership interest, contributes working capital and other resources, etc).

5. M/W/DSBE subcontractors must perform at least fifty percent (50%) of the cost of the subcontract (not including the cost of materials, equipment or supplies incident to the performance of the subcontract) with their own employees.

6. For the purpose of applying the participation ranges on Public Works projects that include add or deduct alternates, commitments listed by bidders on the Solicitation for Participation and Commitment Form should be based upon the base bid. In the event the City elects to award any add or deduct alternates, the City reserves the right to require the apparent lowest responsible bidder to amend its Solicitation for Participation and Commitment Form, to ensure the bidder's continuing responsibility.

ANTI-DISCRIMINATION POLICY

7. In listing participation commitments on the Solicitation for Participation and Commitment Form, bidders are required to list a detailed description of the work or supply effort, the dollar amount of the quotation, and percentage of the contract the participation represents. (If the Invitation and Bid is for a requirements-type contract, a percentage amount will suffice.) In calculating the percentage amount, bidders may apply the standard mathematical rules in rounding off numbers. The OEO reserves the right to request clarifying information from bidder in the event of an inconsistency or ambiguity in the Solicitation For Participation and Commitment Form.

B. RESPONSIVENESS

1. Any bid that the OEO determines is not responsive to the Policy will be rejected, subject to appeal by bidder as more fully discussed below. A bid responsive to the Policy is a bid which contains documentary evidence of the M/W/DSBEs that have been solicited and that will be used by the bidder on the contract, if awarded, where the bid satisfies the M/W/DSBE participation ranges for that contract; the bidder is rebuttably presumed not to have discriminated in its selection of contract participants. When a bidder is unable to achieve the participation ranges, a bid responsive to the Policy contains the required documentary evidence along with a written request for the reduction of part or all of the M/W/DSBE participation ranges, which reduction or waiver is granted based upon a determination by the OEO that the bidder did not discriminate. Although the City reserves the right to allow post-bid opening submission of OEO Forms and information responsive to the Policy, a bidder's failure to submit the required information on M/W/DSBE participation or to cooperate with the OEO will result in rejection of the bid as nonresponsive.

2. Bidders must submit documentary evidence of MBE, WBE and DSBEs who have been solicited and with whom commitments have been made in response to the participation ranges included in this Invitation and Bid. Failure to submit the Solicitation For Participation and Commitment Form will result in the rejection of the bid as nonresponsive although the City, at its sole discretion, may allow bidders to submit or amend the Solicitation For Participation and Commitment Form at any time prior to award. The Solicitation For Participation and Commitment Form must contain the following information:

- Documentation of all solicitations (regardless of whether commitments resulted there from) as well as all commitments made prior to bid opening shall be submitted, concurrently with the bid, on the enclosed document entitled "Solicitation For Participation and Commitment Form". A bidder should only make actual solicitations of M/W/DSBEs whose work or materials are within the scope of this Invitation and Bid. Mass mailing of a general nature to M/W/DSBEs or similar methods will not be deemed solicitation, but rather will be treated as informational notification only. A reasonable period of time should be given to all solicited firms to ensure that they have sufficient time to adequately prepare their quotes. The bidder's listing of a commitment with a M/W/DSBE constitutes a representation that the bidder has made a legally binding commitment to contract with such firm, upon receipt of a contract award from the City.

- If the bidder has entered into a joint venture with an MBE, WBE and/or DSBE partner, the bidder should submit along with the Solicitation For Participation and Commitment Form, a document entitled "Joint Venture Eligibility Information Form," available at the Office of the OEO, for the City's review and approval of the joint venture arrangement.

ANTI-DISCRIMINATION POLICY

3. If Bidder does not fully meet each of the range(s) for participation established for this Invitation and Bid, bidder must request a reduction of participation, indicating the level of M/W/DSBE participation that has been achieved by bidder and explaining what efforts the bidder made to achieve the M/W/DSBE participation ranges. Bidder must demonstrate, through the submission of documentary evidence, that it took all necessary steps and made reasonable efforts to achieve the M/W/DSBE participation ranges, even if these efforts were not fully successful. OEO will evaluate the scope, intensity and appropriateness of these efforts to ascertain whether they could reasonably be expected to achieve M/W/DSBE participation commensurate with the ranges. Failure to submit the documentary evidence will result in rejection of the bid as nonresponsive although the City, at its sole discretion, may allow bidders to submit or amend their evidentiary submission at any time prior to award. The submission shall contain and discuss, at a minimum, the following:

- If no MBE/WBE/DSBEs were solicited for the type of services or materials to be contracted, please give reason(s) why no such solicitation was made.
- Document all solicitations and commitments made with non-M/W/DSBEs for services or supplies incident to the performance of the contract; include copies of quotes received.
- Provide reasons for not committing with any MBE/WBE/DSBEs that submitted a quote, regardless of whether the quote was solicited by bidder.
- Provide any additional evidence pertinent to bidder's conduct relating to this bid including sufficient evidence which demonstrates to the OEO that bidder has not engaged in discriminatory practices in the solicitation of and commitment with contract participants. In describing bidder's efforts to achieve participation within the ranges, bidder may submit any corroborating documentation (e.g., copies of advertisements for participation).

a. The bidder's documentary evidence will be reviewed by the OEO to ascertain whether discrimination has occurred in the solicitation or selection of contract participants. The review will include consideration of the following:

- Whether the bidder's actions were motivated by considerations of race or gender or disability. The OEO may investigate the bidder's contracting activities and business practices on similar public and private sector contracts. For example, if bidder rejects any M/W/DSBE based on price, bidder must fully document its reasons for the rejection and also demonstrate that bidder subjects non-M/W/DSBEs to the same pricing standards. OEO will investigate whether there was any attempt at good faith negotiation of price.
- Whether M/W/DSBEs were treated as equally as other businesses in the solicitation and commitment process. For example, the OEO will investigate whether M/W/DSBEs are given the same information, access to the bid, plans, specifications, and requirements of the contract and given adequate amount of time to prepare a quote as others who were solicited by bidder. The OEO will also investigate whether M/W/DSBEs were accorded the same level of outreach as non-M/W/DSBEs, for example whether bidder short listed M/W/DSBEs for participation in contractor negotiated subcontract opportunities or solicited M/W/DSBEs at pre-bid meetings.

ANTI-DISCRIMINATION POLICY

- Whether the bidder's contracting decisions were based upon policies which disparately affect M/W/DSBEs. OEO will ascertain whether bidder selected portions of work or material needs consistent with the capacity of available M/W/DSBE subcontractors and suppliers. OEO will consider whether bidder employed policies which facilitate the participation of M/W/DSBEs on City contracts such as segmentation of the contract, prompt payment practices or bonding assistance.

4. After review of the bidder's submission and other information the OEO deems relevant to its evaluation, the OEO will make a written determination that will be forwarded to the Procurement Commissioner or his/her designee (the "Commissioner").

- a. If the apparent low bidder's bid is determined nonresponsive by the OEO, the bidder will be notified and may file a written appeal with the OEO within forty-eight (48) hours of the date of notification. The decision of the OEO may be appealed in writing within forty-eight (48) hours of the date of the OEO's decision to the Director of Finance or his/her designee whose decision shall be final.

C. RESPONSIBILITY

1. Upon award, the completed Solicitation For Participation and Commitment Form and accompanying documents regarding solicitation and commitments with MBEs, WBEs and DSBEs become part of the contract. M/W/DSBE percentage commitments are to be maintained throughout the term of the contract and shall apply to the total contract value (including approved change orders and amendments). Any change in commitment, including but not limited to substitutions for the listed firm(s), changes or reductions in the work and/or listed dollar/percentage amounts, must be pre-approved in writing by the OEO.

2. The successful bidder shall, within five (5) business days after receipt of a payment from the City for work performed under the contract, deliver to its M/W/DSBE subcontractors the proportionate share of such payment for work performed (including the supply of materials) by its M/W/DSBE subcontractors. [For Concession bids, the successful bidder shall deliver payment within ten (10) days after receipt of the M/W/DSBE' invoice] In connection with payment of its M/W/DSBE subcontractors, the successful bidder agrees to fully comply with the City's payment reporting process which may include the use of electronic payment verification systems.

3. No privity of contract exists between the City and any M/W/DSBE subcontractor identified in any contract resulting from this Invitation and Bid. The City does not intend to give or confer upon any such M/W/DSBE subcontractor(s) any legal rights or remedies in connection with the subcontracted services under Executive Order 2-05 or by reason of any contract resulting from the Invitation and Bid except such rights or remedies that the M/W/DSBE subcontractor may seek as a private cause of action under any legally binding contract to which it may be a party.

4. If the OEO determines that the bidder has discriminated against a M/W/DSBE at any time during the term of the contract, or intentionally excluded a M/W/DSBE from a bid on the basis of minority status, gender or disability, the OEO may recommend to the Director of Finance the imposition of sanctions on the bidder including debarment of the bidder from submitting and/or participating in future City contracts for a period of up to three (3) years.

ANTI-DISCRIMINATION POLICY

D. ACCESS TO INFORMATION

1. The OEO shall have the right to make site visits to the bidder's place of business and/or job site and obtain documents and information from any bidder, subcontractor, supplier, manufacturer or contract participant that may be required in order to ascertain bidder's responsiveness and responsibility.
2. Failure to cooperate with the OEO in its review will result in a determination that the bidder's bid is nonresponsive and its bid will be rejected.

E. RECORDS AND REPORTS

1. The successful bidder shall maintain all books and records relating to its M/W/DSBE commitments (e.g. copies of quotations, subcontracts, joint venture agreement, correspondence, cancelled checks, invoices, telephone logs) for a period of at least three (3) years following acceptance of final payment. These records shall be made available for inspection by the OEO and/or other appropriate City officials. The successful bidder agrees to submit reports and other documentation to the OEO as deemed necessary by the OEO to ascertain the successful bidder's fulfillment of its M/W/DSBE commitments.

F. REMEDIES

1. The successful bidder's compliance with the requirements of Executive Order 2-05, including the fulfillment of any M/W/DSBE commitments, is material to the contract. Any failure to comply with these requirements constitutes a substantial breach of the contract. It is further understood and agreed that in the event the Director of Finance determines that the successful bidder hereunder has failed to comply with these requirements the City may, in addition to any other rights and remedies the City may have under the contract, any bond filed in connection therewith or at law or in equity, exercise one or more of the following remedies, as deemed applicable, which shall be deemed cumulative and concurrent:

- a. Withhold payment(s) or any part thereof until corrective action is taken.
- b. Terminate the contract, in whole or in part.
- c. Suspend the successful bidder from bidding on and/or participating in any future City contracts for a period of up to three (3) years.
- d. Recover as liquidated damages, one percent of the total dollar amount of the contract for each one percent (or fraction thereof) of the commitment shortfall. (NOTE: The "total dollar amount of the contract" shall include approved change orders, amendments and for requirements contracts shall be based on actual quantities ordered by the City. For Concessions, the "total dollar amount of the contract" shall mean the Concession Fee paid to the City.)

The remedies enumerated above are for the sole benefit of the City and City's failure to enforce any provision or the City's indulgence of any non-compliance with any provision hereunder, shall not operate as a waiver of any of the City's rights in connection with any contract resulting from this Invitation and Bid nor shall it give rise to actions by any third parties including identified M/W/DSBE subcontractors.

SOLICITATION FOR PARTICIPATION AND COMMITMENT FORM (Bid) <i>Minority (MBE), Women (WBE), and Disabled (DSBE) Business Enterprises</i>				COMMERCE DEPARTMENT <i>OFFICE OF ECONOMIC OPPORTUNITY (OEO)</i>					
Bid Number		Name of Bidder		Date of Bid Opening					
List below ALL MBE/WBE/DSBEs that were solicited regardless of whether a commitment resulted therefrom. - Photocopy this form as necessary.									
<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> DSBE	Work to be Performed	Date Solicited		Commitment Made		Give Reason(s) If No Commitment	
Company Name				By Phone	By Mail	Yes (If Yes, give date)	NO		
Address									
Contact Person				Quote Received		Amount Committed To			
Telephone Number		Fax #		YES	NO	Dollar Amount			
OEO CERTIFICATION #						\$			
						Percent of Total Bid			
					%				
<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> DSBE	Work to be Performed	Date Solicited		Commitment Made		Give Reason(s) If No Commitment	
Company Name				By Phone	By Mail	Yes (If Yes, give date)	NO		
Address									
Contact Person				Quote Received		Amount Committed To			
Telephone Number		Fax #		YES	NO	Dollar Amount			
OEO CERTIFICATION #						\$			
						Percent of Total Bid			
					%				
<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> DSBE	Work to be Performed	Date Solicited		Commitment Made		Give Reason(s) If No Commitment	
Company Name				By Phone	By Mail	Yes (If Yes, give date)	NO		
Address									
Contact Person				Quote Received		Amount Committed To			
Telephone Number		Fax #		YES	NO	Dollar Amount			
OEO CERTIFICATION #						\$			
						Percent of Total Bid			
					%				
<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> DSBE	Work to be Performed	Date Solicited		Commitment Made		Give Reason(s) If No Commitment	
Company Name				By Phone	By Mail	Yes (If Yes, give date)	NO		
Address									
Contact Person				Quote Received		Amount Committed To			
Telephone Number		Fax #		YES	NO	Dollar Amount			
OEO CERTIFICATION #						\$			
						Percent of Total Bid			
					%				

(Rev. 11/2008/jss)

¹ M/W/DSBEs listed above must be certified by the OEO prior to bid submission date.

² Failure to give reason for no commitment may result in rejection of your bid.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 2 37
		FIRM NAME (Must be filled in)	

SECTION 1: GENERAL BID SUBMISSION

1.1 TITLE: **BROADCAST & STUDIO EQUIPMENT & MAINTENANCE SUPPORT**

1.2 CONTRACT TERM: **Date of Award through One Year** ("Initial Term"), with an option to renew for up to **Three (3)** additional **One (1)** year periods, ("the Renewal Term") exercisable, at the City's sole discretion, as of the expiration of the Initial Term or then current Renewal term. The City may, at its sole discretion, renew the contract for up to three (3) months at the beginning of each renewal period(s) (the "Additional Performance Period"), if a decision has been made not to renew the contract for an entire year.

1.2.1 The City shall exercise such sole option to renew the Contract Term by issuing a letter (the "Renewal Notice") notifying the Contractor that the Contract is renewed for the Renewal Term or Additional Performance Period (identified by commencement and termination dates) that is specified in the Renewal Notice. The Contract shall be deemed to be renewed for such Renewal Term or Additional Performance Period, and Contractor shall be obligated to perform all terms and conditions of the Contract throughout such Renewal Term or Additional Performance Period, as of the effective date indicated on the City's Renewal Notice, whether or not Contractor has agreed, verbally or in writing, to such renewal of the Contract term.

1.2.2 If an individual Performance Bond and/or Payment Bond is required under this Invitation and Bid, such bond(s) shall be and remain in full force and effect throughout the Initial Term, all Renewal Terms, any Additional Performance Period, and the period of any unexpired warranty provided or required under the Contract, without notice of Contract renewal by the City to the surety or the consent of the surety thereto. It is the sole responsibility of the Contractor to ensure that such bond(s) remain in full force and effect as provided in this Section 1.2.2, and failure to do so shall be an event of default pursuant to Section 19, Default, of the attached Terms and Conditions of Bidding and Contract.

