



**City of Philadelphia**  
**Economic Opportunity Plan**  
[CITY BID NUMBER S3Z59440]

I. Introduction, Definitions and Goals

A. Chapter 17-1600 of The Philadelphia Code requires the development and implementation of "Economic Opportunity Plan(s)" for certain classes of contracts and covered projects as defined in Section 17-1601. The Economic Opportunity Plan ("Plan") memorializes the successful Bidder's best and good faith efforts to provide meaningful and representative opportunities for Minority Business Enterprises ("MBEs"), Woman Business Enterprises ("WBEs") and Disabled Business Enterprises ("DSBEs"), Disadvantaged Business Enterprises<sup>1</sup> ("DBEs") (collectively, "M/W/DSBEs") and an appropriately diverse building trades workforce in connection with the contract or covered project.

This Invitation and Bid and any resulting contract are subject to the Plan requirements as described in Section 17-1603 (2). Accordingly, by submission of its Bid, a responsive and responsible Bidder makes a legally binding commitment to abide by the provisions of this Plan which include Bidder's commitment to exercise its best and good faith efforts throughout the contract term to provide meaningful and representative contracting opportunities for M/W/DSBEs and to employ an appropriately diverse workforce of tradespeople including minority and female persons in all phases of any contract awarded under this Bid.

**Bidder hereby verifies that all information submitted to the City including without limitation, the Plan and all forms and attachments thereto, 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, it fraudulently obtains public moneys reserved for or allocated or available to minority business enterprises or women's business enterprises.**

B. For the purposes of this Plan, MBE, WBE, DBE and DSBE shall refer to certified businesses so recognized by the City of Philadelphia through its Office of Economic Opportunity ("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 as a Best and Good Faith Effort. 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.

---

<sup>1</sup>Disadvantaged Business Enterprises ("DBEs") are those socially or economically disadvantaged minority and woman owned businesses 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.

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

C. For this Plan, the term “Best and Good Faith Efforts,” the sufficiency of which shall be in the sole determination of the City, means: a Bidder’s efforts, the scope, intensity and appropriateness of which are designed and performed to foster meaningful and representative opportunities for participation by M/W/DSBEs and an appropriately diverse workforce and to achieve the objectives of Chapter 17-1600. Best and Good Faith Efforts are rebuttably presumed met, when a Bidder makes commitments within the M/W/DSBE Participation Ranges established for this Bid and commits to employ a diverse workforce as enumerated herein.

D. Goals

1. M/W/DSBE Participation Ranges

As a benchmark for the Bidder’s expression of its Best and Good Faith Efforts to provide meaningful and representative opportunities for M/W/DSBEs in the contract, the following participation ranges have been developed. These participation ranges represent, in the absence of discrimination in the solicitation and selection of M/W/DSBEs, the percentage of MBE, WBE and DSBE participation that is reasonably attainable on this contract through the exercise of Bidder’s Best and Good Faith Efforts. 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. These ranges are based upon an analysis of factors such as the size and scope of the contract and the availability of MBEs, WBEs and DSBEs to perform various elements of the contract:

BID	MBE	WBE	DSBE
<b>S3Z59440</b>	<b>5%-10% AND/OR 5%-10%</b>		<b>NONE</b>

2. Employment Goals

Bidder agrees to make Best and Good Faith Efforts to employ a diverse workforce which includes minority persons, disabled persons, females and local residents.

II. Bidder Responsiveness and Responsibility

A. Bidder shall identify all its M/W/DSBE commitments and evidence its agreement to employ minority persons and females at the levels stated herein on the form entitled, “M/W/DSBE Participation and Workforce Commitments.” The Bidder’s identified commitment to use an M/W/DSBE on this form constitutes a representation by Bidder, that the M/W/DSBE is capable of completing the subcontract with its own workforce, and that the Bidder has made a legally binding commitment with the firm. The listing of the M/W/DSBE firm by Bidder further represents that if Bidder is awarded the contract, Bidder will subcontract with the listed firm(s) for the work or supply effort described and the dollar/percentage amount(s) set forth on the form. In calculating the percentage of M/W/DSBE participation, Bidder shall apply the standard mathematical rules in rounding off numbers. In the event of inconsistency between the dollar and

percentage amounts listed on the form, the percentage will govern. Bidder is to maintain the M/W/DSBE percentage commitments throughout the term of the contract which shall apply to the total amount of the contract and any additional increases. In the event the Successful Bidder's contract is increased by change order and/or modification, or amendment, it shall be the responsibility of the Successful Bidder to apply its Best and Good Faith Efforts to the amended amount in order to maintain any participation ranges committed to on the total dollar amount of the contract at the time of contract completion.

1. Commercially Acceptable Function

A Bidder that enters into a subcontract with an M/W/DSBE shall be considered to have made a Best and Good Faith Effort in that regard only if its M/W/DSBE subcontractor performs a commercially acceptable function ("CAF"). An 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 Bid specifications), where the distinct element is worthy of the dollar amount of the subcontract and where the M/W/DSBE carries out its responsibilities by actually performing, managing and supervising the work involved; 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 City 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 and in determining the amount of credit the Bidder receives towards the participation ranges. 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.

B. Upon award, letters of intent, quotations, and any other accompanying documents regarding commitments with M/W/DSBEs, including the M/W/DSBE Participation and Workforce Commitments Form, become part of the contract. M/W/DSBE commitments are to be memorialized in a written subcontract agreement and are to be maintained throughout the term of the contract and shall apply to the total contract value (including approved change orders and amendments). Any change in commitment, including but not limited to termination of the subcontract, reduction in the scope of committed work, substitutions for the listed firms, changes or reductions in the listed dollar/percentage amounts, must be pre-approved in writing by OEO. Throughout the term of the contract, Bidder is required to continue its Best and Good Faith Efforts.

C. In the event Bidder does not identify on the M/W/DSBE Participation and Workforce Commitments Form that it has made M/W/DSBE commitments within the participation ranges established for this Bid and/or does not agree to the employment goals described herein, Bidder must complete and submit a *Documentation of Best and Good Faith Efforts Form* ("BGFE Form"), documenting its solicitations and any commitments with M/W/DSBEs, and detailing any efforts made to include M/W/DSBEs in the contract and to employ a diverse workforce. The submission of the BGFE Form is an element of bid responsiveness and failure to include this form may result in the

rejection of the Bid. The BGFE Form must include at a minimum, certification and documentary evidence that the following actions were taken:

1. Solicitation directed to both qualified M/W/DSBEs registered with OEO and qualified M/W/DSBEs certified by agencies approved by OEO. Bidder must provide a list of all certification directories used for soliciting participation for this Bid. Bidder must determine with reasonable certainty if the M/W/DSBEs are interested by taking appropriate steps to follow up on initial solicitations; one time contact, without follow up, is not acceptable; and

2. Bidder provided interested M/W/DSBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation; and

3. Bidder negotiated in good faith with interested M/W/DSBEs. A Bidder using good business judgment would consider a number of factors in negotiating with subcontractors, including M/W/DSBE subcontractors, and would take a firm's price and capabilities as well as the objectives of the Plan into consideration; and

4. Documentation of the following:

i. Any commitments to use M/W/DSBEs in its bid for subcontracted services and materials supply even when Bidder would otherwise prefer to self-perform/supply these items; and

ii. Correspondence between the Bidder and any M/W/DSBE(s) related to this Bid; and

iii. Attendance logs and/or records of any scheduled pre-bid meeting; and

5. Certification and evidence that the following actions were taken or documentation of the following, or an explanation why these actions were not taken or why documentation does not exist:

i. Any arms length business assistance provided to interested M/W/DSBEs which may include access/introduction to major manufacturer/suppliers, lines of credit and union halls; and

ii. Solicitation through job fairs, newspapers, periodicals, advertisements and other organizations or media that are owned by M/W/DSBEs and/or focus on M/W/DSBEs; and

iii. Telephone logs of communications related to this Bid; and

iv. Notification of and access to bid documents at the Bidder's office or other office locations for open and timely review; and

v. Bidder sought assistance from the Urban Affairs Coalition, Careerlink Philadelphia, Opportunity Industrial Center and the Philadelphia Workforce Development Corporation to perform employment outreach; and

vi. Bidder published its policy of nondiscrimination in the hiring, retention and promotion of employees; and

vii. Any agreement with an apprenticeship or training program that targets the employment of minority persons, disabled persons and women.

### III. Evaluation of Responsiveness and Responsibility

#### A. Evaluation and Determination

1. The City, acting through its OEO, will evaluate the responsiveness of the Bidder's Plan to these requirements. OEO reserves the right to request further documentation and/or clarifying information at any time prior to the award of the contract which may result in Bidder's amendment of its M/W/DSBE Participation and Workforce Commitments Form or BGFE Form.

#### B. Administrative Reconsideration

1. If the OEO determines that the apparent low Bidder has not made sufficient Best and Good Faith Efforts, the Bidder will be notified and may file a written appeal with OEO within forty-eight (48) hours of the date of notification. The decision of OEO may be appealed in writing within forty-eight (48) hours of the date of OEO's decision to Chief Operating Officer of the Commerce Department or his designee whose decision shall be final. If it is determined that the apparent low Bidder did not make sufficient Best and Good Faith Efforts, its Bid will be rejected.

2. Notwithstanding compliance with the requirements set forth herein, the City reserves the right to reject any or all bids as deemed in the best interest of the City.

### IV. Compliance and Monitoring of Best and Good Faith Efforts

A. A copy of the Successful Bidder's Plan, as certified below by OEO, will be filed with the Chief Clerk of Council by the Procurement Department on behalf of the Successful Bidder, within fifteen (15) days of the Procurement Department's issuance of the notice of award.

The Successful Bidder agrees to cooperate with OEO in its compliance monitoring efforts, and to submit, within the time limits prescribed by OEO, all documentation which may be requested by OEO relative to the awarded contract, including the items described below. The Successful Bidder must provide as required and maintain the following contract documentation for a period of three (3) years following acceptance of final payment under the contract:

- Copies of signed contracts and purchase orders with M/W/DSBE subcontractors;

- Evidence of payments (cancelled checks, invoices, etc.) to subcontractors and suppliers to verify participation;
- Telephone logs and correspondence relating to M/W/DSBE commitments.

B. The Successful Bidder shall ensure that all its on-site contractors submit, to the extent required by law, certified payrolls to the City's Labor Standards Unit in the format prescribed by that agency which includes hours worked by minority and female apprentices and journeypersons.

C. Prompt Payment of M/W/DSBEs

1. 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 their proportionate share of such payment for work performed (including the supply of materials). 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.
2. Each month of the contract term and at the conclusion of the contract, the Successful Bidder shall provide to the OEO documentation reconciling actual dollar amounts paid to M/W/DSBE subcontractors to M/W/DSBE commitments presented in the Plan.

D. Oversight Committee

1. For this project, the City, in its sole discretion, may establish a Project Oversight Committee consisting of representatives from the Bidder's company, representatives of the building trades, the construction manager, and the City which may include the Project site's District Councilperson, OEO, and appropriate community organizations ("Committee"). The Committee will meet regularly to provide advice for the purpose of facilitating compliance with the Plan.
2. If a Project Oversight Committee is established, the City will convene meetings of the Committee no later than one (1) month after issuance of the Notice To Proceed.

V. Remedies and Penalties for Non-Compliance

A. The Successful Bidder agrees that its compliance with the requirements of the Plan is material to the contract. Any failure to comply with these requirements may constitute a substantial breach of the contract. It is further agreed and understood 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 remedies reserved under Section 17-1605 of The Philadelphia Code, any other rights and remedies the City may have under the contract, or any bond filed in connection therewith or at law or in equity, exercise one or more of the remedies below, 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 bidding on and/or participating in any future City contracts for a period of up to three (3) years.
- d. Recover as liquidated damages, one percent of the total dollar amount of the contract for each one percent (or fraction thereof) of the commitment shortfall. (NOTE: The “total dollar amount of the contract” shall include approved change orders, amendments and for requirements contracts shall be based on actual quantities ordered by the City.)

