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

CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

October 16, 2009

BID NUMBER: S0Z56370

TITLE: Small Equipment Repair Services

DEPARTMENT: VARIOUS

DATE TO OPEN: November 18, 2009 at 10:30 AM

ADDENDUM # 1

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

Change:
Section 1.12 The Site Visit has been changed from being a NON-MANDATORY to a MANDATORY MEETING.

1.12 **Site Visit Mandatory** (shall commence immediately following Pre-Bid Meeting). Bidders shall examine the Airport facilities in which the repair services will be performed during the contract period. Attendance at the site Inspection is Mandatory.

1.12.1 **THIS CERTIFIED FORM IS TO BE SUBMITTED WITH BID QUALIFICATION PACKAGE**

This form shall be signed and dated by **Philip Civatte** or his designee to certify that the below vendor inspected the area as per specifications.

MANDATORY SITE VISIT CERTIFICATION

BID NO. S0-Z5637-0

(TO BE SUBMITTED WITH BID PACKAGE)

Vendor must contact Mr. Philip Civatte at 2-5-937-6890, to make arrangements to visit the site for inspection.

This form MUST be signed and dated by a representative of Philadelphia International Airport to certify that the below vendor inspected the area as per specifications.

COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

PHONE NO.: _____ FAX NO.:_____

CITY REPRESENTATIVE: _____

DEPT.: _____

NAME:_____

SIGNATURE:_____

DATE:_____

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

_____
Buyer, R. Saylor

_____
AUTHORIZED SIGNATURE

_____
FIRM NAME (PRINT)

_____
DATE

RS/nd

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

CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

November 6, 2009

BID NUMBER: S0Z56370

TITLE: Small Equipment Repair Service

DEPARTMENT: Various

DATE TO OPEN: November 18, 2009 at 10:30 AM

ADDENDUM # 2

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

Attached are Questions and Answers resulting from the Pre-Bid Meeting of October 28, 2009.

The City reserves the right not to accept any additional Questions for subject Bid No. S0Z56370 at this time.

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

_____
Buyer, R. Saylor

_____
AUTHORIZED SIGNATURE

_____
FIRM NAME (PRINT)

_____
DATE

RS/cs

QUESTIONS AND ANSWERS
SMALL EQUIPMENT REPAIR SERVICES
INVITATION AND BID NO. #S0-Z5637-0
PRE-BID MEETING OF OCTOBER 28. 2009 – 11:00 AM

Question #1

Paragraph 1.9.7 - Will this bid be impacted or influenced based on a vendors involvement with the M-BE, W-BE, DS-BE or LBE certification?

Answer:

As no M-BE, W-BE or DS-BE ranges have been 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.

In order to determine eligibility to receive the 5% preference, Bidder must be certified at the time of the bid opening and must submit with the bid the Local Business Entity Certification number in Section 1.9.8 of their submittal.

Question #2

Paragraph 1.9.7 - How would a vendor know if it's competition is bidding with an M-BE, W-BE, DS-BE or LBE certification?

Answer:

This information would not be available until after all of the bids have been submitted on the bid opening date; an award has been made and all of the information has been released to the Procurement Department Pubic Information Unit.

Question #3

Paragraph 1.9.8- If subcontractors are utilized with a M-BE, W-BE, DS-BE or LBE vendor, are they to be certified also?

Answer:

Reference is made to the response provided in Question #1 of this Addendum.

Question #4

Paragraph 1.9.8- If subcontractors are utilized with a M-BE, W-BE, DS-BE or LBE vendor, will the subcontractor's labor rates be that which is quoted in section 5.1, 5.2, 5.3 and5.4?

Answer:

Reference is made to the response provided in Question #1 of this Addendum.

Question #5

In section 2.3, the bid states, "The vendor must prepare a written estimate of all work to be performed prior to commencement of repairs". Is the time that is spent issuing the estimate considered billable time? In order to make an accurate estimate, sometimes significant time is spent researching parts for the machines that should be billable to the City of Philadelphia.

Answer:

The amount of time in which a vendor is preparing a written estimate for the repair services to be provided during the contract should be factored into the applicable hourly rates listed in Section 5, Pricing. There will be no separate charge for written estimates permitted during the contract.

Question #6

What type of internet access will be provided in the Service shop? If it is what is currently in the shop, how can we get an upgrade?

Answer:

There will be No Internet access provided by the City for the Service Shop. Any Internet Access service to be provided shall be at the option and expense of the awarded vendor.

BID REVISIONS

Paragraph 2.1.2 is hereby Revised as follows:

The estimated number of Technicians that may be required on-site during the various shifts at the Philadelphia International Airport as follows:

Two (2) Technicians (7:00 AM to 3:00 PM Shift, Monday through Friday)

One (1) Technician (3:00 PM to 11:00 PM Shift, Monday through Friday)

And

"On-Call Service" Technicians as required:

The successful Primary bidder shall be available to provide "On Call Service" during standard and outside of than standard operating hours to the City of Philadelphia. This may be accomplished by having designated individuals on call who have the authority and knowledge, when required, to provide repairs and/or equipment replacement. Security Clearance ID Badges will be required for all Technicians providing repair services at the Philadelphia International Airport.

Page 30, Paragraph 5.1:

Service Hours are hereby revised as follows:

Monday through Friday between 7:00 AM to 3:00 PM

Page 30, Paragraph 5.2

Service Hours are hereby revised as follows:

Monday through Friday between 3:00 PM to 11:00 PM

Page 30, Paragraph 5.3

Service Hours are hereby revised as follows:

On-Call Service (In accordance with Revised Paragraph 2.1.2)