



**CITY OF PHILADELPHIA  
OFFICE OF ECONOMIC OPPORTUNITY  
ANTIDISCRIMINATION POLICY- MINORITY, WOMAN AND DISABLED OWNED  
BUSINESS ENTERPRISES  
FORMS, INSTRUCTIONS AND SPECIAL CONTRACT PROVISIONS  
(SEALED BID CONTRACTS)**

Under the authority of Executive Orders No. 02-05, as reauthorized, and 14-08, the City of Philadelphia has established an antidiscrimination policy ("Policy") relating to the participation of Minority (MBE), Woman (WBE) and Disabled (DSBE) Owned Business Enterprises in City contracts. Executive Order 14-08 disestablished the Minority Business Enterprise Council and transferred its administrative functions under Executive Order 02-05 to the Office of Economic Opportunity ("OEO").

The purpose of this Policy is to provide equal opportunity for all businesses and to assure that City funds are not used, directly or indirectly, to promote, reinforce or perpetuate discriminatory practices. The City is committed to fostering an environment in which all businesses are free to participate in business opportunities without the impediments of discrimination and participate in all City contracts on an equitable basis. In accordance with the contracting requirements of the City, the City's Policy is applicable to this Invitation and Bid (hereinafter, "Bid").

The Office of Economic Opportunity has approved the following projected ranges of participation for this Bid which serve as a guide in determining each bidder's responsibility:

MBE	1%	to	5%
WBE	BEST		EFFORTS
DSBE	NONE		NONE

These ranges represent the percentage of MBE, WBE, DBE<sup>1</sup> and/or DSBE (collectively, "M/W/DSBE") participation that should be attained by M/W/DSBEs from business opportunities existing in the available market absent discrimination in the solicitation and selection of these businesses. These ranges are based upon an analysis of factors such as the size and scope of the contract and the availability of certified M/W/DSBEs to perform various elements of the contract. The submission of a Solicitation For Participation and Commitment Form and any supporting documentation (more fully discussed below) is an element of responsiveness to the Bid and failure to submit the required information will result in rejection of your bid.

**Bidder hereby verifies that all forms, information and documentation submitted to the OEO are true and correct and is notified that the submission of false information by Bidder is subject to the penalties of 18 Pa.C.S. Section 4904 relating to unsworn falsification to authorities. Bidder also acknowledges that if it is awarded a contract resulting from this Invitation and Bid, it is a felony in the third degree under 18 Pa.C.S. Section 4107.2(a)(4) if, in the course of this contract,**

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<sup>1</sup> "DBE" or "Disadvantaged Business Enterprise" means a socially and economically disadvantaged minority or woman owned business that is certified under 49 C.F.R. Part 26. If Bidder makes solicitation(s) and commitment(s) with a DBE, Bidder shall indicate which category, MBE or WBE, is submitted for credit.

**it fraudulently obtains public moneys reserved for or allocated or available to minority business enterprises or women's business enterprises.**

#### **A. M/W/DSBE PARTICIPATION**

1. MBE, WBE, DBE and DSBE shall refer to certified businesses so recognized by the City of Philadelphia through its OEO. Only the work or supply effort of firms that are certified as M/W/DSBEs by an OEO approved certifying agency<sup>2</sup> at the time of bid opening will be eligible to receive credit towards the participation ranges. In order to be counted, certified firms must successfully complete and submit to the OEO an application to be included in the OEO Registry which is a list of registered M/W/DSBEs maintained by the OEO and available online at [www.phila.gov/oEO/directory](http://www.phila.gov/oEO/directory).

If bidder or bidder's subcontractor(s) is certified by an approved certifying agency, a copy of that certification should be furnished with the bid.

2. No bidder that seeks to meet the participation range(s) for participation by entering into subcontracts with any M/W/DSBE subcontractor shall be considered to meet the range(s) if the M/W/DSBE subcontractor does not perform a commercially acceptable function ("CAF"). A M/W/DSBE is considered to perform a CAF when it engages in meaningful work or supply effort that provides for a distinct element of the subcontract (as required by the work to be performed in accordance with the Bid), where the distinct element is worthy of the dollar amount of the subcontract and where the M/W/DSBE carries out its responsibilities by actually performing, managing and supervising the work involved; M/W/DSBE subcontractors must perform at least twenty percent (20%) of the cost of the subcontract (not including the cost of materials, equipment or supplies incident to the performance of the subcontract) with their own employees. The OEO may evaluate the amount of work subcontracted, industry practices and any other relevant factors in determining whether the M/W/DSBE is performing a CAF. If it is determined during the review of your Solicitation and Commitment Form that the work described on the Form does not constitute a CAF, your bid may be rejected. For example, a Bidder using an M/W/DSBE non-stocking supplier (i.e., a firm that does not manufacture or warehouse the materials or equipment of the general character described by the Bid specifications and required under the contract) to furnish equipment or materials will only receive credit towards the participation ranges for the fees or commissions charged, not the entire value of the equipment or materials furnished.

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

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

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<sup>2</sup>A list of "OEO approved certifying agencies" can be found at [www.phila.gov/oEO](http://www.phila.gov/oEO)

towards the participation ranges only to the extent of the M/W/DSBE partner's ownership interest in the joint venture in accordance with the following criteria:

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

5. In listing participation commitments on the Solicitation for Participation and Commitment Form, bidders are required to list a detailed description of the work or supply effort, the dollar amount of the quotation, and percentage of the contract the participation represents. In calculating the percentage amount, bidders may apply the standard mathematical rules in rounding off numbers. The OEO reserves the right to request clarifying information in the event of an inconsistency or ambiguity in the Solicitation For Participation and Commitment Form.

## **B. RESPONSIVENESS**

1. A Bid responsive to the Policy is one which contains documentary evidence of the M/W/DSBEs that have been solicited and that will be used by the Bidder on the contract, if awarded; where the Bid satisfies the M/W/DSBE participation ranges for that contract, the Bidder is rebuttably presumed not to have discriminated in its selection of contract participants.

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

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

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

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

- Provide reasons for not committing with any M/W/DSBEs that submitted a quote/subproposal, regardless of whether the quote/subproposal was solicited by Bidder.
- Provide list of all certifying directories used to solicit participation for this Bid.
- Provide any additional evidence pertinent to Bidder's conduct relating to this Bid including sufficient evidence which demonstrates to the OEO that Bidder has not engaged in discriminatory practices in the solicitation of and commitment with contract participants. In describing Bidder's efforts to achieve participation within the ranges, Bidder may submit any corroborating documentation (e.g., copies of advertisements for participation).

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

- Whether the bidder's actions were motivated by considerations of race or gender or disability. The OEO may investigate the bidder's contracting activities and business practices on similar public and private sector contracts. For example, if bidder rejects any M/W/DSBE based on price, bidder must fully document its reasons for the rejection and also demonstrate that bidder subjects non-M/W/DSBEs to the same pricing standards. OEO will investigate whether there was any attempt at good faith negotiation of price.
- Whether M/W/DSBEs were treated equally as other businesses in the solicitation and commitment process. For example, the OEO will investigate whether M/W/DSBEs are given the same information, access to the plans and requirements of the contract

and given adequate amount of time to prepare a quote/subcontract as others who were solicited by bidder. The OEO will also investigate whether M/W/DSBEs were accorded the same level of outreach as non-M/W/DSBEs, for example whether bidder short listed M/W/DSBEs for participation or solicited M/W/DSBEs at any pre-bid meetings.

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

4. After review of the bidder's submission and other information the OEO deems relevant to its evaluation, the OEO will make a written determination that will be forwarded to the awarding City Department.

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

### **C. RESPONSIBILITY**

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

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

3. No privity of contract exists between the City and any M/W/DSBE subcontractor identified in any contract resulting from this Bid. The City does not intend to give or confer upon any such M/W/DSBE subcontractor(s) any legal rights or remedies in connection with the subcontracted services under Executive Orders 2-05 and 14-08 or by reason of any contract resulting from the Bid except such rights or remedies that the

M/W/DSBE subcontractor may seek as a private cause of action under any legally binding contract to which it may be a party.

4. If the OEO determines that the bidder has discriminated against a M/W/DSBE at any time during the term of the contract, the OEO may recommend to the Procurement Commissioner the imposition of sanctions on the Bidder including debarment of the bidder from submitting and/or participating in future City contracts for a period of up to three (3) years.

#### **D. ACCESS TO INFORMATION**

1. The OEO shall have the right to make site visits to the Bidder's place of business and/or job site and obtain documents, such as quotations, and information from any Bidder, subcontractor, supplier, manufacturer or contract participant that may be required in order to ascertain a Bidder's responsiveness and responsibility.

2. Failure to cooperate with the OEO in its review may result in a recommendation to terminate the contract.

#### **E. RECORDS AND REPORTS**

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

#### **F. REMEDIES**

1. The Successful Bidder's compliance with the requirements of Executive Orders 2-05 and 14-08, including the fulfillment of any M/W/DSBE commitments, is material to the contract. Any failure to comply with these requirements constitutes a substantial breach of the contract. It is further understood and agreed that in the event the City determines that the Successful Bidder hereunder has failed to comply with these requirements the City may, in addition to any other rights and remedies the City may have under the contract, any bond filed in connection therewith or at law or in equity, exercise one or more of the following remedies, as deemed applicable, which shall be deemed cumulative and concurrent:

- a. Withhold payment(s) or any part thereof until corrective action is taken.
- b. Terminate the contract, in whole or in part.
- c. Suspend/Debar the Successful Bidder from proposing/bidding and/or participating in any future City contracts for a period of up to three (3) years.
- d. Recover as liquidated damages, one percent of the total dollar amount of the contract for each one percent (or fraction thereof) of the commitment

shortfall. (NOTE: The “total dollar amount of the contract” shall include approved change orders, amendments and for requirements contracts shall be based on actual quantities ordered by the City. For Concessions, the “total dollar amount of the contract” shall mean the Concession Fee paid to the City.)

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

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

<sup>1</sup> M/W/DSBEs listed above must be certified by the OEO prior to bid submission date.  
<sup>2</sup> Failure to give reason for no commitment may result in rejection of your bid.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>2 108</b>
		FIRM NAME (Must be filled in)	

**SECTION 1: GENERAL BID SUBMISSION**

**1.1 TITLE: PEST CONTROL SERVICES**

**1.2 SCHEDULE NO: 410**

**1.3 CONTRACT TERM:** Date of Award through One Year (“Initial Term”), with an option to renew for up to two (2) additional one (1) year periods plus one (1) nine month period, (“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.

**1.4 CONTRACT TYPE: REQUIREMENTS**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>3 108</b>
		FIRM NAME (Must be filled in)	

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: PURCHASE** only.

1.6 **STATEMENT OF DIRECTION:**

It is the intent of the City of Philadelphia to make an award for **PEST CONTROL SERVICES** 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 July 1, 2010 to June 30, 2012 are not required to provide Bid Security if

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>4 108</b>
		FIRM NAME (Must be filled in)	

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, 2011 through June 30, 2012**

Bidders may qualify for the Master Bid Security Program described above for **July 1, 2011 – June 30, 2012** 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  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2Z57570</b>	PAGE OF <b>5 108</b>
		FIRM NAME (Must be filled in)	

**BID PROCESSING FEE:**

Bidder **MUST** submit with their bid a non-refundable check or money order payable to the City of Philadelphia in an amount based upon the total which they are submitting their bid as specified in Paragraph 3 of the “Terms and Conditions of Bidding and Contract.” Failure to submit the bid processing fee may result in disqualification from bidding.

**1.10 BIDDER QUALIFICATION AND BID SUBMISSION:**

1.10.1 Vendor qualifications and the bid document must be submitted in two (2) separate sealed packages.

The first package must be identified as **Bidder’s Qualification Package** and show Bid No. along with the name of the firm. The package should contain all of the information as requested in **Paragraphs 1.13 through 1.13.4.5**

The second package must be identified as Bid Documents Package and show Bid No. along with the name of the firm. This package must contain the fully executed bid documents (to include pricing pages, Contract Backer, any Addendums, Bid Security, Bid Processing Fee and Mandatory Site Visit Certification Forms) as requested in **Paragraph 1.14.**

1.10.2 Qualifications and bid information must be submitted to the City’s Procurement Department no later than the time and date stated for bid. Only Company names shall be read if requested at the date and time of bid submission.

1.10.3 Qualifications and bid must be complete and should include all information required and as described in **Paragraphs 1.13 through 1.13.4.5** and **1.14** of this bid. Incomplete submission may result in bidders disqualification for reasons of non-responsiveness.

1.10.4 All Bid pricing must be completed on the forms provided, and be ink or typed.

1.10.5 Bid must be complete as to required bid signatures and corporate seals and must fully accept the terms and conditions contained in the bid. A bid submitted with counter terms and conditions may be disqualified.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>6 108</b>
		FIRM NAME (Must be filled in)	

1.11 **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 <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2Z57570</b>	PAGE OF <b>7 108</b>
		FIRM NAME (Must be filled in)	

## 1.12 MANDATORY SITE - INSPECTION

1.12.1 For the purposes of this Invitation and Bid, the following Locations will require a Mandatory Site-Visit for each of the selected City Departments listed below.

1.12.1.1 Fire Department / Department of Public Property / Police Department  
Contact Person: LT. Joseph Harley (267) 882-7112

**Mandatory Site-Visit Locations:**

Fire Administration Building – 3<sup>RD</sup> & Spring Garden Streets

Transfreight Building – 3033 S. 63<sup>RD</sup> Street

City Hall Building – Broad & Market Streets

Police Administration Building – 8<sup>TH</sup> & Race Streets

1.12.1.2 Recreation Department  
Contact Person: Susan Buck (215) 685-9040

**Mandatory Site-Visit Locations:**

Cohox Recreation Center - 2889 Cedar St. Phila., PA 19134

Cione Playground - 2600 E. Aramingo Ave. Phila., PA 19125

Moss Playground - 5700 Torresdale Ave. Phila., PA 19135

1.12.1.3 Free Library of Philadelphia

Contact Person: Paul Pettus – (215) 685-5383

**Mandatory Site-Visit Location:**

19<sup>Th</sup> & Vine Streets

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>8 108</b>
		FIRM NAME (Must be filled in)	

1.12.1.4 Water Department

Contact Person: Larry Szymanik – (215) 685-8927

**Mandatory Site-Visit Locations:**

Mingo Creek Storm Water Pumping Station -

7000 Penrose Avenue

Central Schuylkill Building Maintenance Pumping Station –

34<sup>TH</sup> Street & University Avenue

Pennypack Pumping Station - 5202 Pennypack Street

1.12.1.5 Office of Fleet Management

Contact Person: Robert Smith – (215) 686-1828

**Mandatory Site-Visit Location:**

Shop #134 – 100 E. Hunting Park Avenue

1.12.1.6 Riverview Nursing Home

Contact person: David Clark – (215) 685-8311

**Mandatory Site-Visit Location:**

7979 State Road

1.12.1.7 Office of Supportive Housing / Managing Director’s Office

Contact Person: Neil Boddie – (215) 685-9550

**Mandatory Site-Visit Location:**

4000 American Street

1.12.1.8 Prison System

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>9 108</b>
		FIRM NAME (Must be filled in)	

Contact Persons: Warden Goodman - (215) 685-8580  
(Detention Center)

Warden Farrell - (215) 685-8221 (House of Correction)

**Mandatory Site-Visit Locations:**

Detention Center – 8201 State Road

House of Correction- 8001 State Road

1.12.2 Upon completion of the Mandatory Site-Visit the designated Contact Person for each of the City Departments shall sign and date the Site Inspection Certificate. Bidders shall examine, in detail, the site of the work to be done, shall acquaint himself/herself with conditions affecting the work and, if applicable, shall take his/her own measurements for which he/she will be held responsible.

All signed Site Inspection Certificates must be returned with the Bidder's "Bid Document Package". In accordance with Paragraph 3.2.1 Bidder(s) will be ineligible for award for any "Group / or combination of Groups" for which no signed "Site Inspection Certificate" has been produced.

On the next page you will find the "SITE INSPECTION CERTIFICATE". Please make copies of this page and have one certificate signed by the appropriate departmental contact person for each "Part" on which you are submitting a bid.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>10 108</b>
		FIRM NAME (Must be filled in)	

**SITE INSPECTION CERTIFICATE**

**(To be submitted with Bidder's Bid Document Package)**

Bidder(s) MUST contact the Designated City Representatives listed for each department listed in Paragraph 1.12 to make arrangements to visit the site for inspection.

This form MUST be signed and dated by:  
(or designee), to certify that the below vendor has inspected the area.

**FAILURE TO VISIT THE SITE WILL DISQUALIFY YOUR BID**

**Vendor:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: ( ) \_\_\_\_\_

**Contact Person:**

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>11 108</b>
		FIRM NAME (Must be filled in)	

### 1.13 **BIDDER QUALIFICATION PACKAGE**

City is committed to only contracting with a vendor (s) who is qualified to meet all the specifications and requirements of this bid. As such, bidders are to respond to each element of Section 1.13, Bidder Qualification. If the information requested does not apply to your firm, it must be so noted in the qualification submittal.

The City may require bidders to briefly discuss or clarify their submission.

#### 1.13.1 **Form of Bidder Qualification Submittal**

The Bidder qualification submittal must be in a separate envelope from the bid package. The bidder is to submit one original qualification submittal plus two (2) additional copies. The envelope is to clearly note Bid number, firm's name and be labeled "**Bidder's Qualification Package.**"

The qualification is to be organized as follows with all pages numbered and bid paragraphs specifically identified:

- 1) Table of Contents
- 2) General Information per Section 1.13.2.
- 3) Capabilities & References per Section 1.13.3.
- 4) Financial per Section 1.13.4
- 5) Confidential Information

If the bidder chooses to include material of a confidential nature, then the City will exercise reasonable efforts to keep such material confidential to the extent permitted by law. The bidder shall separate all confidential material from the rest of the Bidder's Qualification Package and provide it in a sealed envelope, with each page of the confidential material marked "Confidential" and a cross reference designation in both the Qualification Package and in the confidential material so that the City can easily determine where the material belongs in the Qualification package.

Any Qualification Package which contains confidential material must be

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>12 108</b>
		FIRM NAME (Must be filled in)	

accompanied by the following paragraph in the letter of transmittal:

“Pages\_\_\_\_\_identified with the symbol\_\_\_ contain information that is a trade secret and/or which, if disclosed, could cause substantial injury to bidder’s competitive position. (Bidder) requests that such information be used only for the evaluation of the proposal, and understands that disclosure will be limited only to the extent that the City determines is proper.

If a contract is awarded to the bidder, the City will have the right to use or disclose the information as provided by law or in the contract. In any case, (Bidder) shall not hold the City liable for damages or in any other way for any disclosures that may occur.”

1.13.2 General Information:

1.13.2.1 Provide a brief history of your organization and an executive summary signed by an officer that describes your company's qualifications, ability and experience in furnishing and delivering the required service as described in this bid.

1.13.2.2 The bidder is to give the following assurances and information and covenants that as a bidder it is fully qualified to provide repair services as listed in Section 2 of this Invitation and Bid.

