



# CITY OF PHILADELPHIA

PROCUREMENT DEPARTMENT  
120 Municipal Services Building  
Philadelphia, PA 19102-1685  
(215) 686-4750  
FAX (215) 686-4728

Hugh Ortman  
Procurement Commissioner

Dear Prospective City Vendor:

Thank you for your interest in doing business with the City of Philadelphia. Attached is an application for placement on our Bid Announcement List.

If you are new to doing business with the City of Philadelphia, we have revised our application form to accommodate businesses providing Services, Supplies and Equipment as well as Public Works' contractors. If you are a general Service, Supply, and Equipment vendor, once you complete the application form and are on the Bid Announcement List, you will receive bid and/or proposal notices and information on how to obtain a bid in those categories for which you have registered. If you are a Public Works contractor, once you are on the announcement list, you will receive notices of upcoming bid opportunities and information on where to purchase bid packages in those categories for which you have registered.

## **Bonding: Service, Supply, and Equipment Vendors**

For Service, Supply and Equipment Bids, City Charter provisions currently require a security bond on all bids greater than \$32,000. For bids greater than \$500,000, the bonding requirement must be met by accompanying each bid with a certified check in the amount stated in the bid, or a bond on the form included in the bid. For bids totaling \$500,000 or **less**, vendors may submit with the bid, a certified check amount from the schedule included in the bid package or they may enroll in the Master Bid Security Program. The Master Bid Security Program provides a security bond guarantee for a specified period (one or two fiscal years) and covers appropriate bids submitted during that time. The program **does not** cover Professional Consulting Services, Public Works, or Construction and Demolition (wrecking and building removal). To enroll in the program, please complete the tear off section of this letter and submit it with a non-refundable check (**no personal checks**) payable to the City of Philadelphia in the amount set forth below.

**Fiscal Year 2014 (Covers July 1, 2013 - June 30, 2014) - \$140.00**

This check is required at least one day **prior to the bid opening date**. If you are interested in this option, you are encouraged to send a check at this time. **If you do not become a participant in the program at this time, you may still submit this application;** however, as stated above, when submitting a bid it must be accompanied by a certified check in the amount specified in the Terms and Conditions of Bidding.

## **Bonding: Public Works Contractor**

For Public Works' bids, the Master Bid Security does **not** apply. The law requires a bid bond in the amount of 10% of the gross amount of the bid. Each Public Works' bid also requires the completion of a "Questionnaire and Financial Statement" for vendors to qualify as bidders. A bid bond is then submitted along with the bid. This information is also included in the Standard Contract Requirements Supplemental Provision No. 5 (Revised) found in each Public Works Specification.

**OEO (formerly MBEC) Registration**

Minority, female, or disabled-owned certified businesses are eligible for registration by the Office of Economic Opportunity/OEO (formerly Minority Business Enterprise Council/MBEC). To register please contact OEO at (215)683-2000 or visit their website at [www.phila.gov/oEO](http://www.phila.gov/oEO).

**Address Update**

**PLEASE NOTE** that if you move or wish to change any information, please forward the changes on company letterhead for our files.

**Additional Information**

The Procurement Department offers several publications to supplement your knowledge of purchasing practices and City ordinances. For additional information on these materials or any other issues please feel free to contact the Procurement Department's Public Information Unit at (215) 686-4720; or visit our Web Site at [www.phila.gov/bids](http://www.phila.gov/bids) for current bid listings and Procurement forms.

Once again, thank you for your interest in doing business with the City of Philadelphia.

Sincerely,

Hugh Ortman  
Procurement Commissioner

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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:** \_\_\_\_\_

**Fed EIN/SSN:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**E Mail Address:** \_\_\_\_\_

**Telephone No:** (\_\_\_\_) \_\_\_\_\_ **Fax No:** (\_\_\_\_) \_\_\_\_\_

A. Check payable to the City of Philadelphia in the amount of \$140.00 for 7/1/13 to 6/30/14

**DO NOT SEND CASH. NO PERSONAL CHECKS.**

***Internal Use Only:***

Recvd.	/	/	Pymt. Type	Ck. Amt.\$	Ck. #



**BID ANNOUNCEMENT LIST APPLICATION  
 CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT  
 MUNICIPAL SERVICES BUILDING - ROOM 170  
 1401 JOHN F. KENNEDY BOULEVARD  
 PHILADELPHIA, PA 19102-1685  
 PHONE: (215) 686-4720; FAX: (215) 686-4716**

Service, Supply & Equipment Bids are available through our Web Site at [www.phila.gov/contracts](http://www.phila.gov/contracts), once there click under “Bids Online”; or you could access professional services by clicking under “eContract Philly”

**SECTION A - GENERAL INFORMATION/MAILING ADDRESSES – PLEASE TYPE OR PRINT CLEARLY**

NAME OF BUSINESS \_\_\_\_\_

FEDERAL TAX ID NUMBER (OR SOCIAL SECURITY NUMBER) \_\_\_\_\_

**MAILING ADDRESS (FOR PURCHASE ORDERS) PLEASE GIVE PHYSICAL ADDRESS. NO PO BOXES.**

ADDRESS LINE 1 \_\_\_\_\_

ADDRESS LINE 2 \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

**EMAIL ADDRESS (REQUIRED)** \_\_\_\_\_ **WEB ADDRESS** \_\_\_\_\_

**PAYMENT ADDRESS (IF DIFFERENT FROM ABOVE)**

ADDRESS LINE 1 \_\_\_\_\_

ADDRESS LINE 2 \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

**CORPORATE HEADQUARTERS (IF DIFFERENT FROM ABOVE)**

ADDRESS LINE 1 \_\_\_\_\_

ADDRESS LINE 2 \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

**SECTION B - COMMODITY CODE LISTINGS - LIMITED TO 12**

PLEASE REFER TO THE ATTACHED COMMODITY CODE LIST. LIST THE CATEGORIES IN WHICH YOU WISH TO BID.

1		4		7		10	
2		5		8		11	
3		6		9		12	

**SECTION C - CERTIFICATION STATUS**

- ARE YOU REGISTERED BY THE OFFICE OF ECONOMIC OPPORTUNITY (FORMERLY MINORITY BUSINESS ENTERPRISE COUNCIL) AS A MBE/MINORITY OWNED, WBE/FEMALE OWNED OR DSBE/DISABLE OWNED BUSINESS? YES \_\_\_\_\_ NO \_\_\_\_\_
- IF YES, INDICATE YOUR REGISTRATION NUMBER \_\_\_\_\_
- ARE YOU REGISTERED AS A SMALL BUSINESS WITH SYSTEM FOR AWARD MANAGEMENT (SAM)? YES \_\_\_\_\_ NO \_\_\_\_\_

NAME OF PERSON COMPLETING THIS FORM \_\_\_\_\_

TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**By signing this form, you verify that all information submitted to the City of Philadelphia is true and correct and you are notified that the submission of false information by you is subject to the penalties of 18 Pa.C.S Section 4904 relating to unsworn falsification to authorities.**

**PLEASE FAX OR MAIL TO ABOVE ADDRESS**

**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT**

**COMMODITY GROUP LISTING  
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Agricultural and Botanical Equipment ..... 11  
Agricultural and Botanical Materials and Supplies ..... 6  
Animal, Livestock and Marine Life Materials and Supplies ..... 6  
Artist, Photographic and Precision Material and Supplies ..... 10  
  
Books and Publications, Maps, Flags ..... 6  
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Canvas and Tentage ..... 7  
Care of Individuals ..... 6  
Catering ..... 3  
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Cleaning and Laundering ..... 3  
Cleaning and Sealing of Vacated Buildings ..... 5  
Commercial Software License ..... 3  
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Computer Hardware Maintenance and Repair Service ..... 5  
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Stationery and Office Materials and Supplies.....	9-10
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Transportation.....	3
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**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT  
COMMODITY GROUP LISTING**

**CLEANING AND LAUNDERING**

20110 DRY CLEANING  
20111 DRY CLEANING FOR CAMP WILLIAM PENN  
20120 DRAPERY CLEANING  
20130 RUG AND CARPET CLEANING  
20140 LAUNDRY AND LINEN SERVICE  
20145 BIRD CONTROL  
20150 EXTERMINATING SERVICE  
20151 AERIAL SPRAY SERVICE  
20160 DISINFECTING SERVICE