If participation in the City's Master Performance Security Program is required under this Invitation and Bid, Contractor shall pay the required annual fee for such participation for each Renewal Term upon the issuance of the Renewal Notice.

1.3 CONTRACT TYPE: **REQUIREMENTS**

1.3.1 The following items are required in the operation of various City agencies as ordered. Exact quantities cannot now be determined but estimates thereof are listed herein. Quantities listed may be increased or decreased to meet the requirements of the City during the period of this contract.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 3 37
		FIRM NAME (Must be filled in)	

A minimum is not guaranteed.

Purchase orders issued as a result of this bid will be for materials or services to be delivered generally on an as-needed basis. Successful bidders are cautioned not to deliver any materials or services without first being advised to do so by the ordering agency.

- 1.3.2 It is the intent of the Procurement Department to make an award for the period as stated above subject to the appropriation of funds in succeeding fiscal year/years by City Council. The City's fiscal year is from July 1st to June 30th inclusive.

Commodities or services on the bid to be ordered after the end of the fiscal year are subject to the issuance of purchase orders for the following fiscal years. The City is not liable for the award involving following fiscal years' funds until such orders are issued.

The successful bidder(s) obligation to deliver on such purchase orders shall not take effect until the orders are issued. To simplify the contract procedure, however, the successful vendor will be required to furnish a Performance Bond or Performance Security Fee to cover units awarded to him.

- 1.4 METHODOLOGY OF ACQUISITION: Purchase only.

- 1.5 STATEMENT OF DIRECTION:

- 1.5.1 It is the intent of the City of Philadelphia to make an award for Broadcast & Studio Equipment & Maintenance Support for the Division of Technology (DOT) Department as specified herein during the contract period.

- 1.6 BID SECURITY

- 1.6.1 For purposes of this Bid only, Paragraph 2 of the Terms and Conditions of Bidding and Contract is deleted. Instead, all bidders must submit with their bid a refundable Certified, Treasurer's or Cashier's Check, Bank Money Order or United States Postal Money Order in the amount of **\$500.00**. A bid which is not accompanied by this required security will be rejected.

- 1.7 BID INFORMATION:

- 1.7.1 All information concerning this bid will be contained in this bid document as issued or amended.

- 1.7.2 Information provided verbally by any City official shall not be binding or relevant.

- 1.8 BID SUBMISSION:

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 4 37
		FIRM NAME (Must be filled in)	

- 1.8.1 Bid information must be submitted to the City of Philadelphia no later than the time and date for the bid opening.
- 1.8.2 Advertised sealed bids will be received and read publicly at 10:30 AM in Room #170A, 1st Floor, Municipal Services Building, 1401 JFK Boulevard.
- 1.8.3 Bid should be complete and include ALL information required as described in the various paragraphs of the bid specifications.
- 1.8.4 All pricing must be completed on the forms provided; be complete; and be in ink or typed.
- 1.8.5 The bid must be complete as to required bid signatures and corporate seal, and fully accept the terms and conditions contained in the bid.
- 1.8.6 In accordance with the City of Philadelphia's Regulations Relating to Local Bidding Preferences for Procurement Contracts, this bid may be subject to a 5% local bid preference. In order to determine eligibility to receive the 5% preference, if applicable, **bidder or subcontractor must be certified at the time of the bid opening and must submit with the bid the Local Business Entity Certification number** as issued by the Procurement Department for the prime contractor or the applicable subcontractor. If the prime relies upon its subcontractor's LBE status in order to be eligible for the preference, the name and certification number of the subcontractor **must** be submitted with the bid. **Failure to submit the prime's LBE certification number or the subcontractor's name and the LBE certification number with the bid will deem bidder ineligible for the 5% preference.**

Further, by submission of this bid, bidder makes the following certification in connection with the grant of any local bidding preference:

"I certify, that if awarded this contract on the basis of application of the LBE preference, my company or my subcontractor, throughout the entirety of this contract, will perform the majority of the work under this contract within the geographic limits of the City of Philadelphia, and I will, or cause my subcontractor to, maintain within the City a majority of the inventory or equipment that will be used on this contract or the amount of inventory that is customary for this industry."

Prime or subcontractor's LBE Certification Number_____

If applicable:

Subcontractor's Name_____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 5 37
		FIRM NAME (Must be filled in)	

NOTE: If you wish to apply for Local Business Entity (LBE) certification, go to www.phila.gov/bids. Please provide sufficient time prior to bidding for processing of the LBE application.

1.8.7

BID PROCESSING FEE:

For purposes of this bid ONLY, bidder MUST submit with their bid a non-refundable check or money order payable to the City of Philadelphia in the amount of **\$10.00** to cover the bid processing fee. Failure to submit the bid processing fee may result in disqualification from bidding.

1.8.8

When M-BE, W-BE or DS-BE ranges are required on an Invitation and Bid, bidders are reminded that the submission of a **blank** "Office of Economic Opportunity (OEO) Solicitation and Commitment Form" will be deemed non-responsive and ineligible for an award. Bidders are reminded to read carefully and entirely the "Bidder's Guidelines relating to Executive Order 02-05".

Or

If no M-BE, W-BE or DS-BE ranges are established for this Invitation and Bid, bidders are requested to complete the "Voluntary Participation and Commitment Form (Bid)" located after page 1 of the bid.

Completion of this form will not, in any way, impact the City's determination concerning bidder's responsiveness to the requirements of the bid and the award process. The information provided in the "Voluntary Participation and Commitment Form (Bid)" will be for the City's information.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 6 37
		FIRM NAME (Must be filled in)	

1.8.9 CONTACT PERSON:

PRE-AWARD:

Indicate below to whom in your firm questions concerning this Invitation and Bid should be directed:

Name: _____

Address: _____

City/State/ZC: _____

Telephone No. (_____) _____ Ext.: _____

Fax No. (_____) _____

E-mail address _____

Vendor's WEB address _____

POST-AWARD:

Indicate below to whom in your firm questions concerning the Contract resulting from this Invitation and Bid should be directed:

Name: _____

Address: _____

City/State/ZC: _____

Telephone No. (_____) _____ Ext.: _____

Fax No. (_____) _____

E-mail address _____

Vendor's WEB address _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 7 37
		FIRM NAME (Must be filled in)	

1.8.10 ALTERNATES SUBMITTED

If an alternate to any item is offered, bidder must follow instructions in Paragraph 4 of "Terms and Conditions of Bidding and Contract". State the brand name and the model number of each alternate offered. Detailed technical information on the alternate should accompany the bid.

Failure to state alternates will obligate bidder to provide material and/or service specified in the bid; see also 1.8.10 below.

Any other product information submitted by bidder in connection with this bid is for purposes of product description, information and specification only. Bidder agrees that any additional terms or conditions contained therein, including, but not limited to, disclaimers or limitations of liability, do not become part of the bid.

1.8.11 BID QUESTIONS OR PROBLEMS

In preparing the bid response, should any bidder need clarification on the bid requirements, identify a discrepancy in the specifications, determine that a specified product has been discontinued or an alternate procedure is advised, etc.; then the bidder is **STRONGLY** encouraged to bring these issues to the attention of the Procurement Department prior to the bid opening by calling (215) 686-4720 or 4721, or by addressing a letter or fax (fax # 215-686-4727) to the Buyer. **Questions, whether written, phoned or faxed should be received no later than Three (3) Business days after the scheduled Mandatory Site Inspection and Pre-Bid meeting referenced in paragraph 1.10 of this Invitation and Bid.** The City reserves the right to only respond to those questions submitted prior to the stated deadline. If it is in the City's best interest to do so, the bid **MAY** be amended to reflect the proposed changes/modifications. Exceptions taken **DO NOT** obligate the City to change the specifications.

The City of Philadelphia, Procurement Department will notify all bidders in writing, by addendum duly issued, of any interpretations/changes made to specifications or instructions. The City will not accept responsibility for oral instructions, suggestions or changes by any City agency.

1.9 BIDDER QUALIFICATION:

1.9.1 In order to be considered for award of this Invitation and Bid, Bidders must submit the following reference information with their bid. References provided shall demonstrate the bidder's ability to perform on a contract of this size and scope.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 8 37
		FIRM NAME (Must be filled in)	

- 1.9.1.1 Bidders shall have been in the business of providing Broadcast & Studio Equipment & Maintenance Support Services for a minimum of Three (3) years.
- 1.9.1.2 Bidders shall include with their bid submittal, Broadcast & Studio Equipment & Maintenance Support service references, to include Three (3) of its largest customers along with Contact Person(s) and his/her Telephone Numbers for the City verification.

Please note that reference information in each section must be completed. Failure to submit this information may result in the bidder's disqualification.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 9 37
		FIRM NAME (Must be filled in)	

SECTION 1:

Customer Reference other than an employee or department of the City of Philadelphia, (excluding suppliers or financial institutions).

Firm Name: _____

Contact Name: _____

Phone No.: _____

Type Work: _____

Years dealing w/your firm: _____

SECTION 2:

Previous purchase order(s)/contract(s) with the City of Philadelphia; (State "None" if applicable).

Dept. Name: _____

Contact Name: _____

Phone No.: _____

PO#/Contract#: _____

Items: _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 10 37
		FIRM NAME (Must be filled in)	

1.10 MANDATORY SITE INSPECTIONS AND PRE-BID MEETING

A Mandatory Site Inspection(s) and Pre-Bid Meeting (hereafter) for all interested parties will be held on **Friday, May 14th, 2010** starting at **12:00 (Noon)** in the **Municipal Services Building, 1401 J.F.K. Boulevard, Philadelphia, Pa. 10102 - Room 170A.**

The purpose of this Site Inspections and Pre-Bid meeting is to respond to questions from prospective bidders. Bidders are encouraged to submit questions in writing at this time. All questions that materially impact upon the bid process will be answered, in writing, in a formal addendum issued by the City. Oral responses by City employees or their representatives are not binding and shall not in any way be a commitment by the City.

Vendors shall examine each site in detail where work is to be done and acquaint themselves with conditions affecting the work area for which they will be held responsible. Each location in the bid will have a Mandatory Site-Inspection.

Vendors are encouraged to review, in advance, the Date and Starting Time for the Mandatory Site-Visits. Failure to attend the Mandatory Site-Visits on the Date and Starting Time listed in Paragraph 1.10.1 below shall disqualify vendor from award of this Invitation and Bid.

The Contract Administrator for each of the Division of Technology locations in this Invitation and Bid is Ms. Concetta Pearson @ (215) 685-1688.

1.10.1 LOCATION / INSPECTION DATE / INSPECTION START TIME

**MUNICIPAL SERVICES BUILDING - 1401 JFK BOULEVARD
PHILADELPHIA, PA. 19102 ROOM - 170A**

DATE: Friday, May 14th, 2010

START TIME: 12:00 (Noon)

Upon completion of the Signing - In procedure at the Municipal Services Building - Room 170A, Bidders will then be escorted by the Division of Technology Representative through each of the facility locations referenced below:

SITE INSPECTION LOCATIONS

Philly Stat Room	Municipal Services Building - 14 th Floor
Broadcast Cable Studio	City Hall - 7 th Floor
Mayor's Reception Room	City Hall - 2 nd Floor

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 11 37
		FIRM NAME (Must be filled in)	

Attendance at the Site Inspections and Pre-Bid Meeting are Mandatory. Only bidders who attend the Site Inspections and Pre-Bid Meeting and are subsequently qualified by the City will be eligible for award.

MANDATORY SITE VISIT CERTIFICATION

BID NO. **S0XZ1420**

(TO BE SUBMITTED WITH BID PACKAGE)

This form MUST be signed and dated by a representative of The Department of Technology to certify that the below vendor inspected the area as per specifications.

FAILURE TO VISIT THE SITE WILL DISQUALIFY YOUR BID.

COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

PHONE NO.: _____ FAX NO.: _____

CITY REPRESENTATIVE:

DEPT.: _____

NAME: _____

SIGNATURE: _____

DATE: _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 12 37
		FIRM NAME (Must be filled in)	

SECTION 2: SPECIFICATIONS

2.1 Successful bidder shall be required to supply the City of Philadelphia's Division of Technology with Broadcast & Studio Equipment & Maintenance Support as listed in Sections 2 and 5 of this Invitation and Bid.

2.2 **SCOPE OF WORK**

It is the intent of these specifications to acquire Broadcast & Studio Equipment & Maintenance Support Service.

2.2.1 Services shall be available during normal business hours of 8:30 a.m. thru 5:00 p.m. A Support and Hotline number will be provided by the Awarded Vender to the City, to make special arrangements if services are needed during weekends and/or holidays.

2.3 **REQUIRED SERVICES**

All labor and warranty replacement parts necessary for repairs will be covered by this contract. In accordance with Paragraphs 2.4.1 and 2.4.2 of this Invitation and Bid.

Service calls shall be initiated by the City when any part of the Broadcast & Studio Equipment is deemed impaired. On site service **will be** covered by this contract. Response time for telephone or email support shall be within 24 hours.

In the event that emergency services are required by the City, the successful bidder(s) shall be available twenty-four (24) hours, seven (7) days a week. Response time for equipment replacement shall be within 48 hours. Replacement parts and maintenance costs are listed in Section 5 of this document.

2.3.1 **SERVICE RESPONSE**

The successful bidder should have a high level of diagnostic capability to identify, isolate, and triage problems to repair malfunction of systems in shortest possible time. Along with the aforementioned diagnostic capability, bidder shall have a highly trained staff to interpret the diagnostic findings and insure a minimum amount of down time.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 13 37
		FIRM NAME (Must be filled in)	

When the use of service furnished by the successful bidder is interrupted due to any cause other than the negligence or willful act of the City or the failure of facilities provided by the City, a pro-rata adjustment of the contract charges will be made for the service and facilities rendered inoperative by reason of the interruption whenever the interruption continues for a cumulative period of four (4) or more hours within any thirty (30) consecutive day period. The City will determine the beginning and end of an outage period.

2.3.2 LIAISON PERSONS

The successful bidder(s) after receiving the bid award shall provide the name of one person and one alternate who shall act as dedicated Liaison Officers with the City's Contract Administrator and the Division of Technology. These individuals shall be highly trained points of contact for critical situation resolution. Their resumes shall be submitted to the City.

2.4 WARRANTY

- 2.4.1 All equipment will be covered under manufacturer warranty for one year.
- 2.4.2 All installation labor or original job will be under warranty for three years.

SECTION 3: BID EVALUATION AND AWARD

3.1 EVALUATION

- 3.1.1 Bid will be evaluated by the Procurement Department.
- 3.1.2 Bids will be evaluated for responsiveness to the bid specifications and for responsibility of the bidders.
- 3.1.3 Bids which are determined to be non-responsive for reasons of:
 - (i) improper bid security
 - (ii) improper bid execution
 - (iii) incompleteness
 - (iv) offering counter terms and conditions
 - (v) improper or incomplete execution of OEO documents (if applicable)

may be disqualified by the City without notice to the bidder. The decision of the City is final.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 14 37
		FIRM NAME (Must be filled in)	

3.1.4 Bidders whose bids are determined to be non-responsible for reasons of bidder qualification shall be notified by the City of the reasons for the determination and may contest the finding of non-responsibility through the prescribed procedures described in paragraph 9 of "Terms and Conditions of Bidding and Contract".

