

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

# CITY OF PHILADELPHIA

Hugh Ortman  
Procurement Commissioner

June 15, 2010

**BID NUMBER:** S1Z56780  
**TITLE:** Rental of Passenger Vehicles  
**DEPARTMENT:** VARIOUS  
**DATE TO OPEN:** July 06, 2010 at 10:30 AM

## ADDENDUM # 1

### TO ALL BIDDERS:

**You are hereby notified of the following changes to the above mentioned bid:**

Page 13, Paragraph 2.4

Reference to "Department of Public Property" is hereby deleted and replaced with "Office of Fleet Management".

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, J. Manton

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
FIRM NAME (PRINT)

\_\_\_\_\_  
DATE

JM/nd

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# CITY OF PHILADELPHIA

Hugh Ortman  
Procurement Commissioner

June 17, 2010

**BID NUMBER:** S1Z56780  
**TITLE:** Rental of Passenger Vehicles  
**DEPARTMENT:** Various  
**DATE TO OPEN:** July 06, 2010 at 10:30 AM

## ADDENDUM # 2

### **TO ALL BIDDERS:**

**You are hereby notified of the following changes to the above mentioned bid:**

**Replace pages 2-26 with the attached pages.**

**Delete paragraph 1.7.2 and replace with the following:**

#### **Bids Opening July 1, 2010 through June 30, 2012**

Bidders may qualify for the Master Bid Security Program described above for **(July 1, 2010 – June 30, 2012)** by submitting a check in the amount of **\$175.00** made payable to the City of Philadelphia. The check should be submitted, under separate cover, to the Bid Unit Supervisor at least one day prior to the first bid that the bidder wants covered under the program and is *non-refundable*. Or if, and only if, the bidder chooses to submit the check for the Master Bid Security Program with their bid, the check **MUST** be in the form of a Certified, Treasurer's or Cashier's Check, Bank or United States Postal Money Order and is non-refundable.

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, J. Manton

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
FIRM NAME (PRINT)

\_\_\_\_\_  
DATE

JM/cs

Attachment

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S1Z56780</b>	PAGE OF <b>2 26</b>
		FIRM NAME (Must be filled in)	

**SECTION 1: GENERAL BID SUBMISSION**

1.1 **TITLE: RENTAL OF PASSENGER VEHICLES**

1.2 **SCHEDULE NO: 344**

1.3 **CONTRACT TERM: 12/01/2010 to 11/30/2011** (“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.

1.3.1 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.

1.3.2 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, 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.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S1Z56780</b>	PAGE OF <b>3 26</b>
		FIRM NAME (Must be filled in)	

#### 1.4 **CONTRACT TYPE: REQUIREMENTS**

1.4.1 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. 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.

1.4.2 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.

#### 1.5 **METHODOLOGY OF ACQUISITION: RENTAL** only.

#### 1.6 **STATEMENT OF DIRECTION:**

It is the intent of the City of Philadelphia to make an award for **Rental of Passenger Vehicles** for the various City agencies and departments as specified herein during the contract period.

#### 1.7 **BID SECURITY**

1.7.1 Bid security shall be based upon **cumulative bid amount per Section 5.**

All bids submitted with a total greater than \$30,000.00 must be accompanied by the proper Bid Security.

Bidders already enrolled in the City's Master Bid Security Program for

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S1Z56780</b>	PAGE OF <b>4 26</b>
		FIRM NAME (Must be filled in)	

July 1, 2009 to June 30, 2010 are not required to provide Bid Security if their bid total is \$500,000.00 or less (per paragraph 2 of "Terms and Conditions of Bidding and Contract").

**The Master Bid Security Program** allows bidders to qualify for bid security for individual bids submitted during the covered bidding period provided the individual bid total is \$500,000.00 or less.