**JANITORIAL SERVICES**

20210 JANITORIAL SERVICE - GENERAL  
20211 JANITORIAL SERVICE - COMPUTER ROOMS  
20212 DEODORIZING AND DISINFECTING  
SERVICE  
20214 CLEANING OF KITCHEN EXHAUST  
SYSTEMS  
20220 DETERGENT SERVICE  
20230 WINDOW WASHING  
20231 EXTERIOR CLEANING  
20240 WASHING OF AUTOMOTIVE EQUIPMENT

**CONCESSIONS**

20300 GENERAL CONCESSIONS  
20301 FOOD AND VENDING CONCESSIONS  
20302 FOOD SERVICES, NUTRITION  
MANAGEMENT CONCESSIONS  
20303 BIKE AND BOAT CONCESSIONS  
20304 TRANSIT SHELTERS CONCESSIONS  
20305 PARKING CONCESSIONS  
20306 MOBILE REFRESHMENT CONCESSIONS  
20307 NEWS, GIFT, BOOK, CARD SHOP  
CONCESSIONS  
20308 VENDING MACHINE CONCESSIONS  
20309 TRAVEL AGENCY CONCESSIONS  
20310 LONG DISTANCE PHONE SERVICES  
CONCESSIONS  
20311 TELEPHONE - OPERATOR SERVICE AND  
LONG DISTANCE  
20312 OFFICE WASTE RECYCLING  
20313 RESIDENTIAL WASTE RECYCLING  
20314 NARRATED TROLLEY TOUR  
20315 COIN OPERATED COPIER SERVICE  
20316 GOLF COURSE CONCESSION  
20317 BETSY ROSS HOUSE CONCESSION  
20318 MANAGE, OPERATE, PROMOTE, MARKET  
CONCESSION FACILITIES  
20319 MARKET, SELL AND DISTRIBUTE COMPOST  
AND DERIVATIVE PRODUCTS

**REFUSE, GARBAGE, SILT AND SLUDGE  
REMOVAL**

20510 TRASH AND GARBAGE REMOVAL  
20511 SLUDGE REMOVAL  
20530 OIL WASTE REMOVAL  
20540 HAULING AND DISPOSAL OF RESIDUE  
20550 HAZARDOUS WASTE REMOVAL

**TELECOMMUNICATION SERVICES**

20910 TELECOMMUNICATION SYSTEM SERVICES  
20940 CELLULAR TELEPHONE SERVICE

**TRANSPORTATION**

21130 TAXICAB SERVICE  
21140 AMBULANCE SERVICE

**COMMERCIAL SOFTWARE LICENSE**

21610 COMMERCIAL OFF-THE-SHELF  
SOFTWARE LICENSE

**UTILITIES**

22000 ELECTRICITY/STEAM  
22100 NATURAL GAS SERVICE

**CATERING**

23020 CATERING SERVICE

**WEATHER FORECASTING SERVICE**

24500 WEATHER FORECASTING

**PROFESSIONAL AND SPECIALIZED SERVICES**

25000 PROFESSIONAL SERVICES - GENERAL  
25001 PRISON FOOD SERVICE  
25002 BUILDING MANAGEMENT SERVICE  
25003 RECORD COPYING SERVICE  
25006 TRANSLATORS AND INTERPRETERS  
25007 VIDEOCONFERENCING  
25009 INVESTIGATIVE SERVICES  
25011 ACOUSTICAL SERVICE  
25028 HELICOPTER CHARTER SERVICE  
25030 PARKING LOT ATTENDANT SERVICE

**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT  
COMMODITY GROUP LISTING**

**PROFESSIONAL AND SPECIALIZED SERVICES  
(CONT'D)**

25031 SECURITY GUARD SERVICE  
25032 WATCHMAN SERVICE  
25033 LOCKSMITH SERVICE  
25034 REPAIRS TO INTERCOM AND PAGING  
SYSTEMS  
25040 BOOK BINDING  
25041 LABELING SERVICE  
25043 MICROFICHE, FILM SERVICE  
25044 DELINQUENT ACCOUNT COLLECTION  
SERVICE  
25047 KEYPUNCH SERVICE  
25048 GLASS BLOWING SERVICE  
25049 PHOTOGRAPHIC SERVICE  
25050 LANDSCAPING SERVICE  
25051 TREE SERVICE  
25052 SWIMMING POOL SERVICE  
25060 MICROFILM STORAGE  
25064 VETERINARY SERVICE  
25065 BARBER CLIPPER REPAIR SERVICE  
25071 PRESS CLIPPING SERVICE  
25073 RADIATION FILM BADGE SERVICE  
25074 TOWING SERVICE  
25080 AERIAL PHOTOGRAPHY  
25081 ARMORED CAR SERVICE  
25084 LABORATORY TESTING SERVICE  
25085 MOVING AND RIGGING  
25086 DIVING SERVICE  
25087 TEST BORINGS  
25089 PHARMACY SERVICE  
25090 PIANO TUNING  
25093 TRAFFIC LINE MARKING  
25094 CORROSION CONTROL SERVICE  
25096 TRAFFIC SIGN REFURBISHING  
25098 ASBESTOS TESTING  
25099 ASBESTOS REMOVAL SERVICE  
25100 INFORMATION TECHNOLOGY/  
CUSTOMIZED & ENHANCED LICENSE  
SOFTWARE  
25200 ACCOUNTING AND AUDITS  
25300 LEGAL SERVICE  
25400 MENTAL HEALTH AND RETARDATION  
SERVICE  
25600 SEMINARS AND TRAINING  
25700 ARCHITECT AND ENGINEERING SERVICE  
25800 COURT REPORTERS  
25900 ARBITRATION SERVICE

**MAINTENANCE AND REPAIR SERVICES**

26000 AIR COMPRESSOR MAINT/REPAIR  
26001 DICTATION, TRANSCRIPTION EQUIPMENT  
MAINT/REPAIR  
26002 TEMPERATURE CONTROL MAINT/REPAIR

**MAINTENANCE AND REPAIR SERVICES  
(CONT'D)**

26003 CHROMOGRAPHIC, SPECTROGRAPHIC  
EQUIPMENT MAINT/REPAIR  
26004 CHAIN LINK FENCING MAINT/REPAIR  
26005 TIRE CHANGING AND REPAIR  
26006 CAMERA EQUIPMENT MAINT/REPAIR  
26007 FAX MACHINE MAINT/REPAIR  
26008 ADDING MACHINE MAINT/REPAIR  
26009 WORD PROCESSING EQUIPMENT  
MAINT/REPAIR  
26010 BICYCLE MAINT/REPAIR  
26011 FURNITURE REFINISHING AND  
UPHOLSTERING  
26012 OFFICE MACHINE MAINT/REPAIR  
26013 MICROFILM MACHINE MAINT/REPAIR  
26014 PHOTOCOPY EQUIPMENT MAINT/REPAIR  
26015 TYPEWRITER EQUIPMENT MAINT/REPAIR  
26016 ELECTRICAL SYSTEM MAINT/REPAIR  
26017 GROUTING WORK  
26018 ADDRESSING EQUIPMENT MAINT/REPAIR  
26019 DUPLICATING EQUIPMENT MAINT/REPAIR  
26020 VOTING MACHINE MACHINE/REPAIR  
26021 BUS MAINT/REPAIR  
26022 AUTOMOTIVE, TRUCK ENGINE  
MAINT/REPAIR  
26023 RADIATOR MAINT/REPAIR  
26024 AUTOMOTIVE SPRING MAINT/REPAIR  
26025 AUTOMOTIVE TRANSMISSION  
MAINT/REPAIR  
26026 SPEEDOMETER MAINT/REPAIR  
26027 AUTOMOTIVE TRUCK BODY  
MAINT/REPAIR  
26028 TIME CLOCK MAINT/REPAIR  
26029 SPRINKLER SYSTEM MAINT/REPAIR  
26030 HVAC SYSTEM MAINT/REPAIR  
26031 BOILER MAINT/REPAIR  
26032 GLASS MAINT/REPAIR  
26033 ELEVATOR AND ESCALATOR  
MAINT/REPAIR  
26034 LIGHTING AND LIGHT FIXTURE  
MAINT/REPAIR  
26035 OIL BURNER MAINT/REPAIR  
26036 BOILER TUBE MAINT/REPAIR  
26037 WELDING EQUIPMENT MAINT/REPAIR  
26038 SEPTIC TANK MAINT/REPAIR  
26039 FUEL OIL TANK MAINT/REPAIR  
26040 PUMP MAINT/REPAIR  
26041 REFRIGERATION SYSTEM MAINT/REPAIR  
26042 FIRE EXTINGUISHER SERVICE  
26043 WHEEL ALIGNMENT MACHINE  
MAINT/REPAIR  
26044 KITCHEN EQUIPMENT MAINT/REPAIR