3.2 AWARD

3.2.1 The Procurement Commissioner reserves the right to award this bid as a whole or by line item, whichever he/she deems to be in the best interest of the City.

3.2.2 BASIS OF AWARD

The Procurement Department Buyer shall evaluate Section 5 (Items 1 through 220) as follows:

Unit Cost Per / Part plus the Maintenance Unit Cost of that part multiplied by the Estimated Quantity for that Part.

Example - Item 1:

Unit Cost Per / Part \$250.00 + Maintenance Unit Cost \$25.00 X 1
= \$275.00

PLEASE NOTE: Bidders MUST factor in their Travel costs within items 1 through 20 of their bid pricing. The City will NOT Reimburse the awarded bidder(s) for travel costs during the Contract period.

3.2.3 If the 5 % local bid preference is applicable, the total bid price of the certified Local Business Entity (LBE) will be multiplied by .95 and rounded to the second decimal place. The adjusted bid price of the LBE will then be used in determining the lowest responsive and responsible bidder.

Unless the Procurement Commissioner determines not to grant a preference for the reasons stated in subsection b., of the LBE Regulation, an LBE, whose bid is otherwise responsive and responsible and who has submitted the information required above, shall be granted a five percent bid preference on competitive bid(s) awards that are over \$30,000.00 and awarded as a whole. The 5% local bid preference is not applicable if the bid is awarded by line item.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 15 37
		FIRM NAME (Must be filled in)	

3.2.4 Performance Security

If the total award amount is \$500,000 or less, bidders attention is directed to paragraph 14 of "Terms and Conditions of Bidding and Contract", for the required Performance Security.

Please note however, that all awards as a result of this bid will have a minimum contract amount of \$30,001.00. All awards at the \$30,001.00 amount will be subject to a \$50.00 Master Performance Security Fee.

3.2.5 City of Philadelphia -business, Corporate and Slavery Era Insurance Disclosure

In accordance with Section 17-104 of The Philadelphia Code, the Bidder, after execution of this Contract, will complete an affidavit certifying and representing that the Bidder (including any parent company, subsidiary, exclusive distributor or company affiliated with Bidder) has searched any and all records of the Bidder or any predecessor business entity regarding records of investments or profits from slavery or slaveholder insurance policies during the slavery era. The names of any slaves or slaveholders described in those records must be disclosed in the affidavit.

The Bidder expressly understands and agrees that any false certification or representation in connection with this Paragraph and/or any failure to comply with the provisions of this Paragraph shall constitute a substantial breach of this Contract entitling the City to all rights and remedies provided in this Contract or otherwise available in law (including, but not limited to, Section 17-104 of the Philadelphia Code) or equity and the contract will be deemed voidable.

In addition, it is understood that false certification or representation is subject to prosecution under Title 18 Pa.C.S.A. Section 4904.

3.2.6 Insurance

Insurance is a requirement for this bid in accordance with Paragraph 15 of the "Terms and Conditions of Bidding and Contract". No contract will be executed nor purchase order issued unless and until all required insurance certificates, in the required amount, are received. **All insurance MUST meet the following requirements:**

- Insured must be in the same name and address as the Bidder
- The insurance carrier must be rated "A" or better by AM Best

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 16 37
		FIRM NAME (Must be filled in)	

- The certificate holder must be the City of Philadelphia, and specifically named as an additional insured on the certificate in the "Description of Operations section."
- Certificate must be signed by an authorized representative of the insurance company/carrier

All certificates are to be sent to the Office of Risk Management, One Parkway, 1515 Arch Street, 14th Floor, Philadelphia, PA 19102, Attn. Debbie Lawton or FAX to (215) 683-1705.

SECTION 4: CONTRACT MANAGEMENT

4.1 CITY OF PHILADELPHIA RESPONSIBILITY

4.1.1 Order Against Contracts

- (i) Subsequent to contract conformance of a Requirements bid, purchase orders will be issued at such time that the product and/or service is needed. Such purchase orders will show if delivery is to be made upon receipt of order, or only after notification by the using department.

4.1.2 Invoices shall be submitted after delivery and acceptance of the product or service by the City. The City attempts to process invoices in a timely manner. Delays can occur because of incomplete or inaccurate invoicing information. Please make sure that invoices contain the information as specified in Section 4.2.10, this is necessary to process payments to the Contractor as quickly as possible. Invoices which are not in accordance with the instructions in section 4.2.10 will be rejected for correction.

4.1.3 The using agencies and departments are responsible for monitoring the services and/or products delivered as described in the contract. If any problems arise, a letter should be sent to the vendor requesting resolution by a specified date. A copy should be sent to the buyer. If vendor does not resolve the breach of contract by the requested date the matter should be turned over to the buyer.

4.1.4 **ADD-ONS:**

The City reserves the right to add, delete and/or acquire products/services that the vendor can supply that are similar to, but not specifically called for in this bid. The procedure for such acquisitions shall be as follows:

Procurement or the using department will obtain from the Vendor a letter (on his/her letterhead) verifying the items to be added.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 17 37
		FIRM NAME (Must be filled in)	

The letter shall include the complete description of the item, the location (if applicable), the bid number bid schedule number, the price to the City and the applicable contract period; and upon receipt and approval by the Procurement Department shall automatically become part of the contract. **The City, however, reserves the right to accept or reject the letter and to acquire the supplies or materials in the open market.**

4.2 VENDOR RESPONSIBILITY

- 4.2.1 Contractor may deliver only products, services or equipment as authorized in the contract and only after receipt of a purchase order or other authorized document from the Procurement Department. All orders must be in writing. Contractor shall not accept verbal delivery requests until after receipt of purchase order or other authorizing document from Procurement.
- 4.2.2 Contractor may deliver only products, services or equipment at the prices quoted in the contract and that are reflected on a purchase order or a change to a purchase order (a change to a purchase order is issued whenever the items, unit price, total amount, or terms and conditions change from the original purchase order).
- 4.2.3 Contractors may deliver products, services or equipment up to the dollar limit of the purchase order and for the period shown on the purchase order. Contractors are requested to carefully monitor obligations against purchase orders and inform the departments of anticipated funding shortfalls.
- 4.2.4 In the event that the contractor receives an order for products, services or equipment not specifically priced and incorporated into the contract, they must:
- (i) bring this to the immediate attention of the Procurement Dept., and
 - (ii) notify the ordering agency in writing and refuse to deliver.
- 4.2.5 Should products, services, or equipment be delivered that are not specifically incorporated and priced into the contract, and/or be delivered without purchase order, the City shall have no obligation or payment.
- 4.2.6 For delivery of products or equipment, contractors shall honor and be paid for orders placed until the close of business of the date of purchase order expiration.

Delivery of product may occur following purchase order expiration, so long as the order was placed prior to the purchase order expiration date.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 18 37
		FIRM NAME (Must be filled in)	

- 4.2.7 For performance of services, contractor shall honor and be paid for orders placed until the close of business of the date of purchase order expiration. Performance of services may occur following purchase order expiration, so long as the order was placed prior to the purchase order expiration date.
- 4.2.8 Approval of Work
- All completed work shall be approved by the ordering department prior to approval for payment. Work must be completed in a first class workmanlike manner to the absolute satisfaction of the City. The cost of any faulty or inadequate workmanship or parts will not be paid for by the department and must be assumed by the Contractor.
- 4.2.9 At the conclusion of this contract, Contractor agrees to cooperate with any incoming vendor on a transition plan to ensure an orderly changeover of responsibilities.
- 4.2.10 Invoices/Receipts
- 4.2.10.1 Successful bidder(s) agrees not to invoice more than once per month per purchase order.
- 4.2.10.2 For Time and Material type invoices it is typically necessary to submit two (2) separate invoices - one for labor expenses and one for parts.
- If two (2) invoices are required, there will be two (2) different purchase orders also. The City recommends that such Time and Material invoices have the same invoice number but different suffixes (e.g. 1234L (labor) and 1234P (Parts)). Supporting Work Orders with the signature and payroll ID number of the authorized/designated City personnel must be included.
- 4.2.10.3 Invoices should be sent in triplicate to each ordering department: One (1) original and two (2) carbon copies of fully itemized invoices (no photostat copies). Failure to submit invoices in the form noted below will cause a delay in payment.
- (a) After the delivery or services have been completed the Contractor must submit three (3) copies of the invoice for payment to the receiving department listed on the purchase order.
- (b) The invoice must correctly reference the purchase order number, the vendor name, address and Federal Employer Identification number.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 19 37
		FIRM NAME (Must be filled in)	

- (c) Checks will only be made payable to the company name as shown on the purchase order; the invoice must reflect this same company name as the "pay to".
- (d) The invoice must show the quantity and type of item or service and the price.
- (e) The unit of purchase on the invoice must agree with the unit cited on the purchase order. Reference to the specific line item is helpful.
- (f) For Time and Material type invoices see 4.2.10.2 above.

4.2.11 Contract Bid Language Regarding Payments to OEO Subcontractors

The below paragraph applies to all Invitation and Bids (I & B) containing OEO Participation Requirements:

The successful bidder shall, within five (5) business days after receipt of a payment from the City for work performed under the contract, deliver to its M/W/DSBE subcontractors the proportionate share of such payment for work performed (including the supply of materials) by its M/W/DSBE subcontractors.

In connection with payment of its M/W/DSBE subcontractors, the successful bidder agrees to fully comply with the City's payment reporting process. The successful bidder is required to submit with each invoice the completed "Prime Contractor's Payment to OEO Subcontractors' Form" indicating what percentage and dollar amount of the invoice that will be paid to its OEO certified subcontractor(s).

Failure to submit the attached "Prime Contractor's Payment to OEO Subcontractors' Form" with each invoice may result in rejection of the invoice.

4.2.12 **VIOLATION OF CONTRACT**

If Contractor abandons the work or if the job time schedule as defined between the operating department and the contractor prior to the initiation of work is exceeded or if the contractor neglects or fails to prosecute the work with promptness and diligence, or shall refuse or neglect to furnish and supply a sufficiency of properly skilled workmen and necessary equipment, or if vendor shall execute any of the work improperly, carelessly, or in bad faith or if the contractor shall default in the performance of any of the terms, conditions and provisions of the contract, the operating department may notify in writing the contractor to remedy his neglect or default and require the contractor to comply with the terms, conditions and provisions of this contract resulting from this Invitation and Bid.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 20 37
		FIRM NAME (Must be filled in)	

4.2.12.1 **Liquidated Damages:**

Upon the occurrence of any event or omission listed below, there shall be imposed by the City of Philadelphia upon the vendor liquidated damages of \$200.00 for each event or omission per day until such action are remedied by the vendor:

- Failure to commence work within specified time
- Poor performance
- Failure to provide all equipment, materials and parts necessary for the performance of the work
- Failure to supply qualified personnel

4.2.12.2 Nothing in the above section shall be deemed to limit the City's rights or remedies in the event the City's actual damage exceeds the amount withheld from the billing. Repeated events or omissions as described above shall be sufficient cause for the City, at its option, to declare vendor in default and exercise all available rights and remedies available under the law.

The City's failure at any time to enforce the provisions of this section shall in no way affect the City's right to enforce this provision for subsequent events.

The City/using agency shall notify the vendor in writing on a monthly basis of said liquidated damages imposed on vendor; all assessments of liquidated damages must also be reported, in writing, to the Procurement dept. Buyer as they occur.

In the event of assessment of liquidated damages, if the vendor feels that extenuating circumstances contributed to the occurrence, a request for a waiver of the liquidated damages may be appealed in writing, within 30 days to the using agency and the Procurement Department who shall be the final arbiter in such matters.

4.3 **PRICE INCREASE OR DECREASE:**

4.3.1 Contractor shall provide Broadcast Studio Equipment Installation and Maintenance at the prices set forth in Section 5 for a period of Twelve (12) months; thereafter, the contract may be renewed under the terms and conditions of this agreement at the sole option of the City on an annual basis for up to three (3) additional one (1) year period(s). Contractor may increase prices for future renewal periods provided that:

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 21 37
		FIRM NAME (Must be filled in)	

Notice of price increases must be received, in writing, by the City at least sixty (60) days prior to the expiration of each contract period in order for price increase to be effective as of the first day of the renewal period.

Price increase letter shall be sent to the Buyer in Room 120 Municipal Services Building, 1401 JFK Blvd., Philadelphia, PA 19102, referencing bid number, contract number, period and showing item(s) description and applicable pricing. Failure to notify the City within this sixty (60) day time frame shall result in the following:

the effective date of the price increase shall be sixty (60) days from the receipt of the price increase letter by the City;

or

if the letter is not received before the last day of the contract period, the prices for the renewal period shall be the same as the prices for the previous contract period.

For each renewal period the price increase and/or decrease shall be based upon the **percent (%) change** in the Index for All Urban Consumers - Philadelphia of the Consumer Price Index as published by the U.S. Department of Labor, Bureau of Labor Statistics and as indicated by the Mid-Atlantic CPI Announcement for February to February of the **applicable year of the renewal.**

In no event shall the price increase exceed 4% in any renewal period. The increase shall reflect the change to the CPI or the 4% cap, whichever is less.

NOTE: Price decreases may be forwarded to the Procurement Department buyer, in writing at any time during the contract period, to include any renewal period (s).

4.3.2 **PRICE INCREASE OR DECREASE (OEM PARTS ONLY):**

Prices herein are subject to increase or decrease in the event of any price changes in the general or published price established by the Manufacturer. Notice of all such changes shall be given in writing to the Procurement Department, Department of Finance and the Controller. This notice must be accompanied by the notice from the Manufacturer to the vendor showing the price changes. City reserves the right to review the propriety of the price rise and cancel the contract at its discretion.

Vendor must give 60 days notice of price increase, in writing, to the City. Notice shall be sent to the Buyer, Room 120 Municipal Services Building, 1401 JFK Blvd., Phila., PA 19102, referencing the Bid #, Contract # and period of contract.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 22 37
		FIRM NAME (Must be filled in)	

Failure to notify the City within this sixty (60) day time frame shall result in the following:

the effective date of the price increase shall be sixty (60) days from the receipt of the price increase letter by the City;

or

if the letter is not received before the last day of the contract period, the prices for the renewal period shall be the same as the prices for the previous contract period.

NOTE: NOTE: Price decreases may be forwarded to the Procurement Department buyer, in writing at any time during the contract period, to include any renewal period(s).

4.3.3 Failure to notify the City within the time frame specified in Paragraphs 4.3.1 and 4.3.2 will result in a commensurate delay in implementing the price change.

4.4 **VENDOR ACCEPTANCES - IN SUBMITTING AN EXECUTED BID, THE BIDDER AGREES TO THE CONTRACT MANAGEMENT PROCEDURES IN THIS SECTION.**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 23 37
	FIRM NAME (Must be filled in)		

SECTION 5: PRICING

(PRICES QUOTED MAY NOT EXCEED THREE (3) DECIMAL PLACES)

Unit pricing quoted below will prevail in case of any discrepancy(ies) between unit price and the extended amount and will be the determining factor in establishing applicable contract amount(s)/award.