1.7.2 **Bids Opening July 1, 2009 through June 30, 2010**

Bidders may qualify for the Master Bid Security Program described above for **July 1, 2009 – June 30, 2010** by submitting a check in the amount of **\$120.00** made payable to the City of Philadelphia. The check should be submitted, under separate cover, to the Bid Unit Supervisor at least one day prior to the first bid that the bidder wants covered under the program and is *non-refundable*.

Or if, and only if, the bidder chooses to submit the check for the Master Bid Security Program with their bid, the check **MUST** be in the form of a Certified, Treasurer's or Cashier's Check, Bank or United States Postal Money Order and is non-refundable.

1.7.3 If the bidder is not enrolled and does not intend to enroll; or if the total value of the bid submitted exceeds \$500,000.00, the Master Bid Security Program is not applicable. Bidders instead **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 as specified in Paragraph 2 entitled "Bid Security", of the "Terms and Conditions of Bidding and Contract".

1.8 **BID INFORMATION:**

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

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

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S1Z56780</b>	PAGE OF <b>5 26</b>
		FIRM NAME (Must be filled in)	

**1.9 BID SUBMISSION:**

- 1.9.1 Bid information must be submitted to the City of Philadelphia no later than the time and date for the bid opening.
- 1.9.2 Advertised sealed bids will be received and read publicly at 10:30 AM in Room #170A, 1<sup>st</sup> Floor, Municipal Services Building, 1401 JFK Boulevard.
- 1.9.3 Bid should be complete and include ALL information required as described in the various paragraphs of the bid specifications.
- 1.9.4 All pricing must be completed on the forms provided; be complete; and be in ink or typed.
- 1.9.5 The bid must be complete as to required bid signatures and corporate seal, and fully accept the terms and conditions contained in the bid.
- 1.9.6 **BID PROCESSING FEE:**  
All bids submitted where the bid total is greater than \$30,000 shall be accompanied by the proper Bid Processing Fee. The fee shall be in the form of a separate check or money order in accordance with Paragraph 3 of the “Terms and Conditions of Bidding and Contract.”
- 1.9.7 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 “Commerce Department 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.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S1Z56780</b>	PAGE OF <b>6 26</b>
		FIRM NAME (Must be filled in)	

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.

- 1.9.8 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\_\_\_\_\_

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

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S1Z56780</b>	PAGE OF <b>7 26</b>
		FIRM NAME (Must be filled in)	

1.9.9

**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's Public Information Unit prior to the bid opening by calling (215) 686-4720 or 4721, or by faxing (215) 686-4716. **Questions, whether phoned or faxed, should be received no later than seven (7) calendar days prior to the scheduled opening date of the 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.**

Otherwise the successful bidder will have to provide the product or service exactly as defined in this bid, and in accordance with the specifications and requirements as listed in this Invitation and Bid.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S1Z56780</b>	PAGE OF <b>8 26</b>
		FIRM NAME (Must be filled in)	

1.9.10 **CONTACT PERSON(S):**

**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 \_\_\_\_\_

**State Company Web Site 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 \_\_\_\_\_

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S1Z56780</b>	PAGE OF <b>9 26</b>
		FIRM NAME (Must be filled in)	

1.9.11 **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.

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.

1.10 **BIDDER QUALIFICATION:**

1.10.1 All bidders must be a bona fide manufacturer of, or dealer in, the article or service specified within the bid. To demonstrate this, bidders should submit the following reference information with their bid. References provided should be pertinent to the commodity or service requested in this Invitation and Bid; and demonstrate the bidder’s ability to perform on a contract of this size and scope.