**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT  
COMMODITY GROUP LISTING**

**MAINTENANCE AND REPAIR SERVICES  
(CONT'D)**

26045 EMERGENCY BELT SPLICING  
MAINT/REPAIR  
26046 GENERAL CONSTRUCTION - REPAIR  
26047 DRINKING WATER EQUIPMENT  
MAINT/REPAIR  
26048 DENTAL EQUIPMENT MAINT/REPAIR  
26049 FLOOR SURFACE MACHINE MAINT/REPAIR  
26050 BOAT MAINT/REPAIR  
26051 OVERHEAD DOOR MAINT/REPAIR  
26052 ELECTRIC MOTOR MAINT/REPAIR  
26053 STERILIZING EQUIPMENT MAINT/REPAIR  
26054 LABORATORY EQUIPMENT MAINT/REPAIR  
26055 SEWER AND DRAIN CLEANING EQUIPMENT  
MAINT/REPAIR  
26056 RAILROAD TRACK AND EQUIPMENT  
MAINT/REPAIR  
26057 AIR AND HYDRAULIC CYLINDER  
MAINT/REPAIR  
26059 STEAM CLEANING EQUIPMENT  
MAINT/REPAIR  
26060 INSULATION WORK  
26061 MUSICAL INSTRUMENT MAINT/REPAIR  
26062 MASONRY WORK  
26063 PAINTING WORK  
26064 X-RAY EQUIPMENT MAINT/REPAIR  
26065 RADIO EQUIPMENT MAINT/REPAIR  
26066 CHEMICAL TANK MAINT/REP  
26067 SCALE MAINT/REPAIR  
26068 HEAVY CONSTRUCTION EQUIPMENT  
MAINT/REPAIR  
26069 PLUMBING SYSTEM MAINT/REPAIR  
26070 ROYER SCREEN AND SHREDDER  
MAINT/REPAIR  
26071 AUTOMOTIVE SEAT COVER MAINT/REPAIR  
26072 HOSPITAL EQUIPMENT MAINT/REPAIR  
26073 AUTOMOTIVE PAINTING  
26074 FIRE, BURGLAR ALARM MAINT/REPAIR  
26075 AUTOMOTIVE, TRUCK REAR ASSEMBLY  
MAINT/REPAIR  
26076 ROOFING WORK  
26077 MICROSCOPE MAINT/REPAIR  
26078 STUCCO, POINTING WORK  
26079 REFILL GAS CYLINDERS  
26080 MECHANICAL HAND STAMP  
MAINT/REPAIR  
26081 BRAKE RELINING/BRAKE MAINT/REPAIR  
26082 CARPENTRY WORK  
26083 FORKLIFT TRUCK MAINT/REPAIR  
26084 OVERHEAD CRANE MAINT/REPAIR  
26085 MOTORCYCLE MAINT/REPAIR  
26086 TRUCK MAINT/REPAIR  
26087 SOUND EQUIPMENT MAINT/REPAIR

**MAINTENANCE AND REPAIR SERVICES  
(CONT'D)**

26088 LEAK DETECTION AND MAINT/REPAIR  
26089 GENERAL MAINT/REPAIR SERVICE-N.O.C.  
26090 HEAVY MACHINERY MAINT/REPAIR  
26091 TRAFFIC SAFETY SYSTEM MAINT/REPAIR  
26092 GALVANIZING  
26093 SAW SHARPENING  
26094 SHEET METAL WORK  
26095 AUDIO, VIDEO EQUIPMENT MAINT/REPAIR  
26096 CLOSED CIRCUIT TELEVISION  
MAINT/REPAIR  
26097 ELECTRIC METER MAINT/REPAIR  
26098 LAUNDRY EQUIPMENT MAINT/REPAIR  
26099 WELDING WORK

**REPAVING, REPAIRING AND RESURFACING OF  
STREET**

26110 STREET PAVING  
26120 CURBS AND CURBING

**DEMOLITION OF BUILDINGS**

26210 BUILDING DEMOLITION

**CLEANING AND SEALING OF VACATED  
BUILDINGS**

26310 CLEANING AND SEALING OF VACATED  
BUILDINGS AND/OR LOTS

**REFURBISHING SCULPTURES**

26510 METAL CLEANING - STATUES

**COMPUTER HARDWARE MAINTENANCE  
AND REPAIR SERVICE**

26610 HARDWARE AND SOFTWARE  
MAINT/REPAIR

**LEASES AND RENTALS**

28210 COMPUTER EQUIPMENT  
LEASE/RENTAL  
28501 CONFERENCE MEETING EQUIPMENT  
LEASE/RENTAL  
28502 ICE MACHINES LEASE/RENTAL  
28503 PORTABLE LAVATORY LEASE/RENTAL

**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT  
COMMODITY GROUP LISTING**

**LEASES AND RENTALS  
(CONT'D)**

28504 UNIFORM LEASE/RENTAL  
28505 RADIO PAGER LEASE/RENTAL  
28506 SCAFFOLDING LEASE/RENTAL  
28509 SEWER CLEANING EQUIPMENT  
LEASE/RENTAL  
28511 PUMP LEASE/RENTAL  
28512 CLEANING MACHINE LEASE/RENTAL  
28520 TARPAULIN TOWEL LEASE/RENTAL  
28521 CONTINUOUS TOWEL LEASE/RENTAL  
28522 WIPING CLOTH LEASE/RENTAL  
28523 FILM LEASE/RENTAL  
28525 MOP LEASE/RENTAL - WET, DRY  
28540 BUS LEASE/RENTAL  
28541 LOADER LEASE/RENTAL  
28542 AUTOMOBILE LEASE/RENTAL  
28544 TRUCK LEASE/RENTAL  
28545 FORKLIFT LEASE/RENTAL  
28546 HEAVY CONSTRUCTION EQUIPMENT  
LEASE/RENTAL  
28550 PHOTOCOPY EQUIPMENT  
LEASE/EQUIPMENT  
28552 TYPEWRITER LEASE/RENTAL  
28553 AUDIO VISUAL EQUIPMENT  
LEASE/RENTAL  
28554 OFFICE FURNITURE LEASE/RENTAL  
28555 WATER COOLER LEASE/RENTAL  
28556 MEDICAL EQUIPMENT LEASE/RENTAL  
28558 PHOTOGRAPHIC EQUIPMENT  
LEASE/RENTAL  
28559 WORD PROCESSING EQUIPMENT  
LEASE/RENTAL  
28561 SNOW REMOVAL - AIRPORTS AND  
HIGHWAYS  
28570 TRASH CONTAINER LEASE/RENTAL  
28571 COMMUNICATIONS EQUIPMENT  
LEASE/RENTAL  
28572 GENERATORS LEASE/RENTALS  
28573 MAILING EQUIPMENT LEASE/RENTALS  
28599 GENERAL LEASE/RENTALS