The remedies enumerated above are for the sole benefit of the City and City’s failure to enforce any provision or the City’s indulgence of any non-compliance with any provision hereunder, shall not operate as a waiver of any of the City’s rights in connection with any contract resulting from this Invitation and Bid nor shall it give rise to actions by any third parties including identified M/W/DSBE subcontractors. No privity of contract exists between the City and the M/W/DSBE subcontractor identified in any contract resulting from this Invitation and Bid. The City does not intend to give or confer upon any such M/W/DSBE subcontractor(s) any legal rights or remedies in connection with subcontracted services under any law or Executive Order or by any reason of any contract resulting from the Invitation and Bid except such rights or remedies that the M/W/DSBE subcontractor may seek as a private cause of action under any legally binding contract to which it may be a party.

---

SIGNATURE OF BIDDER AND TITLE<sup>3</sup>

DATE

---

ANGELA DOWD-BURTON, Executive Director, Office of Economic Opportunity<sup>4</sup> DATE

*[See Forms on following pages; these Forms, as completed by Bidder, must be submitted with the Bid as a matter of Responsiveness and Responsibility ]*

---

<sup>3</sup>Bidder is required to sign and date, but the City reserves the right to obtain the Successful Bidder's signature thereon at any time prior to Plan certification. The Successful Bidder will receive from the City a certified copy of its Plan which will be filed by the Procurement Department with the Chief Clerk of City Council within fifteen (15) days of the Procurement Department's issuance of a notice of award and published by OEO, in a downloadable format, on the OEO website.

<sup>4</sup> Pursuant to Section 17-1603 (2) of The Philadelphia Code, the representative of the City of Philadelphia's Office of Economic Opportunity, the "certifying agency", certifies that the contents of this Plan are in compliance with Chapter 17-1600.

**OEO Official Use Only**

**M/W/DSBE Commitments**

**Percent/Dollar Amount**

\_\_\_\_\_ [MBE]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ [WBE]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ [DSBE]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**M/W/DSBE Participation and Workforce Commitments  
EOPs FOR BIDS ESTIMATED AT MORE THAN \$250,000**

DEPARTMENT OF COMMERCE OFFICE OF ECONOMIC OPPORTUNITY (OEO)						
Minority (MBE), Woman (WBE), Disabled (DSBE) and Disadvantaged (M-DBE and W-DBE) Business Enterprises <sup>1</sup>						
BID NUMBER -		NAME OF BIDDER -		BID OPENING DATE -		
<i>List below all MBE/WBE/DSBE/DBEs* that you have a commitment to use for a Commercially Acceptable Function On this Bid - Photocopy this form as necessary.</i>						
<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DSBE <input type="checkbox"/> M-DBE <sup>2</sup> <input type="checkbox"/> W-DBE <sup>2</sup>		<input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier		Quote Received		
Company Name		Work or Supply Effort to be Performed	YES <sup>3</sup>	NO	Amount Committed To	
Address					Dollar Amount \$	
Contact Person						
Telephone Number	Fax #					Percent of Total Proposal %
E-mail Address						
OEO Registry #	Certifying Agency					
<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DSBE <input type="checkbox"/> M-DBE <sup>2</sup> <input type="checkbox"/> W-DBE <sup>2</sup>		<input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier		Quote Received	Amount Committed To	
Company Name		Work or Supply Effort to be Performed	YES <sup>3</sup>	NO	Dollar Amount \$	
Address						Percent of Total Proposal %
Contact Person						
Telephone Number	Fax #					
E-mail Address						
OEO Registry #	Certifying Agency					
<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DSBE <input type="checkbox"/> M-DBE <sup>2</sup> <input type="checkbox"/> W-DBE <sup>2</sup>		<input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier		Quote Received	Amount Committed To	
Company Name		Work or Supply Effort to be Performed	YES <sup>3</sup>	NO	Dollar Amount \$	
Address						Percent of Total Proposal %
Contact Person						
Telephone Number	Fax #					
E-mail Address						
OEO Registry #	Certifying Agency					

<sup>1</sup>MBE/WBE/DSBEs Listed above must be certified prior to bid submission date.  
<sup>2</sup>If Bidder makes commitments with DBEs, Bidder shall indicate which class type M-DBE or W-DBE is submitted for credit.  
<sup>3</sup>Bidder should attach quotation with this form, but the City reserves the right to request this information which shall be submitted by bidder within 48 hours of the City's Request.  
 Please make additional copies when necessary.



<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>2 73</b>
		FIRM NAME (Must be filled in)	

**SECTION 1: GENERAL BID SUBMISSION**

1.1 **TITLE: Turf Management – Water Department**

1.2 **SCHEDULE NO: 801-02**

1.3 **CONTRACT TERM:** 01/01/2013 to 12/31/2013 (“Initial Term”), with an option to renew for up to Three (3 ) additional one (1 ) year periods, (“the Renewal Term”) exercisable, at the City’s sole discretion, as of the expiration of the Initial Term or then current Renewal term. The City may, at its sole discretion, renew the contract for up to three (3) months at the beginning of each renewal period(s) (the “Additional Performance Period”), if a decision has been made not to renew the contract for an entire year.

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

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

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

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>3 73</b>
		FIRM NAME (Must be filled in)	

**1.4 CONTRACT TYPE: REQUIREMENTS**

1.4.1 The following items are required in the operation of various City agencies as ordered. Exact quantities cannot now be determined but estimates thereof are listed herein. Quantities listed may be increased or decreased to meet the requirements of the City during the period of this contract. A minimum is not guaranteed. Purchase orders issued as a result of this bid will be for materials or services to be delivered generally on an as-needed basis. Successful bidders are cautioned not to deliver any materials or services without first being advised to do so by the ordering agency.

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

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

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

**1.5 METHODOLOGY OF ACQUISITION: PURCHASE** only.

**1.6 STATEMENT OF DIRECTION:**

It is the intent of the City of Philadelphia to make an award for Turf Management for the various Philadelphia Water Department Facilities 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.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>4 73</b>
		FIRM NAME (Must be filled in)	

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, 2012 to June 30, 2014 are not required to provide Bid Security if their bid total is \$500,000.00 or less (per paragraph 2 of "Terms and Conditions of Bidding and Contract").

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

1.7.2

**Bids Opening July 1, 2012 through June 30, 2014**

Bidders may qualify for the Master Bid Security Program described above for **July 1, 2012 – June 30, 2014** by submitting a check in the amount of **\$200.00** 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*.

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".

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".

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>5 73</b>
		FIRM NAME (Must be filled in)	

**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.

**1.9 BID SUBMISSION:**

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

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>6 73</b>
		FIRM NAME (Must be filled in)	

1.9.7 LOCAL BIDDING PREFERENCES

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.**

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>7 73</b>
		FIRM NAME (Must be filled in)	

1.9.8 **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 Three (3) business days after the scheduled Non-Mandatory Pre-Bid Meeting referenced in paragraph 1.13 of this Invitation and Bid. The City reserves the right to only respond to those questions submitted prior to the stated deadline.** If it is in the City’s best interest to do so, the bid MAY be amended to reflect the proposed changes/modifications. **Exceptions taken DO NOT obligate the City to change the specifications. The City of Philadelphia, Procurement Department will notify all bidders in writing, by addendum duly issued, of any interpretations/changes made to specifications or instructions. The City will not accept responsibility for oral instructions, suggestions or changes by any City agency.**

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.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>8 73</b>
		FIRM NAME (Must be filled in)	

1.9.9 **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 \_\_\_\_\_

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>9 73</b>
		FIRM NAME (Must be filled in)	

**1.10 BIDDER QUALIFICATION:**

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

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

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>10 73</b>
		FIRM NAME (Must be filled in)	

**SECTION 1:**

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

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

**SECTION 2:**

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

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

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

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>11 73</b>
		FIRM NAME (Must be filled in)	

1.10.2 The contractor is to submit information regarding services rendered within the last two (2) years, of a size and scope similar to the bid requirements that will demonstrate its ability to successfully perform under the terms of this Invitation and Bid. Also, contractor is to include in the bid information on company ownership, history, present number of employees, Bank references and annual gross sales.

1.11 **EQUIPMENT/CREW REQUIREMENTS:**

1.11.1 The contractor is required to have, as a minimum, the following:

**Equipment**

- Two (2) tractor mounted 80" mowing attachment OR one (1) 16' wing mower.
- Two (2) 72" riding mowers.
- Two (2) 21" trim mowers.
- Two (2) string trimmers.
- Two (2) gas powered hedge clippers
- Two (2) pairs of loping shears

Mower blades must be kept sharp at all times, blades will be inspected periodically.

The contractor may submit an alternate list of equipment it considers equivalent to the equipment listed.

**Leasing Equipment:**

If a vendor intends to lease the equipment listed above, to be used during the initial contract period and any renewal periods thereafter, they shall submit with their bid submission a letter from the Leasing Company (on Company letterhead) with whom they intend to lease the referenced equipment from, guaranteeing that if the said vendor (List Vendor Name) who is submitting this Invitation and Bid (**S3-Z5944-0**) is awarded the contract or any part thereof, the required equipment, as listed above will be available to the vendor for the initial contract period and any renewal periods thereafter.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>12 73</b>
		FIRM NAME (Must be filled in)	

**CREW**

- One (1) labor foreman
- Three (3) laborers

All areas must be trimmed within 24 hours of mowing. All trash and debris must be removed the same day it is gathered. Trash bags are not permitted to remain overnight.

**Note to Bidder: Foreman must be experienced and/or trained in the technical aspects of turf maintenance, turf diseases and insects and herbicidal use and application. A resume of the employee who will supervise the work crew is to be submitted with the bid.**

1.11.2 **The Contractor shall submit with his/her bid a list of equipment to be utilized that will demonstrate the Contractor's capability to successfully perform the services required on the items bid. The City reserves the right to inspect the contractor's facilities to determine its capabilities. Based on a review of the vendor's operational, managerial, equipment and financial capacities, the City of Philadelphia will determine the number of areas for which a vendor will be eligible for award. The City reserves the right to request documentation to show evidence of the bidder's operational, managerial, equipment, and financial capabilities prior to award.**

1.12 **SITE INSPECTION - MANDATORY:**

Vendors shall examine each site, for which they intend to bid, in detail where work is to be done and acquaint themselves with conditions affecting the work area for which they will be held responsible. Each location in the bid will have a Mandatory Site-Inspection date and time listed and vendors are required to attend on that given date and time.

Attachments of "Certification of Site-Visit", found at the back of the bid, must be completely filled out by the vendor and signed by the Contract Administrator or his designee, certifying the completion of the Mandatory Site Inspection at each given location.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>13 73</b>
		FIRM NAME (Must be filled in)	

Vendors are encouraged to review, in advance, the Dates and Times listed for all Mandatory Site-Visits for which they intend to submit a bid. Failure to attend a Mandatory Site-Visit on the Date and Time as listed in both Section 2, Specifications, and on the Certification Sheet shall disqualify vendor from award of that portion of their bid submission.

The Contract Administrators for each of the Water Department locations in this bid are listed as follows:

<b><u>SECTION (S)</u></b>	<b><u>CONTACT</u></b>	<b><u>TELEPHONE NO.</u></b>
2.2.1 through 2.2.14	Ricardo Everett	685-2130
2.2.15 through 2.2.16	Anthony Falcone	685-8046
2.2.17	Michael Hengstler	685-2567
2.2.18	Mark Carneglia	685-8089
2.2.19	Joseph Wawrzyniak	685-9610
2.2.20	Amy Szor	685-4073
2.2.21	Brain Serbin	685-1411
2.2.22	Michael Burns	685-1305
2.2.23	Matthew Moses	685-1734

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>14 73</b>
		FIRM NAME (Must be filled in)	

**1.13 NON-MANDATORY PRE-BID MEETING:**

1.13.1 A NON-MANDATORY PRE-BID MEETING for all interested parties will be held on **Wednesday, November 28, 2012** at 12:00 P.M. in Room 170A, Bid Room, Municipal Services Building, 1401 J.F.K. Boulevard, Philadelphia, PA. 19102

The purpose of this meeting is to respond to questions and suggestions from prospective bidders. Bidders are encouraged to submit questions in writing at the time of the Pre-Bid Meeting. Oral responses at the Pre-Bid Meeting and other oral communications concerning this solicitation shall not be binding upon the City.