5.1 DESCRIPTION	UNIT	EST QTY	UNIT COST	MAINTENANCE UNIT COST
1. Shure SLX Wireless Boundary Basic Kit	ea	<u> 1 </u>	\$ _____	\$ _____
2. Mackie Premium 14-Channel Compact Mixer/Reg	ea	<u> 1 </u>	\$ _____	\$ _____
3. Proco Stagemaster MIC XLR/M To XLR/F - 5'/Reg	ea	<u> 1 </u>	\$ _____	\$ _____
4. Shure UA844SWB Wideband UHF Antenna/Pwr Dist/Reg	ea	<u> 1 </u>	\$ _____	\$ _____
5. SKB 4U Shallow"X"Rack Case/Reg	ea	<u> 1 </u>	\$ _____	\$ _____
6. Sanyo PLC-XU78 XGA 3000 lumens Projector/Reg	ea	<u> 1 </u>	\$ _____	\$ _____
7. Draper Targa/Elec 78x104 black/reg	ea	<u> 1 </u>	\$ _____	\$ _____
8. Comprehensive C-S-Video 4P/M to 4 P/M Cable - 10'Reg	ea	<u> 1 </u>	\$ _____	\$ _____
9. Bretford Deluxe Universal Data Projector Mount 26-46"	ea	<u> 1 </u>	\$ _____	\$ _____
10. Mitsubishi WD-52527 52" 720p LCD TV Monitor	ea	<u> 1 </u>	\$ _____	\$ _____
11. Sony BRC-300 3 CCD Color Video Camera - NTSC/REG	ea	<u> 1 </u>	\$ _____	\$ _____
12. Sony RM-BR300 Remote Control Unit/REG	ea	<u> 1 </u>	\$ _____	\$ _____
13. Phoenix Gold 75'S/Video Cable REG	ea	<u> 1 </u>	\$ _____	\$ _____
14. Comprehensive XGA & HDTV Scan Converter/REG	ea	<u> 1 </u>	\$ _____	\$ _____
15. Comprehensive 2x1 VGA/XGA Switcher 1x2 D/A/REG	ea	<u> 1 </u>	\$ _____	\$ _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 24 37
	FIRM NAME (Must be filled in)		

	UNIT	EST QTY	UNIT COST	MAINTENANCE UNIT COST
16. Newtek Tricaster w/free class on Demand DVD/REG training	ea	<u>1</u>	\$ _____	\$ _____
17. HP W2558HC 25.5" Widescreen LCD Computer Display	ea	<u>1</u>	\$ _____	\$ _____
18. Sony RDR-GX355 DVD Recorder/REG	ea	<u>1</u>	\$ _____	\$ _____
19. APC Smart UPS 1000VA USB & serial RM 1/REG	ea	<u>1</u>	\$ _____	\$ _____
20. HVD-DASP 15AS digital color Camera w/lenses	ea	<u>1</u>	\$ _____	\$ _____
21. BMD Camera lens modification charge w/parts	ea	<u>1</u>	\$ _____	\$ _____
22. PT-series Pan head w/DB option & RGB couple plate	ea	<u>1</u>	\$ _____	\$ _____
23. CCB-101 control modules & cable Kit/RGB Mod	ea	<u>1</u>	\$ _____	\$ _____
24. RRPS-4-20 Amp power supply	ea	<u>1</u>	\$ _____	\$ _____
25. PT/T-2 Serial dis block w/shop mods	ea	<u>1</u>	\$ _____	\$ _____
26. TC-55 Desktop Controller	ea	<u>1</u>	\$ _____	\$ _____
27. 33-02WK custom blt wall mounts and epoxy kits	ea	<u>1</u>	\$ _____	\$ _____
28. Equipment rack, mounting hardware and power	ea	<u>1</u>	\$ _____	\$ _____
29. Plenum Video/Data/Power cable package with conn	ea	<u>1</u>	\$ _____	\$ _____
30. Fiber transmitters & power supplies with mod & cert	ea	<u>1</u>	\$ _____	\$ _____
31. Fiber data link TX & RX w/mod cert	ea	<u>1</u>	\$ _____	\$ _____
32. Fiber receivers & power supplies with mod & cert	ea	<u>1</u>	\$ _____	\$ _____
33. 12 channel plen fiber cable & term Boxes & jumpers	ea	<u>1</u>	\$ _____	\$ _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 25 37
	FIRM NAME (Must be filled in)		

	UNIT	EST QTY	UNIT COST	MAINTENANCE UNIT COST
34. Misc. cable, connectors and hardware	ea	<u> 1 </u>	\$ _____	\$ _____
35. Rosco Color Effects Kit 20x24" Color Gel	sheet	<u> 1 </u>	\$ _____	\$ _____
36. Gam CineFilter ¼ CTP GC1552 Gam Color#364 Pale Honey Filter 20x24"	sheet	<u> 1 </u>	\$ _____	\$ _____
37. Gam CineFilter 1/8 CTO GC1555 Gam Color Pale Honey Filter 20x24"	sheet	<u> 1 </u>	\$ _____	\$ _____
38. Gam Black Wrap, BW2710 Black Wrap (Foil) 24"x25'	roll	<u> 1 </u>	\$ _____	\$ _____
39. GamFusion Diffuser GC1055 10-55 Diffuser Light Diffusion Material	roll	<u> 1 </u>	\$ _____	\$ _____
40. GamFusion Diffuser GC1090 10-90 Diffuser Light Diffusion Material	roll	<u> 1 </u>	\$ _____	\$ _____
41. Avenger Extension Arm D500LB "C" Stand Arm 20" (black)	ea	<u> 1 </u>	\$ _____	\$ _____
42. Matthews Green Screen #319160 Blue/Green Screen 12x12' Reversible (Studio)	ea	<u> 1 </u>	\$ _____	\$ _____
43. Lastolite Chromakey Screen LL LC6981 6x9" Screen Collapsible Screen (Field)	ea	<u> 1 </u>	\$ _____	\$ _____
44. Flexfill Reflector Gold/White #203 20" Circular Reflector Sun Reflector (Field)	ea	<u> 1 </u>	\$ _____	\$ _____
45. Lowel Omni Kit lamps 500w 120v lamps FTK	ea	<u> 1 </u>	\$ _____	\$ _____
46. Lowel Tota Kit lamps 750w 120v lamps EMD	ea	<u> 1 </u>	\$ _____	\$ _____
47. Lowel Go Pro Light Kit (Field) P1-93ULZ w/ LB soft case	ea	<u> 1 </u>	\$ _____	\$ _____
48. Joker Bug Evolution HMI Light				

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 26 37
	FIRM NAME (Must be filled in)		

			UNIT	EST QTY	UNIT COST	MAINTENANCE UNIT COST
	K0200EVO 200w light kit	ea		<u>1</u>	\$ _____	\$ _____
49.	Joker HMI lamp MSR 200 Hot Restrike Field (56K)	ea		<u>1</u>	\$ _____	\$ _____
50.	USHIO Halogen Reflector Lamps MR16 Ultraline Titan 50w, 12v 36 degrees	ea		<u>1</u>	\$ _____	\$ _____
51.	Varizoom Field Monitor VZ-TFT 7, 7"LCD Monitor	ea		<u>1</u>	\$ _____	\$ _____
52.	Gitzo Tripod GT3531SLV 75mm	ea		<u>1</u>	\$ _____	\$ _____
53.	Gitzo Tripod Plate G1382L/38B	ea		<u>1</u>	\$ _____	\$ _____
54.	Gitzo Fluid Pan/Tilt Head G1380 Series 3	ea		<u>1</u>	\$ _____	\$ _____
55.	Sennheiser ME67/K6 Shotgun Microphone Basic Kit w/mount Softie & XLR cable	ea		<u>1</u>	\$ _____	\$ _____
56.	Tram wired lavalier microphones TR50 Condenser, w/XLR (black)	ea		<u>1</u>	\$ _____	\$ _____
57.	Tram wireless lavalier mics TR50 Condenser, w/TA5 connector (bl)	ea		<u>1</u>	\$ _____	\$ _____
58.	Lectrosonics UHF Wireless System 400 Series UHF UCR401 Portable Receiver and UM 400A Body Pack	ea		<u>1</u>	\$ _____	\$ _____
59.	Lectrosonics Antenna Kit AMM Kit Wireless mic antenna system	ea		<u>1</u>	\$ _____	\$ _____
60.	Dbx Professional Products 1066 Dual Compressor Limiter Gate	ea		<u>1</u>	\$ _____	\$ _____
61.	Jensen Tools JTK-36BK Serv Engineers Tool Kit	ea		<u>1</u>	\$ _____	\$ _____
62.	Panasonic BT-LH710 - 17.1" Widescreen Multi-format Color Production Monitor w built-in Wave Form Monitor/Vectorscope, embedded Audio and DVI-D input	ea		<u>1</u>	\$ _____	\$ _____
63.	Panasonic AJ-PCD35 Five-Slot P2 Solid-State Memory Drive w PCI Express interface	ea		<u>1</u>	\$ _____	\$ _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 27 37
	FIRM NAME (Must be filled in)		

	UNIT	<u>EST QTY</u>	\$ _____ UNIT COST	\$ _____ MAINTENANCE UNIT COST
64. Netgear GS716T 16 port gigabit Switch	ea	<u>1</u>	\$ _____	\$ _____
65. Quantum LTO-3A tabletop tape				
66. Library backup system w gigabit Ethernet	ea	<u>1</u>	\$ _____	\$ _____
67. Rorke Galaxy Aurora LS 12 Bay 4U Tower/rackmount storage appliance 18TB (unformatted) 1x2.66GHZ Core i7 CPU,6GB(3x2GB)ram 12x1500GB 7.2K RPM Sata Drives Linux OS and EOS Application on dom, Dual port 8GB FC HBA, RAID6, 1 st year G1 warranty or better required	ea	<u>1</u>	\$ _____	\$ _____
68. Rorke G1 1 st yr advance parts Replacement warranty - Aurora LS	ea	<u>1</u>	\$ _____	\$ _____
69. Rorke Fibrejet volume SAN management Software for MAC OSX or Windows includes Avenabler & Xplatform enabler options Requires purchase of SVC8X5X1	ea	<u>1</u>	\$ _____	\$ _____
70. Rorke Fibrejet required 1 st year S/W Maintenance and support (includes M-F 8X5 phone support and major S/W upgrades Same O/S and Feature set during one year term).	ea	<u>1</u>	\$ _____	\$ _____
71. Rorke 8GBIT FC single channel PCI-E Host bus adapter	ea	<u>1</u>	\$ _____	\$ _____
72. Rorke 1 st year advance parts replacement CTFC-81EN-000	ea	<u>1</u>	\$ _____	\$ _____
73. Rorke 30 meter LC to LC multimode Duplex fibre optic cable	ea	<u>1</u>	\$ _____	\$ _____
74. Cable lot includes audio/video computer/network cables	lot	<u>1</u>	\$ _____	\$ _____
75. Installation/configuration/testing burn-in/orientation of san based editing facility	lot	<u>1</u>	\$ _____	\$ _____
76. Panasonic AG-HPX300 P2 HD 1/3" 2.2M Progressive w/Fuji Lens	ea	<u>1</u>	\$ _____	\$ _____
Panasonic AG-HPG20 P2 Gear	ea	<u>1</u>	\$ _____	\$ _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 28 37
	FIRM NAME (Must be filled in)		

77. Panasonic AG-MC200 Unidirectional Mic	ea	<u>1</u>	\$ _____	\$ _____
	UNIT	EST QTY	UNIT COST	MAINTENANCE UNIT COST
78. Panasonic AJ-PC064G 64 Econo GB P2 Cards	ea	<u>1</u>	\$ _____	\$ _____
79. Panasonic P2HD-Case Portabrace Soft Case	ea	<u>1</u>	\$ _____	\$ _____
80. Azden 1200URX-Si Slot in Receiver	ea	<u>1</u>	\$ _____	\$ _____
81. Azden 1200BT Transmitter	ea	<u>1</u>	\$ _____	\$ _____
82. Azden EX503H Omni Mic	ea	<u>1</u>	\$ _____	\$ _____
83. Azden 1200XT Snap On Transmitter	ea	<u>1</u>	\$ _____	\$ _____
84. Panasonic HPX-300 Hard Case	ea	<u>1</u>	\$ _____	\$ _____
85. Panasonic SHAM-TM700 1 Tripod Case	ea	<u>1</u>	\$ _____	\$ _____
86. Anton Bauer Dionic 90 14w battery	ea	<u>1</u>	\$ _____	\$ _____
87. Anton Bauer Dual Charger	ea	<u>1</u>	\$ _____	\$ _____
88. Anton Bauer Ultralight-20 Camera Light	ea	<u>1</u>	\$ _____	\$ _____
89. Libec LS-160 Tripod System	ea	<u>1</u>	\$ _____	\$ _____
90. Leightronix Ultra Nexus Video System Controller	ea	<u>1</u>	\$ _____	\$ _____
91. Leightronix LGX-HD500-GT 500 Gigabite USB Hard Drive	ea	<u>1</u>	\$ _____	\$ _____
92. Leightronix LGX-HDRK-GT Rack Mount Frame for HD500	ea	<u>1</u>	\$ _____	\$ _____
93. Leightronix LGX-4TBR 4TB Raid 5 Array	ea	<u>1</u>	\$ _____	\$ _____
94. Leightronix LGX-GES Gigabit Ethernet Switch for Total Share Option	ea	<u>1</u>	\$ _____	\$ _____
95. Installation & Maintenance for Video System Controller & Digital Server	ea	<u>1</u>	\$ _____	\$ _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 29 37
	FIRM NAME (Must be filled in)		

96. New Tek Tricaster Pro Video Switcher studio	ea	<u>1</u>	\$ _____	\$ _____
97. Sony BRC-300 Robotic Video Camera	ea	<u>1</u>	\$ _____	\$ _____
	UNIT	EST	UNIT	MAINTENANCE
		QTY	COST	UNIT COST
98. Sony RM-BR300 Remote Control Unit	ea	<u>1</u>	\$ _____	\$ _____
99. Wall Mounts for Camera	ea	<u>1</u>	\$ _____	\$ _____
100. 17" LCD Monitor	ea	<u>1</u>	\$ _____	\$ _____
101. 300 Foot Cabling	ft	<u>1</u>	\$ _____	\$ _____
102. Transportation Cases	ea	<u>1</u>	\$ _____	\$ _____
103. Laptop	ea			
104. Installation & Maintenance for Robotic Video Camera	ea	<u>1</u>	\$ _____	\$ _____
105. Mac Pro, Two Quad Core Intel Xeon Apple Keyboard, accessory kit, NVIDIA GeForce GT 120 512<B GDDR3, 2 2.93GHz Quad-Core Intel Xeon, 8GB (4x2GB), Mini DisplayPort to DVI Adapter, 18x SuperDrive, Apple Almighty Mouse 640GB 7200rpm Serial ATA 3Gb/s, Dual Channel 4Gb Fibre Channel PCI Express Card	ea	<u>1</u>	\$ _____	\$ _____
106. AppleCare Protection Plan for Mac Pro (w/or w/o Display)Auto Enroll	ea	<u>1</u>	\$ _____	\$ _____
107. Apple Cinema HD Display (30"flat Panel)	ea	<u>1</u>	\$ _____	\$ _____
108. Mini DisplayPort to Dual-Link DVI Adapter	ea	<u>1</u>	\$ _____	\$ _____
109. Final Cut Studio 2	ea	<u>1</u>	\$ _____	\$ _____
110. Xserve, 8 Core (Final Cut Server) 12GB(6x2GB), 2 2.93GHz Quad Core Intel Xeon, Accessory kit, 160GB Serial ATA ADM@7200rpm, 8x Super Drive DL (DVD+R DL/DVD+RW/CD-RW), NVIDIA GeForce GT 120 with 256MB GDDR3,On-board SATA/SAS Controller, Mini DisplayPort to VGA Adapter, Dual 750W Power Supply, Dual-Channel 4Gb Fibre Channel card, Rack Mounting				