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 <b>S1Z56780</b>	PAGE OF <b>10 26</b>
		FIRM NAME (Must be filled in)	

**SECTION 1:**

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

	A.	B.	C.
Firm Name:	_____	_____	_____
Address:	_____	_____	_____
Contact:	_____	_____	_____
Phone #:	_____	_____	_____
Type Work:	_____	_____	_____
Years dealing w/your firm:	_____	_____	_____

**SECTION 2:**

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

P.O./Contract Number:	_____	_____	_____
Department:	_____	_____	_____
Contact Name:	_____	_____	_____
Phone #:	_____	_____	_____
Item(s):	_____	_____	_____

**NOTE: Do not provide the name and phone number of a Procurement Department Buyer in this section. Contact name(s) and phone number(s) must be from a City ordering department.**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S1Z56780</b>	PAGE OF <b>11 26</b>
		FIRM NAME (Must be filled in)	

**SECTION 2: ITEM REQUIREMENTS AND SPECIFICATIONS**

2.1 The successful bidder shall be required to provide various City of Philadelphia agencies and/or the Philadelphia School District with **RENTAL OF PASSENGER VEHICLES** as listed in Section 2 and 5 of this Invitation and Bid.

2.2 **RESPONSIBILITIES OF LESSOR:**

2.2.1 **Vehicle Pick-up**

2.2.1.1 Vehicles furnished must be in good operating condition and contain a full tank of gasoline when picked up.

2.2.1.2 The City requires that all vehicles rented shall be delivered and picked up from the central location (3900 Richmond Street). The awarded vendor shall be responsible for transport of said vehicles to this location. A copy of the purchase order shall be supplied to the Office of Fleet Management facility located at 3900 Richmond Street upon delivery of the vehicle. Contact Number: 215-685-1336.

2.2.1.3 Vendor and City agency representative shall be required to sign a City-supplied form that indicates bid number, contract number, year, make, model and signature. This signed form shall verify receipt of vehicle. The form will be provided at the time of the award.

2.2.2 **Maintenance and Repair**

2.2.2.1 Furnish all maintenance and repairs to include purchase of new tires when required, mounting and balancing.

2.2.2.2 The City requires that the awarded vendor utilize a local repair facility to perform all maintenance and repairs for rental vehicles. In the event that rental vehicle needs maintenance or repair, the vehicle shall be returned to the City.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S1256780</b>	PAGE OF <b>12 26</b>
		FIRM NAME (Must be filled in)	

2.2.2.3 In the event that a repair is necessary, the department will notify the awarded vendor of the complaint. Upon receiving authorization from the awarded vendor, the City departmental employees will be responsible to transport the vehicle to the awarded vendors designated maintenance facility and pickup upon completion of maintenance or repair. (If a vehicle is unsafe or has mechanical problems to the extent that it cannot be driven, a tow truck shall be supplied by the awarded vendor). This will reduce the need to supply a replacement vehicle in some but not all cases.

2.2.2.4 It shall be the responsibility of the awarded vendor to schedule the repair with their contractor and provide same day repair.

2.2.2.5 When a vehicle is removed from service because of required mechanical repairs for more than a 48 hour period from notice of complaint, the City requires that a replacement vehicle be provided for the period the vehicle is out of service at no additional cost to the City. The awarded vendor has 24 hours to supply the spare vehicle to the City's central location.

When a requested vehicle is not available for any reason, the contractor shall supply a substitute model which is comparable or better than the model requested at no additional cost to the City.

2.2.2.6 In no event will the City of Philadelphia be held liable for the cost of any repair due to mechanical difficulty.

2.2.3 Shall provide one (1) full- size spare tire

2.2.4 Shall provide one (1) additional complete set of spare keys for vehicle. This spare set of keys shall be kept at 3900 Richmond Street.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S1Z56780</b>	PAGE OF <b>13 26</b>
		FIRM NAME (Must be filled in)	

2.2.5 **Centralized Fuel System (FUMES)**

The successful bidder shall agree to approve the installation of the City's centralized fuel system in all rented vehicles by the City's Office of Fleet Management (OFM). OFM's technicians will install the system utilizing a 12 volt battery feed near the fuel inlet of the vehicle. This feed shall be fused and insulated. The wire shall be a 14 gauge with a 10 amp fuse. The transmitter ring shall be installed in the fuel fill area and will require drilling a 5/16" hole to run wiring. One additional hole of a smaller size will be drilled in the sheetmetal into the trunk or inner fender area to connect to the EUC of the fuel system. Upon removal of the system, the City's technician shall cover/plug both of the holes with silicone or other material. All workmanship shall be of professional quality with all wire connections soldered and covered with heat shrink.