The City will issue written responses, in the form of a written Addendum, to questions that materially impact upon the bid documents.

Attendance at this Pre-Bid Meeting is not a requirement for bidding.

**IT IS THE VENDOR'S RESPONSIBILITY TO ENSURE THAT THEY ARRIVE AT THE PRE-BID MEETING ON TIME. VENDORS WHO ARRIVE TWENTY MINUTES AFTER THE MEETING HAS STARTED, MAY BE DENIED ENTRY TO THE MEETING.**

**SECTION 2: SPECIFICATIONS:**

**2.1 TURF MANAGEMENT TASK DESCRIPTIONS**

2.1.1 Turf will be maintained at a height of two and one half inches in warm weather and two (2) inches in cool weather. Mowing needs will be dictated by rapidity of turf growth. In general, mowing schedule shall be in accordance with the cutting frequency listed for each Water Department location unless otherwise directed by the designated Water Department Contract Administrator for each location listed above in Section 1.12. Clippings need not be removed from turf areas unless they are clumped and appear unsightly.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>15 73</b>
		FIRM NAME (Must be filled in)	

However, clippings and debris will be promptly removed from paved areas. Discharge of grass clippings into roadways or footpaths is prohibited. As part of the mowing task, all obstructions in the turf area will be trimmed neatly and carefully. Mower damage to trees will be closely monitored. Sufficient damage, as determined by City representatives, will be cause for the contractor to replace affected trees.

- 2.1.2 The landscape and hard surfaces, including walkways, will be kept litter and trash free at all times. Trash around wastebaskets and on the turf areas will be removed by the vendor prior to mowing. At no time, will City staff accept the mowing of litter. All debris (organic and inorganic) will be removed as needed and disposed of in a proper manner by the contractor. Trash and debris shall not be deposited in City wastebaskets. City staff will be responsible for removal and emptying of wastebaskets. The intention is to maintain the entire landscape in a neat and tidy manner. Proper disposal of debris is the responsibility of the contractor.
- 2.1.3 Contractor shall supply all equipment and materials necessary to complete assigned work.
- 2.1.4 All work will be performed with consideration of safety to City personnel and the general public. All precautions necessary to insure public safety will be the responsibility of the contractor.
- 2.1.5 Commercial trucks and vehicles operating on Water Department property within Fairmount Park, and without required permits risk police intervention. Contractor will be responsible for application and obtaining all permits necessary as required by law. These permits can be acquired at Fairmount Park's Memorial Hall at no additional cost. All commercial trucks and vehicles must have a permit.

**2.2 WATER DEPARTMENT LOCATIONS:**

The maps for Items 2.2.1 through 2.2.23 in this Invitation and Bid are for reference only. A hard copy of maps for Items 2.2.1 through 2.2.23 are available by calling the Public Information Center of the Procurement Department at (215) 686-4755.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>16 73</b>
		FIRM NAME (Must be filled in)	

2.2.1

**UPPER ROXBOROUGH CATHEDRAL ROAD GRASS STRIP OUTSIDE  
FENCE LINE**

**A Mandatory Site Inspection will be held on Tuesday, November 13, 2012 at 9:30 A.M. The attached Certification of Site Visit sheet must be signed by the designated City contact person and completed by vendor.**

**General Description of Work to be performed:**

- A. Defined as the grass strip outside the fence line to the edge of the curb. The area starts at Cathedral Road and Belfry Drive where the guardrail meets the facility fence line and runs eastward approximately 750' passing Steeple Drive and Cathedral Circle, and ending where the perimeter fencing turns at a right angle towards the south. The total approximate area to be mowed/cut is 7,500 square feet.
- B. In order to keep the vegetation off the fence line until such a time that the fence is scheduled for clearing, the vendor may apply a selective herbicide (Round Up is preferred) during the mowing(s) or as directed by the Contract Administrator.
- C. Grass clippings must not be left in the street. The vendor shall be responsible for sweeping or blowing the clippings into a pile for removal or onto the grass strip to decompose.
- D. Cut approximately (8) times between April through November, or as directed by the Contract Administrator.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>17 73</b>
		FIRM NAME (Must be filled in)	

2.2.2

**UPPER ROXBOROUGH HARNER STREET GRASS STRIP OUTSIDE OF FENCE LINE**

**A Mandatory Site Inspection will be held on Tuesday, November 13, 2012 at 9:45 A.M. The attached Certification of Site Visit sheet must be signed by the designated City contact person and completed by vendor.**

**General Description of work to be performed:**

- A. Defined as the grass strip outside the fence line to the edge of the curb. The area starts at the facility vehicle gates at Sunset Avenue and Harner Street and runs southward approximately 650' ending just past Ivins Road where the perimeter fencing turns at a right angle towards the playground. The total approximate area to be mowed/cut is 6,500 square feet.
- B. The vendor should weed whack the right side vehicle gate for a space of at least (5) five feet in order to maintain movement of the gates without interference from vegetative overgrowth. In order to keep the vegetation off the fence line until such a time that the fence is scheduled for clearing, the vendor may apply a selective herbicide (Round Up is preferred) during the mowing(s) or as directed by the Contract Administrator.
- C. Grass clippings must not be left in the street. The vendor shall be responsible for sweeping or blowing the clippings into a pile for removal or onto the grass strip to decompose.
- D. Cut approximately eight (8) times between April through November or as directed by the Contract Administrator.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>18 73</b>
		FIRM NAME (Must be filled in)	

2.2.3

**UPPER ROXBOROUGH HAGY'S MILL ROAD OUTSIDE OF FENCE LINE**

**A Mandatory Site Inspection will be held on Tuesday, November 13, 2012 at 10:00 A.M. The attached Certification of Site Visit sheet must be signed by the designated City contact person and completed by vendor.**

**General Description of work to be performed:**

- A. Mowing or weed whacking the area outside the fence line along Hagy's Mill Road, from the corner of Port Royal Avenue, to the ball field gate. This is an irregularly shaped area from the outside of the fence line to the street (approximately .5 acre). This area shall be weed whacked or mowed eight (8) times from April to November or as directed by the Contract Administrator.
- B. Debris produced by the mowing or clearing should be removed as the job progresses, also including any debris or rubbish dumped on the site discovered during the clearing, tires, bottles, cans or any other undesirable materials of whatever nature.

2.2.4

**UPPER ROXBOROUGH HAGY'S MILL ROAD INSIDE OF FENCE LINE**

**A Mandatory Site Inspection will be held on Tuesday, November 13, 2012 at 10:15 A.M. The attached Certification of Site Visit sheet must be signed by the designated City contact person and completed by vendor.**

**General Description of work to be performed:**

- A. Mowing or weed whacking the area inside the fence line along Hagy's Mill Road, from the corner of Port Royal Avenue, back to the ball field gate. This area extends from the inside paved area to the fence line. The area varies from between 20' to 40' in some areas, and is in fact, a sloped area in some portions. All vegetation must be cut within 3" of grade level. Cut approximately eight (8) times between April and November or as directed by the Contract Administrator.
- B. Debris produced by the mowing or clearing should be removed as the job progresses, also including any debris or rubbish dumped on the site discovered during the clearing; tires, bottles, cans or any other undesirable materials of whatever nature.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>19 73</b>
		FIRM NAME (Must be filled in)	

- C. Mowing of grass area inside of Tank Pen shall be completed four (4) times from April to November or as directed by the Contract Administrator.

2.2.5 **UPPER BOXBOROUGH HARNER STREET INSIDE OF FENCE LINE**

**A Mandatory Site Inspection will be held on Tuesday, November 13, 2012 at 10:30 A.M. The attached Certification of Site Visit sheet must be signed by the designated City contact person and completed by vendor.**

**General Description of work to be performed:**

- A. This is an irregularly shaped area that is sloped for the most part. The area runs from the vehicle gates at Sunset and Harner Streets back towards Port Royal Avenue. The vendor is expected to keep an area at least 8' wide trimmed of all undesirable vegetation inside the fence line where the area is flat, and to keep the sloped portion trimmed within 3-4" of grade. Trees farther back than 8' which overhang the fence line shall be pruned of all branches overhanging the fence. In addition, an area to the right of the vehicle gates where there is a PECO pole and metering box should also be cleared at the same time.
- B. Approximately eight (8) cuts per year should be made in this area or as directed by the Contract Administrator.
- C. Debris produced by the mowing or clearing should be removed as the job progresses, also including any debris or rubbish dumped on the site discovered during the clearing; tires, bottles, cans or any other undesirable materials of whatever nature.

2.2.6 **UPPER ROXBOROUGH STORAGE RESERVOIR  
(PORT ROYAL AVE BETWEEN HARNER ST. AND HAGY'S MILL ROAD)**

**A Mandatory Site Inspection will be held on Tuesday, November 13, 2012 at 10:45 A.M. The attached Certification of Site Visit sheet must be signed by the designated City contact person and completed by vendor.**

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>20 73</b>
		FIRM NAME (Must be filled in)	

**General Description of work to be performed:**

The large L shaped storage water basin is **7.6 acres** of flat field with sloped edges. There are no manhole or obstruction on this field. This area should be cut under the PWD Meadow Project schedule, Once in May, once in June and/or as directed by the Contract Administrator [not to exceed four (4) cuts per year.

**THE VENDOR SHOULD BE AWARE OF WEIGHT RESTRICTIONS OVER THIS STRUCTURE WHICH IS A ROOFED UNDERGROUND CHAMBER, WITH A RECOMMENDED WEIGHT RESTRICTION OF 200 POUNDS PER SQUARE FOOT. BEFORE ANY EQUIPMENT IS USED, WRITTEN DOCUMENTATION MUST BE SUPPLIED BY THE VENDOR IN REGARDS TO THE LOADING OR WEIGHT CAPACITY OF SUCH EQUIPMENT EXPRESSED IN POUNDS PER SQUARE FOOT AT THE WHEELS, TRACKS OR TREADS OF SUCH EQUIPMENT.**

2.2.7

**UPPER ROXBOROUGH CLEARWELL  
(PORT ROYAL AVE BETWEEN HARNER ST. AND HAGY'S MILL ROAD)**

**A Mandatory Site Inspection will be held on Tuesday, November 13, 2012 at 11:00 A.M. The attached Certification of Site Visit sheet must be signed by the designated City contact person and completed by vendor.**

**General Description of work to be performed:**

This smaller field known as the **Upper Roxorough Clearwell** is a flat square shape area about **1.9 acres** with one slope on the court yard side. . This area should be cut under the PWD Meadow Project schedule, Once in May, once in June and/or as directed by the Contract Administrator [not to exceed four (4) cuts per year.

**THE VENDOR SHOULD BE AWARE OF WEIGHT RESTRICTIONS OVER THIS STRUCTURE WHICH IS A ROOFED UNDERGROUND CHAMBER, WITH A RECOMMENDED WEIGHT RESTRICTION OF 200 POUNDS PER SQUARE FOOT. BEFORE ANY EQUIPMENT IS USED, WRITTEN DOCUMENTATION MUST BE SUPPLIED BY THE VENDOR IN REGARDS TO THE LOADING OR WEIGHT CAPACITY OF SUCH EQUIPMENT EXPRESSED IN POUNDS PER SQUARE FOOT AT THE WHEELS, TRACKS OR TREADS OF SUCH EQUIPMENT.**

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>21 73</b>
		FIRM NAME (Must be filled in)	

2.2.8 **UPPER ROXBOROUGH FENCE LINES - ITEMS 2.2.1 THROUGH 2.2.7:**

**General Description of work to be performed:**

For Items 2.2.1 through 2.2.7 (with exception of the Clear Well - see attached Maps) the fence lines can be sprayed with Round Up or Round Up Pro for a space of one (1) foot on either side of the fence to keep the fence clear of vegetation. These areas should be sprayed three (3) times per year or as directed by the Contract Administrator.