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 30 37
		FIRM NAME (Must be filled in)	

Kit - Square Hole Rack

ea

1

\$ _____

\$ _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 31 37
	FIRM NAME (Must be filled in)		

	UNIT	EST QTY	UNIT COST	MAINTENANCE UNIT COST
111. Promise 450GB SAS Drive for Xserve	ea	<u>1</u>	\$ _____	\$ _____
112. Final Cut Server - Unlimited Client (Single License)	ea	<u>1</u>	\$ _____	\$ _____
113. Xsan 2	ea	<u>1</u>	\$ _____	\$ _____
114. AppleCare Xsan Support	ea	<u>1</u>	\$ _____	\$ _____
115. Xserve, 8-Core (Playout), 12GB (6x2GB), 2 2.93GHz, Quad-Core Intel Xeon, Accessory kit, 160GB Serial ATA ADM@7200rpm, 8x superdrive DL(DVD +RW/CD-RW), NVIDIA GeForce GT 120 w 256MB GDDR3, On-board SATA/SAS Controller, Mini DisplayPort to VGA Adapter, Dual 750W Power Supply, Dual Channel 4Gb Fibre Channel card, 160GB Serial ATA ADM@7200-rpm, rack mounting Kit - square hole rack	ea	<u>1</u>	\$ _____	\$ _____
116. Xserve, 8-core (Metadata&Backup) 6GB (6x1GB), 2 2.26GHz QuadCore Intel Xeon, accessory kit, 160GB Serial ATA ADM@7200rpm, 8x SuperDrive DL(DVD+R DL/ DVD+RW/CD-RW, NVIDIA GeForce GT 120 w 256MB GDDR3, On-board SATA/SAS Controller Mini DisplayPort to VGA Adapter, Dual 750W Power Supply, Dual-channel 4Gb Fibre Channel card, 160GB Serial ATA ADM@7200 rpm, rack mounting kit-Square Hole Rack	ea	<u>1</u>	\$ _____	\$ _____
117. AppleCare Premium Service and Support For Xserve	ea	<u>1</u>	\$ _____	\$ _____
118. AppleCare Service Parts Kit for Xserve	ea	<u>1</u>	\$ _____	\$ _____
119. Apple Remote Desktop3.2(10 managed Systems)	ea	<u>1</u>	\$ _____	\$ _____
120. AppleCare Help Desk Support	ea	<u>1</u>	\$ _____	\$ _____
121. Tandberg Data T40+ Fibre Channel Tape Library with LTO-4, 32TB Native Capacity	ea	<u>1</u>	\$ _____	\$ _____
122. Promise VTrak E-Class 16x SATA RAID Subsystem	ea	<u>1</u>	\$ _____	\$ _____
123. Promise VTrak 16x SATA Expansion Chassis	ea	<u>1</u>	\$ _____	\$ _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 32 37
	FIRM NAME (Must be filled in)		

124.	Promise Service Plus	ea	<u>1</u>	\$ _____	\$ _____
125.	Promise VTrak E-Class Subsystem Service Parts Kit	ea	<u>1</u>	\$ _____	\$ _____
126.	Promise VTrak J-Class Expansion Chassis I/O Service Parts Kit	ea	<u>1</u>	\$ _____	\$ _____
127.	Promise 1TB SATA Drive Module	ea	<u>1</u>	\$ _____	\$ _____
128.	APC Smart-UPS 3000VA USB & Serial RM 2U 120V	ea	<u>1</u>	\$ _____	\$ _____
129.	APC SNMP Network Management Card	ea	<u>1</u>	\$ _____	\$ _____
130.	APC NetShelter SX 42U Enclosure With Sides (Black)	ea	<u>1</u>	\$ _____	\$ _____
131.	APC 42-Outlet Rackmount Metered PDU	ea	<u>1</u>	\$ _____	\$ _____
132.	APC 17 inch Rackmount Keyboard Monitor Mouse	ea	<u>1</u>	\$ _____	\$ _____
133.	CS Electronics Fiber Optic Cable LC to LC, 10M	ea	<u>1</u>	\$ _____	\$ _____
134.	Finisar 4.125Gbps RoHS Compliant Short-Wavelegth SFP Optical Transceiver	ea	<u>1</u>	\$ _____	\$ _____
135.	QLogic SANbox 5602Q 20Port Fibre Channel Switch	ea	<u>1</u>	\$ _____	\$ _____
136.	QLogic 3 Inch 10Gb Stacking Cable With integrated XPAK Connectors	ea	<u>1</u>	\$ _____	\$ _____
137.	QLogic Rackmount Kit for SB5000 Switches	ea	<u>1</u>	\$ _____	\$ _____
138.	QLogic SB5000 Preferred Service 3 years	ea	<u>1</u>	\$ _____	\$ _____
139.	NETGEAR ProSafe 24 Port 10/100 Smart Switch	ea	<u>1</u>	\$ _____	\$ _____
140.	HP ProCurve 2848 Managed Stackable Switch	ea	<u>1</u>	\$ _____	\$ _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 33 37
	FIRM NAME (Must be filled in)		

141. OnTheAir Video Playback by Softron Media Services	ea	<u> 1 </u>	\$ _____	\$ _____
	UNIT	EST QTY	UNIT COST	MAINTENANCE UNIT COST
142. Decklink Studio video cards By Blackmagicdesign	ea	<u> 1 </u>	\$ _____	\$ _____
143. PresStore Backup Software	ea	<u> 1 </u>	\$ _____	\$ _____
144. Active Press Audio Feed Box A24/2ML or BM-30DB	ea	<u> 1 </u>	\$ _____	\$ _____
145. Active Wall Mount Press Audio Feed Box BM-24FM	ea	<u> 1 </u>	\$ _____	\$ _____
146. Passive Press Audio Feed Box A-24P or BM-24	ea	<u> 1 </u>	\$ _____	\$ _____
147. Edit Workstation - 1 Mac Pro Two 2.66GHz Quad-Core Intel Xeon, 12GB (6X2GB), 640GB 7200-rpm Serial ATA 3Gb/s, 1TB 7200-rpm Serial ATA 3Gb/s, ATI Radeon HD 4870 512MB GDDR5, One 18X SuperDrive, Apple Mighty Mouse, Apple Keyboard with Numeric Keypad (English)+User's Guide, Accessory kit	ea	<u> 1 </u>	\$ _____	\$ _____
148. AJA Kona LHi SD/HD Analog/Digital PCI Express Capture Card	ea	<u> 1 </u>	\$ _____	\$ _____
149. AJA KLBox Breakout Box for Kona LHi	ea	<u> 1 </u>	\$ _____	\$ _____
150. Apple Cinema HD Display (30"flat panel)	ea	<u> 1 </u>	\$ _____	\$ _____
151. FSI LM-2450W 24"Grade 1 LCD Broadcast Monitor	ea	<u> 1 </u>	\$ _____	\$ _____
152. Mackie 4-channel mini-mixer (for audio monitoring)	ea	<u> 1 </u>	\$ _____	\$ _____
153. KRK RoKit 5 G2 5" Two-Way Active Nearfield Monitor	ea	<u> 1 </u>	\$ _____	\$ _____
154. 1/4"TRS to 1/4"TRS -10ft(mixer outs to speakers)	ea	<u> 1 </u>	\$ _____	\$ _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 34 37
	FIRM NAME (Must be filled in)		

155. RCA to 1/4" cables-6ft(Kona break out to mixer)	ea	<u>1</u>	\$ _____	\$ _____
	UNIT	EST QTY	UNIT COST	MAINTENANCE UNIT COST
156. Panasonic AJ-PCD20P USB 2.0 P2 card reader w/5 P2 slots	ea	<u>1</u>	\$ _____	\$ _____
157. Panasonic AJ-SD93 VTR w/SDI/IEE 1394 option*Demo-low tape hours	ea	<u>1</u>	\$ _____	\$ _____
158. Cable package for AJ-SD930B, SDI in from Kona, SD active through to Monitor, SDI out to Kona, SDI out super to monitor, RS422 I/O to Kona	ea	<u>1</u>	\$ _____	\$ _____
159. AJA KiPro Base Unit Portable Digital File Recorder, with Apple ProRes 422 includes: Ki Drive 250, FW800 cable Ki AC Adapter	ea	<u>1</u>	\$ _____	\$ _____
160. AJA KiPro 500GB HDD Storage Module	ea	<u>1</u>	\$ _____	\$ _____
161. AJA KiPro Exoskeleton	ea	<u>1</u>	\$ _____	\$ _____
162. Pipeline SD Quad Channel Network Encoder - Four SD/SDI inputs	ea	<u>1</u>	\$ _____	\$ _____
163. Annual Maintenance and Support for Each Pipeline	ea	<u>1</u>	\$ _____	\$ _____
164. AJA Composite/Component w/analog Audio to HD/SDI converter	ea	<u>1</u>	\$ _____	\$ _____
165. Power Supply for AJA converters	ea	<u>1</u>	\$ _____	\$ _____
166. Project Management & Documentation	ea	<u>1</u>	\$ _____	\$ _____
167. In-house CPU prep & imaging	ea	<u>1</u>	\$ _____	\$ _____
168. Onsite Integration(7 days x 2 techs)	ea	<u>1</u>	\$ _____	\$ _____
169. MAC OS X Training (onsite 4 people for 2 days)	ea	<u>1</u>	\$ _____	\$ _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 36 37
	FIRM NAME (Must be filled in)		

183. Dual-channel 4Gb Fiber Channel card ea 1 \$_____ \$_____

	UNIT	EST QTY	UNIT COST	MAINTENANCE UNIT COST
184. Archiware PresStore Archive Module	ea	<u> 1 </u>	\$_____	\$_____
185. Archiware PresStore Backup Module includes 1 client,server, and media license for single tape drive	ea	<u> 1 </u>	\$_____	\$_____
186. Quantum Scalar 50e	ea	<u> 1 </u>	\$_____	\$_____
187. Quantum LT04 800/1600GB Media	ea	<u> 1 </u>	\$_____	\$_____
188. LTO Ultrium Universal Cleaning cartridge	ea	<u> 1 </u>	\$_____	\$_____
189. Finisar 4Gb SFP's	ea	<u> 1 </u>	\$_____	\$_____
190. LC/LC Multimode, Duplex Fiber Optic Cable, 50/125, 1 Meter (3.3)ft	ea	<u> 1 </u>	\$_____	\$_____
191. Edgecore 24port L2 Gigabit Ethernet w/4 combo ports	ea	<u> 1 </u>	\$_____	\$_____
192. In rack patch cables	ea	<u> 1 </u>	\$_____	\$_____
193. Ethernet cables to three edit suites	ea	<u> 1 </u>	\$_____	\$_____
194. APC Smart-UPS 2200VA USB & Serial UPS(external)-AC 120V-1.98kW 2200 VA - 10 output connectors	ea	<u> 1 </u>	\$_____	\$_____
195. Netshelter SX 42U 600MM Wide X	ea	<u> 1 </u>	\$_____	\$_____
196. Rack shelf for Mac Pro keyboard and Mouse	ea	<u> 1 </u>	\$_____	\$_____
197. FSI LM-176W 17"Grade 1LCD Broadcast Monitor, DVI Input 1 Bulletin Board Mac, SDI Input 1 ECO Preview Output,				

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 37 37
	FIRM NAME (Must be filled in)		

Comp Input1 ?Ingest Mac?, DVI Input Broadcast Mac, SDI Input 2 ECO Payout (via D10CEA SDI DA), Compu Input 2 Video Router Output	ea	<u> 1 </u>	\$ _____	\$ _____
198. Miranda HD/SD Auto-changeover SDI Video/audio	ea	<u> 1 </u>	\$ _____	\$ _____
	UNIT	EST QTY	UNIT COST	MAINTENANCE UNIT COST
199. GPI Commander	ea	<u> 1 </u>	\$ _____	\$ _____
200. Custom made GPI cable	ea	<u> 1 </u>	\$ _____	\$ _____
201. AJA SDI - Analog Component & XLR Audio converter	ea	<u> 1 </u>	\$ _____	\$ _____
202. HD-SDI cable 10ft	ea	<u> 1 </u>	\$ _____	\$ _____
203. Chesa/Pro Cables BNC Composite Cable	ea	<u> 1 </u>	\$ _____	\$ _____
204. Balanced Audio output of D10CEA to audio input	ea	<u> 1 </u>	\$ _____	\$ _____
205. Mac mini, 2.0GHz Intel Core 2 Duo, 320GB HD, 4GB RAM, Kybd, mouse	ea	<u> 1 </u>	\$ _____	\$ _____
206. Apple 24" LED Cinema Display	ea	<u> 1 </u>	\$ _____	\$ _____
207. Applecare Protection Plan for Mac Mini (w/ or w/o display)	ea	<u> 1 </u>	\$ _____	\$ _____
208. iWork '09	ea	<u> 1 </u>	\$ _____	\$ _____
209. Apple remote desktop 3.3 Unlimited Managed Systems	ea	<u> 1 </u>	\$ _____	\$ _____
210. Presenter Scheduler Software	ea	<u> 1 </u>	\$ _____	\$ _____
211. Presenter player software	ea	<u> 1 </u>	\$ _____	\$ _____
212. Gefen EXT-MiniDVI-241N Mini DVI Switcher	ea	<u> 1 </u>	\$ _____	\$ _____
213. Scan Do Pro II/D with SDI	ea	<u> 1 </u>	\$ _____	\$ _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S0XZ1420	PAGE OF 38 37
		FIRM NAME (Must be filled in)	

214. Apple Mini-DVI to DVI Adapter	ea	<u> 1 </u>	\$_____	\$_____
215. 6ft DVI-D Digital Video Cable	ea	<u> 1 </u>	\$_____	\$_____
216. Final Cut Server Basic Integration	ea	<u> 1 </u>	\$_____	\$_____

	UNIT	EST QTY	UNIT COST	MAINTENANCE UNIT COST
217. Final Cut Server Additional Customization (20 hours w/overage)	ea	<u> 1 </u>	\$_____	\$_____
218. Final Cut Server Training(onsite 4 people for 1 day)	ea	<u> 1 </u>	\$_____	\$_____
219. Softron Training (onsite 4 people for 3 days)	ea	<u> 1 </u>	\$_____	\$_____
220. Admin Training (onsite 4 people for 1 day)	ea	<u> 1 </u>	\$_____	\$_____

Extended Total Bid Amount \$_____ (Unit Price X Quantity for all items bid).

BIDDER TO STATE HOW PRODUCT(S), SUPPLIES AND/OR PARTS ARE TO BE DELIVERED TO THE CITY OF PHILADELPHIA: (E.G. ON-SITE DELIVERY VIA AWARDED VENDOR'S TRUCK, UNITED PARCEL, U.S. POSTAL SERVICE ETC.).