1.13.2.3 No bid shall be accepted from any bidder having less than four (4) years experience in the operation of Pest Control Services

Bidder shall provide documentation which demonstrates prior experience in the business of furnishing Pest Control Services for accounts similar in size and complexity of the various locations listed in the part(s) upon which the bidder submits a quotation.

1.13.2.4 Bidders must possess a current Pesticide Applicator's Business License with the State of Pennsylvania in Category F.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>13 108</b>
		FIRM NAME (Must be filled in)	

- 1.13.2.5 Bidders must have, at the time of the bid opening, a minimum of Five (5) Individuals who are certified commercial applicators (not to include the owner of the business) working for their business.
- 1.13.2.6 The Awarded Contractor must possess a "Certified Pesticide Applicator's License" with certification in Category #11 & 12, as provided for in the Pennsylvania Pest Control Act.
- 1.13.2.7 Bidders must provide evidence that termite control has been part of their pest control business for a minimum of Four (4) years.
- 1.13.2.8 Bidders must not have any enforcement actions against them by the Pennsylvania Department of Agriculture for misuse of pesticides.
- 1.13.2.9 Bidders must submit with their bid the name, address and telephone number of an entomologist that will be utilized during the life of this contract.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

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

This consultant must have, as a minimum, a bachelor's degree in entomology and work experience in Integrated Pest Management (IPM). Attach a copy of the entomologist consultant's resume to this bidder's qualification.

- 1.13.2.10 Bidders must have the necessary staff and capability to furnish the record keeping required under Sections 2 and 5 of this Invitation and Bid.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>14 108</b>
		FIRM NAME (Must be filled in)	

### 1.13.3 **Capabilities and References**

- 1.13.3.1 List all contracts your company or related companies have had with the City in the last four (4) years.
- 1.13.3.2 List any experience in the last four (4) years in which your company or related companies failed to successfully complete a contract. List any contractual arrangements which were canceled, found to be in default, terminated for default or not renewed for poor performance.
- 1.13.3.3 Provide a minimum of three (3) contract references that your firm has provided Pest Control Service within the last four (4) years. These references should support your company's capability to meet a job of this bid's size and scope. Provide a detailed description for each contract.

The description, at a minimum, is to include the contract term, estimated annual contract value, nature of the work, and the name, address and telephone number of the customer's contract administrator.

At the discretion of the City, these persons may be contacted.

### 1.13.4 **Financial Information**

- 1.13.4.1 A copy of your company's financial statements, including a detailed balance sheet and profit and loss statement for the last three (3) years. The City reserve the right to request audited statements.
- 1.13.4.2 List a minimum of three (3) supplier references, name and telephone number of a person familiar with your accounts, types of accounts, loans or lines of credit and relevant dates that accounts were established. These persons may be contacted by the City as references.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2Z57570</b>	PAGE OF <b>15 108</b>
		FIRM NAME (Must be filled in)	

1.13.4.3 If you are a partnership or a joint venture, give the date of the formation agreement, County and State where the agreement was filed, and name of each partner.

If you are a corporation, give the date and state of incorporation and the names of the officers.

1.13.4.4 List any law suits against your company or any of your officers or partners in the last five (5) years. Bidder shall describe any pending, contemplated or on-going administrative or judicial proceedings material to Bidder's business or finances including, but not limited to, any litigation, consent orders or agreements with any state or federal regulatory agency involving Bidder or any subcontractor Bidder plans to use for the services described in this bid.

1.13.4.5 State whether your company, subsidiaries or affiliated organizations are delinquent in payment of any debts or obligations to the City of Philadelphia or its related agencies.

#### 1.14 **BID DOCUMENT PACKAGE**

This package must be identified as Bid Documents and show **Bid No. S2Z57570** along with the Package Bid submittal date and name of the firm. This package must contain the fully executed bid documents, pricing pages, contract backer, any addendums, Bid Security, Bid Processing Fee and Mandatory Site Visit Certification Form. All bid pricing must be completed on the forms provided, be complete and be in ink or typed. Bid must be complete as to required signatures and corporate seal. Any bid submitted with counter terms and conditions may be disqualified.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>16 108</b>
		FIRM NAME (Must be filled in)	

1.15 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>S2257570</b>	PAGE OF <b>17 108</b>
		FIRM NAME (Must be filled in)	

### 1.16 **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.

## **SECTION 2: GENERAL SPECIFICATIONS/REQUIREMENTS**

### 2.1 **GENERAL INFORMATION:**

- 2.1.1 This bid makes reference to Procurement Department Specifications. Copies of these specifications and the "Pest Control Service Report" (PCSR) are attached.
- 2.1.2 Bidders are requested to retain Procurement Department Specifications for future reference.
- 2.1.3 Using agencies will endeavor to keep the awarded bidder updated (within 60 days) as to any location closings or temporary relocations.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>18 108</b>
		FIRM NAME (Must be filled in)	

## 2.2 PEST CONTROL TREATMENTS

2.2.1 All Pest Control Treatments shall be in accordance with Procurement Dept. Spec. 26-E-1i:99 and all Termite Extermination Services, if required, shall be in accordance with Procurement Dept. Spec. 26-E-3a:90. For the purposes of this bid, the insurance requirements in the Procurement Spec. are deleted and the insurance requirements listed in Para. 3.2.5 shall prevail.

2.2.1.1 All individual treatment given each site shall be comprehensive and shall meet all applicable laws, codes and regulations. The Environmental Health Services of the Philadelphia Dept. of Public Health has the responsibility to review and approve all chemicals, materials and methods of application utilized in pest control and/or extermination operations on City property.

2.2.1.2 The successful bidder(s) shall furnish all tools, equipment, materials and labor required to furnish comprehensive pest control and/or extermination on the properties listed herein.

2.2.1.3 Inspections shall be over the entire site for all sites listed in this bid, or to be included at a later date (see Section 4, para. 4.1.4, "Add Ons"), at least once per month, unless otherwise stated in this bid.

2.2.2 Representatives of the Environmental Health Service, Vector Control, will periodically and at the request of the site manager monitor those sites which have undergone treatment to check for compliance with the contract and adherence to the methods and materials required. In those instances where it is found that the contractor has failed to perform adequately, the City will seek remedial action allowed under the terms of the contract. Should contractor fail to provide satisfactory performance, the City reserves the right under the contract to seek satisfactory service on the open market or from Environmental Health Services and to surcharge the defaulting contractor with the difference in cost and to remove his/her name from the City's bid list.

2.2.3 **Contractor's Personnel**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>19 108</b>
		FIRM NAME (Must be filled in)	

- 2.2.3.1 All personnel shall be physically able to do their assigned work and shall be free from any communicable disease.
- 2.2.3.2 All personnel shall be capable employees, thoroughly trained and qualified in the work assigned to them. Throughout the life of the contract, all contractor personnel providing on-site pest control service must meet all State requirements for training, certification and licensing as commercial pesticide applicators. Uncertified individuals working under the supervision of a certified applicator will not be permitted to provide service under the terms of the contract.
- 2.2.3.3 Contractor must agree to assign the same personnel to any one location or locations within any "Part", and to maintain the continuity of the personnel assignments throughout the contract. In those instances where a person or persons leaves the employ of the contractor during the course of the contract, contractor will then assign another employee to their location(s) for the remainder of the contract.
- The intent of this requirement is to have competent personnel, fully cognizant of all conditions affecting their assigned location, on duty all throughout the period of the contract, inspecting and treating, as required, the same areas.
- 2.2.3.4 All personnel must observe all regulations in effect at the City agency. While on City property, employees shall be subject to the control of the City, but under no circumstances shall such persons be deemed to be employees of the City. Contractor shall not represent themselves as employees of the City.
- 2.2.3.5 The Procurement Commissioner may request the contractor to transfer from the work crew employees who are found to be incompetent, prone to excessive tardiness, absenteeism or theft.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>20 108</b>
		FIRM NAME (Must be filled in)	

2.3.3.6 The contractor's employees shall be subject to such security clearance as the City deems is required.

2.3.3.7 The contractor shall require that all of his/her employees wear suitable uniforms during the time that they are on City property, identifying the employee as being in the employ of the contractor. Also, each employee must carry an identification badge or card to present for admittance into a building or other property after official working hours of the building or property's occupants. The contractor shall determine and provide additional personal protection equipment required for the safe performance of work.

Protective clothing and products must meet Occupational Safety and Health Administration (OSHA) standards.

2.2.3.8 The contractor shall prohibit his/her employees from disturbing papers on desks, opening desk drawers or using telephones or other office equipment provided for official City use.

## 2.2.4 **Integrated Pest Management**

2.2.4.1 It is the intent of the Procurement Department Specifications in this bid to describe a comprehensive Integrated Pest Management (IPM) program, the type of pest control services that will be required from the contractor(s) who receive contracts from this bid. The goal of IPM is to deliver effective pest control while, at the same time, reducing the volume and toxicity of pesticides used. IPM is a process for achieving long term, environmentally sound pest control through the use of a wide variety of technological and management practices.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>21 108</b>
		FIRM NAME (Must be filled in)	

Control techniques shall include a combination of pest monitoring, good sanitation practices, education, appropriate solid waste management, building maintenance, alternative physical, mechanical and biological pest control, and, as a last resort, the use of pesticides according to a predetermined hierarchy of pest management choices, formulations and application techniques, which will minimize the exposure and potential risk to people and the environment.

- 2.2.4.2 Within ten (10) working days of the effective date of the contract, the contractor(s) shall conduct a thorough, initial inspection of each building or site awarded to him/her.

The purpose of this inspection is for the contractor to identify problem areas and any equipment, structural features, or management practices that are contributing to pest infestations. Access to the building spaces shall be coordinated with the designated contact person(s), listed below, for each "Part" of the award. The designated contact person will inform the contractor of any restrictions or areas requiring special scheduling.

- 2.2.4.3 Prior to the initiation of service, the contractor shall submit to the contact person a Pest Control Plan which will utilize the attached "PCSR" as part of the plan to document contractor's findings, recommendations, etc. The contact person will approve or disapprove the plan, and upon final acceptance by the City, the contractor will initiate service.

The initial plan is due within five (5) working days after the inspection; the decision as to acceptance will be made by City personnel within five (5) working days. The contractor must begin work within five (5) working days of acceptance of the plan. If the initial plan is not approved by the City, the contractor has three (3) working days to revise the plan.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>22 108</b>
		FIRM NAME (Must be filled in)	

2.2.4.4 The plan shall consist of five (5) parts:

- (i) Proposed methods for control, including labels and Material Safety Data Sheets (MSDS Sheets) for all pesticides to be used. A list of brand names of rodent bait boxes, insect and rodent trapping devices, pest monitoring devices and any other control devices or equipment should also be included.
- (ii) A proposed pest population level referred to as a predetermined tolerance threshold, if thresholds exist for the given pest.
- (iii) A service schedule for each building or site. Frequency of contractor visits shall depend on the specific pest control needs of each premise, but in no case shall the frequency of visits be less than one time per month unless otherwise requested by the City.
- (iv) A description of any structural or operational changes that would facilitate the pest control effort.
- (v) A copy of the Commercial Pesticide Applicator License for every contractor representative who will be performing on-site service under the contract.

2.2.4.5 It shall be the responsibility of the contractor to carry out the work of the contract according to the approved Pest Control Plan for each building or site. The contractor shall receive the approval of the designated contact person and/or Vector Control for each "Part" prior to the implementation of any subsequent changes to the approved Pest Control Plan, including any additions or replacements to the pesticide list and to on-site personnel.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>23 108</b>
		FIRM NAME (Must be filled in)	

- 2.2.4.6 The contractor shall not apply any pesticide product that has not been included in the Pest Control Plan or approved in writing by the designated contact person or Vector Control. Pesticide applications shall be according to need, not by schedule. As a general rule, application of pesticides in any area inside or outside the premises shall not occur unless visual inspections or monitoring devices indicate the presence of pests in that specific area.
- 2.2.4.7 Preventive pesticide treatments of areas determined to be at high risk for infestation by insects or rodents, through inspection at the onset of the contract or as part of the maintenance program, are acceptable. These applications must be approved, in writing, by the designated contact person or Vector Control and may be monitored by Vector Control throughout the contract period.
- 2.2.4.8 The contractor may not store any pesticide product on City property.
- 2.2.4.9 The City reserves the right to evaluate the progress of the contract in terms of effectiveness and safety, and to require such changes as are deemed to be necessary. The contractor must agree to take prompt action to correct all identified deficiencies.

2.2.5 **Quality Control Program:**

- 2.2.5.1 The contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. The quality control program must include the regular use of the "PCSR". Within five (5) working days prior to starting the work of the contract, the contractor shall submit to the designated contact persons a copy of his/her program. The program shall include, but not be limited to, the following:

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA  <b>PROCUREMENT DEPARTMENT</b>  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>24 108</b>
	FIRM NAME (Must be filled in)		

- (i) an inspection system covering all the services stated in this contract. A check list to be used in inspecting contract performance during regularly scheduled or unscheduled inspections. The name(s) of the individual(s) who will perform the inspections.
- (ii) The check list shall include areas of the operation to be serviced by the contractor as well as tasks required to be performed.
- (iii) A system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable and/or the City, through the designated contact person or Vector Control, points out the deficiencies.
- (iv) A file for all inspections conducted by the contractor and all corrective action taken. This file shall be maintained locally and made available to the City upon request.

2.2.5.2 Structural modification for pest control, including the application of caulk and other sealing materials will not be the responsibility of the contractor; however, the contractor shall be responsible for notifying their designated contact person(s) in writing about any structural, sanitary or procedural modifications deemed necessary to eliminate pest food, water, harborage or access.

2.2.5.3 The contractor, upon receiving two (2) "less than satisfactory" ratings of the same nature in the same treatment area, must document all procedures done, to date, and establish the extent of the pest level. If pest levels are outside predetermined tolerance thresholds (if thresholds exist for the given pest), the entomologist should be consulted within 72 hours of notification to evaluate if contractor has utilized all appropriate methods to remedy the problem.

Recommendations made by the entomologist must be

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>25 108</b>
		FIRM NAME (Must be filled in)	

effectively implemented within five (5) calendar days of receiving the rating report.

Any treatment area receiving three (3) consecutive "less than satisfactory" ratings of the same nature in the treatment area may result in the contractor's being declared in default of the contract. Default may result in termination of the contract, entitling the City to all rights and remedies allowed under the terms of the contract and by law.

### 2.3 **TERMITE AND BED BUG EXTERMINATION SERVICES**

Termite Extermination Services shall be provided in accordance with Procurement Department Specification No.26-E-3a:90 attached with this Invitation and Bid.

Bed Bug Extermination Services shall be provided in accordance with the National Pest Management Association Bed Bug Best Management Practices which can be found under the web-site ([www.npmapestworld.org/publicpolicy/bedbugs.cfm](http://www.npmapestworld.org/publicpolicy/bedbugs.cfm)).

- 2.3.1 These services shall be performed on an "as-needed" basis only. In no case shall Termite and Bed Bug Extermination be performed without the prior approval of the using agency and Vector Control.
- 2.3.2 For Termite Extermination Services the vendor receiving an order for this service shall visit the site to be exterminated and shall then submit a price to the City, on vendor's letterhead, stating a price per linear foot for the service and itemizing any other necessary costs, based upon vendor's then current charges. All pricing must be equal to those charged to the vendor's most favored customers.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>26 108</b>
		FIRM NAME (Must be filled in)	

2.3.3 For Bed Bug Extermination Services the vendor receiving an order for this service shall visit the site to be exterminated and shall then submit a price to the City, on vendor's letterhead, stating a Labor Rate per Hour for the service and itemizing any other necessary costs, based upon vendor's then current charges. All pricing must be equal to those charged to the vendor's most favored customers.

2.3.4 The City reserves the right to accept or reject the letter and to authorize treatment or to seek bids for service in the open market.

## 2.4 **PRICING STRUCTURE**

2.4.1 To be eligible for award, bidders must state a unit price per month for all locations listed in any "Part" (i.e., Parts I through XII described below and listed in Section 5, "Pricing") for which bidder wishes to be considered for award. It is not necessary, however, that bidder bid all parts.

2.4.1.1 The monthly prices to be quoted in Section 5 "Pricing," must include all required visits to the sites listed on the bid. If two or four visits per month are required for any one site, for example, all visits must be covered under the monthly price.

## 2.5 **CITY DEPARTMENTS AND LOCATIONS**

2.5.1 **PART I - FIRE DEPARTMENT**  
**Contact Person: Lt. Joseph Harley**  
**Phone # (267) 882-7112**

2.5.1.1 **20150 002 710**  
All Fire Stations with the exception of the Fire Administration Building, for the purposes of this Invitation and Bid, shall be deemed to be the same size. The Fire Station locations are as follows:

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>27 108</b>
		FIRM NAME (Must be filled in)	

<u>ENGINE</u>	<u>LOCATION</u>	
1	711 S. Broad Street	(19147)
2	2426-32 N. 2nd Street	(19133)
3	Moyamensing & Washington Avenue	(19147)
5	43rd & Market Streets (to include L&I office)	(19104)
6	Belgrade & Huntingdon Streets	(19125)
7	Kensington & Castor Avenues	(19124)
8	4th & Arch Streets	(19106)
9	Germantown Ave. & Carpenter Lane	(19119)
10	12th & Reed Streets	(19147)
11	6th & South Streets	(19147)
12	4445 Main Street	(19127)
13	1541-47 Parrish Sts.	(19130)
14	Foulkrod & Darrah Sts.	(19124)
*M15	Delaware & Washington Avenues	(19121)
16	Belmont Avenue & Viola Street	(19104)
<u>ENGINE</u>	<u>LOCATION</u>	
18	8205 Roosevelt Blvd.	(19152)
19	Cheltenham Avenue & Baynton Street	(19144)
20	10th & Cherry Streets	(19107)
22	Comly & Academy Roads	(19154)

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>28 108</b>
		FIRM NAME (Must be filled in)	

24	20th & Federal Streets	(19146)
25	Boudinot Street & Hart Lane	(19134)
27	19th & Oxford Streets	(19121)
28	Belgrade & Ontario Streets	(19134)
29	4th Street & Girard Avenue	(19123)
*M32	Passyunk Ave. & Schuylkill River	(19134)
33	Richmond & Kirkbride Streets	(19137)
34	28th & Thompson Streets	(19121)
35	Ridge & Midvale Avenues	(19129)
36	7818 Frankford Avenue	(19136)
37	Highland Ave. & Shawnee St.	(19118)
38	4931 Magee Avenue (Future Site / 2012)	(19135)
39	Ridge Ave. & Cinnaminson Street	(19128)
40	65th Street & Woodland Avenue	(19142)
41	61st & Thompson Streets	(19151)
43	2110 Market Street	(19103)
44	3420 Haverford Avenue	(19104)

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>29 108</b>
		FIRM NAME (Must be filled in)	

<u>ENGINE</u>	<u>LOCATION</u>	
45	26th & York Streets	(19132)
46	Frankford & Linden Avenue	(19114)
47	3031 Grays Ferry Avenue	(19146)
49	13th & Shunk Streets	(19148)
50	Park Avenue & Cambria Street	(19132)
51	5931 Old York Road	(19141)
52	Jackson & Van Kirk Streets	(19135)
53	4th Street & Snyder Avenue	(19148)
54	63rd Street & Lancaster Avenue	(19151)
55/Warehouse	Front & Luzerne Streets	(19140)
56	Rhawn Street & Verree Road	(19111)
57	56th & Chestnut Streets	(19139)
58	812 Hendrix Street	(19116)
59	Hunting Park Ave. & Schuyler St.	(19140)
60	2301 S. 24 <sup>TH</sup> Street	(19145)
61	Rising Sun & Somerville Avenue	(19120)
62	Bustleton Avenue & Bowler Street	(19115)
63	1210 Oak Lane Avenue	(19126)
64	Rising Sun Avenue & Benner Street (to include L&I Office)	(19111)

ENGINE                      LOCATION

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>30 108</b>
		FIRM NAME (Must be filled in)	

66	Ridge Ave. South of Shawmont Ave	(19128)
68	52nd St. & Willows Avenue	(19143)
69	82nd St. & Tinicum Ave.	(19153)
70	Foulkrod & Langdon Streets	(19124)
71	Loretto & Cottman Avenue	(19111)
72	1127 Loudon Street	(19141)
73	76th Street & Ogontz Avenue	(19130)
78	Phila. International Airport	(19153)

\* **M - ADVANCED LIFE SUPPORT UNIT (ALS)**

**Fire Department Support Facilities**

**20150 002 \*\*\***

2.5.1.2 Fire Department Support Facilities, for the purposes of this Invitation and Bid, shall be deemed to be the same size. The Fire Department Support Facilities are as follows:

EAP Employee Assistance Program  
611 No. 2nd Street (19123)

Fire Museum  
2nd & Quarry St.