2.2.9 **LOWER ROXBOROUGH ABANDONED SAND FILTERS**

**A Mandatory Site Inspection will be held on Tuesday, November 13, 2012 at 11:15 A.M. The attached Certification of Site Visit sheet must be signed by the designated City contact person and completed by vendor.**

**General Description of work to be performed:**

Defined as the fenced in area between Fowler Street and Silverwood Street along Dearnley Street. Be advised that this is an irregularly shaped area roughly approximating a rectangle. The area is not level. The vendor shall take **extreme** care in this area due to the **possibilities of open manhole covers**. The vendor may also find manhole covers that have previously been covered with concrete to prevent vandalism. **The vendor shall be responsible for immediately reporting to the Contract Administrator any open manholes, or manholes where there has been an appearance of tampering, or an attempt to dislodge the concrete.** This area should be cut under the PWD Meadow Project schedule, Once in May, once in June and/or as directed by the Contract Administrator [not to exceed four (4) cuts per year.

**THE VENDOR SHOULD BE AWARE OF WEIGHT RESTRICTIONS OVER THIS STRUCTURE WHICH IS A ROOFED UNDERGROUND CHAMBER, WITH A RECOMMENDED WEIGHT RESTRICTION OF 200 POUNDS PER SQUARE FOOT. BEFORE ANY EQUIPMENT IS USED, WRITTEN DOCUMENTATION MUST BE SUPPLIED BY THE VENDOR IN REGARDS TO THE LOADING OR WEIGHT CAPACITY OF SUCH EQUIPMENT EXPRESSED IN POUNDS PER SQUARE FOOT AT THE WHEELS, TRACKS OR TREADS OF SUCH EQUIPMENT.**

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>22 73</b>
		FIRM NAME (Must be filled in)	

2.2.9.1 **Abandoned Sand Filter Fence Line:**

This fence line can be sprayed with Round Up or Round Up Pro for a space of one (1) foot on either side of the fence to keep the fence clear of vegetation. This area should be sprayed three (3) times per year or as directed by the Contract Administrator.

2.2.10 **QUEEN LANE WATER TREATMENT PLANT FOX STREET AND QUEEN LANE:**

**A Mandatory Site Inspection will be held on Tuesday, November 13, 2012 at 8:30 A.M. The attached Certification of Site Visit sheet must be signed by the designated City contact person and completed by vendor.**

**General Description of work to be performed:**

2.2.10.1 **Queen Lane Water Treatment Plant – Expressway Slope:**

Approximately Seven (7) Acres total, on a 60-degree angle, about 2.5 of the acres are mowable while the remaining acres must be weed whacked. This area will be cut up to eight (8) times between April and November or as directed by the Contract Administrator.

2.2.10.2 **Queen Lane Water Treatment Plant – Henry Avenue Slope:**

Approximately 1.40 acres total, from the stone stairwell on the north side to the chain link fence on the south side. Slope dimensions are 760 Ft. x 80 Ft. This area will be cut up to six (6) times between April and June and four (4) times between July and October as directed by the Contract Administrator.

2.2.10.3 **Queen Lane Water Treatment Plant – Fox Street Slope:**

Approximately 1.16 acres total, from the concrete stairwell on the north side to the chain link fence on the south side. Slope dimensions are 630 Ft. x 80 Ft. This area will be cut up to six (6) times between April and June and four (4) times between July and October or as directed by the Contract Administrator.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>23 73</b>
		FIRM NAME (Must be filled in)	

2.2.11 **EAST PARK RESERVOIR**

**A Mandatory Site Inspection will be held on Tuesday, November 13, 2012 at 11:45 A.M. The attached Certification of Site Visit sheet must be signed by the designated City contact person and completed by vendor.**

**General Description of work to be performed:**

2.2.11.1 **33rd Street and Montgomery Avenue:**

Approximately Thirteen (13) Acres total, flat lawn areas, the perimeter of the fenced area around the reservoir from the fence to the pavement and from the pavement to the street is to be cut approximately two times per month, or a total of sixteen (16) cuts between April through November.

2.2.11.2 **East Park Reservoir Slopes (NE Basin)**

- A. Approximately Ten (10) Acres total, mostly Crown Vetch, weed whacking only. This area will be cut up to eight (8) times between April and November or as directed by the Contract Administrator.
- B. **If in the event the City should discontinue the requirement of weed whacking the East Park Reservoir Slopes (NE Basin) during the life of the contract and authorizes the vendor to use slope mower equipment on the East Park Reservoir Slopes (NE Basin), the vendor shall also submit a Unit price per each cutting in Section 5, "Pricing".**

2.2.11.3 **East Park Reservoir NE Basin Fence Line:**

- A. Upper and lower fence lines along 33rd Street and the south side of Diamond Street: to be cleared of vegetation once during the cutting season for a space at least three feet (3') wide on both sides of the fence.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>24 73</b>
		FIRM NAME (Must be filled in)	

- B. Any preexisting damage to the fence line, either in the uprights, cross members, gates, bracing or fabric found by the contractor must be reported immediately to the contract administrator.
  
- C. Damage caused to the fence line by the contractor should be immediately reported to the contract administrator. The contractor should take steps to temporarily barricade the affected area to prevent unauthorized entry, and have the damaged area repaired within twenty-four (24) hours. The damaged area must be repaired to the contract administrator's satisfaction.

The contractor may use Round Up or Round Up Pro on all lower fence lines. [THIS LOCATION ONLY]

- D. Volunteer growth entwined in fence fabric to be cut away completely and disposed of by contractor. Stumps and/or branches growing through the fence must be cut from both sides of the fence as close as possible without causing damage to the fence.
  
- E. Approximate length of fencing on Diamond Street and 33rd Street is 2,640 feet, for the upper fence line and 3,168 feet, for the lower fence line. It will be the contractor's responsibility to verify the linear footage prior to commencing any work.
  
- F. Should the contractor, in the course of his/her work, find any discrepancies between the drawings and the physical conditions of the locality, or any omissions or errors in the drawings, or in the layout as furnished by the City, it will be his/ her duty to immediately inform the contract administrator in writing for clarification. Any work done after such discovery, unless authorized by the administrator in writing shall be done at the contractor's risk.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>25 73</b>
		FIRM NAME (Must be filled in)	

- G. The contractor for this work, by careful examination, shall inform himself/herself as to the nature and location of the work, the conformation of the ground, the nature of the subsurface conditions, the character of the equipment and facilities needed preliminary to and during the execution of the work, the general and local conditions, climate, and all other matters, which can in any way affect the work.

2.2.11.4 **EAST PARK RESERVOIR REMAINING FENCE LINE(S):**

- A. The remaining upper and lower fence lines other than that which is along the North East Basin: to be cleared of vegetation once during the cutting season for a space at least three feet (3') wide on the insides of the fence where both sides are accessible, and from the fence line to the existing outside mow line as directed by the contract administrator on the fence line outsides. The cutting should take place between October 1st and December 31st, or from January 2nd through March 31st in the next year of the contract. Cut, clear and dispose of all above grade tree and vegetation growth including all vines, sucker and seedling growth, all stem and trunk diameters, (6) six inches or less, all heights and all species. All trees and vegetation are to be cut as close to grade as possible, (4) four inches above grade maximum.
- B. Any preexisting damage to the fence line, either in the uprights, cross members, gates, bracing or fabric found by the contractor must be reported immediately to the contract administrator.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>26 73</b>
		FIRM NAME (Must be filled in)	

- C. Damage caused to the fence line by the contractor should be immediately reported to the contract administrator. The contractor should take steps to temporarily barricade the affected area to prevent unauthorized entry, and have the damaged area repaired within twenty-four (24) hours. The damaged area must be repaired to the contract administrator's satisfaction.
- D. The contractor may not use any herbicide on upper level fence lines without prior written approval from the Philadelphia Water Department.
- E. Volunteer growth entwined in fence fabric to be cut away completely and disposed of by contractor. Stumps and/ or branches growing through the fence must be cut from both sides of the fence as close as possible without causing damage to the fence.
- F. Approximate length of fencing around entire reservoir is three (3) miles. There are approximately (1.4) miles of upper fencing, and (1.6) miles of lower fencing. It will be the contractor's responsibility to verify the linear footage prior to commencing any work.
- G. Should the contractor, in the course of his/her work, find any discrepancies between the drawings and the physical conditions of the locality, or any omissions or errors in the drawings, or in the layout as furnished by the City, it will be his/her duty to immediately inform the contract administrator in writing for further clarification.
- H. Continued: Any work done after such discovery, unless authorized by the administrator in writing shall be done at the contractor's risk.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>27 73</b>
		FIRM NAME (Must be filled in)	

- I. The contractor for this work, by careful examination, shall inform himself/herself as to the nature and location of the work, the conformation of the ground, the nature of the subsurface conditions, the character of the equipment and facilities needed preliminary to and during the execution of the work, the general and local conditions, climate, and all other matters, which can in any way affect the work.

2.2.11.5 **East Park Reservoir**  
**Former Tank Pen @ 33rd & Montgomery**

This area to be mowed or weed whacked at the same time as the Slope cutting on the 33rd Street side of the NE Basin once a month between April and November for a total of eight (8) cuts or as directed by the Contract Administrator

2.2.11.6 **East Park Reservoir**  
**Perimeter Roadway behind the West and South Basins**

The perimeter roadway should be mowed or weed whacked once a month between April and November for a total of eight (8) cuts or as directed by the Contract Administrator.

2.2.12 **OAK LANE RESERVOIR**  
**5TH STREET AND CHELTEN AVENUE:**

**A Mandatory Site Inspection will be held on Wednesday, November 14, 2012 at 10:00 A.M. The attached Certification of Site Visit sheet must be signed by the designated City contact person and completed by vendor.**

**General Description of work to be performed:**

Approximately Five (5) Acres total

The perimeter of the fence area around the reservoir from the fence to the pavement and from the pavement to the street is to be cut approximately two times per month, sixteen (16) cuts between April through November as directed by the Contract Administrator. This area is approximately 0.8 acres.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>28 73</b>
		FIRM NAME (Must be filled in)	

The access roadway around the two reservoirs, inside the property fence line, is twelve foot wide, and totals approximately 1.03 acres. This area is to be cut two times per month for a total of sixteen (16) cuts between April through November as directed by the Contract Administrator.

The interior of the fenced area, excluding the twelve-foot wide roadway, totals 3.2 acres. This area is to be field cut two times per month for a total of sixteen (16) cuts between April through November or as directed by the Contract Administrator. This area includes from the roadway to the property fence line and shall also include the Pumping Station Area (15 ft. x 20 ft).

2.2.12.1 Edging and weeding along sidewalk and curb line areas outside of perimeter of reservoir to be completed for a total of three times per year or as directed by the Contract Administrator.

2.2.13 **BELMONT WATER TREATMENT PLANT**

**A Mandatory Site Inspection will be held on Wednesday, November 14, 2012 at 11:30 A.M. The attached Certification of Site Visit sheet must be signed by the designated City contact person and completed by vendor.**

**General Description of work to be performed:**

2.2.13.1 **Belmont Raw Water Basin East Slope  
Ford Road and Monument Avenue**

Approximately One (1) Acre total, this area will be cut once a month for a total of eight (8) cuts between April through November or as directed by the Contract Administrator.

2.2.13.2 **Belmont WTP  
Raw Water Basin [City Line Avenue side]**

Cut once a month between April and November for a total of eight (8) cuts or as directed by the Contractor Administrator.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>29 73</b>
		FIRM NAME (Must be filled in)	

2.2.13.3 **Belmont WTP**  
**Raw Water Basin [Belmont Avenue side]**

Cut once a month between April and November for a total of eight (8) cuts or as directed by the Contract Administrator.

2.2.13.4 **Belmont WTP**  
**Ford Road & Monument Road Slopes**

Cut once a month between April and November for a total of eight (8) cuts or as directed by the Contract Administrator.