TYPE OF TRANSPORT: _____

BIDDER SPECIFY IF DELIVERY IS OTHER THAN 30 DAYS: _____

PRIME CONTRACTOR'S PAYMENT TO OEO SUBCONTRACTORS FORM

Prime Contractor: _____
Bid Number: _____
Contract Number: _____
Purchase Order Number: _____
Invoice Number: _____
Invoice Date: _____



Name of Subcontractor	Work/Supply Effort	OEO Category			Percentage of Invoice Due	Dollar Amount Due
		MBE	WBE	DSBE		

Note: If this invoice does not encompass any work/supply effort performed by an M/W/DSBE, complete only the top portion of this form and check the box below.

NO PAYMENT DUE TO SUBCONTRACTOR ON THIS INVOICE.

In accordance with the OEO instructions, Forms and Contract Provisions which are a part of the Contract, I agree to promptly pay my M/W/DSBE subcontractors no later than five (5) days after my receipt of payment from the City. I represent that the statements contained herein are true and correct and are made under penalty of law, 18 Pa.C.S. 4904.

Prime Contractor's Signature: _____

Date: _____

Attention Bidder:

This bid document may not contain all of the documents that you will need to complete the bid submission. On occasion, it is not possible to include the following:

Exhibits

Drawings

Attached specifications

Attached documents

If you have not received a corresponding attachment, drawing or exhibit that is referenced in the bid document you may obtain it by contacting the Public Information Unit at 215-686-4720.



CITY OF PHILADELPHIA

INSTRUCTIONS FOR GETTING PAID

BY THE CITY OF PHILADELPHIA

The City attempts to process invoices in a timely manner. Delays can occur because of incomplete or inaccurate invoicing information. Please make sure that all your invoices contain the following information to help the City in paying you as quickly as possible.

- 1. AFTER THE DELIVERY OR SERVICES HAS BEEN COMPLETED YOU MUST SUBMIT THREE (3) COPIES OF AN INVOICE FOR PAYMENT TO THE RECEIVING DEPARTMENT LISTED ON THE PURCHASE ORDER.**
- 2. THE INVOICE MUST CORRECTLY REFERENCE THE PURCHASE ORDER NUMBER, THE VENDOR NAME, ADDRESS AND FEDERAL EMPLOYER IDENTIFICATION NUMBER.**
- 3. CHECKS WILL ONLY BE MADE PAYABLE TO THE COMPANY NAME AS SHOWN ON THE PURCHASE ORDER; THE INVOICE MUST REFLECT THIS SAME COMPANY NAME AS THE "PAY TO".**
- 4. THE INVOICE MUST SHOW THE QUANTITY AND TYPE OF ITEM OR SERVICE AND THE PRICE.**
- 5. THE UNIT OF PURCHASE ON THE INVOICE MUST AGREE WITH THE UNIT CITED ON THE PURCHASE ORDER. REFERENCE TO THE SPECIFIC LINE ITEM IS HELPFUL.**

Paying vendors is the responsibility of the *receiving* City Department(s), not the Procurement Department. Vendors should bring any problems concerning payments to the attention of the appropriate City receiving department. The name and number of the contact person can generally be found on the purchase order. If all necessary paperwork has been submitted to the department and questions still remain, vendors should contact:

**City of Philadelphia
Accounting Verification
Room 1340 Municipal Services Building
1401 J.F.K. Blvd.
Philadelphia, PA 19102
Tel. 215 686 6365**

VENDORS INTERESTED IN RECEIVING PAYMENTS ELECTRONICALLY MUST COMPLETE AN ACH VENDOR ENROLLMENT AND CHANGE FORM. THIS FORM CAN BE DOWNLOADED FROM WWW.PHILA.GOV/BIDS.

BIDDERS GUIDELINES*

The following list will assist you in the preparation of your bid.

- Read the entire bid so that you fully understand all the requirements.
- All bids must be submitted to the City no later than the time and date stated as the bid opening.
- Note the City Anti-Discrimination Policy. If Office of Economic Opportunity Participation is required be sure to fill out all appropriate forms. If you have questions call OEO at (215) 686-6232.
- Make sure you submit the appropriate Bid Security and Bid Submission Fee with your bid. Refer to Section 1 of the bid and the Conditions of Bidding sheet.
- Bidder must meet **all** qualifications.
- If an alternate to any item is being offered, you must follow the instructions in paragraph 2 of the Conditions of Bidding sheet.
- Does the bid require a site inspection, attendance at a Pre-Bid Meeting, samples, financial information or other data you must provide?
- Have you signed and returned all Addenda?
- If the bid is going to be awarded as a whole, you must bid on all items. See Section 3 of the bid: Bid Evaluation and Award.
- Bidders' attention is directed to the Conditions of Bidding sheet regarding the Master Performance Bond.
- Bids and pricing must be written in ink or typed. FAXed bids will not be accepted.
- **Do not** submit counter terms or conditions. **Your bid will be rejected.**
- Have you signed the Contract Page and affixed your Corporate Seal as required?
- **Do not** combine check amounts: All checks should be individual and specific.
- Please double check all mathematical calculations for errors.

If you have questions call Public Information at (215) 686-4720.

*This information is provided for guidance only and does not preclude your responsibility to read fully and respond to all portions of this bid.



**CITY OF PHILADELPHIA
PROCUREMENT DEPARTMENT
Public Information Unit**

ATTENTION VENDORS

If your company would like to receive the results of a particular bid, the Public Information Unit of the Procurement Department will forward this information to you at a **\$10.00 fee, company check or money order only, no personal checks or cash, for each bid number requested.** Please be advised that bid tabulations **are not available** by telephone. If you have any questions, Please call 215-686-4755 or 215-686-4756.

BID RESULTS REQUEST FORM

Please complete form below. Only one (1) request per form.

Date of Request: _____

Bid Number Requested: _____ Opening Date: _____

Company Name: _____

Company Representative: _____

Address: _____

Telephone No.: _____ Fax No.: _____

Mail this Request to the address below and enclose the following items:

- Company check or Money Order payable to **“City of Philadelphia”**
- A self-addressed stamped envelope which is at least 9 ½ ” x 12 ½ ” or larger for each Bid requested.

Failure to send either of the above items, will void your request.

Mail Request To:

The Procurement Department Public Information Unit

Attention: Bid Results

1401 JFK Blvd.

Room 170B

Philadelphia, PA 19102

COMPANY CHECK OR MONEY ORDER ONLY

Revised 09/08



CITY OF PHILADELPHIA

Procurement Department
120 Municipal Services Building
Philadelphia, PA 19102-1685
(215) 686-4720
(215) 686-4716 Fax

Hugh Ortman
Procurement Commissioner

Master Bid Security Program for Service, Supplies and Equipment Bids Period of Coverage: July 1, 2009 – June 30, 2010

(Bids for Professional Consulting Services, Public Works, Construction and Demolition [wrecking and building removal] are not covered under the Master Bid Security Program)

Dear Vendor:

The Philadelphia City Charter requires that each bid submission over \$30,000 be accompanied by a certified check in the amount specified in the bid invitation. This requirement can be met for most bids if the Bidder is covered under the City's Master Bid Security Program. This program provides bid security coverage for Service, Supply and Equipment bids that have a total dollar value of over \$30,000 up to \$500,000.

To file for coverage under the Bid Security Program, for the period **July 1, 2009 to June 30, 2010**, complete the enclosed application and return it with a check for **\$120.00**. Make the check payable to "City of Philadelphia". It is **non-refundable**. To clarify the precise use of the check, enter the words "**Bid Security Program**" **2009– 2010** on the face of the check.

If you do not become a participant in the program at this time, you may still submit bids. However, they must be accompanied by a certified check in the amount specified in the Terms and Conditions of Bidding.

For additional information or inquiries regarding this program, please contact: The Public Information Unit at (215) 686-4719, (215) 686-4720 or (215) 686-4721.

IF A RECEIPT IS REQUESTED, PLEASE ENCLOSE A SELF-ADDRESSED STAMPED ENVELOPE.

Forward Check with Application to
CITY OF PHILADELPHIA
MASTER BID SECURITY PROGRAM
170A Municipal Services Building
Philadelphia, PA 19102-1685

Company Name: _____

Fed EIN/SSN: _____

Street Address _____

City, State, Zip: _____

Contact Person: _____

Telephone No: (____) _____ Fax No: (____) _____

A. Check payable to the City of Philadelphia in the amount of \$120.00 for 7/1/09 to 6/30/10
DO NOT SEND CASH. NO PERSONAL CHECKS.

Internal Use Only

Rcvd. ___/___/___ Pymt. Type _____ Ck. Amt. \$ _____ Ck.# _____



CITY OF PHILADELPHIA

Office of the Director of Finance
Room 1330, Municipal Services Bldg.
1401 John F. Kennedy Boulevard
Philadelphia, Pa 19102-1685

Rob Dubow
Director of Finance

The City of Philadelphia is pleased to announce a **Vendor Information Payment System (VIPS)** which will allow businesses such as yours to inquire about the status of invoices billed against purchase orders and professional services contracts. The only requirement is that your invoices utilize a unique number – either alpha, numeric or a combination of the two.

This system will be operational twenty four hours a day, seven days a week. All you have to do is dial **215-686-5968**, and follow the prompts to get an up-to-date status on your payments.

Enclosed for your convenience is an easy to use reference guide which provides a brief overview of what you can expect. I urge you to give it a try and see for yourself how easy it is to use. If you should happen to experience any problems, or if you would like to comment on this system, please call the **Office of the Director of Finance** at **215-686-6167**.

I believe that you will find this way of obtaining payment information convenient and easy to use.

Vendor Information Payment Reference Guide

- 1- Call 215-686-5968.
- 2- After the prompts, enter the 8 numeric characters that uniquely identifies your purchase order.
- 3- Select one of the three inquiry options:
 - ▶ a) by your purchase order.
 - ▶ b) by your company.
 - ▶ c) by your specific invoice number.
 - (Numeric invoice numbers only)



CITY OF PHILADELPHIA

PROCUREMENT DEPARTMENT
120 Municipal Services Building
Philadelphia, Pa 19102-1685

Hugh Ortman
Procurement Commissioner

Dear Valued Vendor,

The City of Philadelphia is pleased to announce a new online **Vendor Invoice Information (VII) Website** which will allow businesses such as yours to inquire about the status of invoices billed against purchase orders and professional services contracts. The only requirement is that your invoices utilize a unique number – alpha, numeric or a combination of the two.

This system will be operational twenty four hours a day, seven days a week. All you have to do is log on to the City of Philadelphia website: www.phila.gov, click on “Vendor Invoice Information” under the “Help Me” section of the home page, enter your Federal Employer Identification Number (FEIN) and a valid active purchase order. Then, agree to a waiver statement and follow the prompts to get an up-to-date status on your payments.

You are urged to give it a try and see for yourself how easy it is to use. If you should happen to experience any problems, or if you would like to comment on this new system, please e-mail us using the question and comment field provided on the site.

We believe that you will find this new way of obtaining payment information convenient and easy to use.

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

BID SUBMISSION

1. PREPARATION AND SUBMISSION OF BID.

All bids must be written in ink or typewritten and made on the forms issued and signed in ink by a person with legal authority to bind the bidder. The contract awarded hereunder shall consist of the Invitation and Bid, all addenda thereto issued by the City, all exhibits and attachments issued and/or accepted by the City and these Terms and Conditions of Bidding and Contract (the "Contract"). It is the sole responsibility of the bidder to ensure that it has received any and all addenda and the Procurement Commissioner may in his/her sole discretion reject any bid for which all addenda have not been executed and returned in accordance with the instructions provided therein. No bid may be considered if received after the date and time for the opening of bids established by the Invitation and Bid, nor may any bid be modified after that date and time. The time of bid opening shall be the time displayed on the City's official bid clock located at the bid room. In the event of any discrepancy between actual time and the City's official bid clock, the latter shall determine the time of bid opening.

2. BID SECURITY. Unless the bidder is enrolled under the City's Annual Master Bid Security Program or an individual bid bond is required in the Invitation and Bid, all bids must be accompanied by a Certified Check, Treasurer's Check, Cashier's Check, Bank Money Order, or United States Postal Money Order made payable to the order of "The City of Philadelphia" in the proper amount as shown below:

AMOUNT OF BID OR ESTIMATED CONTRACT	AMOUNT OF CERTIFIED CHECK
\$ 30,000.00 or less	No Check Required
\$ 30,000.01 - \$ 99,999.99	\$ 500.00
\$100,000.00 - \$249,999.99	\$2,000.00
\$250,000.00 - \$499,999.99	\$4,000.00
\$500,000.00 or more	\$6,000.00

When computing amount of Bid for Certified Check purposes, do NOT deduct for trade-ins.

Any bid in excess of \$500,000 is not covered by the Annual Master Bid Security Program, and bidder must submit a certified check, treasurer's check, cashier's check, bank money order, or United States postal money order made payable to the order of "The City of Philadelphia" in the required amount.

Once the lowest responsive and responsible bidder has been determined all other bidders will receive a refund in the amount of the bid security submitted. Bid security submitted by the lowest responsive and responsible bidder will be refunded after receipt of all duly executed Contract documents, required fees, bonds or other performance security. Funds submitted for the Master Bid Security Program are not refundable.

3. BID PROCESSING FEE. In addition to bid security and any other fee or monies required to be submitted with the bid, the bid shall be accompanied by a non-refundable processing fee in the form of a separate standard check, bank money order or United States postal money order made payable to the order of "City of Philadelphia" in an amount based on the gross amount of the bid in accordance with the formula below. Cash is not acceptable.

AMOUNT OF BID OR ESTIMATED CONTRACT	AMOUNT OF PROCESSING FEE
\$ 30,000.00 or less	No Check Required
\$ 30,000.01 - \$ 100,000.00	\$ 10.00
\$ 100,000.01 - \$ 300,000.00	\$ 30.00
\$ 300,000.01 - \$ 500,000.00	\$ 50.00
\$ 500,000.01 - \$1,000,000.00	\$100.00
\$1,000,000.01 - \$2,000,000.00	\$200.00
\$2,000,000.01 - \$3,000,000.00	\$300.00
\$3,000,000.01 - \$4,000,000.00	\$400.00
\$4,000,000.01 - \$5,000,000.00	\$500.00
\$5,000,000.01 or more	\$600.00

4. SPECIFICATIONS. When a formal, numbered, specification is referred to in the Invitation and Bid, no deviation therefrom will be permitted, except if/as indicated in the Invitation and Bid and the bidder will be required to furnish articles and/or services in conformity with that specification. When catalogues, model numbers, trade names, or cuts are listed in the Invitation and Bid, they are, unless otherwise specified, included for the purposes of furnishing bidders with information concerning the style, type or kind of article and/or service desired. A bidder may offer an article and/or service which he/she certifies to be equal or better in quality, performance and other essential characteristics. If submitting an alternate, the bidder must specify the alternate (e.g., make and model #) in the bid and submit with the bid a complete description of the article (including any technical literature) and/or service proposed to be furnished. Failure to do so will require the bidder to furnish the article and/or service specified in the Invitation and Bid. The Procurement Commissioner reserves the sole right to determine whether alternates offered are equal or better. Unless otherwise provided in the bid specifications, all items offered by the bidder must be new. A "new" item is one which will be used first by the City. This clause shall not be construed to prohibit bidders from offering goods, supplies, equipment, or materials containing recycled materials or printing with recycled content; bidders intending to provide goods made with recycled materials should notify the Procurement Department.