2.3 **RESPONSIBILITIES OF AGENCY USING VEHICLE:**

2.3.1 Furnish qualified driver, gasoline, and oil.

2.3.2 The City reserves the right to perform minor repairs to the vehicles such as light bulbs, windshield wipers, flat tire repairs.

2.3.3 Return vehicle at termination of service with full tank of gasoline.

2.3.4 All qualified drivers are to be 25 years of age or over.

2.4 **ADDITIONAL CONDITION OF RENTAL OF VEHICLES:**

In the event of any collision involving a lease vehicle, the City of Philadelphia reserves the right to (a) make an independent appraisal of the damage to the leased vehicle by appropriate officials from the Department of Public Property; and (b) perform any and all minor repairs at the City's sole cost and expense on any vehicle where the appraisal estimate amounts to \$500.00 or less.

In no event may repairs be effected to any leased vehicle by any party until an independent appraisal is made of the vehicle by the City of Philadelphia.

It is understood and agreed that the City's total liability of this agreement will not exceed the sum of \$500.00 for any one leased vehicle per accident.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S1Z56780</b>	PAGE OF <b>14 26</b>
		FIRM NAME (Must be filled in)	

2.5 **VEHICLE REQUIREMENTS:**

All vehicles shall be current, standard product sizes and current or immediately preceding model year.

All vehicles are to include the following:

- a. Air conditioning
- b. Heater and Defroster
- c. Radio
- d. Automatic Transmission
- e. Power Steering
- f. Power Disc Brakes
- g. Outside Mirror on Driver Side
- h. Wheel Jack and Lug Wrench
- i. Radial-Ply Belted Tires
- j. Spare Tire
- k. All vehicles must have valid Pennsylvania registration and license tags and all necessary inspection stickers.

Bidder must indicate model(s) of cars to be supplied under this contract for each item bid. Models listed herein are examples only.

- 2.6 The following types of passenger vehicles may be required by City agencies and/or the Philadelphia School District. The Federal Vehicle Standards for Automobiles, Light Trucks, Medium Trucks and Heavy Trucks were used to determine vehicle size classification. Vehicle classification will be verified in the Federal Standard for all items.

Please Note: The City of Philadelphia will consider Hybrid Electric Vehicles (HEV) that are Self Contained (Non-Plug in) for each of the Categories listed (Reference is made to Paragraph 1.9.11 in this Invitation and Bid.

- 2.6.1 **#28542 000 020**  
Sedan; 4 Door; Subcompact; Federal Standard #122.  
Ford Focus for reference only.

- 2.6.2 **#28542 000 021**  
Sedan; 4 Door; 4 Cyl., Compact; Federal Standard #122.  
Chevy Malibu for reference only.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S1Z56780</b>	PAGE OF <b>15 26</b>
		FIRM NAME (Must be filled in)	

2.6.3 **#28542 000 022**  
Sedan; Midsize, 4 Door; Federal Standard #122.  
Chevy Impala for reference only.

2.6.4 **#28542 000 019**  
Sport Utility Vehicle (SUV); 4 X 4 Intermediate, Min. 5500 lbs GVWR, 6 Cyl.,  
4 Door (5 passengers); Federal Standard #307. Ford Explorer for reference  
only.

2.6.5 **#28542 000 025**  
Van, Wagon; 4 X 2 Full, Sliding Door (8 passengers); Federal Standard  
#307. Ford E150 for reference only.