2.2.13.5 **Belmont WTP**  
**North side slope of Ford Road Basin**

Cut once a month between April and November for a total of eight (8) cuts or as directed by the Contract Administrator.

2.2.13.6 **Belmont WTP**  
**Slope above stone retaining wall on Monument Road**

Cut once a month between April and November for a total of eight (8) cuts or as directed by the Contract Administrator.

2.2.14 **BAXTER COURTS**  
**PENNYPACK STREET AND STATE ROAD**

**A Mandatory Site Inspection will be held on Wednesday, November 14, 2012 at 8:30 A.M. The attached Certification of Site Visit sheet must be signed by the designated City contact person and completed by vendor.**

**General Description of work to be performed:**

2.2.14.1 **Baxter Courts [1 to 65]**

Approximately 60 Acres total. One complete cutting in April, followed by one complete cutting in June. Not to exceed (3) per year or as directed by the Contract Administrator. The cutting shall include both the top and sloped portions of each basin.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>30 73</b>
		FIRM NAME (Must be filled in)	

2.2.14.2 **Baxter Residuals Lagoon Meadow Cut**

Approximately 30 Acres total. This area will be cut using the PWD Meadow Schedule. One cut in May followed by a cut in June. Not to exceed (3) per year as directed by the Contract Administrator.

2.2.14.3 **Baxter Filtered Water Basin (FWB) Meadow Cut**

Approximately 10.53 Acres total. This area will be cut using the PWD Meadow Schedule. One cut in May, followed by a cut in June. Not to exceed (3) per year or as directed by the Contractor Administrator.

2.2.14.4 **Baxter Courts Basin Slopes [1 to 65]**

Definition of the work to be performed.

Complete weed whacking of the sloped portions of all basins. One cutting per month for July, August, September and October or as directed by the Contract Administrator. The total number of cuttings per year shall not exceed four per year. The perimeter slopes vary from basin to basin with the average slope length being approximately 12' from the concrete courtyard to the top of the slope. This work also includes trimming of the bunker style basin entrances. The approximate surface area is 1.4 acres on the larger sets of back to back basins. Refer to the Maps. The measurements are approximate and it will be the vendor's responsibility to verify field conditions before the start of the work.

Equipment required for the work shall include but not be limited to the following: self propelled walk behind mowers, weed whackers, gas powered hedge trimmers and loping shears. All vegetative species are included for trimming without exception. No herbicides may be used at the storage basins

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>31 73</b>
		FIRM NAME (Must be filled in)	

2.2.14.5 **Baxter Courts End Cap Areas {1 to 65}**

Definition of the work to be performed.

Six (6) end cap areas of the Baxter Court Yards. The total acreage is just over 1 acre, all slope work. The three areas near the river are about 20'- 25' and the three areas next to State Road are about 8' - 12' in height. Cut once a month between April and November for a total of eight (8) cuts or as directed by the Contract Administrator.

2.2.15 **MOWING OF WATER TANK AREAS**

**A Mandatory Site Inspection will be held on Thursday, November 15, 2012. The attached Certification of Site Visit sheet must be signed by the designated City contact person and completed by vendor.**

**General Description of work to be performed:**

The following areas shall be cut two times per month for a total of sixteen (16) cuts between April through November or as directed by the Contract Administrator.

2.2.15.1 **Somerton Tanks**  
**Tomlinson Road and Greinor Road**

Site Inspection Date - **11/15/12 @ 10:00 A.M.**  
Approximately 500' x 1000', including fenced- in area in front of, behind and beside fence line and grass patch at curb...approximately 500' x 30'.

2.2.15.2 **Fox Chase Tank**  
**Cottman and Central Avenue**  
**(Behind Burholme Park)**

Site Inspection Date - **11/15/12 @ 10:45 A.M.**  
Approximately 175' x 200', including small area on both sides of entrance gate.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>32 73</b>
		FIRM NAME (Must be filled in)	

2.2.16 **DELAWARE PUMPING STATION FACILITIES**

**A Mandatory Site Inspection will be held on Thursday, November 15, 2012. The attached Certification of Site Visit sheet must be signed by the designated City contact person and completed by vendor.**

**General Description of work to be performed:**

The following areas shall be cut two times per month for a total of sixteen (16) cuts between April through November or as directed by the Contract Administrator.

2.2.16.1 **Torresdale Pumping Station**  
**Pennypack St. to Police Academy Roadway,**  
**8601 State Road.**

Site Inspection Date - **11/15/12 @ 8:00 A.M.**  
Weed Control at curb line. Mowing to the curb line in shaded areas on drawing and both sides of fencing.

2.2.16.2 **Torresdale Raw Water Pumping Station**  
**5202 Pennypack Street**

Site Inspection Date - **11/15/12 @ 8:30 A.M.**  
Mowing to approximately 8' beyond fence and shaded areas on drawing and both sides of fencing.

2.2.16.3 **Lardner's Point Pumping Station**  
**Robbins Avenue to Levick Street**  
**and Delaware Avenue to Milnor St.**

Site Inspection Date - **11/15/12 @ 9:15 A.M.**  
Mowing to extend to curb lines and shaded areas on drawing and both sides of fencing.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>33 73</b>
		FIRM NAME (Must be filled in)	

2.2.16.4 **Fox Chase Pumping Station  
Lardner St. at Oakley Street.**

Site Inspection Date - **11/15/12 @ 11:15 A.M.**

Weed Control at curb line. Mowing to be the curb line in shaded areas on drawing and both sides of fencing.

2.2.16.5 **West Oak Lane Pumping Station  
Haines St. to Ogontz Avenue, 68th Avenue.**

Site Inspection Date - **11/15/12 @ 12:00 P.M.**

Weed Control at the curb line and on the sidewalk Mowing to the curb line in shaded areas on drawing and both sides of fencing 65' side.

2.2.17 **SCHUYKILL PUMPING STATION FACILITIES**

**A Mandatory Site Inspection will be held on Monday, November 19, 2012. The attached Certification of Site Visit sheet must be signed by the designated City contact person and completed by vendor.**

**General Description of work to be performed:**

The following areas shall be cut two times per month for a total of sixteen (16) cuts between April and November or as directed by the Contract Administrator.

2.2.17.1 **Queen Lane Raw Water Pumping  
4600 Ridge Avenue**

Site Inspection Date - **11/19/12 @ 9:00 A.M.**

Cut as indicated in shaded areas on drawing. Turf area is estimated at 99,500 SQ. FT.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>34 73</b>
		FIRM NAME (Must be filled in)	

2.2.17.2 **Roxborough High Service Pumping Station**  
**434 Dearnley Street**

Site Inspection Date - **11/19/12 @ 9:45 A.M.**

Cut as indicated in shaded areas on drawing. Turf area is estimated at 68,000 SQ. FT.

2.2.17.3 **Belmont High Service Pumping Station**  
**2500 Monument Road**

Site Inspection Date - **11/19/12 @ 11:00 A.M.**

Cut as indicated in shaded areas on drawing. Turf area is estimated at 80,000 SQ. FT.

2.2.17.4 **Belmont Raw Water Pumping**  
**1700 West River Drive**

Site Inspection Date - **11/19/12 @ 12:45 P.M.**

Cut as indicated in shaded areas on drawing. Turf area is estimated at 15,000 SQ. FT.

2.2.17.5 **East Park Pumping Station**  
**3199 Girard Avenue**

Site Inspection Date - **11/19/12 @ 1:30 P.M.**

Cut as indicated in shaded areas on drawing. Turf area is estimated at 12,000 SQ. FT.

2.2.17.6 **Queen Lane Pumping Station**  
**3595 Fox Street**

Site Inspection Date - **11/19/12 @ 2:30 P.M.**

Cut as indicated in shaded areas on drawing. Turf area is estimated at 44,850 SQ. FT.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>35 73</b>
		FIRM NAME (Must be filled in)	

2.2.18 **FLOW CONTROL WASTE WATER PUMPING STATIONS**

**A Mandatory Site Inspection will be held on Friday, November 16, 2012. The attached Certification of Site Visit sheet must be signed by the designated City contact person and completed by vendor.**

**General Description of work to be performed:**

The following areas shall be cut two times per month for a total of sixteen (16) cuts between April and November or as directed by the Contract Administrator.

Contractor **MUST** let the Contract Administrator or his/her designee know when they will be on site for cutting and weed whacking. This is very important for both security purposes and for verification by the City that the services were performed so the vender can be paid. Failure to do this will result in the vender **NOT** getting paid. Best method is to email the following people the date/approx. time/location the contractor will be at the site.

mark.carneglia@phila.gov  
larry.szymanik@phila.gov  
fredinand.canevari@phila.gov  
florence.kenny@phila.gov

2.2.18.1 **Rennard Street Pumping Station**  
**11064 Rennard Street**  
**(Philmont Shipping Center Grounds)**

Site Inspection Date - **11/16/12 @ 8:00 A.M.**

Mowing of entire area as indicated.

2.2.18.2 **Lockhart Pumping Station**  
**10778 Lockhart Road (Lockhart St.**  
**and Lockhart Lane at Drainage Right of Way)**

Site Inspection Date - **11/16/12 @ 8:30 A.M.**

Cut inside fence. Cut 2' outside fence. Cut 2' both sides of access road.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>36 73</b>
		FIRM NAME (Must be filled in)	

2.2.18.3 **Mingo Creek Storm Water Pumping Station  
7000 Penrose Avenue**

Site Inspection Date - **11/16/12 @ 9:15 A.M.**

Cut back 2' sides of road - grass and trees and where road meets curb; both basins and around pumping stations.

2.2.18.4 **Central Schuylkill Pumping Station  
600 University Avenue**

Site Inspection Date - **11/16/12 @ 10:00 A.M.**

Cut as indicated in shaded areas on drawing.

2.2.18.5 **Neill Drive Pumping Station  
4000 Neil Drive (Fairmount Park  
at Neil Drive and Falls Road)**

Inspection Date - **11/16/12 @ 11:15 A.M.**

Cut as indicated in shaded areas on drawing and 2' on each side of access road as indicated.

2.2.18.6 **Sewer Maintenance Headquarters  
Fox Street & Roberts Avenue**

Inspection Date - **11/16/12 @ 12:00 P.M.**

2.2.18.6.1 Cut shaded areas as indicated on drawing.  
One time per month for a total of eight (8) cuts between April and November or as directed by the Contract Administrator.

2.2.18.6.2 Weed whack areas as indicated on drawing one time per month for a total of eight (8) cuts between April and November or as directed by the Contract Administrator.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>37 73</b>
		FIRM NAME (Must be filled in)	

2.2.19 **BUILDING MAINTENANCE  
29th & Cambria Complex**

**A Mandatory Site Inspection will be held on Thursday, November 15, 2012 at 1:00 P.M. The attached Certification of Site Visit sheet must be signed by the designated City contact person and completed by vendor.**

**General Description of work to be performed:**

2.2.19.1 Cahill field shall be cut two times per month, sixteen (16) cuts between April and November or as directed by the Contract Administrator.

2.2.19.2 The following areas are to be cut four times per month, thirty-two (32) cuts between April and November or as directed by the Contract Administrator.

Employee lot inside and outside -Chalmers islands and walkways  
- The front, side and rear of 29th Street Complex including street side of Cahill field and rear of field on Clearfield St.

2.2.19.3 Edging and weeding of all grass areas and planting beds shall be performed once a month for a total of eight (8) times between April and November or as directed by the Contract Administrator.

2.2.19.4 The lower pipe yard (240 Sq. Ft. x 130 Sq. Ft.) adjacent to 29<sup>th</sup> Street shall weed whacked once a month for a total of eight (8) times between April and November or as directed by the Contract Administrator.

2.2.20 **BIOSOLIDS RECYCLING CENTER  
7800 Penrose Ferry Road  
Philadelphia, PA 19153**

**A Mandatory Site Inspection will be held on Friday, November 16, 2012 at 2:00 P.M. The attached Certification of Site Visit sheet must be signed by the designated City contact person and completed by vendor.**

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>38 73</b>
		FIRM NAME (Must be filled in)	

**General Description of work to be performed:**

The following areas shall be cut for a total of four (4) cuts between April through November or as directed by the Contract Administrator.