Fire Academy and Two (2) Trailers  
State Rd. & Pennypack Street

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>31 108</b>
		FIRM NAME (Must be filled in)	

**Fire Department Headquarters**

2.5.1.3     **20150 002 711**  
Fire Department Administration Bldg (FAB).  
3rd & Spring Garden Streets

2.5.2     **PART II - PUBLIC PROPERTY**  
**Contact Person: Lt. Joseph Harley**  
**Phone # (267) 882-7112**

2.5.2.1     **20150 002 760**  
CITY HALL  
All inspections and treatments will be at the  
discretion of the Building Services Manager.

2.5.2.2     **20150 002 770**  
AUTO SHOP 1 -  
1117 Reed Street  
Locker Rooms (2),  
Lunch Room & Office  
Area.

2.5.2.3     **20150 002 772**  
CARPENTER SHOP  
2505-07 Snyder Avenue

2.5.2.4     **20150 002 775**  
MUNICIPAL CENTER  
22nd & Somerset Sts.

2.5.2.5     **20150 002 776**  
MUNICIPAL CENTER  
Welsh Rd. & Roosevelt Blvd.

2.5.2.6     **20150 002 778**  
MAYOR'S SERVICE CENTER  
415 Girard Avenue

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>32 108</b>
		FIRM NAME (Must be filled in)	

- 2.5.2.7      **20150 002 781**  
Thomas Eakins House  
1729 Mt. Vernon St
- 2.5.2.8      **20150 002 782**  
Transfreight Building (Complete Building to include individual  
departments [OFM, Streets, L&I])  
3033 S. 63<sup>rd</sup> St. (63<sup>rd</sup> & Passyunk Ave).
- 2.5.2.9      **20150 002 014**  
L & I  
2501 South St.
- 2.5.2.10     **20150 002 761**  
EMS Operations  
3061 Island Ave
- 2.5.2.11     **20150 002 \*\*\***  
Special Victims Unit  
Frankford Arsenal  
Tacony & Bridge Streets  
Building #110  
Building #202
- 2.5.2.12     **20150 002 \*\*\***  
Community Life Improvement Program (CLIP)  
8299 Torresdale Ave  
(Total of Three (3) Trailers)
- 2.5.2.13     **20150 002 \*\*\***  
Community Life Improvement Program (CLIP)  
8747 Frankford Ave.  
(Main Office)
- 2.5.2.14     **20150 002 \*\*\***  
Warehouse  
7<sup>th</sup> Street & Lehigh Ave.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>33 108</b>
		FIRM NAME (Must be filled in)	

2.5.2.15 **20150 002 \*\*\***  
Employee Health Center  
19<sup>th</sup> Street & Fairmount Ave.

2.5.3 **PART III - POLICE DEPARTMENT**  
**Contact Person: Lt. Joseph Harley**  
**Phone # (267) 882-7112**

**20150 002 750**  
2.5.3.1 All Police Districts with exception to the  
Police Administration Building (PAB), for the  
purposes of this Invitation and Bid, shall be  
deemed to be the same size. The Police District  
locations are as follows:

**Police Districts**

1st District - 24th & Wolf Streets

2nd & 15th District - Harbison & Levick Streets

3<sup>rd</sup> and 4<sup>th</sup> District - 11<sup>th</sup> & Wharton Sts. (Shall also include L&I and  
Streets Department Offices)

5th District - Ridge Avenue & Cinnaminson

6th District - 11th & Winter Streets

7th District - including Administration Building  
Bustleton and Bowler Sts.

8th District - Red Lion and Academy Roads

9th District - 21st & Pennsylvania Avenue

12th District - 65th & Woodland Avenue

14th District - Haines Street, Wolf St. & Germantown Avenue

16th District - 39th & Lancaster Avenue

17th District - 20th & Federal Sts.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>34 108</b>
		FIRM NAME (Must be filled in)	

18th District - 55th & Pine Streets

19th District - 61st & Thompson Streets

22nd & 23rd Districts - 17th & Montgomery Avenue

24th & 25th Districts - 3901 Whitaker Avenue

26th District - Girard & Montgomery

35th District - North Broad St. & Champlost Avenue

39th District - 22nd & Hunting Park Avenue

92nd District - Lincoln Avenue & Gypsy Lane

**Police Department Support Facilities**

**20150 002 \*\*\***

2.5.3.2 Police Department Support Facilities, for the purposes of this Invitation and Bid, shall be deemed to be the same size. The Police Department Support Facilities are as follows:

Center City District - 925 Filbert Street

Auto Pound - 7990 Penrose Ferry Road

Police Warehouse - 660 E. Erie Avenue

Community Relations - 1328 Race Street

Marine Unit - Delaware & Washington Avenue

Airport Police Headquarters - Departure Road between Terminal Buildings "C" & "D" at Philadelphia International Airport

Marine Unit - Kelly Drive & Nicetown

Police Tow Squad - 4298 MacAlister St.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>35 108</b>
		FIRM NAME (Must be filled in)	

Internal Affairs Bureau, 7790 Dungan Road

IMPACT Unit, 7800 Dungan Road

Employee Assistance, 1341 N. Delaware Ave., Room 407

Police Academy Complex, 8501 State Road (to include  
Academy, Range, Canine, Bomb Squad)

Advanced Training, Radio Training and EEO - 990 Spring Garden Street

**Police Department Headquarters**

**20150 002 751**

2.5.3.3 Police Administrative Building (PAB)  
8th & Race Sts.

2.5.4 **PART IV - RECREATION DEPARTMENT**

**Contact Persons:**

**Facetta Garrison (Robin Hood Dell East (215) 685-9767**  
**Susan Buck (North Region) (215) 683-9040**  
**Paul Dignam (South Region) (215) 683-4350**

2.5.4.1 **20150 002 828**  
**ROBIN HOOD DELL EAST**  
33rd Street & Ridge Avenue

This is a Seasonal Facility which will require  
Pest Control Services during the months of May  
through October (For a total of Six (6) Months).

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>36 108</b>
		FIRM NAME (Must be filled in)	

#### 2.5.4.2 **RECREATION CENTERS**

Recreation Centers are listed below by North Region, South Region and Miscellaneous Facilities.

For the purposes of this Invitation and Bid there are Three (3) Recreation Center Categories:

- (\*) Large Size Recreation Center (\*) means Facility has a Full Time Caretaker. (For the purposes of this bid, all Large Centers are deemed to be of equal size.)

(Total number of Sixty-two (62) Large Size Recreation Centers)

Medium Size Recreation Center (**No Asterisk**) means this Facility has a Part-Time Caretaker Only. (For the purposes of this bid, all Medium Centers are deemed to be of equal size.)

(Total number of Eighty-eight (88) Medium Size Recreation Centers)

Un-Manned Recreation Center (**Summer Only**) means this is a Seasonal Facility and is only open Four (4) Months during the Year. (For the purposes of this bid, all Un-Manned Centers are deemed to be of equal size.)

(Total number of Nine (9) Un-Manned Recreation Centers)

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>37 108</b>
		FIRM NAME (Must be filled in)	

**Pest Control Services shall only be performed between the following hours at the Recreation Centers:**

**Summer Hours:** 3:00 PM until 8:00 PM

**Winter Hours:** 9:00 AM until 5:00 PM (For Facilities with a Full Time Caretaker)

2:00 PM until 6:00 PM (For Facilities with a Part Time Caretaker)

INVITATION  
AND BID  
Continuation

CITY OF PHILADELPHIA  
PROCUREMENT DEPARTMENT  
PHILADELPHIA, PA 19102 - 1685

BID NUMBER  
**S2257570**

PAGE OF  
**38 108**

FIRM NAME (Must be filled in)

EXTERMINATOR DIRECTORY - NORTH REGION

Parks and Recreation					
Northern Region					
Regional Manager	Susan Buck	215-683-9040			
District	Facility	Phone	Address	Zip	Contact
1	Boyle	2156850367	13024 Stevens Road	19116	George Geiss *
1	Chalfont	2156859398	4330-40 Deerpath Lane	19114	Chris Reilly *
1	Fitzpatrick	2156859395	12501 Torrey Rd.	19154	Lisa Lenke
1	Fox Chase	2156850575	7901 Ridgeway Street	19111	Anthony Bocchicco *
1	Gifford	2156850377	575 Tomlinson Rd.	19116	Jeff George
1	Hayes	2156850376	9850 Roosevelt Blvd.	19115	Warren Sothern
1	Holme	2156858793	9152 Academy Rd.	19136	Colleen Harmer
1	Holmesburg	2156858714	4500 Rhawn St.	19136	Herb Moskowitz
1	Jacobs	2156858748	4500 Linden Ave.	19114	Jim Panetta
1	Jardel	2156850596	1400 Cottman Ave.	19111	Brian McLaughlin *
1	Junod	2156859396	12770 Dunksferry Rd.	19154	Lauren Toomey
1	Lackman	2156850370	1101 Bartlett St.	19115	Bob Hosephaus
1	Lawncrest	2156850597	6000 Rising Sun Ave.	19111	Jim Ritvalsky *
1	McArdle	2156850366	2801 Welsh Rd.	19136	Sean Tait
1	Mitchell	2156859394	3700 Whitehall Lane Ave.	19114	Art McQuoid
1	Palmer	2156850371	3035 Comly Rd.	19154	Ed McLaughlin
1	Pelbano	2156831975	8101 Bustleton Ave.	19152	Karen Curry *
1	Picariello	2156859393	10801 Calera Rd.	19154	Diane Daly *
1	NE Older Adult	2156850476	8101 Bustleton Ave.	19152	
1	Ramp	2156858746	3300-40 Solly Ave.	19136	Alice Dignam
1	Russo Park	2156858747	7321 Torresdale Ave	19136	Neil Regan
1	Torresdale	2158859392	9550 Frankford Avenue	19114	Gina Batavick
1	Tarken	2156851226	6250 Frontenac St.	19111	Bruce Mann *
2	American Legion	2156858733	6201 Torresdale Ave.	19135	Kris Dufner
2	Bridesburg	2156851247	4625 Richmond St.	19137	John Giagari *
2	Cione	2156859880	2600 East Aramingo Ave.	19125	Dennis Seddon
2	Cohox	2156859884	2889 Cedar St.	19134	Jerry Gaul *
2	Disston	2156858750	4423 Longshore Ave.	19135	Andy McLaughlin *
2	Dorsey	2156858734	6501 Hegerman St.	19135	Margaret Kelly
2	Fishtown	2156859885	1202-32 E. Montgomery Ave.	19125	Ed Carpenter *
2	Glavin	2156859898	3267-81 Almond St.	19134	Jennifer Cole

INVITATION  
AND BID  
Continuation

CITY OF PHILADELPHIA  
PROCUREMENT DEPARTMENT  
PHILADELPHIA, PA 19102 - 1685

BID NUMBER <b>S2257570</b>	PAGE OF <b>39 108</b>
FIRM NAME (Must be filled in)	

EXTERMINATOR DIRECTORY - NORTH REGION

2	Heltzman	2156851244	2136 Castor Ave.	19134	Luis Cabrera
2	Lower Mayfair	2156851227	3001 Robbins Ave.	19135	Kathy Devine
2	Max Myers	2156851242	1601 Hellerman St.	19149	Ebony Hatcher *
2	John Prezel	2156858732	2990 St Vincent Ave.	19135	Joe Camm
2	McVeigh	2156859896	400-64 E. Ontario St.	19134	Dennis Gibson *
2	Monkiewicz	2156859894	3201 Richmond St.	19134	Theresa Thomas
2	Moss	2156851241	5700 Torresdale Ave.	19135	summer
2	Pop's Playground		2150 East Huntingdon St.	19125	summer
2	Ramblers	2156859999	801-41 E. Atlantic St.	19134	Ed Hoffman
2	Roosevelt	2156858754	6455 Walker St.	19135	Joe Fricker
2	Samuel	2156851246	3539 Gaul Street	19134	Jamie Loeshe *
2	Scanlon	2156859893	1099 E. Tioga St.	19134	Jerry Luberski *
2	Shissler	2156859888	1800-56 Blair St.	19125	Patty McGrail *
2	Vogt	2156858752	4131 Unruh Ave.	19135	John Brady *
2	Wisshoming	2156851498	5801 Frankford Ave.	19149	Joanne Ives
3	Barrett	2156859146	641 Lindley Ave.	19120	Keith Parhan
3	Carmella	2156851235	2100 Wakeling St.	19124	Jon Rocks
3	Cherashore	2156852897	851-951 W. Olney Ave.	19141	Mike Morgan
3	Feltonville	2156859150	231-37 E. Wyoming Ave.	19120	Brendan Gibson *
3	Ferko	2156851224	1101 E. Cayuga Street	19124	Chuck Christman
3	Gambrell	2156851243	1900 Wakeling St.	19124	Fletcher Anderson
3	Houseman	2156851240	802 E. Godfrey Ave.	19124	Connie Summerow *
3	Hunting Park	2156859153	900 Hunting Park Ave.	19140	Kevin Cush *
3	Jerome Brown	2156859764	1919-41 W. Ontario St.	19140	summer
3	Mclivain	2156851228	5200 Penn St.	19124	Bill Arthur
3	Morris Estate	2156852891	1610 E. Chelton Ave.	19126	Connie Rosenfeld *
3	Olney	2156852889	100 E. Godfrey Ave.	19120	James Bell *
3	Piccoli	2156851249	1501 E. Bristol St.	19124	Katie McGurk
3	Rivera	2156859887	3201 North 5th Street	19140	Brian Andrews *
3	Mann Older Adults	2156859844	3210 N. 5th Street	19140	
3	Schmidt	2156859895	113-23 W. Ontario St.	19140	John Cooney
3	Simpson	2156851223	1010 Arrott St.	19124	Steve Hoppel *
3	Stenton Park	2156859147	4600 N. 16th St.	19140	Bill Neeson
3	Sturgis	2156852877	200-20 W. 65th Ave.	19126	Kathy Tunney
3	Ziehler	2156859145	200-64 E. Olney Ave.	19120	Barbara Ryan

INVITATION  
AND BID  
Continuation

CITY OF PHILADELPHIA  
PROCUREMENT DEPARTMENT  
PHILADELPHIA, PA 19102 - 1685

BID NUMBER  
**S2257570**

PAGE OF  
**40 108**

FIRM NAME (Must be filled in)

EXTERMINATOR DIRECTORY - NORTH REGION

4	Awbury	2156852895	6101 Ardleigh St.	19138	Brian Kitchell *
4	Belfield	2156852220	2109 W Chew Ave.	19138	George Cowan *
4	Emanuel	2156859253	8500 Pickering Ave.	19150	Azara Sutton Bey *
4	Finley	2156852890	7701 Mansfield Ave.	19150	Cynthia Anderson *
4	Gustine	2156852568	4863 Ridge Avenue	19129	George Kilcullen
4	Happy Hollow	2156852195	4740 Wayne Ave.	19144	Tyrone Cross *
4	Hillside	2156852595	201 Fountain St.	19128	Darlene Robinson *
4	Houston	2156852597	900 Grakyn Ln.	19128	Bill Salvatore
4	Kendrick	2156852584	5822-24 Ridge Ave.	19128	Bill Malizia *
4	Lonnie Young	2156852236	1100 E. Chelton Ave.	19138	Alia Sutton Bey *
4	Mallery	2156852234	100-70 E. Johnson St.	19144	Lee Berry *
4	McDevitt	2156852197	3531 Scotts Lane	19129	Ed Henninger *
4	Mount Airy	2156859297	7001 Germantown Ave.	19119	Lisa Ruffin
4	Pleasant	2156852230	6720 Boyer St.	19119	Dan Wheeler
4	Simons	2156853551	7200 Woolston Ave	19138	Donnell Martin *
4	Water Tower	2156859296	209-99 E. Hartwell Lane	19118	Joe Brogan *
4	Waterview	2156852229	5826 McMahon St.	19144	Beverly Rolfsmeier *
4	Wister	2156852235	4971 Baynton St.	19144	Bernard Brown
* denotes facilities with a full-time caretaker					
EXTERMINATOR DIRECTORY - NORTH REGION					

INVITATION  
AND BID  
Continuation

CITY OF PHILADELPHIA  
PROCUREMENT DEPARTMENT  
PHILADELPHIA, PA 19102 - 1685

BID NUMBER  
**S2257570**

PAGE OF  
**41 108**

FIRM NAME (Must be filled in)