2.6.6 **#28542 000 026**  
Van Wagon Van; 4 X 2 Full Size, (15 passengers); Federal Standard #307.  
Ford E350 for reference only.

2.6.7 **#28542 000 027**  
Van, Cargo; 4 X 2 Compact, (2 passengers) min. 5000 lbs GVWR; Federal  
Standard #307. Dodge GR Caravan for reference only.

2.6.8 **#28542 000 028**  
Van, Cargo; 4 X 2, Full Size, (2 passengers); min. 9201 lbs GVWR, Federal  
Standard #307. Dodge Sprinter for reference only.

2.7 **PRICING INSTRUCTIONS:**

2.7.1 In Section 5 "Pricing," bidders are requested to provide the price per rental  
vehicle per month for the listed vehicles below. Prices must remain firm for  
the First Year of the contract. Quoted prices must not contain more than  
three (3) decimal places.

2.7.2 Prices bid will be sole basis for payment. No mileage charges will be paid. In  
the event the rental is for less than a month, prices will be prorated on the  
basis of a thirty (30) day month.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S1Z56780</b>	PAGE OF <b>16 26</b>
		FIRM NAME (Must be filled in)	

2.7.3 Prices bid shall include the following minimum insurance coverage:

**#28542 000 100**

Collision - \$500 Deductible

Fire, Theft and Comprehensive – to full

Cost of replacement of vehicles

**2.8 WARRANTY**

Awarded vendor will guarantee all vehicles provided under the awarded contract fully meet or exceed the vehicle specifications as listed in paragraphs 2.6.1 through 2.6.8. Additionally, clear certification of the level of insurance coverage as required by the City, and as stated in paragraph 3.2.5, must be provided with each rented vehicle.

**2.9 DELIVERY REQUIREMENTS:**

No vehicles will be provided under the awarded contract without official requests from authorized City agencies and the issuance of formal confirming Purchase Order from the Procurement Department.

**SECTION 3: BID EVALUATION AND AWARD**

**3.1 EVALUATION:**

3.1.1 Bids 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 <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S1256780</b>	PAGE OF <b>17 26</b>
		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. If awarded as a whole, bidder must bid all items in order to be considered for award.

3.2.2 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. If the bid is awarded as a whole, the 5% local bid preference is applicable. If the bid is awarded by line item, the 5% local bid preference is not applicable.

3.2.3 **PERFORMANCE SECURITY:**  
Bidder’s 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 \$30,000.01. All awards at the \$30,000.01 amount will be subject to a \$50.00 Master Performance Security Fee.

Performance security shall be required for any subsequent renewal periods.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S1Z56780</b>	PAGE OF <b>18 26</b>
		FIRM NAME (Must be filled in)	

3.2.4 **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.

3.2.5 **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
- 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, 14<sup>th</sup> Floor, Philadelphia, PA 19102, Attn. Debbie Lawton or FAX to (215) 683-1705.

**SECTION 4: CONTRACT MANAGEMENT**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S1Z56780</b>	PAGE OF <b>19 26</b>
		FIRM NAME (Must be filled in)	

#### 4.1 CITY OF PHILADELPHIA RESPONSIBILITY:

4.1.1 City agencies will be notified by Procurement of award(s) and will be provided with vendor(s), vendor contact(s) and applicable pricing. Departments will prepare and submit through the appropriate review channels, a requisition detailing their specific needs and requirements to Procurement. The Procurement Department shall then apply the requisition against the contract and issue a purchase order.

##### **Order Against Contracts**

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 following information to help the City process payments to the Contractor as quickly as possible.

- (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.
- (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.

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

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S1Z56780</b>	PAGE OF <b>20 26</b>
		FIRM NAME (Must be filled in)	

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. 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 applicable) 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 (as applicable) 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 (as applicable) 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 **DELIVERY:**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S1Z56780</b>	PAGE OF <b>21 26</b>
		FIRM NAME (Must be filled in)	

Unless otherwise specified in Section 2, noted by bidder in Section 5, and/or approved by the Using Agency, delivery of product and/or service will be made within 30 days from date requested by Using Agency. **VENDOR NOTE:** In Section 5, specify delivery if other than 30 days.