Main Road

Cut all vegetation down on both sides of Penrose Ferry Road from corner off of ramp to rail road tracks.

Dock Area

Cut all vegetation down from Philadelphia Water Department gates to river and from impound lot to river.

Slopes

Cut all vegetation on the incline area that separates upper site from lower site inside plant.

2.2.21

**CENTRAL LABORATORY GROUNDS  
1500 E. Hunting Park Ave.  
Philadelphia, PA 19124.**

**A Mandatory Site Inspection will be held on Wednesday, November 14, 2012 at 1:00 P.M. The attached Certificate of Site Visit sheet must be signed by the designated City contact person and completed by vendor.**

**General Description of work to be performed:**

2.2.21.1 Grass Cutting – The following areas shall be cut two times per month for a total of sixteen (16) cuts between April through November or as directed by the Contract Administrator.

The grass cutting is for the property that is bound on the north by Hunting Park Ave., the south by Lycoming St., east by "O" St. and west by Castor Ave. This includes the Air Management Laboratory property at the southwest corner of Castor Ave. and Lycoming St. The total area is approximately 103,845 Sq. Ft. This area includes:

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>39 73</b>
		FIRM NAME (Must be filled in)	

Central Lab 76,849 Sq. Ft.

Air Management Lab Area 10,025 Sq. Ft.

Area Outside from Fence 16,971 Sq. Ft.

2.2.21.2 Edging of outside pavements and inside walkways to be completed for a total of three (3) times per year or as directed by the Contract Administrator. The total edgings are approximately 4,200 linear feet.

2.2.21.3 Central Laboratory Meadow to be completed for a total of four (4) times per year or as directed by the Contract Administrator. Meadow shall be cut no less than 6" to 8" per cutting.

2.2.21.4 Central Laboratory Meadow Path to be completed for a total of four (4) times per year or as directed by the Contract Administrator. Meadow Path shall be cut no less than 6" to 8" per cutting.

Meadow and Meadow Path Area 43,750 Sq.Ft.

2.2.22 **NORTHEAST WATER POLLUTION CONTROL PLANT**  
**3895 Richmond Street**  
**Philadelphia, PA 19137**

**A Mandatory Site Inspection will be held on Wednesday, November 14, 2012 at 2:30 P.M. The attached Certificate of Site Visit sheet must be signed by the designated City contact person and completed by vendor.**

**General Description of work to be performed:**

2.2.22.1 Grass Cutting – Northeast Water Pollution Control Plant shall be cut two times per month for a total of sixteen (16) cuts between April through November or as directed by the Contract Administrator.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>40 73</b>
		FIRM NAME (Must be filled in)	

Coverage shall include cutting around all buildings and trees; and inside and outside perimeter of Facility (via Delaware Ave., Lewis Street and Castor Ave.). The total area to be cut is approximately 47,253 Sq. Ft.

- 2.2.22.2 Edging of outside pavements and inside walkways to be completed for a total of eight (8) times per year or as directed by the Contract Administrator. The total edgings are approximately 22,620 linear feet.

Fence Line

Cut all vegetation back four feet on exterior of perimeter fence of plant. Include fence line around plastic hose cage.

2.2.23

**SOUTHEAST WATER POLLUTION CONTROL PLANT  
25 Pattison Avenue  
Philadelphia, Pa 19148**

**A Mandatory Site Inspection will be held on Friday, November 16, 2012 at 1:00 P.M. The attached Certificate of Site Visit sheet must be signed by the designated City contact person and completed by vendor.**

**General Description of work to be performed:**

- 2.2.23.1 Cut and trim all grass the following areas two times per month for a total of sixteen (16) cuts between April through November or as directed by the Contract Administrator:

Administration Building and Parking Lot and EPS Building outside & Inside fence line also Front side walk.

Equipment Building Area and Fence Line East side.

Compressor Building, Painter Building, Scum Build, and SHF, Fence Line West side.

IPS and S&G Buildings and North Fence Lines.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>41 73</b>
		FIRM NAME (Must be filled in)	

2.2.23.2 Spray week killer around solar panel field once per month for a total of eight (8) times per year between April through November or as directed by the Contract Administrator.

Edge all side walks and curbs on once per month for a total of eight (8) times per year between April through November or as directed by the Contract Administrator.

Trim all weeds from the curbs once per month once per month for a total of eight (8) times per year between April through November or as directed by the Contract Administrator.

2.2.24 **Fenceline Vegetation Removal (General w/ Round Up Allowed)**

Weed whack / Hedge trim / or manual cutting of all vegetative species entwined in fence at locations to be named. Work will include flush cutting of branches or limbs entwined in fence fabric from both sides of the fence as close as possible without causing damage to the fence fabric. Remove and dispose of cut vegetation from fencing and barbed wire and support brackets on a monthly or bi-monthly schedule.

Areas indicated as being general can be sprayed with Round Up to help keep the fences clear of vegetation. Holes, defects, broken barbed wire etc. to be reported to Contract Administrator immediately. Damage to fence components from clearing is the sole responsibility of the vendor to repair. The number of cuttings will be either 8 [monthly from April to November] or 4 [every other month from April to November] depending on current fence condition.

Length of fence will be determined by counting individual fence sections [10' per section] to the nearest whole number listed below.

**AREA**

- 25' of clearing
- 50' of clearing
- 100' of clearing
- 200' of clearing
- 500' of clearing
- 1,000' of clearing

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>42 73</b>
		FIRM NAME (Must be filled in)	

2.2.25 **Fenceline Vegetation Removal (Specific No Herbicide Allowed)**

Weed whack / Hedge trim / or manual cutting of all vegetative species entwined in fence at locations to be named. Work will include flush cutting of branches or limbs entwined in fence fabric from both sides of the fence as close as possible without causing damage to the fence fabric. Remove and dispose of cut vegetation from fencing and barbed wire and support brackets on a monthly or bi-monthly schedule. Areas indicated as being specific can NOT be sprayed with Any Herbicide of any type. Holes, defects, broken barbed wire etc. to be reported to Contract Administrator immediately.

Damage to fence components from clearing is the sole responsibility of the vendor to repair. The number of cuttings will be either 8 [monthly from April to November] or 4 [every other month from April to November] depending on current fence condition. Length of fence will be determined by counting individual fence sections [10' per section] to the nearest whole number listed below.

**AREA**

- 25' of clearing
- 50' of clearing
- 100' of clearing
- 200' of clearing
- 500' of clearing
- 1,000' of clearing

2.3 All work as listed in the specifications is to be performed within the following guidelines:

2.3.1 All scheduled work is to be performed during normal working hours - 7:00 AM - 3:00 PM - Monday through Friday unless approved by the City of Philadelphia Water Department or the designated contact. No work shall be performed on the following holidays:

- **Memorial Day**
- **Independence Day**
- **Christmas**
- **Martin Luther King Day**
- **Veterans Day**
- **Labor Day**
- **Thanksgiving**
- **New Year's Day**
- **Presidents' Day**
- **Columbus Day**

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>43 73</b>
		FIRM NAME (Must be filled in)	

**Contractor MUST check in with the Contract Administrator or his/her designee at each Water Department facility to notify City personnel that the contractor is on the premises for the scheduled cutting and weed whacking services and must also notify City personnel when the contractor is leaving the Water Department facility. This is very important for both security purposes and for verification by the City that the services were provided by the contractor at the Water Department facility. No work will be permitted without prior approval by the Contract Administrator or his/her designee at each Water Department facility.**

- 2.3.2 Scheduled Saturday work will **NOT** be permitted unless approved by the City of Philadelphia Water Department or as directed by the Contract Administrator. If approved, Saturday work will be billed at the awarded price, exclusive of any additional expenses incurred by the contractor, including, regular pay or overtime.
- 2.3.3 In the event, the contractor elects to periodically apply a non- selection herbicide such as "Round-Up", prior Water Department approval is required. Application of Herbicide may only be accomplished after regular hours to be dictated by the City of Philadelphia Water Department.
- 2.3.4 After award and prior to commencement of work, the contractor will submit Department and the designated Water Department contact person for each section listed in paragraph 1.12. The Schedule is to include a detailed operation plan specifying the exact cycle days each location will be mowed. Also a manpower and equipment deployment plan that complements the mowing schedule for the items awarded. Failure to adhere to the approved mowing schedule risks substantial penalties. Penalties will be assessed for every day the mowing schedule is delayed.
- 2.3.5 All work is subject to inspection by the Contract Administrator prior to payment by the City of Philadelphia Water Department.
- 2.3.6 Billing form for invoicing is to be signed at the end of each inspection. Payment shall be made only on invoices accompanied by such signed forms.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>44 73</b>
		FIRM NAME (Must be filled in)	

- 2.3.7 Contractor must have sufficient equipment to insure that all work is done efficiently and expeditiously. The City reserves the right to inspect contractor's facilities and equipment. Contractors determine to have insufficient capacity of equipment may be ineligible for award. (Reference is made to paragraph 1.11.2).
- 2.3.8 Contractor shall complete all pertinent City forms dealing with work outputs during the contract period. Typical examples of such forms are the Pesticide Application Record and the Landscape Contractor's Daily Report.
- 2.3.9 The City reserves the right to change any cutting intervals where it is not specifically defined to read: "...or as directed by the Contract Administrator."
- 2.3.10 Where the specifications stipulate multiple items separated by commas, it is understood by the vendors that each item is a separate and individual item. For example: the removal of stumps, debris, and vines.... means that three separate but equal things are to be removed by the vendor.
- 2.3.11 Language relating to tree diameters is not to be confused with language relating to tree stumps. For example, a vendor required to cut all trees up to 12" in diameter may be required to remove stumps that are of a larger diameter during the clearing of a particular area.
- 2.3.12 Any damage discovered by the vendor during the course of the contract to the fences, posts, fence fabric, gates or locks must be reported immediately to the Contract Administrator. Damage caused to the fencing, fabric, posts, barbed wire etc. during the clearing operations are the sole responsibility of the vendor and must be repaired without cost to the City. Holes or breaches in the fencing caused by clearing operations must be at least temporarily repaired before the end of the work day in which they occurred.

### **SECTION 3: EVALUATION AND AWARD**

#### **3.1 EVALUATION:**

- 3.1.1 Bids will be evaluated by the Procurement Department.
- 3.1.2 Bids will be evaluated for responsiveness to the bid specifications and for responsibility of the bidders.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>45 73</b>
		FIRM NAME (Must be filled in)	

3.1.3 Bids which are determined to be non-responsive for reasons of:

- (i) improper bid security
- (ii) improper bid execution
- (iii) incompleteness
- (iv) offering counter terms and conditions
- (v) improper or incomplete execution of O.E.O. Documents (if applicable)

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

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

**3.2 AWARD:**

3.2.1 This Invitation and Bid shall be awarded to the lowest responsive, responsible bidder based upon the following:

**Award by Group:**

- Total of Sections 5.1 through 5.9
- Total of Sections 5.15 through 5.16
- Total of Sections 5.17 through 5.18
- Total of Sections 5.24 through 5.25

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>46 73</b>
		FIRM NAME (Must be filled in)	

**Award by Section:**

Total of Section 5.10  
Total of Section 5.11  
Total of Section 5.12  
Total of Section 5.13  
Total of Section 5.14  
Total of Section 5.19  
Total of Section 5.20  
Total of Section 5.21  
Total of Section 5.22  
Total of Section 5.23

However, bidder shall be awarded only those Group(s)/Section(s) for which it has been determined, by the City, that the bidder is capable of providing the required services, in accordance with Paragraph 1.11.2. Bidder must bid on all items within a Group or Section, as listed above, to be eligible for award of that Group or Section.

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. If any section of the bid is awarded by line item, the 5% local bid preference will not apply to that section.

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.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>47 73</b>
		FIRM NAME (Must be filled in)	

Please note however, that all awards as a result of this bid will have a minimum contract amount of \$30,000.01. All awards at the \$30,000.01 amount will be subject to a \$50.00 Master Performance Security Fee. Performance security shall be required for any subsequent renewal periods.