**CARE OF INDIVIDUALS**

29000 CARE OF INDIVIDUALS  
29100 DAY CARE

**DELIVERY, MESSENGER SERVICE**

29540 MAILING SERVICE  
29541 PRESORT MAILING SERVICE  
29542 OVERNIGHT COURIER

**AGRICULTURAL AND BOTANICAL MATERIALS  
AND SUPPLIES**

30110 GARDEN AND LAWN SUPPLIES  
30120 SEEDS, FERTILIZERS AND ACCESSORIES  
30125 TREES, PLANTS AND SHRUBS

**ANIMAL, LIVESTOCK AND MARINE LIFE  
MATERIALS AND SUPPLIES**

30220 FORAGE  
30240 DOG SUPPLIES  
30241 HORSE SUPPLIES  
30250 VETERINARY SUPPLIES

**DINING ROOM AND KITCHEN MATERIALS,  
SUPPLIES AND PARTS**

30320 HOUSE FURNISHING - TABLEWARE,  
COOKWARE

**BOOKS AND PUBLICATIONS, MAPS, FLAGS**

30420 BOOKS  
30430 MAPS  
30440 FLAGS, POLES AND STANDS  
30442 WARNING FLAGS  
30450 COMMEMORATIVE ARTICLES  
30451 TROPHIES/GRAVE MARKERS

**BUILDING AND CONSTRUCTION MATERIALS  
AND SUPPLIES**

30502 CEILING COMPONENTS  
30504 FILTER SAND  
30505 SAND AND GRAVEL  
30510 MASONRY MATERIAL  
30511 STONE AND TRAP ROCK  
30512 CONCRETE BLOCK  
30513 BUILDING AND PAVING BRICK  
30514 FIREBRICK AND REFRACTORY MATERIALS  
30515 BITUMINOUS MATERIALS AND ASPHALT  
PRODUCTS  
30516 ROOFING MATERIALS  
30518 FLOOR AND CEILING TILES  
30519 FOUNDRY MATERIALS  
30520 INSULATING MATERIALS  
30521 CORK PRODUCTS  
30522 BUILDING MATERIALS  
30530 LUMBER AND RELATED MATERIALS  
30531 WOOD CHIPS

**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT  
COMMODITY GROUP LISTING**

**BUILDING AND CONSTRUCTION MATERIALS  
AND SUPPLIES (CONT'D)**

30541 METAL DOORS  
30542 STORM WINDOWS AND DOORS  
30543 WOODEN POLES  
30550 NON-FERROUS METALS  
30551 ALUMINUM  
30552 ALUMINUM EXTRUSIONS  
30553 FERROUS METALS  
30554 LEAD AND BABBITT METALS  
30555 GRATINGS  
30560 WIRE SPECIALTIES - NON-ELECTRICAL  
30561 WIRE ROPE  
30562 FENCING MATERIALS AND ACCESSORIES  
30570 GLASS  
30571 PLASTICS  
30572 LAMINATING MATERIALS  
30580 PAINT AND RELATED MATERIALS  
30581 AUTOMOTIVE PAINT AND RELATED  
MATERIALS  
30583 TRAFFIC MARKING COMPOUNDS AND  
SOLVENTS  
30585 WOOD PRESERVATIVES  
30586 REFLECTIVE MATERIALS  
30590 ADHESIVES AND CEMENTS

**CHEMICALS AND GASES**

30710 ANTI-FREEZE  
30711 RUNWAY DE-ICER  
30720 CHEMICALS  
30721 LAB CHEMICALS AND REAGENTS  
30723 ROCK SALT  
30724 SOLVENTS  
30730 WATER TREATMENT CHEMICALS  
30731 DEGREASERS  
30740 FIRE EXTINGUISHER CHARGES AND FOAM  
AGENTS  
30750 INDUSTRIAL AND LAB GASES  
30751 REFRIGERANT GASES

**WEARING APPAREL, NOTIONS AND DRY  
GOODS**

30810 BADGES AND HOLDERS, PINS  
30811 HOSPITAL DRY GOODS  
30812 DECALS  
30813 CLOTH INSIGNIA  
30820 BEDDING AND ACCESSORIES  
30830 CLOTHING (MISC. WEARING APPAREL)  
30831 MEDICAL UNIFORMS  
30832 WORK CLOTHES

**WEARING APPAREL, NOTIONS AND DRY  
GOODS (CONT'D)**

30833 RAINWEAR  
30834 UNIFORM SHIRTS  
30835 UNIFORM APPAREL AND CAPS  
30836 GARMENTS WITH CUSTOM PRINTING  
30837 GLOVES  
30838 LEATHER ACCESSORIES  
30841 SHOES AND SLIPPERS, NON-UNIFORM  
30842 SHOES, UNIFORM  
30843 SHOES, SAFETY  
30850 UPHOLSTERY SUPPLIES  
30851 BURLAP  
30852 FELT  
30860 SHOE FINDINGS  
30861 SEWING SUPPLIES  
30871 HOSPITAL SUPPLIES  
30872 LAUNDRY BAGS AND CLOTH SUPPLIES  
30880 YARD GOODS  
30885 SILK SCREENING FABRIC  
30890 SAFETY APPAREL  
30891 WORK GLOVES  
30895 SCISSORS AND SHEARS

**CANVAS AND TENTAGE**

30910 CANVAS, TENTAGE AND DUCK  
30920 ROPE AND CORDAGE  
30930 BELTING  
30931 CHAMOIS  
30932 LEATHER  
30933 RUBBER MATTING  
30934 PLASTIC YARDAGE

**ELECTRICAL AND COMMUNICATION  
MATERIALS AND SUPPLIES**

31010 GENERAL ELECTRICAL SUPPLIES  
31012 PORTABLE AND STRIP HEATERS  
31020 ELECTRIC WIRE AND CABLES  
31030 ELECTRONIC AND COMMUNICATION  
SUPPLIES  
31031 TELEPHONE PARTS AND SUPPLIES  
31033 RADIO PARTS AND SUPPLIES  
31034 ELECTRIC SIGNS  
31035 AUDIO VISUAL PARTS AND SUPPLIES  
31050 STREET LIGHTING AND TRAFFIC CONTROL  
PRODUCTS  
31051 STREET LIGHTING POLES AND BRACKETS  
31052 TRAFFIC SIGNAL PARTS AND SUPPLIES  
31053 STAGE LIGHTING SUPPLIES  
31062 AIRPORT LIGHTING

**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT  
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**ELECTRICAL AND COMMUNICATION  
MATERIALS AND SUPPLIES (CONT'D)**

31063 LUMINARIES  
31070 POWER EQUIPMENT MATERIALS AND  
SUPPLIES

**GENERAL EQUIPMENT AND MACHINERY  
PARTS**

31110 COMPRESSOR PARTS  
31120 BALL AND ROLLER BEARINGS  
31121 ROLLER CHAIN  
31122 LINKBELT AND CONVEYOR PARTS  
31123 SNAP-ON PARTS  
31124 DO-ALL PARTS  
31125 ROYER SCREENING PARTS  
31130 OVERHEAD CRANE PARTS  
31131 CONSTRUCTION EQUIPMENT PARTS  
31134 PUMP AND COMPRESSOR PARTS  
31140 AGRICULTURAL EQUIPMENT PARTS  
31141 SPRAYER PARTS  
31142 SEWER CLEANING EQUIPMENT PARTS  
31150 GASOLINE GENERATOR PARTS  
31160 MACHINERY PARTS  
31161 SPECIAL CAST MACHINE PARTS  
31170 VOTING MACHINE PARTS  
31180 LAWN MOWER PARTS

**EMERGENCY AND SAFETY MATERIAL PARTS  
AND SUPPLIES**

31210 SAFETY PRODUCTS - NON-APPAREL  
31211 OXYGEN APPARATUS  
31220 FIRE EXTINGUISHERS  
31221 FIRE HOSE FITTINGS  
31224 FIRE HYDRANT PARTS  
31225 FIRE PROTECTION PRODUCTS, EXCLUDING  
HOSE  
31230 AMMUNITION  
31231 POLICE NIGHTSTICKS  
31232 RESTRAINING DEVICES  
31240 FIRE, BURGLAR ALARM PARTS