4.2.4.1 **Liquidated Damages:**

Liquidated Damages in the amount of 5% of the unit price may be applied to each item which exceeds the delivery schedule/requirement.

4.2.5 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.

4.2.6 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 for payment.

4.2.7 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.

4.2.8 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.

4.2.9 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.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S1Z56780</b>	PAGE OF <b>22 26</b>
		FIRM NAME (Must be filled in)	

4.2.10 **Invoices/Receipts:**

4.2.10.1 Successful bidder(s) agrees not to invoice more than once per month.

4.2.10.2 Invoices should be sent in triplicate to each ordering department

4.2.10.2.1 One (1) original and two (2) copies fully itemized invoices.

4.2.10.2.2 See also item 4.1.2 above.

4.3 **PRICE INCREASE OR DECREASE:**

4.3.1 Vendor shall provide Rental of Passenger Vehicles 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:

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 –

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S1Z56780</b>	PAGE OF <b>23 26</b>
		FIRM NAME (Must be filled in)	

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 August 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).**

**Failure to notify the City within the time frame specified in 4.3.1 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.**

**SECTION 5: PRICING**

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

NOTE:

Unit Price(s) quoted below (Section 5: Pricing), will prevail in case of any discrepancy(ies) between Unit Price and "Amount" and will be the determining factor in establishing applicable contract amount(s)/award.

5.1 Vendors shall submit fixed prices for the items listed below.

**THE QUANTITIES LISTED BELOW REPRESENT THE PAST YEAR’S USAGE IN TERMS OF THE ESTIMATED NUMBER OF MONTHLY RENTALS AND VEHICLES UTILIZED PER CATEGORY.**

**Bidder shall state a price per month per vehicle for each item listed below.**

**Vehicle classification will be verified by the Federal Standards for Automobiles, Light Trucks, Medium Trucks and Heavy Trucks.**

**Please Note: The City of Philadelphia will consider Hybrid Electric Vehicles (HEV) that are Self Contained (Non-Plug In) for each of the Categories listed (Reference is made to Paragraph 1.9.11) in this Invitation and Bid.**

**Unit of            Unit            Total**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S1Z56780</b>	PAGE OF <b>24 26</b>
		FIRM NAME (Must be filled in)	

**Quantity    Measure    Price    Amount**

5.1.1    **#28542 000 020**  
Sedan; 4 Door;  
Subcompact. Ford  
Focus for ref. only.  
(Vehicles Utilized: 1)    12            MO            \$\_\_\_\_\_    \$\_\_\_\_\_

**STATE MODEL OFFERED:** \_\_\_\_\_

5.1.2    **#28542 000 021**  
Sedan; 4 Door; 4 Cyl,  
Compact. Chevy Malibu  
for ref. only.  
(Vehicles Utilized: 5)    112            MO            \$\_\_\_\_\_    \$\_\_\_\_\_

**STATE MODEL OFFERED:** \_\_\_\_\_

5.1.3    **#28542 000 022**  
Sedan; Midsize, 4 Door;  
Compact. Chevy Impala  
for reference only.  
(Vehicles Utilized: 1)    12            MO            \$\_\_\_\_\_    \$\_\_\_\_\_

**STATE MODEL OFFERED:** \_\_\_\_\_

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>\$1256780</b>	PAGE OF <b>25 26</b>
		FIRM NAME (Must be filled in)	

**Quantity      Unit of Measure      Unit Price      Total Amount**

5.1.4      **#28542 000 019**  
Sport Utility Vehicle  
(SUV); 4 X 4 Intermediate,  
min. 5500 lbs GVWR, 6 CYL,  
4 Door (5 passengers).  
Ford Explorer  
for ref. only.  
(Vehicles Utilized: 12)      72                      MO                      \$ \_\_\_\_\_              \$ \_\_\_\_\_