Exterminator Directory - South

Parks and Recreation		Paul Dignam		215-685-4350		
South Region	District	Facility	Phone	Address	Zip	Contact
	6	Athletic	2156852709	1401 -55 N. 26th St.	19121	Lonnie Cohen *
	6	Mander	2156853894	2140 N. 33rd St.	19121	Chrissy Rad
	6	12th & Cambria	2156859780	2900-30 N. 11th St.	19133	Damon Cunningham
	6	8th & Diamond	2156852761	800 Diamond St.	19122	Dana Clark
	6	Amos	2156852708	1817-59 N. 16th St.	19121	Cameron Walker
	6	C.B. Moore	2156859755	2551 N. 22nd St.	19132	John McBride *
	6	Clemente	2156852760	1800 Wallace St.	19130	Terrance Smith
	6	Crux	2156852759	1431 N. 6th St.	19122	John Bromley
	6	Dendy	2156852763	1501 N. 10th St.	19122	Carol Briggs
	6	East Poplar	2156861786	820 N. 8th St.	19123	Willie Coleman
	6	Francisville	2156852762	1737-39 Francis St.	19121	Kenneth Jones
	6	Gathers	2156852710	2501-19 W. Diamond St.	19121	Les Quill *
	6	Hancock	2156859886	147 Master St.	19122	Stephanie Gradel
	6	M.L. King/M.L. King OAC	2156852733	2101-35 Cecil B. Moore Ave.	19121	Wanda Darden *
	6	Nelson	2156859890	2500-34 N. 3rd St.	19121	Anthony Washington
	6	Northern Liberties	2156861785	321 Fairmount Ave.	19123	Mary Kerr *
	6	Panati	2152218831	3101-27 N. 22nd St.	19132	Linda McClary
	6	Penrose	2156852711	1101 W. Susquehanna Ave.	19122	Eric Rudy
	6	Towey	2156859892	1832 N. Howard St.	19125	Pat Cain
	6	Shuler	2156859750	3000 N. 27th Street	19132	Beth Perkowski
	6	Winchester	2156095876	2330 N. 15th St.	19132	Andrew Smith
	6	Waterloo	2156859890	2502-12 N. Howard St.	19133	Summer Only
	7	Anderson	2156856594	740 S. 17th St.	19146	Shawn Willson *
	7	Barry	2156851886	1800 Johnston St.	19145	Anthony Spadacini *
	7	Capitolo	2156851883	900 Federal St.	19145	Katie Wimsey *
	7	Chew	2156856596	1800 Washington Ave.	19146	Oktavia Cherry
	7	Columbus Square	2156851890	1300 South 12th Street	19147	Katie Wimsey *
	7	D. Finnegan	2156851896	1231 S. 30th St.	19146	Kristen Smerker
	7	Dickinson Square	2155846211	1600 E. Moyamensing Ave.	19148	Bill McIntyre
	7	Disilvestro	2156851893	1701 S. 15th Street	19145	Steve Goldman
	7	Guerin	2156851894	2201 S. 16th St.	19145	Debbie Darroyo *

INVITATION  
AND BID  
Continuation

CITY OF PHILADELPHIA  
PROCUREMENT DEPARTMENT  
PHILADELPHIA, PA 19102 - 1685

BID NUMBER <b>S2257570</b>	PAGE OF <b>42 108</b>
FIRM NAME (Must be filled in)	

Exterminator Directory - South

7	Hawthorne	2156851848	1200 Carpenter St.	19147	Therese Williams
7	Herron	2156851593	213 Reed St.	19147	Summer Only
7	Lloyd Hall	2156853936	790 Water Works Dr.	19130	Joe Fagan *
7	Markward	2156856649	400-16 S. Taney St.	19146	Patty McCole *
7	Murphy	2156851874	300 Shunk St.	19148	George Summer *
7	Palumbo	2156851783	700 S. 9th St.	19147	Brian Conti *
7	Rizzo Rink	2156851593	1101 S. Front St.	19147	Tony Tomasetti *
7	Sacks	2156851592	400 Washington Ave.	19147	Summer Only
7	Seeger	2156851780	1000-42 Lombard St.	19147	Brian Tait
7	Shot Tower	2156851592	101-31 Carpenter St.	19147	Marygrace Gorman *
7	Smith	2156851898	2100 S 24th ST	19145	Todd Calistro
7	Starr Garden	2156861782	600-44 Lombard St.	19147	Shara Gordon
7	Vare	2156851876	2600 Morris St.	19145	Bill Powell *
7	Wharton Square	2156851888	2300 Wharton St.	19146	Trudy Gay
7	Weccacoe	2153390975	405-25 Queen St.	19147	Carla Puppini
7	Stinger Square	2156851898	1400 S.32nd St.	19146	Summer Only
8	48th & Woodland	2156852692	4740 Woodland St.	19143	Naire Grayson
8	Baker	2156850186	5431-43 Lansdowne Ave.	19131	Summer Only
8	Carousel House	2156850160	1701 Belmont Ave.	19131	Erica Young *
8	Christy	2156851997	728 S. 55th St.	19143	Sam Owens *
8	Cibotti	2156854194	7700 Elmwood Ave.	19153	Jim McCafferty
8	Cobbs Creek	2156851995	700 Cobbs Creek Parkway	19139	Kenneth Crawford *
8	Conestoga	2156850146	5200 Media St.	19131	Celestine Marks
8	East wick	2156854193	80th & Mars Place	19153	Debbie Landers
8	Granahan	2156851990	338-50 N. 65th St.	19151	Brian Mango
8	J. Finnegan	2156854191	6801 Grovers Ave.	19142	Louise Marchetti *
8	John Anderson	2156850297	5301 Overbrook Ave.	19131	Tom Hamilton
8	Kingessing	2156852694	4901 Kingessing Ave.	19143	Steve Smith *
8	Laura Sims	2156851995	200 S. 63rd St.	19139	Cassandra Campbell
8	Lee Cultural Center	2156857655	4328 Haverford Ave.	19101	Paulette Bolton
8	McCreech	2156852696	6744 Regent St.	19142	Tim King
8	Miles Mack	2156857654	732-66 N. 36th St.	19104	Khadijah Muhammed
8	Mill Creek	2156850260	743-81 N. 48th Street	19139	Jamillah Abdur-Rahman
8	Myers	2156852698	5800 Chester Ave.	19143	Dwan Hunt *
8	Papa	2156850141	6839 Lansdowne Ave.	19151	Judy Kelly

<b>INVITATION AND BID Continuation</b>	<b>CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT</b>	BID NUMBER <b>S2257570</b>	PAGE OF <b>43 108</b>
	PHILADELPHIA, PA 19102 - 1685	FIRM NAME (Must be filled in)	

Exterminator Directory - South

8	Parkside Evans	2156850159	5300 Parkside Ave.	19131	Summer Only
8	Savre Morris	2156851993	5825 Spruce St.	19139	Tedd Mapp
8	Shepard	2156851992	5700 Haverford Ave.	19131	Mike McKeown *
8	Tustin	2156850258	5901 - 29 W. Columbia Ave.	19151	Celestine Marks
8	West Mill Creek	2156850186	51st & Reno Sts.	19139	Gerald Haygood
8	Wright	2156857686	3320-50 Haverford Ave.	19104	Robert Jackson

<b>INVITATION AND BID Continuation</b>	<b>CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT</b>	BID NUMBER <b>S2257570</b>	PAGE OF <b>44 108</b>
	PHILADELPHIA, PA 19102 - 1685	FIRM NAME (Must be filled in)	

Exterminator Directory – South

District	Facility	Phone	Address	Zip	Contact
	Recreation Warehouse	21 5685 2748	2528 W. Sedgley Ave	19131	Christine Wilson
	Juniata Older Adult Center	21 5685 1490	1251 E. Sedgley Ave	19134	Donna McKinney
	South Phila. Older Adult Center	21 5685 1697	10th & Dickinson St.	19147	Lynn Sieruc

The above centers are open 9-5

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2Z57570</b>	PAGE OF <b>45 108</b>
		FIRM NAME (Must be filled in)	

2.5.5

**PART V - PHILADELPHIA FREE LIBRARY SYSTEM**

**Contact Person (Main Library):**

**Paul Pettus**

**Phone #686-5383**

**Contact Person (Branch & Regional Libraries):**

**Joseph Benford**

**Phone #686-5310**

2.5.5.1

**20150 002 101**

**CENTRAL LIBRARY**

19th & Vine Streets

(To include the cafeteria)

To be inspected every other week throughout the year,  
per Proc. Department Spec. 26-E-1i:99.9.

Treatments for rat problems shall be required both  
inside and outside the library. Treatments to be  
completed every other week throughout the year  
between 6:00 A.M. and 9:00 A.M. only.

2.5.5.1.1

**20150 002 155**

ANNEX

311 N. 20<sup>TH</sup> Street

2.5.5.1.2

**20150 002 156**

ANNEX

310 N. 19<sup>TH</sup> Street

2.5.5.1.3

**20150 002 157**

Mechanical Building

20<sup>th</sup> & Wood Sts.

2.5.5.1.4

**20150 002 158**

Friends Book Store

20<sup>th</sup> & Wood Sts.

2.5.5.2

**20150 002 154**

**RODIN PLACE BUILDING**

2000 Hamilton Place

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>46 108</b>
		FIRM NAME (Must be filled in)	

2.5.5.3 **20150 002 102**

**BRANCH LIBRARIES**

For the purposes of this bid, all branch libraries shall be deemed to be equal in size. The branch libraries have refrigerators and food. The locations are as follows:

**Branch**

Andorra  
 Bushrod  
 Bustleton  
 Chestnut Hill  
 Cobbs Creek/  
 Blanche A. Nixon  
 Cecil B. Moore  
 Eastwick  
 Falls of Schuylkill  
 Fishtown Community  
 Fox Chase  
 Frankford  
 Greater Olney  
 Haddington  
 Haverford  
 Holmesburg  
 Independence  
 Katherine Drexel  
 Kensington  
 Kingsessing  
 Lawncrest  
 Lillian Marrero  
 Library for the Blind  
 Logan  
 Lovett Memorial  
 McPherson Square  
 Charles Durham  
 Nicetown-Tioga  
 Oak Lane  
 Overbrook Park  
 Ogontz  
 Paschalville

**Address**

Henry Avenue & Cathedral Road  
 Castor & Sterling Street  
 Bustleton & Verree Road  
 8711 Germantown Avenue  
  
 59th & Baltimore Avenue  
 2320 W. Cecil B. Moore  
 2851 Island Road  
 Warden Drive & Midvale Avenue  
 E. Montgomery Avenue & Flora Street  
 Rhawn & Jeanes Streets  
 Frankford Avenue & Overington Street  
 5501 N. 5<sup>th</sup> Street  
 65th Street & Girard Avenue  
 56th Street & Haverford Avenue  
 Frankford & Hartel Avenues  
 18 S. 7<sup>th</sup> Street  
 Knights & Fairdale Roads  
 Hope & Dauphin Streets  
 51st below Chester Avenue  
 6098 Rising Sun Avenue  
 6th & Lehigh Avenue  
 919 Walnut Street  
 Wagner Avenue & Old York Road  
 6945 Germantown Avenue  
 Indiana Avenue & "F" Street  
 34th St. & Mantua Avenue  
 3720 N. Broad Street  
 12th & Oak Lane  
 7422 Haverford Avenue  
 6017 Ogontz Avenue  
 70th & Woodland Avenue

**Branch**

**Address**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>47 108</b>
		FIRM NAME (Must be filled in)	

Thomas F. Donatucci	20th & Shunk Streets
Philadelphia City	
Institute	19th & Locust Streets
Queen Memorial	1201 South 23 <sup>rd</sup> Street
Ramonita G.	
deRodriguez	6th & Girard Avenue
Richmond	Indiana Avenue & Almond Street
Ritner Children's	
(Fumo Family Branch	2407 S. Broad Street
Roxborough	6245 Ridge Avenue
South Philadelphia	Broad & Morris Sts.
Charles Santore	7th & Carpenter Streets
Tacony	Torresdale Avenue & Knorr St.
Torresdale	3079 Holme Avenue
Wadsworth	Wadsworth & Michener Avenue
Walnut St., West	201 S. 40 <sup>th</sup> Streets
Welsh Road	Welsh Road & Roosevelt Blvd.
West Oak Lane	74th Avenue & Washington Lane
Whitman	2nd Street & Snyder Avenue
Widener	2531 W. Lehigh Avenue
Wynnefield	54th & Overbrook Avenue
Wyoming	Wyoming Avenue & "B" Street

2.5.5.4      **20150 002 151**  
NORTHEAST REGIONAL LIBRARY  
Cottman Avenue & Oakland Street

2.5.5.5      **20150 002 152**  
NORTHWEST REGIONAL LIBRARY  
Chelten Avenue & Green Street

2.5.5.6      **20150 002 153**  
WEST PHILADELPHIA REGIONAL LIBRARY  
53rd & Sansom Streets

2.5.5.7      **20150 002 159**  
MOCS Office  
6<sup>th</sup> & Lehigh Sts.

2.5.5.8      **20150 002 160**  
L&I Office (Located in the Basement)

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>48 108</b>
		FIRM NAME (Must be filled in)	

6<sup>th</sup> & Lehigh Sts.

2.5.5.9      **20150 002 161**  
Human Relations Office  
6<sup>th</sup> & Lehigh Sts.

All instructions pertaining to branch libraries shall pertain to regional libraries.

2.5.6      **PART VI - FAIRMOUNT PARK  
COMMISSION**  
**Contact Person - Mike DeSanto**  
**Phone # 685-0117**

2.5.6.1      **20150 002 003**  
CARBARN - COMPLETE STORES  
AREA, MOWER SHOP AND  
GARAGE  
E. of Belmont Avenue and N.  
of Montgomery Drive

2.5.6.2      **20150 002 008**  
AXE FACTORY ROAD COMPLEX  
East of Roosevelt Boulevard,  
S. of Winchester Avenue

2.5.6.3      **20150 002 010**  
Cobbs Creek Environmental Center  
700 Cobbs Creek Parkway

2.5.6.4      **20150 002 025**  
Center City/South Administration  
Building  
(FP District 2)  
17<sup>th</sup> & Pattison Avenue in FDR  
Park

2.5.6.5      **20150 002 028**  
Fairmont Park Visitor Welcome  
Center

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>49 108</b>
		FIRM NAME (Must be filled in)	

15<sup>th</sup> & JFK Blvd.

2.5.6.6     **20150 002 030**  
Fairmont Park Maintenance Shop  
Martin Luther King Drive

2.5.6.7     **20150 002 020**  
OTHER FAIRMOUNT PARK  
SITES – (Total of Twenty-four (24)  
Locations)  
For the purposes of this bid, all  
Twenty-four (24) sites are deemed  
to be of equal size. The locations  
are as follows:

<u>Site</u>	<u>Address</u>
Cobbs Creek Rec. Center	63rd & Spruce Sts.
Gustline Lake Rec. Center	Ridge & School House Lane
Charles Papa Rec. Center	68th & Lansdowne Avenue
Hunting Park Rec. Center	10th & Lycoming Streets
Laurel Hill Mansion	Reservoir Drive
Belmont Complex Grounds Offices	Central Pool & West River Drive
Belmont Mansion	Belmont Mansion Drive
Horticultural Center	Horticultural Drive
<u>Site</u>	<u>Address</u>
Building Maintenance Shop	Montgomery & West River Dr.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>50 108</b>
		FIRM NAME (Must be filled in)	

Construction Office, Car barn	East of Belmont Avenue,
Complex	North of Montgomery Drive
Golf Course Office, Car barn	East of Belmont Avenue
Chain Saw Shop, Car barn	East of Belmont Avenue
Recycling Center, District 1	Chamounix Dr. & Ford Road
District 3 Headquarters	7300 Henry Avenue
New Trolley Office	Horticultural Center Parking Lot
District 2 Maintenance Center	Broad & Terminal Streets
Andorra Natural Area Tree House	300 N. Northwestern Avenue
Eden Hall Maintenance Bldg.	Fluehr Park/Grant Avenue

**Site**

**Address**

Greenland Nursery	Greenland Drive & Ford Road
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INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>51 108</b>
		FIRM NAME (Must be filled in)	

Pennypack Environmental  
Center

8600 Verree Road

Verree House

8600 Verree Road

Rising Sun Maintenance Bldg.

Rising Sun and Tacony  
Creek

Case Building

Belmont & Parkside

2.5.7

**PART VII**

**OFFICE OF EMERGENCY SHELTER AND SERVICES**

**MDO NEIGHBORHOOD SERVICES DIVISION**

**Office of Emergency Shelter and Services**

**Contact Person: Neil Boddie**

**Phone # 215-685-9550**

2.5.7.1

**20150 002 201**

4000 N. American St.

Approximately: 85,000 square foot:

10,000 sq. ft. of office space including bathrooms, closets,  
storage areas, kitchen and common areas.

75,000 sq. ft. of Warehouse storage space including perimeter  
of building

Service is needed once a month to include all bathrooms,  
closets, storage rooms and areas, kitchens, and common  
areas including large rooms and hallways. Traps need to be  
baited (indoors and out).

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>52 108</b>
		FIRM NAME (Must be filled in)	

**Managing Director's Office (MDO) Neighborhood Services Division**  
**Contact Person: John Tucci**  
**Phone # 686-2024**

Approximately: 55,000 square foot for the following areas listed below.

- 2.5.7.2      **20150-002-764**  
**Location: 4000 N. American St.; Anti-Graffiti Warehouse Area**
- Description of Service:** Vendor lays and inspects rodent/insect traps on a monthly basis in the warehouse area, including the small office in the rear of the building. By July 1, 2011 there will be a locker area installed in one corner of the warehouse (about 20-30 lockers). Vendor also removes and replaces traps as needed and can provide treatment to areas that require more aggressive pest control. Vendor also provides suggestions for pest prevention (e.g. cleaning out clogged drains)
- 2.5.7.3      **20150-002-765**  
**Location: 4000 N. American St.: Anti-Graffiti Office and Bathroom**
- Description of Service:** Vendor inspects rodent / insect traps and replaces them as needed in the warehouse front office and adjacent bathroom.
- 2.5.7.4      **20150-002-763**  
**Location: 4000 N. American St.: Police Dept. Abandoned Vehicle Unit**
- Description of Service:** Vendor inspects rodent / insect traps throughout the office and replaces them as needed on a monthly basis.
- 2.5.7.5      **20150-002-766**  
**Location: 4000 N. American St.; Community Service Program Office Trailer #1**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>53 108</b>
		FIRM NAME (Must be filled in)	

**Description of Service:** Vendor inspects rodent / insect traps and replaces them as needed on a monthly basis. This is one of two office trailers located outside the warehouse building at 4000 N. American St. No kitchen or bathroom are inside the trailer (portable toilets are used).

2.5.7.6     **20150-002-767**  
**Location: 4000 N. American St.; Community Service Program Office Trailer #2**

Description of Service: Vendor inspects rodent / insect traps and replaces them as needed on a monthly basis. This is the second office trailer (located next to the first one). No kitchen or bathroom are inside the trailer (portable toilets are used).