5. PATENTS. The successful bidder shall be solely responsible for all royalties and charges that may be due to any patent holder for or on account of the use of any patented appliance, product or processes. Evidence of such payment shall be submitted upon request of the Procurement Commissioner and failure to submit such evidence may, in the sole discretion of the Procurement Commissioner, result in rejection of the bid or constitute an event of default, entitling the City to all rights and remedies as provided herein in Section 16 and/or 18.

6. LOCAL BIDDING PREFERENCE

In accordance with Chapter 17-109 of the Philadelphia Code relating to Local Bidding Preferences for Procurement Contracts, this bid may be subject to a 5% local bid preference. In order to determine eligibility to receive the 5% preference, if applicable, bidder or subcontractor must be certified at the time of the bid opening and must submit with the bid, the Local Business Entity Certification Number* as issued by the Procurement Department for the prime contractor or the applicable subcontractor.

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

*Note: If you wish to apply for Local Business Entity (LBE) certification, go to www.phila.gov/bids. Please allow sufficient time prior to bidding for processing of the LBE application.

EVALUATION AND AWARD

7. TYPES OF BIDDER RESTRICTED. Bidders must not be a party to more than one bid for the same article or service. A violation of this condition may, in the sole discretion of the Procurement Commissioner, result in rejection of any or all such bids in which the bidder has an interest.

8. RESPONSIVENESS. Subject to the right of the Procurement Commissioner to waive non-responsiveness as set forth below in this Section, these Terms and Conditions of Bidding and Contract and the specifications and requirements included in the Invitation and Bid are mandatory and must be strictly followed by all bidders in the preparation and submission of their bids. After bids are opened, the Procurement Department, and other City departments or agencies where appropriate or specified, shall review all bids for responsiveness to these Terms and Conditions of Bidding and Contract and the specifications and requirements included in the Invitation and Bid.

Any bid which is incomplete, obscure, conditional, or unbalanced, which contains additions not called for, or irregularities of any kind, including alterations or erasures, or which fails to conform in any respect to these Terms and Conditions of Bidding and Contract and the specifications and requirements included in the Invitation and Bid is non-responsive and shall be rejected, except where the Procurement Commissioner, in his/her sole discretion, determines that the non-responsiveness is not material to the Invitation and Bid or that a waiver of the non-responsiveness is otherwise permitted by the Invitation and Bid, by these Terms and Conditions of Bidding and Contract or by law. The Procurement Department's determination of non-responsiveness shall be final and any bid rejected as non-responsive shall not be eligible for contract award.

9. RESPONSIBILITY. Unless otherwise specified, after bids are opened, the Procurement Department, and other City departments or agencies where appropriate or specified, shall review and may investigate the responsibility, including, but not limited to, the qualifications, references, capacity and ability to perform the Contract resulting from the Invitation and Bid in accordance with its terms, and integrity, of the lowest responsive bidder. All determinations of bidder responsibility shall be vested in the sole discretion of the Procurement Commissioner and other City officials. Any bidder who is deemed not responsible shall be ineligible for award of the Contract.

Bidders deemed not responsible will be notified of such determination and the reasons therefore in writing by the Procurement Department, and shall have the right to contest the determination by submitting to the Procurement Department, within forty-eight (48) hours after receipt of its written determination, a written request for reconsideration that includes information relating to the bidder's qualifications and responsibility and demonstrating the insufficiency of the reasons stated in the written determination finding the bidder not

responsible. Any further determination of a contesting bidder's responsibility shall be vested in the sound discretion of the Procurement Commissioner and other City officials.

10. CANCELLATION AND AWARD. The Procurement Commissioner, in his/her sole discretion, may cancel any Invitation and Bid prior to bid opening. After bid opening, the Procurement Commissioner, in his/her sole discretion, may reject all bids, if deemed in the best interest of the City. In all cases where a Contract award is made by the Procurement Department, the bidder is bound by the terms and conditions of the Invitation and Bid upon the submission of its bid. All bids are valid for a period of not less than 60 days, or as otherwise specified in the Invitation and Bid. If the bid has not been awarded within the specified period of time, the bid shall be valid for subsequent award only upon the express consent of the bidder, with no change to the submitted bid. Any price increases/decreases expressly provided for in the Invitation and Bid will be allowed. All Contract awards shall be made by the Procurement Department upon written notice to the bidder that is determined by the Procurement Department to be the lowest responsive and responsible bidder.

11. QUANTITIES AWARDED. For requirements contracts only, the articles and quantities of such articles as set forth in the Invitation and Bid are estimates and the Procurement Commissioner, in his/her sole discretion, may make an award for all or some of the articles bid and in such quantities as the Procurement Commissioner shall deem appropriate. For firm limit contracts, it is the City's intent to award based upon the quantities set forth in the Invitation and Bid, but the City reserves the right to award more or less.

12. DELIVERY, PRICE INCREASES AND TIE BIDS. All articles must be delivered at the price(s) bid, FOB Destination. Bids containing reservations of the right to increase the price(s) bid, including, but not limited to, late payment charges, will not be considered, except where the Procurement Commissioner, in his/her sole discretion, finds it in the City's best interest to do so. In the event of an absolute tie, the award decision will be made in the best interests of the City as determined by the Procurement Commissioner.

CONTRACT EXECUTION AND CONFORMANCE

13. CONTRACTS. Awards of contracts in amounts less than or equal to \$30,000 shall become contracts binding upon the City upon written notice of award by the Procurement Commissioner. Awards of contracts in amounts greater than \$30,000 shall not become contracts binding upon the City until after written notice of award is made and until after all of the following conditions have been satisfied:

- a. Successful bidder posts sufficient performance security, as required in the Invitation and Bid, within the time specified in the written notice of award;
- b. Successful bidder posts a payment bond or other payment security, if and as required by the Invitation and Bid, within the time specified in the written notice of award;

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

c. Approval of the Contract as to form by the City's Law Department;

d. Certification by the Director of Finance and City Controller as to the availability of funds; and

e. Execution of the Contract by the Procurement Commissioner.

The Procurement Commissioner may, in his/her sole discretion, cancel any Contract award if any of the above conditions (a-e) are not satisfied, or if the Procurement Commissioner, in his/her sole discretion, determines cancellation to be in the best interests of the City. The bidder agrees that in the event of such cancellation, it shall not have any claim against the City, including any claim for breach of contract or of any other legal duty, or for lost profits, costs, damages, or expenses of any kind.

14. PERFORMANCE SECURITY. The City of Philadelphia requires performance security for contracts greater than \$30,000. If the amount of the contract to be awarded is greater than \$30,000 but less than or equal to \$500,000, the successful bidder is required to participate in the City's Master Performance Security Program by paying to the City a non-refundable fee of \$5.00 per thousand dollars of the contract amount for firm limit contracts and \$4.00 per thousand dollars of the contract amount for requirements contracts, or as otherwise specified. If the amount of the contract to be awarded is in excess of \$500,000 the successful bidder is required to furnish an individual performance bond, issued by a surety approved by the City on a form prepared by the City's Law Department and in the amount specified in the notice of contract award. The successful bidder is also required to pay a bond preparation fee to the City's Law Department in an amount prescribed by Chapter 17-700 of The Philadelphia Code; a schedule of such fees may be obtained from the Procurement Department's Public Information Office.

15. INSURANCE. Unless otherwise specified, the successful bidder (referred to in this Section as "Contractor") shall, at its sole cost and expense, procure and maintain in full force and effect, during the entire period of the Contract (including any applicable warranty and/or renewal periods), the minimum types of insurance specified below. All insurance shall be procured from reputable insurers authorized to do business in the Commonwealth of Pennsylvania and shall be acceptable to the City. All insurance required herein shall be written on an "occurrence" basis and not a "claims-made" basis. The City of Philadelphia, its officers, employees, and agents are to be named as additional insured on all policies required hereunder, except the Workers' Compensation and Employers' Liability. Also, an endorsement is required stating that the coverage afforded these parties as additional insured will be primary to any other coverage available to them. The City's coverage as an additional insured shall be primary coverage. The insurance shall provide for at least thirty (30) days prior written notice to be given to the City in the event coverage is materially changed, canceled or non-renewed. Certificates of insurance evidencing the required coverages shall be submitted to the City within fifteen (15) days of notice of contract award. The City reserves the right to require the Contractor to furnish certified copies of the original

policies of all insurance required hereunder at any time upon fifteen (15) days prior written notice. The insurance requirements set forth herein are not intended and shall not be construed to modify, limit, or reduce the indemnifications made in this Contract by the Contractor to the City of to limit the Contractor's liability under this Contract to the limits of the policies of insurance required to be maintained by the Contractor hereunder.

(a) WORKERS COMPENSATION AND EMPLOYERS LIABILITY

(1) Workers' Compensation – Statutory limits

(2) Employers Liability - \$100,000 Each Accident – Bodily Injury by Accident; \$100,000 Each Employee – Bodily Injury by Disease; \$500,000 Policy Limit – Bodily Injury by Disease

(3) Other states insurance including Pennsylvania

(b) GENERAL LIABILITY INSURANCE

(1) Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.

(2) Coverage: Premises operation: Blanket Contractual liability; Personal Injury liability; Products and completed operations; Independent Contractors; Employees as additional insured; Cross liability; Broad form property damage (including loss of use) liability; Asbestos abatement liability coverage (Note: Required for asbestos abatement projects only).

(c) AUTOMOBILE LIABILITY

(1) Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.

(2) Coverage: owned, non-owned and hired vehicles.

16. INDEMNIFICATION. All bidders shall indemnify, defend and hold harmless the City, its officers, employees and agents from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and counsel fees), claims, suits, actions, damages, liabilities and expenses, occasioned wholly or in part by the bidder's act or omission or fault or negligence or the act or omission or fault or negligence of bidder's agents, subcontractors (including suppliers), employees or servants in connection with the Contract, including, but not limited to, those acts or omissions or faults or negligence in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, the bidder's default under the Contract, losses incurred by the City's Master Performance Security Program, failure to pay subcontractors and suppliers and any infringement or violation of any proprietary right (including, but not limited to, patent, copyright, trademark, service mark and trade secret). This obligation to indemnify, defend and hold harmless the City, its officers, employees and agents shall survive the termination of the Contract resulting from the Invitation and Bid.

17. FAILURE TO EXECUTE CONTRACT. Any bidder not lawfully released from its bid, who refuses to execute a contract in accordance with its bid or who fails, refuses or is unable to furnish any required payment security, performance security or insurance, as may be required by the Invitation and Bid and/or these Terms and Conditions of Bidding and Contract, shall be liable for the entire amount of its bid security, as liquidated damages to the City; or if bid security is furnished under the Annual Master Bid Security

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

Program, for 10% of the amount of its bid, as liquidated damages to the City; or where the damages are readily ascertainable by the City, for the actual loss, cost or damage incurred by the City as a result of its failure to execute the contract or to furnish such bonds, performance security or insurance.

18. ASSIGNMENT. The successful bidder shall not assign the Contract resulting from the Invitation and Bid, or any part of the Contract, or any right to any monies to be paid under the Contract, or delegate performance of the Contract, without obtaining the prior written consent of the Procurement Commissioner. The decision whether to consent to an assignment is within the Procurement Commissioner's sole discretion. In no case shall the Procurement Commissioner's consent to the assignment of any monies to be paid under the Contract relieve the bidder from faithful performance of any of its obligations under the Contract or change any of the terms and conditions of the Contract. Any purported assignment in violation of this provision shall be of no effect.

19. DEFAULT. All work performed and goods and services rendered by a successful bidder (referred to in this Section as "Contractor") under any Contract resulting from the Invitation and Bid shall strictly conform to these Terms and Conditions of Bidding and Contract and the specifications and requirements contained in the Invitation and Bid. The successful bidder shall comply with all applicable federal, state and local laws, statutes and ordinances and the regulations of all governmental departments, boards, agencies, and commissions. The following shall constitute events of default under any Contract resulting from the Invitation and Bid:

a. Failure by Contractor to comply with any provision or Section of the Contract, including the bid specifications contained in the Invitation and Bid and these Terms and Conditions of Bidding and Contract and/or failure by Contractor to comply with any federal, state and local law, statute, ordinance or regulation of any governmental department, board, agency and commission.

b. Falseness of any representation or warranty made in the Contract or other document(s) submitted to the City by Contractor in connection with the Invitation and Bid.

c. Failure by Contractor to pay its suppliers or subContractors, misappropriation of any funds provided under the Contract or failure to notify City upon discovery of any misappropriation.

d. A violation of law by Contractor which results in its making a guilty plea, a plea of nolo contendere, or conviction of a criminal offense by Contractor, its directors, employees, or agent or indictment or charges, in the sole judgment of the Procurement Commissioner, adversely affect the performance of the Contract.

e. Failure by Contractor to comply with the Mayoral Executive Order establishing the City's antidiscrimination policy relating to the participation of minority, woman and disabled owned disadvantaged business enterprises.

f. The Procurement Department's determination that the Contractor is not a responsible bidder on the

Invitation and Bid, where such determination is made, and is based upon, information received after award of the Contract and/or after execution of the Contract by the Procurement Commissioner and/or after satisfaction of any or all other conditions of a binding Contract set forth in Section 2 above.

g. Any other act or omission identified in these Terms and Conditions of Bidding and Contract or elsewhere in the Invitation and Bid as an event or condition constituting default.

Upon the occurrence of an event of default, the Procurement Commissioner, in his/her sole discretion, may require Contractor to cure the default within a period of time to be determined by the Procurement Commissioner, or terminate the Contract in whole or in part and exercise any one or more of the following remedies (which remedies may be concurrent and shall be in addition to and not in lieu of the remedies available to the City at law, in equity, under any bond(s) filed in connection with the contract or under other sections of these Terms and Conditions of Bidding and Contract and Contract):

a. Purchase goods and/or services from others in substitution of goods or services that were not furnished or performed by Contractor or that were defective or otherwise in violation of any provision of the Contract; the cost of such substituted goods and services shall be the sole responsibility of Contractor and Contractor agrees to pay immediately, upon receipt of the City's invoice, the difference between the Contract price and the substituted product or service cost, plus any other loss, cost or damages incurred by the City.

b. Appropriate to the payment of the difference between the Contract price and the cost of such substitute goods or services, and the amount of any other loss, cost or damage incurred by the City as a result of the default, any monies which may then be due and payable to Contractor under this Contract or any other Contract that Contractor then has with the City.

The City shall notify Contractor in writing of such termination, which shall be effective as of the date specified in the notice of termination (the "Termination Date"). The Procurement Commissioner may, in his/her sole discretion, require Contractor to continue to furnish all goods and perform all services required under the Contract until the Termination Date, in which case, subject to the remedies enumerated above, the successful bidder shall be paid in accordance with the Contract therefore. If the City requires Contractor to cure the event(s) of default, or to continue to furnish goods or services until the Termination Date, and Contractor refuses or fails to do so, then such failure shall itself be deemed an event of default under this Section, for which the City may exercise any of its rights hereunder.

20. PAYMENT FOR EQUIPMENT. Unless otherwise provided in the bid specifications, when equipment involves installation, (which shall also be interpreted to mean erection and/or setting up or placing in position for service or use) and/or testing, and where such installation or testing is delayed though no fault of the contractor, contractor shall be entitled to a payment equal to 50% of the price bid when such equipment is delivered on site and to a further payment equal to an additional 25% of the price bid when the equipment is

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

installed and ready for test. The balance shall be paid only after the equipment is tested and found to be satisfactory by the City. If the equipment must be tested, but installation is not required to be made by the supplier or if the equipment must be installed but testing is not required, and the installation or testing is delayed through no fault of the contractor, contractor shall be entitled to a payment equal to 75% of the price bid at the time of delivery and the balance shall be paid after satisfactory testing and/or installation, as required.