**FOOD**

31310 BEVERAGE BASES  
31311 GROCERIES  
31312 COFFEE  
31313 SODA  
31314 COFFEE SERVICE  
31315 JUICES

**FOOD (CONT'D)**

31320 CHEESE AND OLEO  
31321 EGGS  
31322 FRESH MILK AND CREAM  
31324 LIQUID EGGS  
31330 CRACKERS AND COOKIES  
31331 BREAD AND ROLLS  
31332 CAKES AND PIES  
31334 CEREAL  
31335 FROZEN FOODS  
31336 FLOUR  
31341 ICE CREAM  
31343 NUTS  
31350 MEATS  
31352 FROZEN POULTRY  
31353 FROZEN PORTION CONTROL COOKED  
MEATS AND SEAFOOD  
31354 FROZEN ENTREES  
31361 CANDY  
31362 SUGAR  
31363 FOOD SUPPLEMENTS  
31364 DOG FOOD  
31365 CONDIMENTS  
31366 POTATO SALAD  
31370 FISH AND SEAFOOD  
31391 FRESH VEGETABLES

**FUEL - HEATING AND LIGHTING**

31410 COAL  
31411 COKE  
31420 KEROSENE  
31421 FUEL OIL  
31430 BOILER ADDITIVE  
31431 FUEL ADDITIVE  
31432 FUEL OIL SOLVENT

**HARDWARE AND INDUSTRIAL SUPPLIES**

31610 HARDWARE  
31611 STEEL WOOL  
31612 NAILS AND BRADS  
31613 ABRASIVES  
31621 PALLETS  
31630 NUTS, BOLTS AND SCREWS  
31640 WELDING SUPPLIES  
31641 SOLDER  
31650 RECEPTACLES - TRASH CANS, WRINGER  
MOPS  
31660 LOCKS AND LOCK PARTS  
31661 CASTERS  
31662 POWDER CHARGES  
31663 DOOR CLOSERS AND PARTS  
31664 MASKING TAPE

**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT  
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**HARDWARE AND INDUSTRIAL SUPPLIES  
(CONT'D)**

31665 LEAD SEALS  
31667 COIL CHAINS  
31670 TRAFFIC CONES  
31671 STEEL BANDING  
31672 BARRICADES, GUARD RAILS  
31673 STREET SIGNS, BRACKETS AND CAPS  
31674 TRAFFIC SIGNS  
31675 INFORMATIONAL SIGNS  
31676 REFLECTIVE SIGN FACES  
31677 SIGN POSTS  
31678 ENAMEL SIGNS  
31679 METAL LETTERS AND NUMBERS  
31680 SEAT PARTS AND HARDWARE

**HOSPITAL AND LABORATORY MATERIALS,  
PARTS AND SUPPLIES**

31709 PLASTIC VIALS  
31710 SCIENCE SUPPLIES  
31711 GAS CHROMATOGRAPH AND  
SPECTROGRAPH SUPPLIES  
31712 MEDICAL SUPPLIES  
31718 LATEX GLOVES  
31719 EYEGLASSES  
31720 DENTAL MATERIALS AND SUPPLIES  
31721 FIRST AID KITS  
31722 SURGICAL DRESSINGS  
31723 OPTICAL SUPPLIES  
31724 ORTHOPEDIC SUPPLIES  
31725 PROSTHETIC APPLIANCES  
31726 CLINICAL THERMOMETERS  
31727 HOSPITAL SUPPLIES  
31728 SURGICAL INSTRUMENTS  
31729 GLASS BOTTLES  
31730 ALCOHOL  
31731 ANTISERUM  
31732 ANTITOXIN  
31733 BLOOD DERIVATIVES  
31735 DRUGS AND MEDICINES  
31736 NARCOTICS  
31737 INSULIN  
31738 MICROSCOPE PARTS  
31739 PARENTERAL SOLUTIONS  
31740 VETERINARY SUPPLIES MEDICAL AND  
SURGICAL  
31760 X-RAY SUPPLIES, NON FILM

**JANITORIAL AND HOUSEKEEPING MATERIALS  
AND SUPPLIES**

31800 PLASTIC BAGS

**JANITORIAL AND HOUSEKEEPING MATERIALS  
AND SUPPLIES (CONT'D)**

31801 FLOOR SURFACING ACCESSORIES  
VACUUM BAGS, MACHINE BRUSHES  
CLUTCH PLATES  
31802 LAUNDRY SUPPLIES  
31804 STERILE WRAPS AND BAGS  
31810 BROOMS  
31811 BRUSHES  
31814 JANITORIAL SUPPLIES  
31815 MECHANICAL BROOM REFILLS  
31816 WIPERS AND RAGS  
31823 GRAFFITI REMOVERS  
31824 SOAPS AND DETERGENTS  
31840 BOXES AND CARTONS  
31841 PAPER BAGS  
31842 PAPER CUPS  
31843 PAPER SUNDRIES  
31846 DISPOSABLE GARMENTS  
31850 DEODORIZERS AND DISINFECTS  
31851 INSECTICIDES AND RODENTICIDES  
31860 AUTOMOTIVE POLISH AND WAX  
31861 FLOOR FINISH AND WAX  
31870 COSMETOLOGY SUPPLIES  
31871 TOILET ARTICLES  
31873 TOOTHBRUSHES AND PASTE  
31876 MIRRORS  
31880 PICTURE FRAMES  
31881 CHAIR AND TABLE PARTS  
31882 DRAPERIES  
31883 WINDOW SHADES AND VENETIAN BLINDS

**NAUTICAL AND AERONAUTICAL MATERIALS,  
PARTS AND SUPPLIES**

31910 AERONAUTICAL SUPPLIES  
31920 BOAT AND MARINE SUPPLIES

**STATIONERY AND OFFICE MATERIALS AND  
SUPPLIES**

32000 BOTTLED WATER  
32001 ICE  
32010 BINDERS AND FILING SUPPLIES  
32011 OFFICE AND STATIONERY SUPPLIES  
32012 TABULATING CARDS AND ACCESSORIES  
32013 CARPET PROTECTORS  
32015 CROSS SECTION PAPER  
32016 DATA PROCESSING-NOT TO INCLUDE  
SOFTWARE  
32018 BUSINESS FORMS  
32019 WORD PROCESSING SUPPLIES  
32020 ENVELOPES

**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT  
COMMODITY GROUP LISTING**

**STATIONERY AND OFFICE MATERIALS AND  
SUPPLIES (CONT'D)**

32021 MAILING TUBES AND CASES STORAGE  
BOXES  
32032 INDEX CARDS  
32033 LIBRARY SUPPLIES  
32041 KRAFT MAILING BAGS  
32042 DICTATING AND TRANSCRIBING SUPPLIES  
32044 DUPLICATING SUPPLIES  
32045 PACKAGING MATERIALS  
32046 LABELS  
32047 RIBBONS - TYPEWRITERS, BUSINESS  
MACHINES  
32048 PENCILS  
32050 PAPER STOCK

**METER PARTS**

32120 WATER METER PARTS

**MINOR TOOLS**

32210 HANDTOOLS AND ACCESSORIES  
32211 ARBORIST TOOLS  
32212 BANDSAW BLADES  
32213 PNEUMATIC TOOL ACCESSORIES  
32214 WELDING TOOL ACCESSORIES  
32215 LADDERS  
32216 FARRIERS TOOLS  
32217 ELECTRONIC TESTING TOOLS  
32218 AUTOMOTIVE TOOLS  
32219 CONTRACTORS IMPLEMENTS  
32230 LIGHT POWER TOOLS

**PLUMBING, AIR CONDITIONING, HEATING,  
REFRIGERATION MATERIALS AND  
SUPPLIES**

32310 PLUMBING SUPPLIES  
32312 CURB STOPS  
32315 PLUMBING AND HEATING CONTROLS  
  
32321 VALVES AND VALVE PARTS  
32322 PACKING  
32330 HOSES  
32331 PIPE - ALUMINUM, BRASS, STEEL AND  
STAINLESS STEEL  
32332 PIPE FITTINGS, CAST AND DUCTILE IRON  
32334 LEAD PIPE  
32335 COPPER TUBING AND FITTINGS  
32336 TERRA COTTA PIPE  
32337 CORRUGATED PIPE  
32338 CONCRETE PIPE