2.5.8     **PART VIII – WATER DEPARTMENT**

2.5.8.1     **Collector Systems**  
**Contact Person: James Tammaro 685-2036**

2.5.8.1.1     **20150 002 931**  
Sewer Maintenance  
50<sup>TH</sup> & Paschall

2.5.8.1.2     **20150 002 932**  
Sewer Maintenance  
Milnor & Robbins Avenue

2.5.8.1.3     **20150 002 933**  
Sewer Maintenance  
Fox & Abbottsford

2.5.8.2     **Waste Water Treatment Plants**

2.5.8.2.1     **20150 002 935**  
Biosolids Center  
7800 Penrose Ferry Road

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>54 108</b>
		FIRM NAME (Must be filled in)	

**Contact Person: Lee Burrow 685-4027**  
(1 Building & 1 Trailer)

Administrative Building  
Construction Trailer

2.5.8.2.2 **20150 002 947**  
Northeast Water Pollution Control Plant  
3899 Richmond Street  
**Contact Person: Richard Stasiorowski 685-1304**  
(18 Buildings & 4 Construction Trailers)

Preliminary Treatment Bldg.  
Scum Incinerator Bldg.  
New Electrical Building  
Sludge Thickener Building  
Primary Tanks  
Storeroom  
Final Tank Gallery  
Warehouse  
Blower Building  
Services Building  
New and Old Digester Building  
Administration Building  
Gas Handling Building  
Sludge Transfer Building  
HVAC Shop  
Transformer Building  
Chlorination Facility  
Maintenance Supervisor's Building  
4 Construction Trailers

2.5.8.2.3 **20150 002 948**  
Southwest Water Pollution Control Plant  
8200 Enterprise Avenue  
**Contact Person: Lee Burrow 685-4027**  
(12 Buildings)  
Administrative Building

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>55 108</b>
		FIRM NAME (Must be filled in)	

Shop and Maintenance Building  
Warehouse  
Effluent Pump Station  
Digester Building  
Sludge Thickener Building  
Compressor Building  
Influent Pump Station  
Belt Filter Press  
Old Maintenance Building  
Pump Gallery  
Southwest Plant Pretreatment Building (*Weekly Service Required*)

2.5.8.2.4 **20150 002 950**  
Southeast Water Pollution Control Plant  
25 Pattison Avenue  
**Contact Person: Mathew Moses**  
(14 Buildings & 2 Construction Trailers)  
Warehouse  
Storeroom  
Administrative Building  
Maintenance Building  
Effluent Pump Station  
Influent Pump Station  
(Electrical/Mechanical Rooms)  
Compressor Building  
Scum Concentration Building  
Grease Burner Building  
Pump Gallery  
Electric Sub-station  
Grit and Screen Building  
Sludge Transfer Building  
Grit Transfer Station  
2 Construction Trailers

2.5.8.3 **Fresh Water Treatment Plants**

2.5.8.3.1 **20150 002 941**  
Belmont Water Treatment Plant  
4300 Ford Road  
**Contact Person: Dennis Wilkerson 685-0226**  
(3 Buildings & 2 Trailers)

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>56 108</b>
		FIRM NAME (Must be filled in)	

Administrative Building  
Filter Building  
Chemical Building  
Hypo Storage Building  
2 Construction Trailers

2.5.8.3.2 **20150 002 944**  
Baxter Water Treatment Plant  
9100 State Road  
**Contact Person: Donald Farrell 685-8023**  
(4 Buildings & 3 Interconnected Trailers)  
Administrative Building  
Administrative Building  
Rapid Sand Filter Building  
Pretreatment Building  
Post Treatment Building  
3 interconnected trailers

2.5.8.3.3 **20150 002 943**  
Queen Lane Water Treatment Plant  
3545 Fox Street  
**Contact Person: Joseph Schultz 685-2170**  
(4 Buildings)

Administrative Building  
Maintenance Building  
Control Room  
Lab Building

2.5.8.3.4 **20150 002 962**  
Survey Building (Only 1 Building)  
3585 Fox Street  
**Contact Person: Joseph Schultz 685-2170**

2.5.8.4 **Central Laboratory**

2.5.8.4.1 **20150 002 960**  
Central Laboratory (Only 1 Building)  
1500 East Hunting Park Avenue  
**Contact Person: Juanita Jones 685-1403**

2.5.8.5 **Building Maintenance**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>57 108</b>
		FIRM NAME (Must be filled in)	

2.5.8.5.1 **20150 002 945**  
 Building Maintenance  
 29<sup>th</sup> & Cambria  
**Contact Person: Constance Dillard 685-9610**  
 (5 Buildings)

Facilities Management / Machine Shop Building  
 Main Headquarters Building  
 Central Stores Building  
 Cement Locker Room  
 Pipe Yard Building

2.5.8.6 **Schuylkill Pumping Station Facilities**  
**Contact Person: Michael Hengstler 685-2567**

2.5.8.6.1 **20150 002 940**  
 Queen Lane Pump Station  
 Ridge Ave. & School House Lane

2.5.8.6.2 **20150 002 942**  
 Belmont Pumping Station  
 West River Drive at Columbia Avenue Bridge

2.5.8.6.3 **20150 002 951**  
 Belmont High Service Pumping Station  
 4300 Ford Road

2.5.8.6.4 **20150 002 952**  
 Queen Lane Screenhouse  
 Kelly Drive, South of City Line Avenue

2.5.8.6.5 **20150 002 953**  
 Roxborough High Service Pumping Station  
 Eva & Dearnley Streets

2.5.8.6.6 **20150 002 954**  
 Chestnut Hill Booster Pumping Station  
 8323 Germantown Avenue

2.5.8.6.7 **20150 002 955**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>58 108</b>
		FIRM NAME (Must be filled in)	

East Park Booster Pumping Station  
33rd & Girard Avenue

2.5.8.6.8 **20150 002 959**  
Queen Lane High Service Pumping Station  
3110 Queen Lane

2.5.8.7 **Delaware Pumping Station Facilities**  
**Contact Person: Anthony Falcone - 685-8046**

2.5.8.7.1 **20150 002 938**  
Torresdale Filtered Water Pumping  
8601 State Road

2.5.8.7.2 **20150 002 939**  
Lardner's Point Pumping Station  
Delaware Ave & Robbins St.

2.5.8.7.3 **20150 002 957**  
Torresdale Raw Water Pumping Station  
Delaware Avenue & Pennypack Park

2.5.8.7.4 **20150 002 963**  
Fox Chase Pumping Station  
Lardner & Oakley Streets

2.5.8.8 **Flow Control Units**  
**Contact Person: Larry Szymanik 685-8927**

2.5.8.8.1 **20150 002 965**  
Mingo Creek Storm Water  
Pumping Station  
7000 Penrose Avenue

2.5.8.8.2 **20150 002 958**  
Central Schuylkill Building Maintenance

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>59 108</b>
		FIRM NAME (Must be filled in)	

Pumping Station  
34<sup>TH</sup> Street & University Avenue

2.5.8.8.3 **20150 002 964**  
Pennypack Pumping Station  
5202 Pennypack Street

2.5.9 **PART IX - STREETS DEPARTMENT**

**SANITATION -**

**Contact Person: John Moffo**  
**Phone # 685-2614/15**

2.5.9.1 **20150 002 851**  
North Central (Philadelphia  
More Beautiful Committee)  
26th & Glenwood Avenue

1. Service Building & Offices  
(1 st and 2nd Floors)
2. Garage & Offices (Ground Floor)  
Shop 241
3. Fuel House

2.5.9.2 **20150 002 853**  
Area 4 - Domino Lane &  
Umbria Street.

1. Service Bldg. & Offices  
(1st & 2nd Floors)
2. Main Garage & Offices  
(First Floor) - Shop 225
3. Northwest Incinerator
4. Scale House
5. Fuel House

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>60 108</b>
		FIRM NAME (Must be filled in)	

6. Trailer (Sweep Officers)

2.5.9.3 **20150 002 854**  
Area 5 - Delaware Avenue & W heatsheaf Lane

1. Service Bldg. & Offices  
(1st & 2nd Floors)
2. Main Garage & Offices  
(Ground Floor) - Shop 332
3. Northeast Scale House
4. Fuel House
5. Trailer (Sweep Officers)

2.5.9.4 **20150 002 855**  
Construction Facilities  
Management  
4910 Botanic Avenue

1. Carpenter & Machine Shop
2. Main Warehouse
3. Locker Room
4. All Offices
5. Washroom

2.5.9.5 **20150 002 856**  
Area I  
51st & Grays Avenue

1. Service Building Offices  
(1st and 2nd Floors)

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>61 108</b>
		FIRM NAME (Must be filled in)	

2. Main Garage & Office  
(Ground Floor) Shop 290
3. Bartram Scale House
4. Employee's Assistance Office  
(Old Asphalt Plant)  
Intersection of 51st & Grays Ave.
5. Trailer (Sweep Officers)

2.5.9.6 **20150 002 860**  
Area 6  
State Rd. & Ashburner

1. Training Center Building  
(1st and 2nd Floors)
2. 6<sup>th</sup>. Highway Yard
3. Area 6 - Service Bldg.  
Sanitation (1st & 2nd Floors)
4. Main Garage & Offices
5. 1st Floor - Shop 175
6. Trailer (Sweeps Officers)

2.5.9.7 **20150 002 859**  
**TRAFFIC SIGNAL & SIGN SHOP**  
4501 G Street  
Philadelphia, PA 19124

**Contact Person: Lucille Macmillan**  
**Phone #685-1203**

2.5.9.8 **20150 002 \*\*\***  
**STREET LIGHTING**  
**DIVISION**  
Street Lighting Shop

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>62 108</b>
		FIRM NAME (Must be filled in)	

701 Ramona Ave.  
Philadelphia, PA 19124

**Contact Person: Kathy Winningham #685-1222**

**SURVEYS DIVISION  
LOCATIONS:**

2.5.9.9      **20150 002 \*\*\***  
5<sup>TH</sup> Survey District  
6601 Rising Sun Ave  
Philadelphia, PA. 19111  
**Contact: John Zamorski**

2.5.9.10     **20150 002 \*\*\***  
7<sup>TH</sup> Survey District  
6448 Woodland Ave.,  
2<sup>ND</sup> Floor  
Philadelphia, PA. 19142  
**Contact: Gregg Sheen**

**Highway Divisions**

**Contact Person (Highways):  
Margot McKee  
Phone # 685-9804**

2.5.9.11     **0150 002 \*\*\***  
1<sup>St</sup> Highway Office Yard  
48<sup>th</sup> & Parkside

2.5.9.12     **20150 002 \*\*\***  
3<sup>rd</sup> Highway Yard  
22<sup>nd</sup> & York

2.5.9.13     **20150 002 \*\*\***  
4<sup>th</sup> Highway Office  
6249 Wissahickon

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>63 108</b>
		FIRM NAME (Must be filled in)	

- 2.5.9.14      **20150 002 \*\*\***  
5<sup>th</sup> Highway Office  
Whitaker & Luzerne
  
- 2.5.9.15      **20150 002 \*\*\***  
6<sup>th</sup> Highway Yard  
State & Ashburner
  
- 2.5.9.16      **20150 002 \*\*\***  
Highway Services Garage  
4040 Whitaker Ave
  
- 2.5.9.17      **20150 002 \*\*\***  
Sugar Shack  
251 E. Luzerne
  
- 2.5.9.18      **20150 002 \*\*\***  
Bridge Yard  
4010 Whitaker Ave
  
- 2.5.9.19      **20150 002 \*\*\***  
Line Striping Unit  
4042 Whitaker

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA  <b>PROCUREMENT DEPARTMENT</b>  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>64 108</b>
	FIRM NAME (Must be filled in)		

	<b>Location</b>	<b>Description</b>
1.	1 <sup>st</sup> Hwy Office/Yard, 48 <sup>th</sup> & Parkside	4 offices, 3 washrooms, 4 storage rooms, boiler room, 2 hallways, utility closet, garage area, locker room
2.	3 <sup>rd</sup> Hwy Yard, 22 <sup>nd</sup> & York	2 offices, 2 washrooms, hallway, locker room, storage room, boiler room, garage area, utility closet
3.	4 <sup>th</sup> Hwy Office, 6249 Wissahickon	3 levels & basement, 4 offices, 2 washrooms, kitchen area, hallway, 3 closets
4.	4 <sup>th</sup> Hwy Yard, Stenton & Sylvania	2 offices, 2 washrooms, hallway, locker room, closet, boiler room, garage area, utility closet
5.	5 <sup>th</sup> Hwy Yard, Whitaker & Luzerne	5 offices, locker room, 2 washrooms, garage area, boiler room, closet, laundry room
6.	6 <sup>th</sup> Hwy Yard, State & Ashburner	3 offices, locker room, 2 washrooms, hallway, 2 closets, utility room, garage area, boiler room
7.	Hwy Svcs Garage, 4040 Whitaker (Whitaker & Luzerne)	Main building consisting of: Asphalt Unit (2 <sup>nd</sup> fl – locker/washroom, lunchroom with restroom, conference room, office area); Hwy Storeroom (1 <sup>st</sup> & 2 <sup>nd</sup> fl – office and stock areas); and Fleet Shop 159 (1 <sup>st</sup> fl – 2 restrooms, locker room with restroom, and garage area)
8.	Sugar Shack 251 E. Luzerne (Whitaker & Luzerne)	2 offices, basement, 2 powder rooms, closet
9.	Bridge Yard 4010 Whitaker (Whitaker & Luzerne)	5 offices, storeroom, washroom, locker room, fabrication shop, painters shop, lunchroom, 2 storage areas, boiler room
10.	Linestriping Unit 4042 Whitaker (Whitaker & Luzerne)	Office, storage area, locker room, washroom
11.	Linestriping Trailer 4042 Whitaker (Whitaker & Luzerne)	Located to the right of the Linestriping Unit
12.	Concretemobile Trailer 4042 Whitaker (Whitaker & Luzerne)	Located beyond Linestriping Unit next to storage shed

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>65 108</b>
		FIRM NAME (Must be filled in)	

2.5.10 **PART X - OFFICE OF FLEET MANAGEMENT**

**Contact Person: Robert Smith**

**Phone #686-1828**

**20150 002 552**

2.5.10.1 Shop 134  
100 E. Hunting Park Avenue  
Philadelphia, PA 19125

- a. Once per month treatment of this location to include main office areas, dispatch office areas, mezzanine office area, garage areas, restrooms, 1<sup>st</sup> floor parts storage area and office, basement parts storage area, basement locker and lunchroom areas, basement generator/equipment areas. Treatment must always include pigeon proofing services.
- b. Removal of lice from police vehicles (Ford Crown Victorias, Ford Econoline Vans, Ford Minivans), 24 hour response time required upon vendor notification for service.

**20150 002 553**

2.5.10.2 Shop 258  
26th & Master Sts.  
Philadelphia, PA 19121

- a. Once per month treatment of this location to include shop office areas, restrooms, lunchroom, garage areas, archive/storage area, parts storage/office areas, warehouse storage area.

**20150 002 555**

2.5.10.3 Shop 431  
Relinquishment Shop  
Whitaker & Luzerne  
260 E. Luzerne  
Philadelphia, PA 19124  
(Office Trailer)

**20150 002 557**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>66 108</b>
		FIRM NAME (Must be filled in)	

2.5.10.4 Shop 233  
3275 Fox Street

Office & Garage (Fenced in location)  
Fox Street & Abbottsford Avenue

- a. Once per month treatment at this location includes front office and storage area, group leader office, 2 restrooms, lunchroom/kitchen area, parts storage and office area, garage areas, vehicle painting areas, battery shop and equipment storage area. Special attention should be given to back vehicle painting areas for rodents at this location.

**20150 002 559**  
2.5.10.5 Shop 415  
3900 Richmond Street  
(2 garages, 2 trailers, office,  
locker room and storage area)

- a. Once per month treatment of this location to include main office, locker room and restroom, storage area, main garage area, back decal garage and restroom area and 2 office trailers. Service at this location must always include mosquito spraying of grounds, offices and garages.

2.5.10.6 **20150 002 562**  
Shop 316  
3151 Island Road

2.5.10.7 **20150 002 563**  
Shop 209  
3001 Grant Ave

2.5.11 **PART XI - DEPARTMENT OF HUMAN SERVICES**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>67 108</b>
		FIRM NAME (Must be filled in)	

**Riverview Nursing Home**  
**Contact Person: David Clark**  
**Phone #685-8311**

2.5.11.1            **20150 002 301**  
Riverview Nursing Home  
7979 State Road  
(Extension Building, Infirmary,  
Maintenance & Storage Building, etc.)

Inspections must be over the entire site at least two (2) times per month. Treatments, when required, cannot begin before 2:00 PM and the kitchen and eating areas cannot be exterminated until after 6:30 PM and must be inspected weekly. When required, the food lockers, storage areas and resident lockers must be treated but must always be included in the inspections.

2.5.12            **PART XIII - PRISONS**

2.5.12.1            **Initial Service**  
Pursuant to the findings of the inspection performed to develop the Pest Control Plan specified in 2.2.4.3 of the Bid, Contractor shall perform an intensive, complete treatment for roaches and rodents. Such treatment for roaches will ensure that all access panels, inaccessible voids, cracks, etc. are effectively treated. Similarly, contractor shall install a comprehensive system for the exclusion/ control/elimination of rodents. Such treatment shall include all rooms and areas.

2.5.12.2            **Treatment**  
Contractor shall perform regularly scheduled services targeted toward control/elimination of roaches, rats and mice, and ants in the facilities in the listing that follows. **No chemical application will be made inside any inmate cells without the specific request of the Warden of the institution. Such application will be scheduled through the Warden's office.**

Roaches - Primary treatment will be gel & paste bait formulations, appropriately placed and inaccessible to inmates. EPA approved dusts to

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>68 108</b>
		FIRM NAME (Must be filled in)	

be used in cracks & inaccessible voids. Residual liquids insecticides are to be used only as an exterior treatment.

- Rodents - A system utilized enclosed bait stations, mechanical traps and glueboards shall be installed and maintained. Tamper-proof covers shall protect mechanical traps and bait stations. Exterior bait stations shall similarly be protected against tampering and shall be secured to the ground and shall be ramped for water exclusion.
- Ants - Primary treatment will be tamper-proof bait stations. Any other pesticide treatment must be approved in advance by the Philadelphia Department of Public Health, Vector Control Services (685-9700)

2.5.12.3 **Weekly Service**

Contractor shall inspect for rodents, roaches, and ants in all rooms and areas ON A WEEKLY BASIS. Bait devices and traps shall be appropriately serviced and/or replaced; additional gels and pastes will be applied as required. Requests from facility managers will be addressed.

2.5.12.4 **20150 002 300  
PICC, 8301 State Road**

Weekly inspection and service to housing units, administrative areas, laundry, receiving, triage, medical offices, library, barbershop, Industries' area, holding cell areas, storage areas, and immediate exterior perimeter. Inspect & service rodent prevention system.

**Contact: Warden Lawton (215) 685-7103**

2.5.12.5 **20150 002 305  
ASDCU, 8101 State Road**

Weekly inspection and service to housing units,

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>69 108</b>
		FIRM NAME (Must be filled in)	

Administrative areas, vending, one wing of MOD 3, the cannery, and the trailers, and immediate exterior Perimeter. Inspect & service rodent prevention system.

**Contact: Warden Bryant (215) 686-8730**

- 2.5.12.6 **20150 002 306**  
**DETENTION CENTER, 8201 State Road**  
Weekly inspection and service to housing units, administration building, intake areas, all food service areas, Garment Mfg., courtyard, PHS Wing, immediate exterior perimeter, tunnels, all towers. Inspect & service rodent prevention system.

**Contact: Warden Goodman (215) 685-8580**

- 2.5.12.7 **20150 002 307**  
**HOUSE OF CORRECTION, 8001 State Road**  
Weekly inspection and service to housing units, administration building offices, mailroom, storerooms, lockers, infirmary, gym, options' trailer, dining & foodservice areas, and immediate exterior perimeter, tunnels. Inspect & service rodent prevention system.

**Contact: Warden Farrell (215) 685-8221**

- 2.5.12.8 **20150 002 308**  
**MIS TRAILERS/TRANSPORTATION, 8003 State Road**  
Weekly inspection & service to all associated trailers, offices, break rooms, classrooms, & training areas. Inspect and service rodent prevention system.

**Contact: Larry Saltzman, Director  
(215) 685-7022**

- 2.5.12.9 **20150 002 309**  
**MAINTENANCE/LAUNDRY/DRY CLEANING, 8001 State Road**  
Weekly inspection & service to all shop areas, laundry & dry

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>70 108</b>
		FIRM NAME (Must be filled in)	

cleaning facilities, boiler room and exterior perimeters: Treat fire station, lumber storage, roofing storage & other storage areas on request. Inspect & service rodent prevention system.