TAX MATTERS

21. TAX EXEMPTION. The City of Philadelphia is exempt from the payment of any federal excise or transportation taxes and any Pennsylvania sales tax. The price bid must be net, exclusive of taxes. However, when under established trade practice any federal excise tax is included in list prices, bidder may quote the list price and shall show separately the amount of the federal tax, either as a flat sum or as a percentage of the list price, which shall be deducted by the City. In the event bidder pays any sales or use tax, bidder hereby assigns to City, or City's agent, all of its rights, title and interest in any sales or use tax which may be refunded as a result of the purchase of any articles furnished in connection with the Contract and bidder, unless directed by the City, shall not file a claim for any sales or use tax refund subject to this assignment. Bidder authorizes the City, in City's name or the name of bidder, to file a claim for refund of any sales or use tax subject to this assignment.

22. TAX INDEBTEDNESS. The City of Philadelphia does not wish to do business with tax delinquents or other businesses indebted to the City. In furtherance of this policy, the following certifications have been developed and shall form a part of any Contract resulting from the Invitation and Bid. The successful bidder or other entity Contracting with the City is referred to below as the "Contractor".

a. Contractor's Certification of Non-Indebtedness - Contractor hereby certifies and represents that Contractor and Contractor's parent company(ies) and subsidiary(ies) are not currently indebted to the City of Philadelphia (the "City") and will not at any time during the term of this Contract (including any extensions or renewals thereof) be indebted to the City, for or on account of any delinquent taxes (including, but not limited to, taxes collected by the City on behalf of the School District), liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established. In addition to any other rights or remedies available to the City at law or in equity, Contractor acknowledges that any breach or failure to conform to this certification may, at the option of the City, result in the withholding of payments otherwise due to Contractor and, if such breach or failure is not resolved to the City's satisfaction within a reasonable time frame specified by the City in writing, may result in the offset of any such indebtedness against said payments and/or the termination of this Contract for default (in which case Contractor shall be liable for all costs, losses and other damages resulting from the termination).

b. Subcontractor's Certification of Non-Indebtedness - Contractor shall require all subcontractors performing work in connection with this Contract ("subcontractor")

shall also include suppliers providing goods or materials) to be bound by the following provision, and Contractor shall cooperate fully with the City in exercising the rights and remedies described below or otherwise available at law or in equity:

"Subcontractor hereby certifies and represents that subcontractor and subcontractor's parent company(ies) and subsidiary(ies) are not currently indebted to the City of Philadelphia ("City"). and will not at any time during the term of Contractor's Contract with the City (the "Contract"), including any extensions or renewals thereof, be indebted to the City, for or on account of any delinquent taxes (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established. In addition to any other rights or remedies available at law or in equity, subcontractor acknowledges that any breach or failure to conform to this certification may, at the option of the City, result in the withholding of payments otherwise due to subcontractor for services rendered in connection with the Contract and, if such breach or failure is not resolved to the City's satisfaction within a reasonable time frame specified by the City in writing, may result in the offset of any such indebtedness against said payments otherwise due to subcontractor and/or the termination of subcontractor for default (in which case subcontractor shall be liable for all costs, losses and other damages resulting from the termination)."

23. TAX REQUIREMENTS. Any person or entity who bids on and/or is awarded a contract by the City and/or School District of Philadelphia, is subject to Philadelphia's business tax ordinances and regulations. The City Solicitor has determined that anyone who is awarded a contract by the City and/or School District pursuant to a bid has entered into a contract within the City, and the subsequent delivery of goods into the City or performance of services within the City constitutes doing business in the City and subjects the successful bidder, including but not limited to, one or more of the following taxes:

- a. Business Privilege Tax
- b. Net Profits Tax
- c. City Wage Tax

The successful bidder, if not already paying the aforesaid taxes, is required to apply to the Department of Revenue, 1401 John F. Kennedy Blvd., Public Service Concourse, Municipal Services Building, Philadelphia, PA 19102 for a tax identification number and to file appropriate business tax returns as provided by law. Questions should be directed to the Business and Earnings Tax Unit at (215) 686-6600.

GENERAL INFORMATION

24. COMPLIANCE WITH LAWS. All goods and services and all documents and other materials furnished under the Contract shall conform with all applicable federal, state and local laws, statutes and ordinances and the applicable rules, regulations, methods and procedures of all governmental boards, bureaus, offices, commissions and other agencies. Contractor shall maintain during the term of the Contract all licenses, and authorizations required by

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

any applicable federal, state or local law or regulation. Applicable law shall include, without limitation, the laws stated in paragraphs 25 through 29 herein.

25. NONDISCRIMINATION.

a. Any Contract awarded pursuant to the Invitation and Bid is entered into under the terms of the Philadelphia Home Rule Charter and in its performance, Contractor shall not discriminate nor permit discrimination against any person because of race, color, religion, national origin, or sex. Such discrimination shall constitute an event of default under this Contract entitling City to terminate this Contract forthwith. This right of termination shall be in addition to any other rights or remedies as provided herein in Section 19 or otherwise available to the City at law or in equity.

b. In accordance with Chapter 17-400 of The Philadelphia Code, Contractor agrees that its payment or reimbursement of membership fees or other expenses associated with participation by its employees in an exclusionary private organization, insofar as such participation confers an employment advantage or constitutes or results in discrimination with regard to hiring, tenure of employment, promotions, terms, privileges or conditions of employment, on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin or ancestry, shall constitute an event of default under this Contract and shall entitle the City to all rights and remedies as provided herein in Section 19 or otherwise available to the City at law or in equity. Contractor agrees to include the immediately preceding sentence, with appropriate adjustments for the identity of the parties, in all subcontracts which are entered into pursuant to this Contract. Contractor further agrees to cooperate with the Commission on Human Relations of the City of Philadelphia in any manner which the said Commission deems reasonable and necessary for the Commission to carry out its responsibilities under Chapter 17-400 of The Philadelphia Code. Failure to so cooperate shall constitute an event of default under this Contract entitling the City to all rights and remedies as provided herein in Section 19 or otherwise available to the City at law or in equity.

26. ETHICS REQUIREMENTS. To preserve the integrity of City employees and maintain public confidence in the competitive bidding system, the City intends to vigorously enforce the various ethics laws as they relate to City employees in the bidding and execution of City contracts. Such laws are in three categories:

a. Gifts. Executive Order No. 02-04 prohibits City employees from soliciting or accepting anything of value from any person or entity seeking to initiate or maintain a business relationship with the City of Philadelphia, its departments, boards, commissions, and agencies. Bidder understands and agrees that if it offers anything of value to a City official or employee under circumstances where the receipt of such item would violate the provisions of this Executive Order shall be subject to sanctions with respect to future City Contracts. Such sanctions may range from disqualification from participation in a particular Contract to debarment, depending on the nature of the violation. All bidders, agents or intermediaries who are solicited for gifts or gratuities by City employees are urged to report these incidents to the Inspector

General, Aramark Tower, Third Floor, 1101 Market Street, Philadelphia, PA 19107.

b. City Employee Interest in City Contracts. In accordance with Section 10-1112 of The Philadelphia Home Rule Charter, no bid shall be accepted from, or Contract awarded to, any City employee or official, or any firm in which a City employee or official has a direct or indirect financial interest. All bidders are required to disclose any current City employees or officials who are employees or officials of the bidder's firm, or who otherwise would have a financial interest in the Contract.

c. Conflict of Interest. Both the State Ethics Act and the City Ethics Code prohibit a public employee from using his/her public office or any confidential information gained thereby to obtain financial gain for himself/herself a member of his/her immediate family, or a business with which he/she or a member of his/her immediate family is associated. "Use of public office" is avoided by the employee or official publicly disclosing the conflict and disqualifying himself/herself from official action in the matter, as provided in The Philadelphia Code Section 20-608.

27. NORTHERN IRELAND. Section 17-104(2)(b) of The Philadelphia Code prohibits the City from accepting bids from companies that do business in Northern Ireland, unless that business has implemented the fair employment principles embodied in the MacBride Principles. In furtherance of this ordinance, bidder makes the following certification and representations:

a. In accordance with Section 17-104 of the Philadelphia Code, bidder by execution of its bid certifies and represents that (i) bidder (including any parent company, subsidiary, exclusive distributor, or company affiliated with Bidder) does not have, and will not have at any time during the term of any Contract resulting from this bid (including any extensions thereof), any investments, licenses, franchises, management agreements or operations in Northern Ireland, and (ii) no product to be provided to the City under any resulting Contract will originate in Northern Ireland, unless Bidder has implemented the fair employment principles embodied in the MacBride Principles.

b. In the performance of any Contract resulting from this bid, Bidder agrees that it will not utilize any suppliers or subcontractors at any tier (i) who have (or whose parent subsidiary, exclusive distributor or company affiliate have) any investments, licenses, franchises, management agreements or operations in Northern Ireland or (ii) who will provide products originating in Northern Ireland unless said supplier or subcontractor has implemented the fair employment principles embodied in the MacBride Principles. Bidder further agrees to include provisions with this subparagraph (b), with appropriate adjustments for the identity of the parties, in all subcontracts and supply agreements which are entered into in connection with the performance of any resulting Contract.

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

c. Bidder agrees to cooperate with the City's Director of Finance in any manner which the said Director deems reasonable and necessary to carry out the Director's responsibilities under Section 17-104 of The Philadelphia Code. Bidder expressly understands and agrees that any false certification or representation in connection with this subparagraph (c) and/or any failure to comply with the provisions of this subparagraph (c) shall constitute a substantial breach of any Contract resulting from the Invitation and Bid entitling the City to all rights and remedies provided in this bid or otherwise available in law (including, but not limited to, Section 17-104 of the Philadelphia Code) or at equity. In addition, it is understood that false certification or representation is subject to prosecution under IS Pa.C.S. Section 4904.

28. BUSINESS, CORPORATE AND SLAVERY ERA INSURANCE DISCLOSURE. In accordance with Section 17-104 of The Philadelphia Code, the successful bidder, after award of the Contract, will complete an affidavit certifying and representing that the bidder (including any parent company, subsidiary, exclusive distributor or company affiliated with bidder) has searched any and all records of the bidder or any predecessor business entity regarding records of investments or profits from slavery or slaveholder insurance policies during the slavery era. The names of any slaves or slaveholders described in those records must be disclosed in the affidavit.

The bidder expressly understands and agrees that any false certification or representation in connection with this Paragraph and/or any failure to comply with the provisions of this Paragraph shall constitute a substantial breach of this Contract entitling the City to all rights and remedies provided in this Contract or otherwise available in law (including, but not limited to, Section 17-104 of The Philadelphia Code) or equity and the Contract will be deemed voidable. In addition, it is understood that false certification or representation is subject to prosecution under Title 18 Pa.C.S.A. Section 4904.

29. PHILADELPHIA 21ST CENTURY MINIMUM WAGE STANDARD. If Contractor is an Employer, as defined in Philadelphia Code Section 17-1302(5) and 17-1303, Contractor shall comply with the minimum compensation standards by providing to those employees an hourly wage, excluding benefits, at least 150 percent of the federal minimum wage, and health benefits to each full-time, non-temporary, non-seasonal covered Employee, as more fully set forth at Philadelphia Code Chapter 17-1300. By submission of its Bid, Contractor so acknowledges and certifies its compliance with Chapter 17-1300 and shall promptly provide to the City, at its request, all documents and information further verifying its compliance with the requirements of this Chapter. Furthermore, Contractor shall notify each affected employee what wages are required to be paid.

The Office of Labor Standards may grant a partial or total waiver of Chapter 17-1300 based on specific stipulated reasons elaborated in Section 17-1304.

**TERMS AND CONDITIONS OF BIDDING AND CONTRACT
SIGNING OF BIDS**

This contract consists of the Invitation and Bid (including exhibits and attachments), any addenda thereto issued by the City and the foregoing Terms and Conditions of Bidding and Contract (collectively, the "contract") and contains all the terms, conditions and requirements agreed upon by the parties. The terms "contract" and "agreement," whether capitalized or uncapitalized, shall have the foregoing meaning wherever they are used in the invitation and Bid, addenda thereto, the Terms and Conditions of Bidding and Contract, and this page. No other contract or agreement, oral or otherwise, regarding the subject matter of the contract shall be deemed to exist or to bind any party hereto or to vary any of the terms contained in the contract.

This contract may not be changed, amended or renewed, in whole or in part, except by a written amendment signed by the parties. No waiver by the City of any breach or noncompliance by the undersigned with any provision of this contract shall relieve the undersigned of any of its obligations or representations made under this contract.

This contract and all disputes arising under this contract shall be governed, construed and decided in accordance with the laws of the Commonwealth of Pennsylvania. The parties agree that any lawsuit, action, claim or legal proceeding involving, directly or indirectly, any matter arising out of or related to this contract or the relationship created or evidenced thereby, shall be brought exclusively in the United States District Court for the Eastern District of Pennsylvania or the Court of Common Pleas of Philadelphia County. It is the express intent of the parties that jurisdiction over any lawsuit, action, claim, or legal proceeding shall lie exclusively in either of these two forums. The parties further agree not to raise any objection to any lawsuit, action, claim or legal proceeding which is brought in either of these two forums and the parties expressly consent to the jurisdiction and venue of these two forums. The parties further agree that service of original process in any such lawsuit, action, claim or legal proceeding may be duly affected by mailing a copy thereof, by certified mail, postage prepaid to the addresses specified in the Invitation and Bid and/or this page.

NOTE: ANY BID THAT IS NOT EXECUTED IN ACCORDANCE WITH THE INSTRUCTIONS PROVIDED BELOW OR THAT DOES NOT INCLUDE STREET ADDRESS, CITY, STATE AND PHONE NUMBER, MAY, IN THE SOLE DISCRETION OF THE PROCUREMENT COMMISSIONER, BE REJECTED.

SIGNING OF BIDS:

If bid is by an **INDIVIDUAL** or a **PARTNERSHIP**, or if the bid does not exceed \$25,000, date and sign the bid here, with the original signatures, in ink.

This _____ day of _____ 20

(Signature of Owner, Partner)

(Type or Print Name and Title)

(Business Name of Bidder)

(Address, including Zip Code)

(Telephone Number, including Area Code)

If the bid is a **CORPORATION**, date and sign the bid here with original signatures, in ink, by (a) President or Vice President of the Corporation AND (b) Secretary, Assistant Secretary, Treasurer or Assistant Treasurer of the Corporation; and (c) affix the seal of the Corporation. If the form is not signed by the President or a Vice President and Secretary, Assistant Secretary, Treasurer or Assistant Treasurer, attach a duly certified corporate resolution authorizing the person signing in place of such officers to execute this bid for the corporation.

This _____ day of _____ 20

CORPORATE SEAL

(Corporate or Business Name of Bidder)

(Address, including Zip Code)

(Telephone Number, including Area Code)

(Signature of President or Vice President)

(Signature of Secy., Asst. Secy., Treas. or Asst. Treas.)

(Type or Print Name and Title)

(Type or Print Name and Title)

APPROVED AS TO FORM

CONTRACT EXECUTION

(Assistant City Solicitor)

(Procurement Commissioner)