**PLUMBING, AIR CONDITIONING, HEATING,  
REFRIGERATION MATERIALS AND  
SUPPLIES (CONT'D)**

32339 PLASTIC PIPE  
32340 BRASS FITTINGS  
32341 BRONZE FITTINGS  
32342 CAST IRON FITTINGS  
32344 MALLEABLE IRON  
32353 PLUMBING FIXTURE REPAIR PARTS  
32360 REFRIGERATION, HVAC SUPPLIES  
32361 TEMPERATURE CONTROLS  
32362 GAS TUBE FITTINGS  
32370 PLUMBING AND HEATING PARTS  
32371 BOILER TUBES  
32372 BOILER SECTIONS  
32373 BOILER GASKETS  
32380 AIR FILTERS  
32381 GAUGES

**ARTIST, PHOTOGRAPHIC AND PRECISION  
MATERIAL AND SUPPLIES**

32410 ART SUPPLIES  
32420 CRIME DETECTION SUPPLIES  
32430 DRAFTING SUPPLIES  
32450 PHOTOCOPY SUPPLIES  
32451 PHOTOGRAPHIC SUPPLIES  
32452 MICROFILM SUPPLIES  
32453 X-RAY FILM  
32454 FAX MACHINE SUPPLIES  
32455 RECYCLED CARTRIDGES, RECYCLED  
RIBBONS  
32460 CLOCKS  
32462 STOPWATCHES  
32463 PRECISION INSTRUMENTS, RECORDING  
CHARTS, PARTS AND SUPPLIES FOR  
RECORDING

**PRINTING AND REPRODUCTION, PRINTING  
AND BINDING MATERIALS AND  
SUPPLIES**

32501 BLUE LINE PRINTING  
32510 PRINTING AND BINDERY SUPPLIES  
32513 BOUND BOOKS  
32520 ENGRAVING  
32521 ENGRAVING BOND  
32522 ENGRAVING PHOTO  
32523 PLATE MAKING  
32530 PRINTING OF TAGS AND LABELS  
32531 ENVELOPE PRINTING  
32532 LASER PRINTING  
32533 TYPESETTING  
32534 POSTERS

**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT  
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**PRINTING AND REPRODUCTION, PRINTING  
AND BINDING MATERIALS AND  
SUPPLIES (CONT'D)**

32535 FOUR COLOR PRINTING  
32540 OFFSET PRINTING  
32541 PRINT SNAP OUT FORMS  
32542 PRINTING TIME CARDS  
32560 LEGAL PRINTING  
32561 PRINTING OF REPRODUCTIONS

**RECREATIONAL AND EDUCATIONAL  
MATERIALS AND SUPPLIES**

32610 INSTRUCTIONAL AIDS  
32612 GAMES AND TOYS  
32620 ATHLETIC AND PLAYGROUND SUPPLIES  
32625 INDUSTRIAL ARTS SUPPLIES  
32630 HANDICRAFT SUPPLIES  
32631 CERAMICS  
32636 ARTS AND CRAFTS SUPPLIES  
32640 NOVELTIES AND GREETING CARDS  
32650 MUSICAL INSTRUMENTS  
32655 MUSICAL SUPPLIES  
32660 PLAYGROUND EQUIPMENT REPLACEMENT  
PARTS  
32661 SWIMMING POOL REPLACEMENT PARTS

**MOTOR VEHICLE PARTS AND ACCESSORIES**

32810 AUTOMOTIVE SUPPLIES  
32812 LEAK AND CLEAN UP SUPPLIES  
32813 MOTOR VEHICLE PARTS - NATURAL GAS  
32815 AUTOMOTIVE GLASS INSTALLATION  
32817 TIRES AND TUBES  
32820 TRAFFIC SAFETY SYSTEMS SUPPLIES  
32821 AUTOMOTIVE PARTS FOR REFABRICATION/  
RETROFITTING  
32822 REPLACEMENT PARTS; OEM, MEDIUM &  
HEAVY DUTY TRUCKS  
32830 AUTOMOTIVE, TRUCK ENGINES - RE-  
MANUFACTURED  
32832 BATTERIES  
32852 AUTOMOTIVE SOLVENTS  
32853 TIRE REPAIR TOOLS & SUPPLIES  
32838 TIRE CHAINS  
32888 INDUSTRIAL V-BELTS

**TOBACCO, TOBACCO PRODUCTS AND  
SMOKING ACCESSORIES**

32910 TOBACCO, TOBACCO PRODUCTS AND  
SMOKING ACCESSORIES

**LUBRICANTS AND GREASES**

33500 LUBRICANTS  
33510 GREASES  
33530 OILS (MOTOR)  
33540 TRANSMISSION FLUID  
33550 REREFINED OILS AND REREFINED  
TRANSMISSION FLUID  
33560 HYDRAULIC BRAKE FLUID

**DIESEL FUELS AND GASES**

34001 NUMBER 2 DIESEL FUELS  
34101 COMPRESSED NATURAL GAS  
34201 LIQUID PROPANE GAS  
34301 METHANOL  
34401 ETHANOL  
34500 DIESEL FUEL  
34510 GASOLINE

**AGRICULTURAL AND BOTANICAL EQUIPMENT**

40110 MOTORIZED FARM EQUIPMENT AND  
AGRICULTURAL MACHINERY  
40120 NON-MOTORIZED FARM EQUIPMENT  
40121 POWER LAWN MOWERS

**DINING ROOM AND KITCHEN EQUIPMENT**

40310 APPLIANCES, INSTITUTIONAL  
40320 APPLIANCES, HOUSEHOLD  
40330 MISCELLANEOUS KITCHEN EQUIPMENT  
40340 FOOD SERVICE FIXTURES AND EQUIPMENT

**CONSTRUCTION, DREDGING, CONVEYING AND  
HOISTING EQUIPMENT**

40510 HEAVY CONSTRUCTION EQUIPMENT  
40512 SCAFFOLDS AND TRESTLES  
40513 CRANES  
40514 HOISTS  
40550 MATERIALS HANDLING EQUIPMENT  
40560 PACKAGING MACHINERY

**ELECTRICAL LIGHTING AND  
COMMUNICATION EQUIPMENT**

41010 INDUSTRIAL BATTERIES  
41020 ELECTRICAL TEST INSTRUMENTS  
41030 ELECTRIC MOTORS AND GENERATORS

**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT  
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**ELECTRICAL LIGHTING AND  
COMMUNICATION EQUIPMENT  
(CONT'D)**

41040 MOTOR CONTROL AND SWITCHGEAR  
EQUIPMENT  
41050 GENERAL LIGHTING EQUIPMENT  
41051 TRAFFIC SIGNALS  
41052 AIRPORT LIGHTING  
41053 STAGE LIGHTING  
41054 TRAFFIC SAFETY EQUIPMENT  
41060 TELEPHONE EQUIPMENT  
41062 RADIO EQUIPMENT  
41063 SOUND AMPLIFICATION EQUIPMENT  
41065 AUDIO, VIDEO EQUIPMENT  
41066 CLOSED CIRCUIT TELEVISION EQUIPMENT  
41067 SOUND EQUIPMENT  
41070 ALARM SYSTEMS

**GENERAL EQUIPMENT AND MACHINERY**

41110 SHOP EQUIPMENT  
41111 PAINTING EQUIPMENT  
41112 LUBRICATING EQUIPMENT  
41113 LOCKSMITH EQUIPMENT  
41120 AUTOMOTIVE EQUIPMENT  
41122 POWER TOOLS  
41130 AIR COMPRESSORS  
41131 GASOLINE GENERATORS AND GASOLINE  
FIRED TOOLS  
41132 ELECTRIC MOTORS  
41134 PUMPS  
41135 STEAM CLEANING MACHINES  
41150 SHEET METAL WORKING MACHINERY  
41170 WELDING EQUIPMENT  
41180 AUTOMOTIVE, TRUCK ENGINES - NEW

**FIREFIGHTING AND EMERGENCY EQUIPMENT**

41210 FIRE HOSE AND PUMPS  
41211 FIRE HYDRANTS  
41212 FIRE EXTINGUISHERS  
41214 SPRINKLER SYSTEMS  
41221 GAS STORAGE TANKS  
41230 SAFETY EQUIPMENT  
41240 FIREARMS