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:**

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>48 73</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 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 service by the City. The City attempts to process invoices in a timely manner. Delays can occur because of incomplete or inaccurate invoicing information. Please make sure that invoices contain the following information to help the City process payments to the Contractor as quickly as possible.

- (a) After the delivery or services have been completed the Contractor must submit three (3) copies of the invoice for payment to the receiving department listed on the purchase order.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>49 73</b>
		FIRM NAME (Must be filled in)	

- (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 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 services that the vendor can supply that are similar to, but not specifically called for in this bid. The procedure for such acquisitions shall be as follows:

Procurement or the using department will obtain from the Vendor a letter (on his/her letterhead) verifying the items to be added. The letter shall include the complete description of the item, the location (if applicable), the bid number bid schedule number, the price to the City and the applicable contract period; and upon receipt and approval by the Procurement Department shall automatically become part of the contract. **The City, however, reserves the right to accept or reject the letter and to acquire the supplies or materials in the open market.**

4.2 **VENDOR RESPONSIBILITY:**

4.2.1 Contractor may deliver only services 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.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>50 73</b>
		FIRM NAME (Must be filled in)	

- 4.2.2 Contractor may deliver only services 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 services up to the dollar limit of the purchase order and for the period shown on the purchase order. Contractors are requested to carefully monitor obligations against purchase orders and inform the departments of anticipated funding shortfalls.
- 4.2.4 In the event that the contractor receives an order for services not specifically priced and incorporated into the contract, they must:
- (i) bring this to the immediate attention of the Procurement Dept., and
  - (ii) notify the ordering agency in writing and refuse to deliver.
- 4.2.5 Should services 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.
- 4.2.6 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.
- 4.2.7 FOR ALL BI-WEEKLY SCHEDULED CUTTINGS, ALL MOWING AND LITTERREMOVAL FOR EACH CYCLE MUST BE COMPLETED BY 3 O'CLOCK PM ON THE 10TH DAY OF THE CYCLE. IT IS THE RESPONSIBILITY OF THEVENDOR TO SCHEDULE WORK CREWS IN SUCH A WAY AS TO ALLOWFOR ADEQUATE TIME TO COMPLETE ALL LOCATIONS WELL WITHIN THE TEN (10) DAY CYCLE. VENDORS MUST ANTICIPATE IMPEDIMENTS TO MOWING PROGRESS IN THE FORM OF INCLEMENT WEATHER, EQUIPMENT FAILURE OR OTHER UNSCHEDULED PROBLEMS. NONE OF THESE ARE JUSTIFICATION FOR NOT COMPLETING THE MOWING CYCLE ON TIME.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>51 73</b>
		FIRM NAME (Must be filled in)	

HOWEVER, FOUR (4) OR MORE DAYS OF INCLEMENT WEATHER DURING ANY CYCLE WILL BE CAUSE FOR VENDOR TO REQUEST PERMISSION FROM THE WATER DEPARTMENT TO MOW ON WEEKENDS BEYOND THE 10TH DAY OF THE CYCLE. THESE REQUESTS WILL BE CONSIDERED ON A CASE BY CASE BASIS AND MUST BE SUBMITTED IN WRITING.

WHEN IT RAINS, THE VENDOR'S SCHEDULE WILL BE ADJUSTED BACKFOR THAT WEEK IN THE EXACT NUMBER OF DAYS RAINED. VENDORS MUST RETURN TO THE AGREED MOWING SCHEDULE WITHIN 48 HOURS FROM 8 O'CLOCK AM ON THE FIRST DAY OF THE RETURN OF WEATHER CONDUCIVE TO MOWING. VENDORS WILL BE PERMITTED TO WORK EXTENDED WORKDAYS IN ORDER TO MAKE UP RAIN DAYS. THEVENDOR MUST RETURN TO THE PRESCRIBED MOWING SCHEDULE BY THE FOLLOWING MOWING CYCLE.

#### 4.2.8

#### **Assessed Penalties**

The City may, at its discretion, and for the minor infractions listed below, assess the contractor a monetary penalty of up to \$500.00 per occurrence. The contractor will be given twenty- four (24) hours from the time of notification by telephone to rectify the infraction to the City's satisfaction. If the contractor rectifies the infraction within the twenty- four (24) hour period, the City reserves the right to void the assessed penalty.

#### **Penalties:**

1. Turf Damage
2. Tree Damage
3. Incomplete/Improper Mowing
4. Incomplete Trimming
5. Property Damage
6. Shredded Debris/Litter
7. Missed Deadline
8. Mowing Schedule Delay
9. Trash Removal Delay

A detailed explanation of each penalty follows:

#### 1. **Turf Damage**

Turf Damage is defined as any damage to the turf caused by the vendor. Examples of "Turf Damage" are scalping, ruts created by mowers, equipment tires, improper herbicide application and other actions adversely affecting the health and appearance of the turf.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>52 73</b>
		FIRM NAME (Must be filled in)	

2. **Tree Damage**  
Tree Damage is defined as any damage to trees or shrubs caused by the vendor. Examples of Tree Damage are gouged or girdled bark where mower decks may hit the base of trees, shrubs hit and/or tree limbs damaged by mowing equipment.
3. **Incomplete/Improper Mowing**  
Incomplete/Improper Mowing is defined as any and all turf not mowed within a location or turf that is mowed improperly. Examples of Improper Mowing include streaking when mowing equipment ground speed is too fast, turf is too wet, and/or uneven mowing heights.
4. **Incomplete Trimming**  
Incomplete trimming is defined as any vegetation not properly trimmed around all obstructions in the location. This will include vegetation growing in the gutters along the roadways.
5. **Property Damage**  
Property Damage is defined as any damage to buildings, facilities, fencelines, etc. and all features in the landscape.
6. **Shredded Litter/Debris**  
Shredded Litter/Debris is defined as the failure of the vendor to properly remove litter and debris from the turf area before mowing. The shredding of litter and debris is inexcusable and will not be tolerated at any time.
7. **Missed Deadline**  
Missed Deadline is defined as the vendor's failure to meet the contract requirement of completing the litter removal and mowing of all locations required within the mowing cycle by 3 o'clock PM on the 10th day of the cycle.
8. **Mowing Schedule Delay**  
Mowing schedule delay is defined as the occasion when the vendor does not adhere to the agreed upon schedule of mowing Water Department locations on particular days of the cycle (week). Locations must be mowed on the exact scheduled days unless waived by the Water Department.
9. **Trash Removal Delay**  
Trash removal delay is defined as the occasion when the vendor does not remove ALL gathered trash and debris from the location mowed on the same day. Trash may not be left overnight.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>53 73</b>
		FIRM NAME (Must be filled in)	

10. Existing penalties for poor workmanship and performance apply to all sections of the contract including new, or added areas.

4.2.9 **Contract Bid Language Regarding Payments to “Commerce Department Office of Economic Opportunity (OEO)” Subcontractors**

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

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

The successful bidder is required to submit with each invoice the completed “Prime Contractor’s Payment to “Commerce Department Office of Economic Opportunity (OEO) Subcontractors' Form” indicating what percentage and dollar amount of the invoice that will be paid to its Office of Economic Opportunity (OEO) certified subcontractor(s).

Failure to submit the attached “Prime Contractor’s Payment to “Commerce Department Office of Economic Opportunity (OEO) Subcontractors' Form” with each invoice may result in rejection of the invoice.

- 4.3 **Prevailing Wage Provisions.** The contract awarded under these specifications is subject to all provisions of Section 17-107 of the Philadelphia Code entitled Contractors: Labor-Management Relationships.” It is also subject to all regulations and procedures adopted there under.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>54 73</b>
		FIRM NAME (Must be filled in)	

- a. All employees performing work under the contract shall be paid the applicable [prevailing](#) wages for the respective occupational classification(s) designated, as set forth in the wage schedule attached; and in addition, be given the applicable current prevailing working conditions during the entire period of work under the contract. Such working conditions are those which are given to employees pursuant to a bona fide collective bargaining agreement for the applicable craft, trade, or industry in the Philadelphia area on the date these specifications are issued.
- b. City may withhold from any sums due to the contractor under each contract so much as may be necessary to pay the employees the difference between wages required to be paid thereby and the wages actually paid to such employees, and the City may make such payments directly to the appropriate employees.
- c. Each contractor shall require all subcontractors to comply with and be bound by all of the provisions of this section of the contract & Section 17-107 of the Philadelphia Code.
- d. Every contractor and subcontractor shall keep an accurate record showing the name, address, occupational classification, wages and other benefits paid or provided and number of hours worked for each employee assigned to city-work, and such record shall be preserved for two (2) years from the date of payment. The contractor shall make his employment and accounting records available for inspection by authorized representatives of the Labor Standards Unit [of the MDO](#), at all reasonable hours, and shall permit such representatives to interview employees during working hours on the job.
- e. All contractors and subcontractors performing city-work shall automatically file with the Labor Standards Unit [of the MDO](#), a certified statement setting forth the name, address, occupational classification, wages and other benefits paid or provided and number of hours worked with respect to each employee performing city-work. Such statement shall be made weekly for each preceding weekly period. The certification shall affirm that the statement is correct and complete, that the wages set forth therein are not less than those required by the contract for city-work and that the occupational classification set forth for each employee conforms with the work he performed.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>55 73</b>
		FIRM NAME (Must be filled in)	

- f. Nothing herein shall preclude the payment by the contractor of wages at rates higher than those specified [as the prevailing wages](#) in the applicable attached schedule. However, no increases in any contract price shall be allowed or authorized on account of the payment of wages in excess of those so specified or on account of wage increases granted hereafter. No increases above the amounts specified in the applicable attached schedule will be required by any contract during the term thereof except in the case of an error or omission in such schedule. Such an error or omission shall be called to the attention of the Labor Standards Unit of the MDO, as promptly as possible; but the remedying thereof by the Department shall not constitute grounds for withdrawal of a bid or cancellation of a contract, nor for an increase in the contract price or other claim or recovery against the City nor a ground for failure or refusal to pay the applicable proper [prevailing wage](#) to all employees.
  
- g. The [prevailing](#) wages required hereby shall be paid unconditionally without any subsequent deduction or rebate of any kind except in accordance with prevailing payroll deduction practices. Any assignment of wages by an employee for the direct or indirect benefit of the contractor shall constitute a violation of this section; and any purported release of rights hereunder by an employee shall be void and of no effect.
  
- h. It is the responsibility of all bidders and contractors to inform themselves of all prevailing working conditions, including, without limitation, proper classifications, length of workday and work week, overtime compensation, and holiday and vacation rights. All questions shall be referred to the Procurement Department (215) 686-4720/21.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>56 73</b>
		FIRM NAME (Must be filled in)	

**SEE ATTACHED APPLICABLE WAGE SCHEDULE**

**CITY OF PHILADELPHIA**

**Prevailing Wage Rate Schedule**

**Turf Management**

**A. Job Classification & Wage Rates**

	<b><u>Basic Hourly Rate</u></b>	<b><u>Fringe Benefits</u></b>
<b><i>Grounds Maintenance Worker</i></b>	<b>\$13.67</b>	<b>\$3.71</b>
<b><i>Mechanical Grounds Maintenance Worker</i></b>	<b>\$13.67</b>	<b>\$3.71</b>
<b><i>Truck Driver</i></b>	<b>\$13.67</b>	<b>\$3.71</b>

**Foremen:**      ***Are to receive an additional \$1.00 per hour, in addition to their basic hourly rate.***

**Notes of Interest:**

- (1) ***Contractors are advised to contact the Procurement Department with any questions regarding job classifications, prevailing wage rates, fringe benefits, and area working conditions.***

***Procurement Department  
Municipal Services Building  
1401 J.F.K. Boulevard - 1st Floor  
Philadelphia, PA 19102-1670  
Telephone Numbers: (215) 686-4720/21  
Fax Number: (215) 686-4767***

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>57 73</b>
		FIRM NAME (Must be filled in)	

4.4 **PRICE ESCALATION**

4.4.1 **PRICE INCREASE**

Contractor shall provide Turf Management Services at the prices set forth in Section 5 for a period of twelve (12) months; thereafter, the contract may be renewed under the terms and conditions of this agreement at the sole option of the City on an annual basis for up to three (3) additional one (1) year period(s) plus one nine month renewal 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 the price increase and/or decrease shall be based on the Consumer Price Index for All Urban Consumers- Philadelphia, as published by the US. Department of Labor, Bureau of Labor Statistics. The CPI shall be based upon August of the current year from August of the preceding year.