**Contact: Willie Lewis (215) 685-8490**

2.5.12.10 **20150 002 310**  
**TRAINING ACADEMY**  
**8215 Torresdale Avenue**

Weekly inspection & service to all areas from basement to 3<sup>rd</sup> floor including classrooms, break rooms & office. Inspect & service rodent prevention system.

**Contact: Captain Slocum (215) 685-8231**

2.5.12.11 **20150 002 311**  
**WAREHOUSE, 8201 Torresdale Avenue**

Weekly inspection & service to interior, uniform storage, break room, office. Inspect & service rodent prevention system.

**Contact: Jayson Jenkins, Manager  
(215) 685-8386**

2.5.12.12 **20150 002 312**  
**Office of Professional Compliance,**  
**1140 Byberry Road**

Weekly inspection & service to all areas including offices, break rooms. Inspection & service rodent prevention system.

**Contact: Lieutenants Office (215) 685-0359**

2.5.12.13 **20150 002 313**  
**Community Justice and Outreach Building,**  
**7901 State Road**

Weekly inspection & service to all areas including offices,

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>71 108</b>
		FIRM NAME (Must be filled in)	

bathroom, etc.

**Contact: Wilfredo Rojas (215) 685-7711**

## SECTION 3: QUALIFICATIONS AND BID EVALUATION AND AWARD

### 3.1 **EVALUATION:**

The award of the contract to the successful bidder will take place in three stages.

#### 3.1.1 **Qualification Stage:**

- 3.1.1.1 The qualification information furnished by the bidders in accordance with Paragraphs 1.13 through 1.13.4.5 will be received by the City of Philadelphia Procurement Department for determination as to bidder's ability to perform the scope of services listed.
- 3.1.1.2 The City may require bidders to briefly discuss or clarify their submission.
- 3.1.1.3 The Procurement Department shall evaluate all on-time submissions.
- 3.1.1.4 The City shall not be liable for any costs associated with the development, preparation, transmittal or presentation of any information or material submitted in response to this qualification information request. All information/material submitted becomes the sole property of the City and will be retained, returned, or destroyed at the City's discretion.

#### 3.1.1.5 **Reservation of Rights**

The City reserves and may exercise the following rights and options with respect to the qualification process:

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>72 108</b>
		FIRM NAME (Must be filled in)	

- 3.1.1.5.1 To qualify one (1) or more bidders
- 3.1.1.5.2 To reject any and all qualification information received pursuant to this request.
- 3.1.1.5.3 To supplement, amend, substitute or otherwise modify the qualification information request at any time prior to bidder qualification and to cancel this process with or without another qualification process or to extend the submittal date and request additional qualification; information prior to final determination of bidders eligible for award.
- 3.1.1.5.4 To request additional qualification: Information (including information inadvertently omitted) and to conduct investigations with respect to the qualifications of each bidder submitting qualification information.
- 3.1.1.5.5 To expressly waive any defect or technicality in the qualification information received.
- 3.1.1.5.6 All bidders submitting qualification information will be informed in writing of the City's decision.
  - A. If a bidder's qualification information is determined to be non-responsive per the requirements of this bid, the bidder will be disqualified. Disqualification for non-responsiveness is final in the sole judgment and discretion of the City.
  - B. Bidders disqualified for reasons of responsibility who wish to appeal the decision must do so within (two 2) business days of receipt of notification by the City.
- 3.1.1.5.7 Only those bidders determined qualified will be

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>73 108</b>
		FIRM NAME (Must be filled in)	

eligible for award. Bid packages from disqualified bidders will not be opened and will be returned unopened to the address specified in Section 1.11.

3.1.1.5.8 The City reserves the right to make site inspections of the contractor's facility, whether announced or unannounced prior to the award of this Invitation and Bid and during the life of the contract.

### 3.1.2 **Bid Evaluation Stage:**

Notification of the Bid Opening date, for bids that were submitted by vendors who have been deemed qualified, shall be announced once the City has completed its review of the Bidder Qualification Stage.

3.1.2.1 Bids will then be evaluated by the Procurement Department.

3.1.2.2 Bids will be evaluated for responsiveness to the bid specifications and for responsibility of the bidders.

3.1.2.3 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 and is in the sole judgment and discretion of the City.

### 3.2 **AWARD:**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>74 108</b>
		FIRM NAME (Must be filled in)	

3.2.1 This Invitation and Bid may be awarded, by “Part” or as a whole to the bidder(s) with the lowest overall total cost for all locations. Bidders must submit a price for all locations in any “Part” in order to be eligible for award for that “Part” or combinations.

Split awards of this bid shall consist of the following combinations. Eligible bidders may be awarded more than one combination.

Schedule Award Combinations:

- Award 1 Parts, I,II, and III
- Award 2 Parts, IV and VI
- Award 3 Part V
- Award 4 Parts VII and VIII
- Award 5 Parts IX and X
- Award 6 Parts XI and XII

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

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

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.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>75 108</b>
		FIRM NAME (Must be filled in)	

Performance security shall be required for any subsequent renewal periods.

OR

If the total award amount exceeds \$500,000, the Master Performance Security does not apply. Upon notification of award, the City will require the successful vendor to provide an individual Performance Bond in the amount of 100% of the contract award as specified in the Letter of Award. For any subsequent renewal periods, sections 1.3.1 and 1.3.2 shall apply.

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:**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>76 108</b>
		FIRM NAME (Must be filled in)	

- 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**

##### **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.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>77 108</b>
		FIRM NAME (Must be filled in)	

- (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 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,**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>78 108</b>
		FIRM NAME (Must be filled in)	

**however, reserves the right to accept or reject the letter and to acquire the supplies or materials in the open market.**

4.1.5 **MATERIALS TESTING:**

The City of Philadelphia, may, during the life of this contract, supply a delivered product from this contract to the Materials Testing Laboratory. These products shall be tested to ensure conformance with bid specifications. If product fails, or is different from product supplied at award stage, rejection procedures will be implemented.

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 **VIOLATION OF CONTRACT**

If contractor abandons the work or if the job time schedule as defined between the operating department and the contractor prior to the initiation of work is exceeded or if the contractor neglects or fails to prosecute the work with promptness and diligence, or shall refuse or neglect to furnish and supply a sufficiency of properly skilled workmen and necessary equipment, or if vendor shall execute any of the work improperly, carelessly, or in bad faith

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>79 108</b>
		FIRM NAME (Must be filled in)	

or if the contractor shall default in the performance of any of the terms, conditions and provisions of the contract, the operating department may notify in writing the contractor to remedy his neglect or default and require the contractor to comply with the terms, conditions and provisions of this contract resulting from this Invitation and Bid.

4.2.4.1 **Liquidated Damages:**

Upon the occurrence of any event or omission listed below, there shall be imposed by the City of Philadelphia upon the vendor liquidated damages of \$150.00 for each event or omission per day until such actions are remedied by the vendor:

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

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

The City's failure at any time to enforce the provisions of this section shall in no way affect the City's right to enforce this provision for subsequent events. The City/using agency shall notify the vendor in writing on a monthly basis of said liquidated damages imposed on vendor; all assessments of liquidated damages must also be reported, in writing, to the Procurement Dept. Buyer as they occur.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>80 108</b>
		FIRM NAME (Must be filled in)	

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

- 4.2.5 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 **Approval of Work:**  
All completed work shall be approved by the ordering department prior to approval for payment. Work must be completed in a first-class workmanlike manner to the absolute satisfaction of the City. The cost of any faulty or inadequate workmanship or parts will not be paid for by the department and must be assumed by the Contractor. In addition, the Contractor is responsible for picking up any delivered material that is rejected for non-compliance to specifications. Any and all costs associated with the return is to be at the sole expense of the Contractor.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>81 108</b>
		FIRM NAME (Must be filled in)	

4.2.10 At the conclusion of this contract, Contractor agrees to cooperate with any incoming vendor on a transition plan to ensure an orderly changeover of responsibilities.

4.2.11 **Invoices/Receipts:**

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

4.2.11.2 Invoices should be sent in triplicate to each ordering department

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

4.2.11.2.2 See also item 4.1.2 above.

4.2.12 Payments to OEO Subcontractors

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

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

In connection with payment of its M/W/DSBE subcontractors, the successful bidder agrees to provide proof of said payments upon any request by the City.

Failure to comply with the City's payment reporting process may be considered an Event of Default.

4.3 **PRICE INCREASE OR DECREASE:**

4.3.1 Contractor shall provide **Pest Control Services** at the prices set forth in Section 5 for a period of twelve (12) months; thereafter, the contract may be

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>82 108</b>
		FIRM NAME (Must be filled in)	

renewed under the terms and conditions of this agreement at the sole option of the City on an annual basis for up to two (2) additional one (1) year period(s) plus one nine-month period. 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 – Philadelphia of the Consumer Price Index (All Items) as published by the U.S. Department of Labor, Bureau of Labor Statistics and as indicated by the Mid-Atlantic CPI Announcement for **June** of the **applicable year of the renewal**.

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

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

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

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>83 108</b>
		FIRM NAME (Must be filled in)	

**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.

		<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.1.1	<b>PART I - FIRE DEPARTMENT</b>				
5.1.1.1	<b>20150 002 710</b> All Fire Stations per Paragraph 2.5.1.1 (63 locations)	12	MO	\$_____	\$_____
5.1.1.2	<b>20150 002 ***</b> All Fire Department Support Facilities per Paragraph 2.5.1.2 (3 locations)	12	MO	\$_____	\$_____
		<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.1.1.3	<b>20150 002 711</b> Fire Administration Building (FAB) per Paragraph 2.5.1.3	12	MO	\$_____	\$_____
	<b>TOTAL</b>				\$_____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>84 108</b>
		FIRM NAME (Must be filled in)	

5.1.2 **PART II - PUBLIC PROPERTY**

5.1.2.1 **20150 002 760**  
City Hall  
(Per Para. 2.5.2.1)  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.2.2 **20150 002 770**  
Auto Shop #1  
(Per Para. 2.5.2.1)  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.2.3 **20150 002 772**  
Carpenter Shop  
(Per Para. 2.5.2.3)  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.2.4 **20150 002 775**  
Municipal Center  
22nd & Somerset  
Streets  
(Per Para. 2.5.2.4)  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

		<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.1.2.5	<b>20150 002 776</b> Municipal Center Welsh Rd. & Roosevelt Blvd. (Per Para. 2.5.2.5)	12	MO	\$_____	\$_____

5.1.2.6 **20150 002 778**  
Mayor's Service  
Center, 415 W. Girard  
(Per Para. 2.5.2.6)

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE <b>85</b>	OF <b>108</b>
		FIRM NAME (Must be filled in)		

		12	MO	\$_____	\$_____
5.1.2.7	<b>20150 002 781</b> Thomas Eakins House 1729 Mt. Vernon St (Per Para. 2.5.2.7)	12	MO	\$_____	\$_____
5.1.2.8	<b>20150 002 782</b> Transfreight Building 3033 S. 63 <sup>rd</sup> St. (63 <sup>rd</sup> & Passyunk Ave). (Per Para. 2.5.2.8)	12	MO	\$_____	\$_____
5.1.2.9	<b>20150 002 014</b> L & I 2501 South St. (Per Para. 2.5.2.9)	12	MO	\$_____	\$_____
5.1.2.10	<b>20150 002 761</b> 3601 Island Ave (Per Para. 2.5.2.10)	12	MO	\$_____	\$_____
			<b><u>Unit of Measure</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Amount</u></b>
5.1.2.11	<b>20150 002 ***</b> Special Victims Unit Frankford Arsenal Tacony & Bridge Streets (Per Para. 2.5.2.11)	12	MO	\$_____	\$_____
5.1.2.12	<b>20150 002 ***</b> CLIP 8299 Torresdale Ave (Per Para. 2.5.2.12)	12	MO	\$_____	\$_____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>86 108</b>
		FIRM NAME (Must be filled in)	

5.1.2.13	<b>20150 002 ***</b> CLIP (Main Office) 8747 Frankford Ave. (Per Para. 2.5.2.13)	12	MO	\$_____	\$_____
5.1.2.14	<b>20150 002 ***</b> Warehouse 7 <sup>th</sup> Street & Lehigh Ave. (Per Para. 2.5.2.14)	12	MO	\$_____	\$_____
5.1.2.15	<b>20150 002 ***</b> Employee Health Center 19 <sup>th</sup> Street & Fairmount Ave. (Per Para. 2.5.2.15)	12	MO	\$_____	\$_____
<b>TOTAL</b>				\$_____	

		<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.1.3	<b>PART III - POLICE DEPARTMENT</b>				
5.1.3.1	<b>20150 002 710</b> All Police Districts per Paragraph 2.5.3.1 (20 locations)	12	MO	\$_____	\$_____
5.1.3.2	<b>20150 002 ***</b> All Police Department Support Facilities per Paragraph 2.5.3.2 (13 locations)				

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>87 108</b>
		FIRM NAME (Must be filled in)	

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

5.1.3.3 **20150 002 711**  
Police Administration  
Building (PAB) per  
Paragraph 2.5.3.3

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

**TOTAL** \$\_\_\_\_\_

5.1.4 **PART IV - RECREATION DEPARTMENT**

5.1.4.1 **20150 002 828**  
Robin Hood Dell  
East  
33<sup>RD</sup> Street & Ridge Ave  
(Per Para. 2.5.4.1)

6 MO \$\_\_\_\_\_ \$\_\_\_\_\_

<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
-----------------	------------------------	-------------------	---------------------

5.1.4.2 **20150 002 \*\*\***  
Large Size Recreation Centers  
(Total number of Sixty-two (62)  
Centers)  
(Per Para. 2.5.4.2)

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

5.1.4.3 **20150 002 \*\*\***  
Medium Size Recreation Centers  
(Total number of Eighty-eight (88)  
Centers)  
(Per Para. 2.5.4.2)

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

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>88 108</b>
		FIRM NAME (Must be filled in)	

5.1.4.4     **20150 002 \*\*\***  
Un-Manned Recreation Centers  
(Total number of Nine (9)  
Centers)  
(Per Para. 2.5.4.2)

	4	MO	\$ _____	\$ _____
<b>TOTAL</b>			\$ _____	

5.1.5     **PART V - FREE LIBRARY SYSTEM**

5.1.5.1     **20150 002 101**  
Central Library  
(Per Para. 2.5.5.1)

	12	MO	\$ _____	\$ _____
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	<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.1.5.2 <b>20150 002 155</b> Annex 311 N. 20 <sup>th</sup> Street (Per Para. 2.5.5.1.1)	12	MO	\$ _____	\$ _____
5.1.5.3 <b>20150 002 156</b> Annex 310 N. 19 <sup>th</sup> Street (Per Para. 2.5.5.1.2)	12	MO	\$ _____	\$ _____
5.1.5.4 <b>20150 002 157</b>				

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>89 108</b>
		FIRM NAME (Must be filled in)	

	Mechanical Bldg 20 <sup>th</sup> & Wood Sts. (Per Para. 2.5.5.1.3)	12	MO	\$_____	\$_____
5.1.5.5	<b>20150 002 158</b> Friends Book Store 20 <sup>th</sup> & Wood Sts. (Per Para. 2.5.5.1.4)	12	MO	\$_____	\$_____
5.1.5.6	<b>20150 002 154</b> Rodin Place Building 2000 Hamilton St. (Per Para. 2.5.5.2)	12	MO	\$_____	\$_____
5.1.5.7	<b>20150 002 102</b> Branch Libraries (50 locations) (Per Para. 2.5.5.3)	12	MO	\$_____	\$_____
			<b>Unit of Measure</b>	<b>Unit Price</b>	<b>Total Amount</b>
5.1.5.8	<b>20150 002 151</b> N.E. Regional (Per Para. 2.5.5.4)	12	MO	\$_____	\$_____
5.1.5.9	<b>20150 002 152</b> N.W. Regional (Per Para. 2.5.5.5)	12	MO	\$_____	\$_____
5.1.5.10	<b>20150 002 153</b> W. Phila. Regional Library (Per Para. 2.5.5.6)	12	MO	\$_____	\$_____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>90 108</b>
		FIRM NAME (Must be filled in)	

5.1.5.11	<b>20150 002 159</b> MOCS Office 6 <sup>th</sup> & Lehigh Sts. (Per Para. 2.5.5.7)	12	MO	\$_____	\$_____
5.1.5.12	<b>20150 002 160</b> L&I Office 6 <sup>th</sup> & Lehigh Sts. (Per Para. 2.5.5.8)	12	MO	\$_____	\$_____
5.1.5.13	<b>20150 002 161</b> Human Relations Office 6 <sup>th</sup> & Lehigh Sts. (Per Para. 2.5.5.9)	12	MO	\$_____	\$_____

**TOTAL** \$\_\_\_\_\_

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

5.1.6      **PART VI - FAIRMOUNT PARK COMMISSION**

5.1.6.1	<b>20150 002 003</b> Carbarn-Complete Stores Area, Mower Shop & Garage (Per Para. 2.5.6.1)	12	MO	\$_____	\$_____
5.1.6.2	<b>20150 002 008</b> Axe Factory Road Complex (Per Para. 2.5.6.2)	12	MO	\$_____	\$_____
5.1.6.3	<b>20150 002 010</b> Cobbs Creek				

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>91 108</b>
		FIRM NAME (Must be filled in)	

Environmental Center  
700 Cobbs Creek Parkway  
(Per Para. 2.5.6.3)

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

5.1.6.4 **20150 002 025**  
Center City/South Admin. Bldg.  
(FP District #2)  
17<sup>th</sup> & Pattison Ave & FDR Park  
(Per Para. 2.5.6.4)

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

5.1.6.5 **20150 002 028**  
Fairmont Park Visitor  
Welcome Center  
(Per Para. 2.5.6.5)

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

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

5.1.6.6 **20150 002 030**  
Fairmont Maintenance Shop  
(Per Para. 2.5.6.6)

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

5.1.6.7 **20150 002 020**  
Other Fairmount  
Park Sites  
(26 locations)  
(Per Para. 2.5.6.7)

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

**TOTAL** \$\_\_\_\_\_

5.1.7 **PART VII – OFFICE OF EMERGENCY SHELTER**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>92 108</b>
		FIRM NAME (Must be filled in)	

**AND SERVICES**

**MDO - NEIGHBORHOOD SERVICES  
DIVISION**

5.1.7.1      **20150 002 201**  
Office of Emergency Shelter &  
Services (4000 American Street)  
(Per Para. 2.5.7.1)  
12                      MO                      \$ \_\_\_\_\_                      \$ \_\_\_\_\_

5.1.7.2      **20150-002-764**  
Anti-Graffiti Warehouse Area  
(4000 American Street)  
(Per Para. 2.5.7.2)  
12                      MO                      \$ \_\_\_\_\_                      \$ \_\_\_\_\_

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

5.1.7.3      **20150-002-765**  
Anti-Graffiti Office and Bathroom  
(4000 American Street)  
(Per Para. 2.5.7.3)  
12                      MO                      \$ \_\_\_\_\_                      \$ \_\_\_\_\_