**STATE MODEL OFFERED:** \_\_\_\_\_

5.1.5      **#28542 000 025**  
Van, Wagon; 4 X 2 Full;  
Sliding Door (8 passengers).  
Ford E150 for  
reference only.  
(Vehicles Utilized: 2)

12                      MO                      \$ \_\_\_\_\_              \$ \_\_\_\_\_

**STATE MODEL OFFERED:** \_\_\_\_\_

5.1.6      **#28542 000 026**  
Van, Wagon; 4 X 2 Full Size,  
(15 passengers) Ford E350  
for ref. only.  
(Vehicles Utilized: 1)      1                      MO                      \$ \_\_\_\_\_              \$ \_\_\_\_\_

**STATE MODEL OFFERED:** \_\_\_\_\_

5.1.7      **#28542 000 027**  
Van, Cargo; 4 X 2 Compact,  
min. 5000 lbs GVWR,  
(2 passengers). Dodge GR Caravan  
for ref. only.  
(Vehicles Utilized: 1)      3                      MO                      \$ \_\_\_\_\_              \$ \_\_\_\_\_

**STATE MODEL OFFERED:** \_\_\_\_\_

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S1Z56780</b>	PAGE OF <b>26 26</b>
		FIRM NAME (Must be filled in)	

	<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.1.8				
<b>#28542 000 028</b>				
Van, Cargo; 4 X 2 Full Size, (2 passengers), min. 9201 lbs GVWR, Dodge Sprinter for reference only. (Vehicles Utilized: 1)	1	MO	\$_____	\$_____

**STATE MODEL OFFERED:** \_\_\_\_\_

**GRAND TOTAL \$** \_\_\_\_\_  
(Unit Price X Quantity)

**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 SHALL SPECIFY IF DELIVERY IS OTHER THAN 30 DAYS:** \_\_\_\_\_

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

# CITY OF PHILADELPHIA

Hugh Ortman  
Procurement Commissioner

June 24, 2010

**BID NUMBER:** S1Z56780  
**TITLE:** Rental of Passenger Vehicles  
**DEPARTMENT:** Various  
**DATE TO OPEN:** July 06, 2010 at 10:30 AM

## ADDENDUM # 3

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

**Delete paragraph 1.7.2 and replace with the following:**

**Bids Opening July 1, 2010 through June 30, 2012**

Bidders may qualify for the Master Bid Security Program described above for **(July 1, 2010 – June 30, 2012)** by submitting a check in the amount of **\$175.00** made payable to the City of Philadelphia. The check should be submitted, under separate cover, to the Bid Unit Supervisor at least one day prior to the first bid that the bidder wants covered under the program and is *non-refundable*. Or if, and only if, the bidder chooses to submit the check for the Master Bid Security Program with their bid, the check **MUST** be in the form of a Certified, Treasurer's or Cashier's Check, Bank or United States Postal Money Order and is non-refundable.

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, J. Manton

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
FIRM NAME (PRINT)

\_\_\_\_\_  
DATE

JM/cs

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

# CITY OF PHILADELPHIA

Hugh Ortman  
Procurement Commissioner

June 29, 2010

**BID NUMBER:** S1Z56780  
**TITLE:** Rental of Passenger Vehicles  
**DEPARTMENT:** Various  
**DATE TO OPEN:** July 06, 2010at 10:30 AM

## ADDENDUM # 4

### TO ALL BIDDERS:

**You are hereby notified of the following changes to the above mentioned bid:**

**Bid # S1Z5678, "Rental of Passenger Vehicles," has been canceled in its entirety.**

**Bid # T1Z56780 shall be issued at a later 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, J. Manton

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
FIRM NAME (PRINT)

\_\_\_\_\_  
DATE

JM/cs