**HOSPITAL AND LABORATORY EQUIPMENT**

41710 DIALYSIS MACHINES  
41720 ELECTRONIC DIAGNOSTIC EQUIPMENT  
41730 GAS CHROMATOGRAPH AND  
SPECTROGRAPH EQUIPMENT  
41740 MICROSCOPES

**HOSPITAL AND LABORATORY EQUIPMENT  
(CONT'D)**

41750 PACEMAKERS  
41760 X-RAY EQUIPMENT  
41770 HOSPITAL EQUIPMENT  
41771 DENTAL EQUIPMENT  
41772 OPTICAL EQUIPMENT  
41773 HEARING EQUIPMENT  
41780 LABORATORY EQUIPMENT  
41790 STERILIZERS  
41795 SCIENTIFIC TEST EQUIPMENT

**JANITORIAL AND LAUNDRY EQUIPMENT**

41810 INDOOR CLEANING MACHINERY AND  
EQUIPMENT, INSTITUTIONAL  
41811 INDOOR CLEANING MACHINERY AND  
EQUIPMENT, HOUSEHOLD  
41812 MOPPING TRUCKS  
41820 EXTERMINATING EQUIPMENT  
41821 DISINFECTING EQUIPMENT  
41830 LAUNDRY AND DRY CLEANING  
MACHINERY AND EQUIPMENT,  
INSTITUTIONAL USE

**NAUTICAL AND AERONAUTICAL EQUIPMENT**

41910 AERONAUTICAL EQUIPMENT/HELICOPTERS  
41920 NAUTICAL EQUIPMENT  
41930 OUTBOARD MOTORS

**OFFICE EQUIPMENT**

42010 CASH REGISTERS  
42011 CHECK SIGNING, PERFORATING AND  
VALIDATING EQUIPMENT  
42012 COIN CHANGING EQUIPMENT  
42013 OFFICE EQUIPMENT (NOT OTHERWISE  
CLASSIFIED)  
42020 DICTATING AND TRANSCRIBING  
EQUIPMENT  
42021 TYPEWRITERS  
42022 WORD PROCESSING EQUIPMENT  
42030 ADDRESSING AND MAILING EQUIPMENT  
42040 DUPLICATING EQUIPMENT  
42041 PHOTOCOPIER EQUIPMENT  
42050 CALCULATORS  
42054 FACSIMILE TRANSCIEVERS EQUIPMENT

**METERS**

42120 WATER METERS

**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT  
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**PLUMBING, AIR CONDITIONING,  
REFRIGERATION, AND SPACE HEATING  
EQUIPMENT**

42310 PLUMBING EQUIPMENT  
42318 AIR CIRCULATORS (FANS)  
42320 AIR CONDITIONING UNITS  
42330 WATER COOLERS  
42331 REFRIGERATION EQUIPMENT -  
INSTITUTIONAL USE  
42332 REFRIGERATION EQUIPMENT -  
HOUSEHOLD USE  
42340 SPACE HEATING EQUIPMENT AND  
VENTILATION  
42341 UNIT HEATERS  
42342 BOILERS  
42350 VENTILATING EQUIPMENT  
42360 WATER TREATMENT EQUIPMENT

**PRECISION, PHOTOGRAPHIC AND ARTIST'S  
EQUIPMENT**

42410 METEOROLOGICAL AND AEROLOGICAL  
INSTRUMENTS  
42420 FLOWMETERS  
42421 RADIATION EQUIPMENT  
42422 SCALES  
42423 GAS DETECTION EQUIPMENT  
42430 OPTICAL INSTRUMENTS  
42440 PHOTOGRAPHIC AND PROJECTION  
EQUIPMENT  
42441 DRAWING EQUIPMENT  
42442 MICROFILM EQUIPMENT  
42450 RECORD AND TIME - INDICATING  
EQUIPMENT  
42460 SURVEYING, DRAFTING AND BLUE  
PRINTING EQUIPMENT  
42470 ARTIST'S EQUIPMENT  
42495 VOTING MACHINES

**PRINTING AND BINDING EQUIPMENT**

42510 PRINTING, TYPESETTING, OFFSET, AND  
BINDERY EQUIPMENT

**RECREATIONAL AND EDUCATIONAL  
EQUIPMENT**

42612 SEWING MACHINES  
42620 PHYSICAL EDUCATION EQUIPMENT  
42622 TRACK AND FIELD EQUIPMENT  
42640 GYM EQUIPMENT  
42650 SWIMMING POOL EQUIPMENT  
42668 PLAYGROUND EQUIPMENT

**RECREATIONAL AND EDUCATIONAL  
EQUIPMENT (CONT'D)**

42669 CAMPGROUND EQUIPMENT  
42670 THEATRICAL EQUIPMENT  
42690 ART EQUIPMENT  
42691 HANDICRAFT EQUIPMENT  
42692 HOBBY SHOP AND CERAMIC EQUIPMENT  
42693 JEWELRY AND LEATHER EQUIPMENT

**COMPUTER EQUIPMENT**

42710 COMPUTER EQUIPMENT AND  
PERIPHERALS - NEW  
42720 COMPUTER EQUIPMENT AND  
PERIPHERALS - USED

**VEHICLES**

42810 AUTOMOBILES  
42811 JEEPS  
42812 MOTORCYCLES  
42820 BUSES  
42830 HEAVY DUTY TRUCKS  
42831 LIGHT DUTY TRUCKS  
42840 HAND TRUCKS  
42842 FORK LIFT TRUCKS  
42850 AERIAL LIFT TRUCKS  
42851 TRUCK CABINETS  
42852 TRUCK BODIES  
42853 SPECIAL TRUCK BODIES  
42854 UTILITY TRUCK BODIES  
42880 TRAILERS  
42881 FIRE APPARATUS

**FURNITURE AND FURNISHINGS**

43010 OFFICE FURNITURE  
43011 METAL PARTITIONS  
43012 SAFES  
43013 UPHOLSTERED FURNITURE  
43014 FILING CABINETS  
43016 CLASSROOM FURNITURE  
43017 TABLES  
43020 HOSPITAL FURNITURE  
43021 SCIENCE FURNITURE  
43023 DATA PROCESSING FURNITURE  
43030 LIBRARY FURNITURE  
43040 HOUSEHOLD FURNITURE  
43041 BEDS  
43050 PARK BENCHES  
43051 BLEACHERS  
43060 SHOP FURNITURE

**CITY OF PHILADELPHIA - PROCUREMENT DEPARTMENT  
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**FURNITURE AND FURNISHINGS (CONT'D)**

43061 LOCKERS  
43070 CARPETS AND RUGS

**PUBLIC WORKS CONSTRUCTION**

60010 GENERAL CONSTRUCTION  
60210 MECHANICAL - INDUSTRIAL  
60300 LANDSCAPING  
60410 WATER AND SEWER RECONSTRUCTION  
60600 TREE REMOVAL  
60700 DEMOLITION  
60800 BUILDING REHABILITATION  
60930 CHAIN LINK FENCING  
61100 ROOFING  
61200 HVAC  
61400 PLUMBING  
61700 ELECTRICAL  
61810 SPRINKLER SYSTEM  
61820 FIRE/SECURITY SYSTEMS  
62200 WINDOW REPLACEMENT  
62400 PAINTING  
62500 ELEVATOR AND ESCALATORS  
63010 OUTDOOR LIGHTING  
63100 MASONRY  
63110 STUCCO  
63710 GUNITE LINING  
63720 RESIN IMPREGNATED LINING  
66000 ASBESTOS REMOVAL  
66200 FUEL TANK CONSTRUCTION  
67010 STREETS RECONSTRUCTION  
67100 CURB CUT RAMPS AND PAVEMENT  
MARKINGS  
67200 BRIDGE RECONSTRUCTION  
67300 PAVING, RESURFACING  
67301 MILLING  
67610 TRAFFIC SIGNAL SYNCHRONIZATION



# CITY OF PHILADELPHIA

PROCUREMENT DEPARTMENT  
120 Municipal Services Building  
Philadelphia, Pa 19102-1685  
(215) 686-4750  
FAX (215) 686-4728

Hugh Ortman  
Procurement Commissioner

Dear Vendor:

The City of Philadelphia ("City") Procurement Department implemented a change to the City Home Rule Charter that allows for a five percent (5%) bid preference for certified local vendors. The change became effective for all bids opening July 1, 2004 and later. The impact is that the City will reduce the bid price of local vendors by 5% as part of the bid evaluation to determine the lowest bidder. If awarded a contract as a result of the 5% preference, the local vendor will still be paid based on the actual price stated in the bid document.