5.1.7.4      **20150-002-763**  
Police Dept. Abandoned Vehicle Unit  
(4000 American Street)  
(Per Para. 2.5.7.4)  
12                      MO                      \$ \_\_\_\_\_                      \$ \_\_\_\_\_

5.1.7.5      **20150-002-766**  
Community Service Program Office Trailer #1  
(4000 American Street)

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>93 108</b>
		FIRM NAME (Must be filled in)	

	(Per Para. 2.5.7.5)				
5.1.7.6	<b>20150-002-767</b>	12	MO	\$_____	\$_____
	Community Service Program Office Trailer #2 (4000 American Street) (Per Para. 2.5.7.6)				
		12	MO	\$_____	\$_____
	<b>TOTAL</b>			\$_____	

		<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.1.8	<b>PART VIII - WATER DEPARTMENT</b>				
5.1.8.1	<b>Collector Systems</b>				
	5.1.8.1.1				
	<b>20150 002 931</b>				
	50th & Pascall Avenue (Per Para. 2.5.8.1.1)				
		12	MO	\$_____	\$_____
	5.1.8.1.2				
	<b>20150 002 932</b>				
	Milnor & Robbins Avenue (Per Para. 2.5.8.1.2)				
		12	MO	\$_____	\$_____
	5.1.8.1.3				
	<b>20150 002 933</b>				
	Fox St. & Abbotsford				

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>94 108</b>
		FIRM NAME (Must be filled in)	

Avenue  
(Per Para. 2.5.8.1.3)

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

5.1.8.2 **WASTE WATER TREATMENT PLANTS**

5.1.8.2.1 **20150 002 935**  
Biosolids Center  
7800 Penrose Ferry Rd.  
(Per Para. 2.5.8.2.1)

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

	<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
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5.1.8.2.2 **20150 002 947**  
Northeast Plant  
3899 Richmond St.  
(Per Para. 2.5.8.2.2)

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

5.1.8.2.3 **20150 002 948**  
Southwest Plant  
8200 Enterprise Avenue  
(Per Para. 2.5.8.2.3)

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

5.1.8.2.4 **20150 002 950**  
Southeast Plant  
25 Pattison Avenue  
(Per Para. 2.5.8.2.4)

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

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>95 108</b>
		FIRM NAME (Must be filled in)	

5.1.8.3 **FRESH WATER TREATMENT PLANTS**

5.1.8.3.1 **20150 002 941**  
Belmont Treatment Plant  
4300 Ford Road  
(Per Para. 2.5.8.3.1)  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.8.3.2 **20150 002 944**  
Baxter Treatment Plant  
9100 State Rd.  
(Per Para. 2.5.8.3.2)  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
-----------------	------------------------	-------------------	---------------------

5.1.8.3.3 **20150 002 943**  
Queen Lane Treatment Plant  
3545 Fox Street  
(Per Para. 2.5.8.3.3)  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.8.3.4 **20150 002 962**  
Survey Unit Building  
3585 Fox Street  
(Per Para. 2.5.8.3.4)  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.8.4 **CENTRAL LABORATORY**

5.1.8.4.1 **20150 002 960**  
Central Laboratory  
1500 East Hunting Park Ave

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>96 108</b>
		FIRM NAME (Must be filled in)	

(Per Para. 2.5.8.4.1)

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

5.1.8.5 **BUILDING MAINTENANCE**

5.1.8.5.1 **20150 002 945**

Building Maintenance  
29<sup>th</sup> & Cambria Streets  
(Per Para. 2.5.8.5.1)

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

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

5.1.8.6 **SCHUYKILL PUMPING STATIONS**

5.1.8.6.1 **20150 002 940**

Queen Lane Pumping  
Ridge Ave & School House Lane  
(Per Para. 2.5.8.6.1)

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

5.1.8.6.2 **20150 002 942**

Belmont Pumping  
West River Dr. at Columbia Avenue Bridge  
(Per Para. 2.5.8.6.2)

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

5.1.8.6.3 **20150 002 951**

Belmont High Service  
Pumping Station  
4300 Ford Road  
(Per Para. 2.5.8.6.3)

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

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>97 108</b>
		FIRM NAME (Must be filled in)	

5.1.8.6.4    **20150 002 952**  
Queen Lane Screenhouse  
Kelly Drive, South of City Line Ave.  
(Per Para. 2.5.8.6.4)  
12    MO                    \$\_\_\_\_\_            \$\_\_\_\_\_

5.1.8.6.5    **20150 002 953**  
Roxborough High  
Service Pumping  
Station  
Eva & Dearnley Streets  
(Per Para. 2.5.8.6.5)  
12                    MO                    \$\_\_\_\_\_            \$\_\_\_\_\_

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

5.1.8.6.6    **20150 002 954**  
Chestnut Hill  
Booster Pumping  
Station  
8323 Germantown Ave.  
(Per Para. 2.5.8.6.6)  
12                    MO                    \$\_\_\_\_\_            \$\_\_\_\_\_

5.1.8.6.7    **20150 002 955**  
East Park Booster  
Pumping Station  
33<sup>RD</sup> & Girard Avenue  
(Per Para. 2.5.8.6.7)  
12                    MO                    \$\_\_\_\_\_            \$\_\_\_\_\_

5.1.8.6.8    **20150 002 959**  
Queen Lane High Service Pumping Station  
3110 Queen Lane  
(Per Para. 2.5.8.6.8)  
12                    MO                    \$\_\_\_\_\_            \$\_\_\_\_\_

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>98 108</b>
		FIRM NAME (Must be filled in)	

5.1.8.7 **DELAWARE PUMPING STATIONS**

5.1.8.7.1 **20150 002 938**  
Torresdale Filtered  
Water Pumping  
8601 State Road  
(Per Para. 2.5.8.7.1)  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
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5.1.8.7.2 **20150 002 939**  
Lardner's Point  
Pumping Station  
Delaware Ave & Robbins St.  
(Per Para. 2.5.8.7.2)  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.8.7.3 **20150 002 957**  
Torresdale Raw Water  
Pumping Station  
Delaware Ave & Pennypack Park  
(Per Para. 2.5.8.7.3)  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.8.7.4 **20150 002 963**  
Fox Chase Pumping  
Station  
Lardner & Oakley Streets  
Lardner & Oakley Streets  
(Per Para. 2.5.8.7.4)  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.8.8 **FLOW CONTROL UNITS**



INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>100 108</b>
		FIRM NAME (Must be filled in)	

<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
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5.1.9 **PART IX - STREETS DEPARTMENT**

5.1.9.1 **SANITATION -**

5.1.9.1.1 **20150 002 851**  
North Central  
(Philadelphia More Beautiful  
Committee)  
(Per Para. 2.5.9.1)  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.9.1.2 **20150 002 853**  
Area 4 -  
Domino Lane  
& Umbria St.  
(Per Para. 2.5.9.2)  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.9.1.3 **20150 002 854**  
Area 5-  
Delaware Ave.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>101 108</b>
		FIRM NAME (Must be filled in)	

& Wheatsheaf Lane  
(Per Para. 2.5.9.3)

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

5.1.9.1.4 **20150 002 855**

Construction Facilities  
Management Warehouse  
4910 Botanic Avenue  
(Per Para. 2.5.9.4)

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

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

5.1.9.1.5 **20150 002 856**

Area I -  
51st & Grays  
Avenue  
(Per Para. 2.5.9.5)

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

5.1.9.1.6 **20150 002 860**

Area 6 -  
State Rd. &  
Ashburner  
(Per Para. 2.5.9.6)

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

5.1.9.1.7 **20150 002 859**

Traffic Signal  
& Sign Shop  
4501 G Street  
(Per Para. 2.5.9.7)

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

5.1.9.1.8 **20150 002 \*\*\***

Street Lighting  
Shop  
701 Ramona Ave.  
(Per Para. 2.5.9.8)

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

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>102 108</b>
		FIRM NAME (Must be filled in)	

5.1.9.1.9 **20150 002 \*\*\***  
5<sup>TH</sup> Survey District  
6601 Rising Sun Ave  
(Per Para. 2.5.9.9)  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

	<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.1.9.1.10 <b>20150 002 ***</b> 7 <sup>TH</sup> Survey District 6448 Woodland Ave 2 <sup>nd</sup> Floor (Per Para. 2.5.9.10)	12	MO	\$_____	\$_____

5.1.9.1.11 **20150 002 \*\*\***  
1<sup>st</sup> Highway Office Yard  
48<sup>th</sup> & Parkside  
(Per Para. 2.5.9.11)  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.9.1.12 **20150 002 \*\*\***  
3<sup>rd</sup> Highway Yard  
22<sup>nd</sup> & York  
(Per Para. 2.5.9.12)  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.9.1.13 **20150 002 \*\*\***  
4<sup>th</sup> Highway Office  
6249 Wissahickon  
(Per Para. 2.5.9.13)  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.9.1.14 **20150 002 \*\*\***  
5<sup>th</sup> Highway Office  
Whitaker & Luzerne



INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>104 108</b>
		FIRM NAME (Must be filled in)	

**TOTAL**    \$ \_\_\_\_\_

		<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.1.10	<b>PART X - OFFICE OF FLEET MANAGEMENT</b>				
	<b>20150 002 552</b>				
5.1.10.1	Shop 134 100 E. Hunting Park Avenue (Per Para. 2.5.10.1)	12	MO	\$ _____	\$ _____
	<b>20150 002 553</b>				
5.1.10.2	Shop 258 26th & Master Sts. (Per Para. 2.5.10.2)	12	MO	\$ _____	\$ _____
	<b>20150 002 555</b>				
5.1.10.3	Shop 431 Relinquishment Shop Whitaker & Luzerne 260 E. Luzerne (Per Para. 2.5.10.3)	12	MO	\$ _____	\$ _____
	<b>20150 002 557</b>				
5.1.10.4	Shop 233 3257 Fox Street (Per Para. 2.5.10.4)	12	MO	\$ _____	\$ _____



INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>106 108</b>
		FIRM NAME (Must be filled in)	

5.1.12.2	<b>20150 002 305</b> ASDCU, 8101 State Rd. (Per Para. 2.5.13.5)	12	MO	\$_____	\$_____
		<b>Quantity</b>	<b>Unit of Measure</b>	<b>Unit Price</b>	<b>Total Amount</b>
5.1.12.3	<b>20150 002 306</b> Detention Center 8201 State Rd. (Per Para. 2.5.13.6)	12	MO	\$_____	\$_____
5.1.12.4	<b>20150 002 307</b> House of Correction 8001 State Rd. (Per Para. 2.5.13.7)	12	MO	\$_____	\$_____
5.1.12.5	<b>20150 002 308</b> MIS Trailers/Transportation 8003 State Rd. (Per Para. 2.5.13.8)	12	MO	\$_____	\$_____
5.1.12.6	<b>20150 002 309</b> Maintenance/Laundry/Dry Cleaning 8001 State Rd. (Per Para. 2.5.13.9)	12	MO	\$_____	\$_____
5.1.12.7	<b>20150 002 310</b> Training Academy 8215 Torresdale Avenue. (Per Para. 2.5.13.10)	12	MO	\$_____	\$_____
5.1.12.8	<b>20150 002 311</b>				



INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S2257570</b>	PAGE OF <b>108 108</b>
		FIRM NAME (Must be filled in)	

**PEST CONTROL**

**SERVICE  
REPORT**

City of Philadelphia

Vendor:

**PROCUREMENT DEPARTMENT**

Technician Name:

**Pest Control Service Report**

Address:

Location of Service

Phone #:

Name

Phone #:

Page \_\_ of

Address

Time In:

Date: / /

Time Out:

Area<sup>1</sup>

**INSPECTION**

**TREATMENT<sup>4</sup>**

**MONITORING<sup>5</sup>**

**INFESTATION<sup>2</sup>**

**L<sup>3</sup>**

**PESTICIDE**

**Amt**

**TYPE**

**Amt**

**RECOMMENDATIONS<sup>6</sup>**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**New**

**Past Due**

**SIGNATURES**

**NOTES**

Technician:

1. Exact area or room # within Facility

Facility Manager:

2. Type of pest

3. Level of Infestation L-- Light, M-- Medium, H--Heavy

or Designee:

4. Exact pesticide and amount used

5. Type of monitoring and amount of pests observed

6. Sanitation, exclusion, storage, operations, etc.

PROCUREMENT  
DEPARTMENT  
SPECIFICATION

NO: 26-E-li:99

PROCUREMENT DEPARTMENT  
Standards Division  
SPECIFICATION

NO. 26-E-1i:99  
Supersedes 26-E-1h:93  
Effective Date: 8/11/99



**EXTERMINATION AND PEST CONTROL SERVICES**

---

1. **CLASSIFICATION**

This specification covers pest control and extermination services to be supplied by qualified contracting firms for such periods of time and in such locations as are specified in the Invitation to Bid.

2. **APPLICABLE SPECIFICATIONS**

Pennsylvania Pest Control Act

3. **REQUIREMENTS**

- 3.1 **Scope of Work** - Contractor shall furnish all labor, supplies, material and equipment for proper pest control. Unless otherwise specified in the Invitation to Bid, this control shall be directed against rats, mice, ants, roaches, bedbugs, silverfish, fleas and other social and potential disease transmitting insects, and biting and stinging insects (e.g. - bees, wasps, fleas, etc.).
- 3.2 **Inspection** - The successful vendor, upon notice to proceed by the City, shall immediately perform a thorough inspection of all areas and rooms of each facility for which vendor has received an award. The existence and extent of any and all pest infestations shall be documented on the "Pest Control Service Report" (PCSR), a copy of which is attached to this specification. A thorough and complete inspection of all areas and rooms of the facility shall be performed at least monthly, or as specified on the Invitation and Bid. A copy of this PCSR should be retained by the vendor and the original should remain with the facility manager.
- 3.3 **Treatment**- Before any treatment commences, the contractor shall discuss the proposed treatment with the facility manager or his/her designee. Building Managers shall be responsible for indicating any treatment limitations concerning odors, visible residues, trap placements, etc.

3.3.1 Minimum acceptable treatment:

- (i) Roaches (German, Brown-banded, Oriental and American)  
A crack and crevice treatment of all infested and adjacent areas with an approved residual insecticide. All insecticide shall be placed directly into "cracks and crevices" utilizing a crack and crevice tip extension.

Pin-stream spraying of floor-wall junctures, base boards or other cracks and crevices at standing distances which promote the splashing of insecticides is strictly prohibited. A "crack and crevice" is defined as an opening large enough to allow the insertion of a standard business card.

The use of approved cockroach baits is permissible in all infested and adjacent areas.

Spot treatments are permissible in completely inaccessible areas.

The location and extent of all treatments including types and amounts of insecticides applied shall be indicated on the PCSR.

- (ii) Rodents: all rodenticides utilized shall be placed in tamper-proof bait stations. The only exception shall be the baiting of exterior Norway Rat burrows, in which rodenticides should be placed directly into rat burrows. BURROWS MUST BE SEALED WITH SOIL.

Live trap devices, snap traps and glue boards may be utilized as deemed necessary.

the location and amounts of all rodenticides, traps and glue boards must be indicated on the PCSR.

(iii) **Fleas**

all treatments shall consist of an approved insect growth regulator (IGR) and an approved adulticide. Fan spraying is permissible, particularly when treating carpeting.

(iv) **Other Pests**

Minimum treatment standards for other pests must be approved in advance by the Philadelphia Department of Public Health, Vector Control Services (685-9700).

3.3.2 Pesticide treatment shall be performed only where a thorough inspection has confirmed the existence of an active pest infestation. Precautionary treatments are not permitted.

3.4 **Monitoring**

The progress and efficiency of all pesticide treatments shall be monitored by an appropriate monitoring method.

3.4.1 **Roaches**

Multiple insect sticky traps shall be placed in all infested areas. The number of roaches per trap shall be indicated on the PCSR.

3.4.2 **Rodents**

The progress of rodent control programs shall be monitored by the number of rodents caught in live, snap and glue traps along with the amount of bait-take from bait stations and presence of rodent droppings. Exterior Norway Rat infestations shall be monitored by the number of baited and sealed rat burrows which are-open. All data shall be recorded on the PCSR.

3.4.3 **Fleas**

Infestation shall be monitored by the number of employee/client bite reports. Facility managers shall be responsible for documenting and counting flea bite complaints.

3.5 **Facility Recommendations**

At each visit, the technician shall indicate on the PCSR, those conditions which are contributing to the infestation and are under the direct control of the facility manager. The technician shall indicate whether recommendations are new or past due from previous visits. As a minimum, the technician should provide recommendations in the following areas: facility sanitation, exclusion (sealing of openings), food storage, trash storage, materials storage, employee eating habits and general operations.

3.6 **Report Review:**

It is absolutely mandatory the technician fully discuss all aspects of the PCSR with the facility manager or his designee.

3.7 **Chemicals:**

The contractor may only employ and apply such chemicals that are considered appropriate by regulating governmental agencies and are used in accordance with the manufacturer's instructions on the label. In food storage, preparing or serving areas, no insecticides other than those approved for these areas by the EPA and the Pennsylvania Department of Agriculture, or rodenticides and anticoagulants may be used. Under no circumstances can extremely hazardous products such as hydrogen cyanide or sodium fluoracetate be used.

3.8 **Precautions:**

Contractor shall take precautionary measures in the selection and use of products and equipment in order not to adversely affect human health, the building, or the property contained therein, including warning signs and bait boxes where necessary. These precautionary measures apply most particularly to food handling areas and areas frequented by mental patients.

No gasoline nor fuel-oil powered apparatus may be used indoors. All indoor applications shall be by hand, compressed air, or electrically operated devices.

3.9 **Work Hours:**

Work shall be done during regular business hours unless otherwise specified in the Invitation to Bid, and shall be done in such a manner as will cause minimum interruption to the normal operating routine on the premises. All contractor's employees, while on the premises, shall be subject to the jurisdiction of the facility manager or his/her designee.

3.10 **Building**

Contractor shall give notice to the person in charge of all openings or apertures, which may be a source of ingress of the pests, which he observes during the course of his service, with recommendations for appropriate action to seal such openings. Such recommendations must be notified on the PCSR.

3.11 **Frequency of Service**

As discussed above, treatment will be on an "as needed" basis, although inspections of each site must be carried out, at a minimum monthly; additional visits and treatments shall be made, if necessary, at no additional cost to the City.

3.12 **Performance**

By the act of entering his bid, the bidder certifies that if awarded the contract he will comply fully with the specifications herein and that any evidence of the continuation or recurrence of infestation in treated sections during the contract period will be investigated and treatment for its control provided within 24 hours, if necessary, and the condition satisfactorily corrected within 20 days of notification by the City.

If, after such notification by the City, the contractor has not performed satisfactory services, the using agency shall refer the matter to the Division of Environmental Health of the Department of Public

Health, and to the Procurement Department and with their approval, the City reserves the right under the contract to secure satisfactory service in the open market and to surcharge the defaulting contractor with the difference in cost and to remove his name from the bidders' list.

3.13 **Locations of Work to be Performed:**

The specific area or areas to be treated shall be as described in the Invitation and Bid. The using agencies shall indicate specific interior and /or exterior areas when requisitions are submitted to Procurement.

3.14 **Prequalification of Bidders**

All bidders must be pre-qualified by the City in order to be considered for an award on the Invitation and Bid to be based on this specification. This result of the pre-qualification process will be decided between the Procurement Department and the Health Department.

4. **NOTES TO REQUISITIONING AGENCY**

In ordering pest control services to this specification give the following information on the requisition and on responses for requests for inclusion on Schedule 410 by the Procurement Department, Standards Division.

- 4.1 Pest Control Service per Procurement Department Specification 26-E-1i:99, Schedule 410.
- 4.2 Name the specific known pests to be exterminated or controlled, (Reference Section 3.1).
- 4.3 Name the specific areas, or buildings, or locations where service is to be performed (Reference Section 3.13)
- 4.4 Name the work hours if other than regular time (Ref. Section 3.9).
- 4.5 Describe any special conditions or requirements which may exist.

**PROCUREMENT DEPARTMENT**  
*Standards Division*  
**SPECIFICATION**

**NO. 26-E-3a:90**  
**Supersedes 26-E-3:67**  
**Effective Date: March 1, 1990**



**TERMITE EXTERMINATION SERVICES**

---

1. **CLASSIFICATION** - This specification covers a complete service, to be supplied by qualified contracting firms, designed to eliminate or prevent termite infestation in the facility or building(s) enumerated by the City.
2. **APPLICABLE SPECIFICATIONS AND PUBLICATIONS**
  - 2.1 Federal Insecticide, Fungicide and Rodenticide Act
  - 2.2 Federal Specification TT-W-571i and Interim Amendment TT-W-00571j
  - 2.3 City of Philadelphia, Department of Public Health's "Regulations Governing Eating and Drinking and Catering Establishments."
  - 2.4 Pennsylvania Pest Control Act
3. **REQUIREMENTS**
  - 3.1 Contractor shall furnish all labor, material, supplies and equipment for proper control and eradication of infestation.
  - 3.2 Treatment shall include soil treatment, wall treatment, and the pressure treatment of all vulnerable wood members. All methods of treatment used shall be carried out in accordance with current Federal Specifications and recommendations referred to in Paragraph 2 above.

- 3.3 **CHEMICALS:** The chemicals to be used shall be among those which are accepted by the Division of Forest Insect Research, Forest Service, U.S. Department of Agriculture, as having prolonged effectiveness as a toxicant against termites; if the chemical is a proprietary preparation, it shall be registered under the Federal Insecticide, Fungicide and Rodenticide Act. For use as a termite toxicant for which prolonged effectiveness may be anticipated. In no event shall the anticipated effective duration of the termite control chemical be for less than five years.
- 3.3.1 The chemicals shall be applied at no less than the dosage rate recommended for them by the Forest Service, or in accordance with directions for use acceptable for registration under the Federal Insecticide Act. The contractor shall specify the active ingredients of the chemicals.
- 3.4 Contractor shall take necessary precautionary measures during the course of his work in order not to adversely affect human health, to prevent injury to personnel, property or equipment, including the placing of warning signs where necessary (such as at excavations, etc.) He shall exercise due precaution to avoid damage to plant life in the treatment area. He shall replace all such plant life (shrubs, vegetation, etc.) which is damaged as a result of the termite treatment.
- 3.5 The contractor shall give notice to the building superintendent of all leaks in plumbing water, drain or steam pipes or fixtures, or any source of moisture or damage which may contribute to unsatisfactory termite insulation.
- 3.6 Upon completion of initial extermination service, contractor will submit to the City a detailed report on structural conditions bearing on termite infestation and control, with recommendations regarding desirable structural corrections, alterations, repairs, replacements and access openings. Contractor agrees to treat all new wood installed on the basis of his recommendations without any additional charge, and included in the terms of the service contract.
- 3.7 No gasoline or fuel powered equipment may be used indoor. Indoor applications shall be by hand, compressed air or electrically operated devices.
- 3.8 Work shall be done during regular business hours unless otherwise specified in the Invitation to Bid and shall be done in such a manner as will cause minimum interruption to the normal operating routine of the premises. All contractor's employees, while on the premises, shall be subject to the jurisdiction of the superintendent of the premises.
- 3.9 Upon completion of his work, contractor shall replace all equipment and property temporarily moved during the course of the work. He shall remove all debris and rubbish caused by his work and shall leave premises neat and broom clean.

- 3.10 The contractor shall, upon completion of work, certify in writing that the specifications have been complied with fully and that any evidence of the continuation or recurrence of termite infestation in treated sections during the five (5) consecutive years following the original treatment will be investigated promptly and treatment for its control applied, if necessary, and the condition corrected within twenty (20) days of notification by the City, without charge. If, at the end of the twenty (20) days after notification by the, satisfactory services have not been performed, the matter shall be referred to the Division of Environmental Health of the Department of Public Health and with its approval the City reserves the right under the contract to secure satisfactory service in the open market and to surcharge the defaulting contractor, and to remove his name from the bidder's list.

The original letter of certification shall go to the using agency, with a copy to the Procurement Department.

- 3.11 **Scope of Work to be Done:** The specific area or areas to be treated shall be as described to the Contractor by the Procurement Department. The "Contract Management" section of the Invitation and Bid against which contractor has been awarded a contract for termite control services will more fully explain this process.

4. **NOTE TO ORDERING AGENCIES:**

- 4.1 Ordering agencies to see the "Contract Management" section of the current Invitation and Bid for Pest Control and Termite Control for instructions on ordering termite control services - Schedule 410.

Attention Bidder:

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

**Exhibits**

**Drawings**

**Attached specifications**

**Attached documents**

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



# CITY OF PHILADELPHIA

## INSTRUCTIONS FOR GETTING PAID BY THE CITY OF PHILADELPHIA

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

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

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

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

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

**ATTENTION VENDORS**

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

**BID RESULTS REQUEST FORM**

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

Date of Request: \_\_\_\_\_

Bid Number Requested: \_\_\_\_\_ Opening Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

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

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

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

**Mail Request To:**

The Procurement Department Public Information Unit

Attention: Bid Results

1401 JFK Blvd.

Room 170B

Philadelphia, PA 19102

**COMPANY CHECK OR MONEY ORDER ONLY**

Revised 09/08



# CITY OF PHILADELPHIA

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

Hugh Ortman  
Procurement Commissioner

## Master Bid Security Program for Service, Supplies and Equipment Bids Period of Coverage: July 1, 2011 – June 30, 2012

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

Dear Vendor:

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

To file for coverage under the Bid Security Program, for the period **July 1, 2011 to June 30, 2012**, complete the enclosed application and return it with a check for **\$120.00**. Make the check payable to "City of Philadelphia". It is **non-refundable**. To clarify the precise use of the check, enter the words "**Bid Security Program**" **2011–2012** on the face of the check.

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

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

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

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

Company Name: \_\_\_\_\_

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

Street Address \_\_\_\_\_

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

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

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

A. Check payable to the City of Philadelphia in the amount of \$120.00 for 7/1/11 to 6/30/12  
**DO NOT SEND CASH. NO PERSONAL CHECKS.**

*Internal Use Only*

Rcvd. \_\_\_/\_\_\_/\_\_\_ Pymt. Type \_\_\_\_\_ Ck. Amt. \$ \_\_\_\_\_ Ck.# \_\_\_\_\_



# CITY OF PHILADELPHIA

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

Rob Dubow  
Director of Finance

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

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

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

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

# Vendor Information Payment Reference Guide

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



# CITY OF PHILADELPHIA

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

Hugh Ortman  
Procurement Commissioner

Dear Valued Vendor,

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

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

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

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

**TERMS AND CONDITIONS OF BIDDING AND CONTRACT**

**BID SUBMISSION**

**1. PREPARATION AND SUBMISSION OF BID.**

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

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

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

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

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

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

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

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

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

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

## TERMS AND CONDITIONS OF BIDDING AND CONTRACT

Section 16 and/or 18.

### **6. LOCAL BIDDING PREFERENCE**

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

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

### **EVALUATION AND AWARD**

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

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

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

**9. RESPONSIBILITY.** Unless otherwise specified, after bids are opened, the Procurement Department, and other City departments or agencies where appropriate or specified, shall review and may investigate the responsibility, including, but not limited to, the qualifications, references, capacity and ability to perform the Contract resulting from the Invitation and Bid in accordance with its terms, and integrity, of the

lowest responsive bidder. All determinations of bidder responsibility shall be vested in the sole discretion of the Procurement Commissioner and other City officials. Any bidder who is deemed not responsible shall be ineligible for award of the Contract.

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

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

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

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

## TERMS AND CONDITIONS OF BIDDING AND CONTRACT

### CONTRACT EXECUTION AND CONFORMANCE

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

- a. Successful bidder posts sufficient performance security, as required in the Invitation and Bid, within the time specified in the written notice of award;
- b. Successful bidder posts a payment bond or other payment security, if and as required by the Invitation and Bid, within the time specified in the written notice of award;
- c. Approval of the Contract as to form by the City's Law Department;
- d. Certification by the Director of Finance and City Controller as to the availability of funds; and
- e. Execution of the Contract by the Procurement Commissioner.

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

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

**15. INSURANCE.** Unless otherwise specified, the successful bidder (referred to in this Section as "Contractor") shall, at its sole cost and expense, procure and maintain in full force and effect, during the

entire period of the Contract (including any applicable warranty and/or renewal periods), the minimum types of insurance specified below. All insurance shall be procured from reputable insurers authorized to do business in the Commonwealth of Pennsylvania and shall be acceptable to the City. All insurance required herein shall be written on an "occurrence" basis and not a "claims-made" basis. The City of Philadelphia, its officers, employees, and agents are to be named as additional insured on all policies required hereunder, except the Workers' Compensation and Employers' Liability. Also, an endorsement is required stating that the coverage afforded these parties as additional insured will be primary to any other coverage available to them. The City's coverage as an additional insured shall be primary coverage. The insurance shall provide for at least thirty (30) days prior written notice to be given to the City in the event coverage is materially changed, canceled or non-renewed. Certificates of insurance evidencing the required coverages shall be submitted to the City within fifteen (15) days of notice of contract award. The City reserves the right to require the Contractor to furnish certified copies of the original policies of all insurance required hereunder at any time upon fifteen (15) days prior written notice. The insurance requirements set forth herein are not intended and shall not be construed to modify, limit, or reduce the indemnifications made in this Contract by the Contractor to the City of to limit the Contractor's liability under this Contract to the limits of the policies of insurance required to be maintained by the Contractor hereunder.

**(a) WORKERS COMPENSATION AND EMPLOYERS LIABILITY**

- (1) Workers' Compensation - Statutory limits
- (2) Employers Liability - \$100,000 Each Accident - Bodily Injury by Accident; \$100,000 Each Employee - Bodily Injury by Disease; \$500,000 Policy Limit - Bodily Injury by Disease

(3) Other states insurance including Pennsylvania

**(b) GENERAL LIABILITY INSURANCE**

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

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

**(c) AUTOMOBILE LIABILITY**

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

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

**16. INDEMNIFICATION.** All bidders shall indemnify, defend and hold harmless the City, its officers, employees and agents from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and counsel fees), claims, suits, actions, damages, liabilities and expenses, occasioned wholly or in part by the bidder's act or omission or fault or negligence or the act or omission or fault or negligence of bidder's agents, subcontractors (including suppliers), employees or servants in connection with

## TERMS AND CONDITIONS OF BIDDING AND CONTRACT

the Contract, including, but not limited to, those acts or omissions or faults or negligence in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, the bidder's default under the Contract, losses incurred by the City's Master Performance Security Program, failure to pay subcontractors and suppliers and any infringement or violation of any proprietary right (including, but not limited to, patent, copyright, trademark, service mark and trade secret). This obligation to indemnify, defend and hold harmless the City, its officers, employees and agents shall survive the termination of the Contract resulting from the Invitation and Bid.

**17. FAILURE TO EXECUTE CONTRACT.** Any bidder not lawfully released from its bid, who refuses to execute a contract in accordance with its bid or who fails, refuses or is unable to furnish any required payment security, performance security or insurance, as may be required by the Invitation and Bid and/or these Terms and Conditions of Bidding and Contract, shall be liable for the entire amount of its bid security, as liquidated damages to the City; or if bid security is furnished under the Annual Master Bid Security Program, for 10% of the amount of its bid, as liquidated damages to the City; or where the damages are readily ascertainable by the City, for the actual loss, cost or damage incurred by the City as a result of its failure to execute the contract or to furnish such bonds, performance security or insurance.

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

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

a. Failure by Contractor to comply with any provision or Section of the Contract, including the bid specifications contained in the Invitation and Bid and these Terms and Conditions of Bidding and Contract and/or failure by Contractor to comply with any federal,

state and local law, statute, ordinance or regulation of any governmental department, board, agency and commission.

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

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

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

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

f. The Procurement Department's determination that the Contractor is not a responsible bidder on the Invitation and Bid, where such determination is made, and is based upon, information received after award of the Contract and/or after execution of the Contract by the Procurement Commissioner and/or after satisfaction of any or all other conditions of a binding Contract set forth in Section 2 above.

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

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

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

b. Appropriate to the payment of the difference between the Contract price and the cost of such substitute goods or services, and the amount of any

## TERMS AND CONDITIONS OF BIDDING AND CONTRACT

other loss, cost or damage incurred by the City as a result of the default, any monies which may then be due and payable to Contractor under this Contract or any other Contract that Contractor then has with the City.

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

**20. PAYMENT FOR EQUIPMENT.** Unless otherwise provided in the bid specifications, when equipment involves installation, (which shall also be interpreted to mean erection and/or setting up or placing in position for service or use) and/or testing, and where such installation or testing is delayed though no fault of the contractor, contractor shall be entitled to a payment equal to 50% of the price bid when such equipment is delivered on site and to a further payment equal to an additional 25% of the price bid when the equipment is installed and ready for test. The balance shall be paid only after the equipment is tested and found to be satisfactory by the City. If the equipment must be tested, but installation is not required to be made by the supplier or if the equipment must be installed but testing is not required, and the installation or testing is delayed through no fault of the contractor, contractor shall be entitled to a payment equal to 75% of the price bid at the time of delivery and the balance shall be paid after satisfactory testing and/or installation, as required.

### TAX MATTERS

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

**22. TAX INDEBTEDNESS.** The City of Philadelphia does not wish to do business with tax delinquents or other businesses indebted to the City. In furtherance of

this policy, the following certifications have been developed and shall form a part of any Contract resulting from the Invitation and Bid. The successful bidder or other entity Contracting with the City is referred to below as the "Contractor".

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

b. Subcontractor's Certification of Non-Indebtedness -- Contractor shall require all subcontractors performing work in connection with this Contract ("subcontractor" shall also include suppliers providing goods or materials) to be bound by the following provision, and Contractor shall cooperate fully with the City in exercising the rights and remedies described below or otherwise available at law or in equity:

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

## TERMS AND CONDITIONS OF BIDDING AND CONTRACT

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

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

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

### GENERAL INFORMATION

**24. COMPLIANCE WITH LAWS.** All goods and services and all documents and other materials furnished under the Contract shall conform with all applicable federal, state and local laws, statutes and ordinances and the applicable rules, regulations, methods and procedures of all governmental boards, bureaus, offices, commissions and other agencies. Contractor shall maintain during the term of the Contract all licenses, and authorizations required by any applicable federal, state or local law or regulation. **Applicable law shall include, without limitation, the laws stated in paragraphs 25 through 30 herein.**

### 25. NONDISCRIMINATION.

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

b. In accordance with Chapter 17-400 of The Philadelphia Code, Contractor agrees that its payment or reimbursement of membership fees or other expenses associated with participation by its employees in an exclusionary private organization, insofar as such participation confers an employment advantage or constitutes or results in discrimination with regard to hiring, tenure of employment, promotions, terms, privileges or conditions of employment, on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin or ancestry, shall constitute an event of default under this Contract and shall entitle the City to all rights and

remedies as provided herein in Section 19 or otherwise available to the City at law or in equity. Contractor agrees to include the immediately preceding sentence, with appropriate adjustments for the identity of the parties, in all subcontracts which are entered into pursuant to this Contract. Contractor further agrees to cooperate with the Commission on Human Relations of the City of Philadelphia in any manner which the said Commission deems reasonable and necessary for the Commission to carry out its responsibilities under Chapter 17-400 of The Philadelphia Code. Failure to so cooperate shall constitute an event of default under this Contract entitling the City to all rights and remedies as provided herein in Section 19 or otherwise available to the City at law or in equity.

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

a. Gifts. Executive Order No. 02-04 prohibits City employees from soliciting or accepting anything of value from any person or entity seeking to initiate or maintain a business relationship with the City of Philadelphia, its departments, boards, commissions, and agencies. Bidder understands and agrees that if it offers anything of value to a City official or employee under circumstances where the receipt of such item would violate the provisions of this Executive Order shall be subject to sanctions with respect to future City Contracts. Such sanctions may range from disqualification from participation in a particular Contract to debarment, depending on the nature of the violation. All bidders, agents or intermediaries who are solicited for gifts or gratuities by City employees are urged to report these incidents to the Inspector General, Aramark Tower, Third Floor, 1101 Market Street, Philadelphia, PA 19107.

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

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

**27. NORTHERN IRELAND.** Section 17-104(2)(b) of The Philadelphia Code prohibits the City from accepting

## TERMS AND CONDITIONS OF BIDDING AND CONTRACT

bids from companies that do business in Northern Ireland, unless that business has implemented the fair employment principles embodied in the MacBride Principles. In furtherance of this ordinance, bidder makes the following certification and representations:

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

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

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

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

The bidder expressly understands and agrees that any

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

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

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

**30. PROTECTION OF DISPLACED CONTRACT WORKERS.** If this bid is for the furnishing of the following services, Security, Janitorial, Building Maintenance, Food and Beverage, Hotel or Non-Professional Health Care Services, then this bid is subject to the "Protection of Displaced Contract Workers" Law, Chapter 9-2300 of the Philadelphia Code. The successful Bidder, if it is a Successor Contractor is required, among other things, to retain certain service employees of the Predecessor Contractor for a ninety day period.

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

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

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

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

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

**SIGNING OF BIDS:**

If bid is by an INDIVIDUAL or a PARTNERSHIP, or if the bid does not exceed \$30,000, date and sign the bid here, with the original signatures, in ink.

This \_\_\_\_\_ day of \_\_\_\_\_ 20

\_\_\_\_\_  
(Signature of Owner, Partner)

\_\_\_\_\_  
(Type or Print Name and Title)

\_\_\_\_\_  
(Business Name of Bidder)

\_\_\_\_\_  
(Address, including Zip Code)

\_\_\_\_\_  
(Telephone Number, including Area Code)

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

This \_\_\_\_\_ day of \_\_\_\_\_ 20

**CORPORATE SEAL**

\_\_\_\_\_  
(Corporate or Business Name of Bidder)

\_\_\_\_\_  
(Address, including Zip Code)

\_\_\_\_\_  
(Telephone Number, including Area Code)

\_\_\_\_\_  
(Signature of President or Vice President)

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

\_\_\_\_\_  
(Type or Print Name and Title)

\_\_\_\_\_  
(Type or Print Name and Title)

**APPROVED AS TO FORM**

**CONTRACT EXECUTION**

\_\_\_\_\_  
(Assistant City Solicitor)

\_\_\_\_\_  
(Procurement Commissioner)