In order to qualify for local preference in a bid submission, a bidder must be certified as a Local Business Entity by the City's Procurement Department. If you would like to apply for certification you must go to the following internet web address:

<http://www.phila.gov/bids>

Once the application is completed and submitted, you will receive by return e-mail either a certification number or request for additional information. We encourage all vendors who qualify to complete the application as soon as possible.

Hugh Ortman  
Procurement Commissioner

# City of Philadelphia Local Business Entity Certification Application

In accordance with Section 17-109 of The Philadelphia Code, through submission of this application, I<sup>1</sup> represent that my company qualifies to be a certified Local Business Entity based on the representations made herein and any supporting evidence presented to the Procurement Department.

1. During the preceding twelve (12) months, I filed a Business Income & Receipts Tax (BIR) return (previously a Business Privilege Tax return) with the City of Philadelphia ("City") establishing that my company conducted business within the City within the calendar year preceding the filing of the return.

**AND**

2. During the preceding eighteen (18) months:

I have continuously maintained a valid Commercial Activity License<sup>2</sup> (previously a business privilege license) and all other licenses and permits necessary to conduct business with the City; and

I have continuously occupied an office within the City, where my company's business is conducted; and

I satisfy at least one of the following requirements (check applicable box):

- More than half of my company's full-time employees work in the City at least sixty percent (60%) of the time;  
or
- More than fifty (50) of my company's full-time employees work in the City at least sixty percent (60%) of the time;  
or
- My company's principal place of business is located in the City of Philadelphia<sup>3</sup>

Tax ID/FEIN		Commercial Activity License (CAL) Number Date Issued	
Contact Name		Company Name	
Address(es)		Room/Suite/Floor	
City		State/ZIP	
Phone		Facsimile	
E-mail		Website	

<sup>1</sup> These are representations of the Business Entity for and on behalf of the applicant Business Entity. If applicant Business Entity is a Joint Venture or Partnership, it is required to meet all of the qualifications stated herein including, without limitation, filing of a business income & receipts tax return solely on behalf of the Joint Venture or Partnership and maintaining a commercial activity license issued solely for the Joint Venture or Partnership.

<sup>2</sup>A Commercial Activity License (previously a business privilege license) is not automatically provided to a Business Entity when they file a Business Income & Receipts Tax return (previously a business privilege tax return). The Business Entity MUST pay a fee (\$300) to the Department of Licenses and Inspections of the City of Philadelphia in order to properly receive a Commercial Activity License.

<sup>3</sup> If your principal place of business is not located in the City, provide both the address for your principal place of business and the address of your City location; you will be required to provide employment and other data necessary to establish your qualifications and may be subject to a site inspection of your City location.

By submission of this application, I hereby certify that I am not tax delinquent and waive the provisions of Section 19-506(2) of The Philadelphia Code by expressly authorizing the Revenue Department to share with the Procurement Department and its designees, all information in the possession of the Revenue Department concerning my company, including any information that would otherwise be confidential. I also agree, if required by the Procurement Department, to submit to a site inspection of my office(s) located within the City and I agree to provide employment data, real estate records and any other data or documentation as deemed necessary by the Procurement Department to establish that the Business Entity has met the requirements for certification.

I agree that any material change to ownership or control of my company or a change in the location, telephone number, or business operations of my company that occurs subsequent to my submission of this application must be reported to the Procurement Commissioner promptly and I understand that the failure to do so, without limiting any other remedies available to the City, may result in the suspension or revocation of my certification as an LBE, the assessment of liquidated damages and/or debarment.

Each year, on or before the anniversary of my certification, I will provide to the Procurement Commissioner, an affidavit affirming that my company continues to meet the requirements for an LBE and is not delinquent in the payment of any City or School District of Philadelphia taxes or related fees.

I am authorized to make the representations contained herein. I hereby verify that all representations made herein are true and correct and acknowledge that the submission of false information is subject to the penalties of 18 Pa.C.S.A. §4904 relating to unsworn falsification to authorities.

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Please complete and submit this application by facsimile to the Procurement Department at 215-686-4716, along with your company's latest business income & receipts tax return filed with the City of Philadelphia.

You will receive your certification number via e-mail. You are not certified until you receive your certification number from the Procurement Department. For questions please contact the Procurement Public Information Unit at 215-686-4746.

## **SMALL ORDER PURCHASE PROGRAM**

To increase the use of small businesses as suppliers, the City of Philadelphia has developed a program to provide bidding opportunities to small businesses on purchases \$32,000.00 or less. Departments now limit solicitation of bids for small order purchases to small businesses. In order to bid on these type of purchases, a vendor must be a registered firm with the City's Office of Economic Opportunity/OEO (formerly Minority Business Enterprise Council/MBEC) and/or be registered as a small business with the U. S. Small Business Administration (now known as System for Award Management (SAM)). In addition, a vendor must be registered with the City and be on the Bid Announcement List for their particular commodity or commodities.

To register with the City of Philadelphia to be on the bidders list, vendors must complete the Bid Announcement List Application attached. To register as a small business you may go directly to our website at [www.phila.gov/bids](http://www.phila.gov/bids), off to the left is a link for SBA Registration.

Vendors registered with the City's Office of Economic Opportunity/OEO (formerly Minority Business Enterprise Council/MBEC) or those registered with System for Award Management (SAM), **and** those who are on the City's Bid Announcement List could contact City departments directly to see if they are planning to solicit for items in their commodity area.

Questions regarding vendor registration should be directed to the Procurement Department's Public Information Unit at 215-686-4720, or email: [bid.info@phila.gov](mailto:bid.info@phila.gov).



# CITY OF PHILADELPHIA

OFFICE OF THE DIRECTOR OF FINANCE  
Suite 1330 MSB  
1401 JFK Boulevard  
Philadelphia, PA 19102-1693

Dear Valued Vendor,

The City of Philadelphia is pleased to announce a program that offers you the option of receiving your payments electronically rather than by check. This will allow for more timely receipt of payments and provide you with the ability to better manage your accounts receivable.

If you are interested in receiving payments electronically, please respond by completing the attached **ACH Vendor Enrollment and Change Form**, and faxing it to the attention of James G. Plewes, Manager, Accounting Verification at 215-686-6192 or mailing it to him at 1401 JFK Blvd., Room 1330, Philadelphia, PA 19102.

The **ACH Vendor Enrollment and Change Form** consists of three sections:

- (1) **Payers Information**, which is already completed by the City of Philadelphia;
- (2) **Payee Information**, which must be completed by your company representative;
- (3) **Financial Institution Information** which must be completed and signed by an authorized official of your banking institution.

The City of Philadelphia will electronically deposit your payments into the account you designate, and we will also transmit addendum payment information to your banking institution. This addendum information will consist of invoice numbers, applicable credit memos and amounts, adjustments and comments about the particular payments. This will be the only form of notification you will receive regarding the funds deposited into your account. Your financial institution must be capable of forwarding this addendum information to you. The method could be by fax, e-mail, report or data file transmission. There may be a charge to your company imposed by your financial institution for this service.

If you have any questions regarding this opportunity, please call James G. Plewes at 215-686-6168.





# 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](http://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 states as the Bid opening.
- Note the City Anti-Discrimination Policy. If Department of Commerce Office of Economic Opportunity (OEO) Participation is required be sure to fill out all appropriate forms. If you have questions call OEO at (215) 683-2000.
- 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 the bid.



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

**This Is Not A Right To Know Request. This form cannot be used to submit a Right To Know Request. See City of Philadelphia Open Records Policy: <http://www.phila.gov/privacy/pdfs/finalcityopenrecords.pdf>**

**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: \_\_\_\_\_

Email 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.

**YOUR REQUEST CANNOT BE PROCESSED IF YOU  
DO NOT PROVIDE THE ABOVE ITEMS**

**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**