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.

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

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>58 73</b>
		FIRM NAME (Must be filled in)	

**SECTION 5: PRICING:  
(PRICES QUOTED MAY NOT EXCEED THREE (3) DECIMAL PLACES)**

Vendor shall submit fixed prices for each item to be eligible for that section.

	<u>UNIT OF MEASURE</u>	<u>EST. QTY</u>	<u>UNIT PRICE/ EACH CUT</u>	<u>EXTENDED AMOUNT</u>
<b>25050 006 061</b>				
5.1 Upper Roxborough Cathedral Road grass strip outside of fence line (REF: Section 2.2.1)	EA	8	\$ _____	\$ _____
<b>25050 006 903</b>				
5.2 Upper Roxborough Harner St.. Grass Strip outside of fence line (REF: Section 2.2.2)	EA	8	\$ _____	\$ _____
<b>25050 006 062</b>				
5.3 Upper Roxborough Hagy's Mill Road Outside of Fence Line (REF: Section 2.2.3)	EA	8	\$ _____	\$ _____
<b>25050 006 063</b>				
5.4 Upper Roxborough Hagy's Mill Road/Inside of Fence Line (REF: 2.2.4)	EA	8	\$ _____	\$ _____
<b>25050 006 064</b>				
5.5 Upper Roxborough Harner Street Inside of Fence Line (REF: Section 2.2.5)	EA	8	\$ _____	\$ _____

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>59 73</b>
		FIRM NAME (Must be filled in)	

		<u>UNIT OF MEASURE</u>	<u>EST. QTY</u>	<u>UNIT PRICE/ EACH CUT</u>	<u>EXTENDED AMOUNT</u>
	<b>25050 006 191</b>				
5.6	Upper Roxborough Storage Reservoir (Port Royal / Harner St./ Hagys' Mill Rd.) (REF: Section 2.2.6)	EA	8	\$ _____	\$ _____
	<b>25050 006 192</b>				
5.7	Upper Roxborough Clearwell (Port Royal / Harner St./ Hagys' Mill Rd.) (REF: Section 2.2.7)	EA	8	\$ _____	\$ _____
	<b>25050 006 150</b>				
5.8	Upper Roxborough Fence Lines (Spraying) (REF: Section 2.2.8)	EA	3	\$ _____	\$ _____
	<b>25050 006 067</b>				
5.9	Lower Roxborough Abandoned Sand Filters (REF: Section 2.2.9)	EA	4	\$ _____	\$ _____
	<b>25050 006 125</b>				
5.9.1	Abandoned Sand Filter Fence Line (Spraying) (REF: Section 2.2.9.1)	EA	3	\$ _____	\$ _____
<b>TOTAL OF ITEMS (5.1 THROUGH 5.9)</b>					<b>\$ _____</b>

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>60 73</b>
		FIRM NAME (Must be filled in)	

	<u>UNIT OF MEASURE</u>	<u>EST. QTY</u>	<u>UNIT PRICE/ EACH CUT</u>	<u>EXTENDED AMOUNT</u>
--	----------------------------	---------------------	---------------------------------	----------------------------

5.10 **Queen Lane Water Treatment Plant**

5.10.1	<b>25050 006 070</b> Queen Lane Water Treatment Plant – Expressway Slope (REF: Section 2.2.10.1)	EA	8	\$ _____	\$ _____
--------	--	----	---	----------	----------

5.10.2	<b>25050 006 962</b> Queen Lane Water Treatment Plant – Henry Avenue Slope (REF: Section 2.2.10.2)	EA	10	\$ _____	\$ _____
--------	--	----	----	----------	----------

5.10.3	<b>25050 006 963</b> Queen Lane Water Treatment Plant – Fox Street Slope (REF: Section 2.2.10.3)	EA	10	\$ _____	\$ _____)
--------	--	----	----	----------	-----------

**TOTAL OF ITEMS (5.10.1 THROUGH 5.10.3)    \$ \_\_\_\_\_**

5.11 **East Park Reservoir**

5.11.1	<b>25050 006 071</b> 33rd & Montgomery Avenue (REF: Section 2.2.11.1)	EA	16	\$ _____	\$ _____
--------	--	----	----	----------	----------

5.11.2	<b>25050 006 072</b> East Park Reservoir Slopes, Weed Whacking Only (REF: Section 2.2.11.2.A)	EA	8	\$ _____	\$ _____
--------	---	----	---	----------	----------

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>61 73</b>
		FIRM NAME (Must be filled in)	

		<u>UNIT OF MEASURE</u>	<u>EST. QTY</u>	<u>UNIT PRICE/ EACH CUT</u>	<u>EXTENDED AMOUNT</u>
	<b>25050 006 072 01</b>				
5.11.2.1	East Park Reservoir Slopes, Slope Mower (REF: Section 2.2.11.2.B)	EA	1	\$ _____	\$ _____
	<b>25050 006 103</b>				
5.11.3	East Park Reservoir NE Basin Fenceline (REF: Section 2.2.11.3)	EA	1	\$ _____	\$ _____
	<b>25050 006 104</b>				
5.11.4	East Park Reservoir Remaining Fencelines (REF: Section 2.2.11.4)	EA	1	\$ _____	\$ _____
	<b>25050 006 071 01</b>				
5.11.5	Former Tank Pen (REF: Section 2.2.11.5)	EA	8	\$ _____	\$ _____
	<b>25050 006 128</b>				
5.11.6	Roadway Behind W/S Basins (REF: Section 2.2.11.6)	EA	8	\$ _____	\$ _____
<b>TOTAL OF ITEMS (5.11.1 THROUGH 5.11.6)</b>					<b>\$ _____</b>

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>62 73</b>
		FIRM NAME (Must be filled in)	

	<u>UNIT OF MEASURE</u>	<u>EST. QTY</u>	<u>UNIT PRICE/ EACH CUT</u>	<u>EXTENDED AMOUNT</u>
<b>25050 006 073</b>				
5.12 Oak Lane Reservoir (REF: Section 2.2.12)	EA	16	\$ _____	\$ _____
5.12.1 <b>25050 006 121</b>				
Oak Lane Reservoir Sidewalk Edging and Weeding	EA	3	\$ _____	\$ _____
5.13 <b><u>Belmont Water Treatment Plant</u></b>				
5.13.1 <b>25050 006 074</b>				
Belmont Raw Water Basin East Slope (REF: Section 2.2.13.1)	EA	8	\$ _____	\$ _____
5.13.2 <b>25050 006 914</b>				
Belmont WTP Raw Water Basin [City Line Avenue side] (REF: 2.2.13.2)	EA	8	\$ _____	\$ _____
5.13.3 <b>25050 006 917</b>				
Belmont WTP Raw Water Basin [Belmont Avenue side] (REF: 2.2.13.3)	EA	8	\$ _____	\$ _____
5.13.4 <b>25050 006 924</b>				
Belmont WTP Ford Road & Monument Road Slopes (REF: 2.2.13.4)	EA	8	\$ _____	\$ _____

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>63 73</b>
		FIRM NAME (Must be filled in)	

	<u>UNIT OF MEASURE</u>	<u>EST. QTY</u>	<u>UNIT PRICE/ EACH CUT</u>	<u>EXTENDED AMOUNT</u>
--	----------------------------	---------------------	---------------------------------	----------------------------

5.13.5	<b>25050 006 945</b> Belmont WTP North side slop of Ford Road basin (REF: 2.2.13.5)	EA	8	\$ _____	\$ _____
--------	--	----	---	----------	----------

5.13.6	<b>25050 006 959</b> Belmont WTP Slope above stone retaining wall on Monument Road (REF: 2.2.13.6)	EA	8	\$ _____	\$ _____
--------	--	----	---	----------	----------

**TOTAL OF ITEMS (5.13.1 THROUGH 5.13.6) \$ \_\_\_\_\_**

5.14 **Baxter Courts**

5.14.1	<b>25050 006 075</b> Baxter Courts (1 to 65) (REF: Section 2.2.14.1)	EA	3	\$ _____	\$ _____
--------	--	----	---	----------	----------

5.14.2	<b>25050 006 932</b> Baxter Lagoon (REF: Section 2.2.14.2)	EA	3	\$ _____	\$ _____
--------	--	----	---	----------	----------

5.14.3	<b>25050 006 930</b> Baxter Courts FWB (REF: 2.2.14.3)	EA	3	\$ _____	\$ _____
--------	--	----	---	----------	----------

5.14.4	<b>25050 006 135</b> Baxter Courts Basin Slopes (1 to 65) (REF: 2.2.14.4)	EA	4	\$ _____	\$ _____
--------	--	----	---	----------	----------

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>64 73</b>
		FIRM NAME (Must be filled in)	

<u>UNIT OF MEASURE</u>	<u>EST. QTY</u>	<u>UNIT PRICE/ EACH CUT</u>	<u>EXTENDED AMOUNT</u>
----------------------------	---------------------	---------------------------------	----------------------------

**25050 006 964 02**

5.14.5	Baxter Courts End Cap Areas (1 to 65) (REF: Section 2.2.14.5) EA	8	\$_____	\$_____
--------	--	---	---------	---------

**TOTAL OF ITEMS (5.14.1 THROUGH 5.14.5) \$\_\_\_\_\_**

5.15 **Water Tank Areas**

**25050 006 076**

5.15.1	Somerton Water Tank Area (REF: Section 2.2.15.1) EA	16	\$_____	\$_____
--------	--	----	---------	---------

**25050 006 077**

5.15.2	Fox Chase Water Tank Area (REF: Section 2.2.15.2) EA	16	\$_____	\$_____
--------	--	----	---------	---------

**TOTAL OF ITEMS (5.15.1 THROUGH 5.15.2) \$\_\_\_\_\_**

5.16 **Delaware Pumping Station Facilities**

**25050 006 078**

5.16.1	Torresdale Pumping Station (REF: Section 2.2.16.1) EA	16	\$_____	\$_____
--------	---	----	---------	---------

**25050 006 079**

5.16.2	Torresdale Raw Water Pumping Station (REF: Section 2.2.16.2) EA	16	\$_____	\$_____
--------	---	----	---------	---------

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>65 73</b>
		FIRM NAME (Must be filled in)	

		<u>UNIT OF MEASURE</u>	<u>EST. QTY</u>	<u>UNIT PRICE/ EACH CUT</u>	<u>EXTENDED AMOUNT</u>
5.16.3	<b>25050 006 080</b> Lardner's Point Pumping Station (REF: Section 2.2.16.3)	EA	16	\$ _____	\$ _____
5.16.4	<b>25050 006 081</b> Fox Chase Pumping Station (REF: Section 2.2.16.4)	EA	16	\$ _____	\$ _____
5.16.5	<b>25050 006 082</b> West Oak Lane Pumping Station (REF: Section 2.2.16.5)	EA	16	\$ _____	\$ _____
<b>TOTAL OF ITEMS (5.16.1 THROUGH 5.16.5)</b>					\$ _____

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>66 73</b>
		FIRM NAME (Must be filled in)	

<u>UNIT OF MEASURE</u>	<u>EST. QTY</u>	<u>UNIT PRICE/ EACH CUT</u>	<u>EXTENDED AMOUNT</u>
----------------------------	---------------------	---------------------------------	----------------------------

5.17 **Schuykill Pumping Station Facilities**

5.17.1	<b>25050 006 084</b> Queen Lane Raw Water Pumping (REF: Section 2.2.17.1)	EA	16	\$ _____	\$ _____
5.17.2	<b>25050 006 085</b> Roxborough High Service Pumping Station (REF: Section 2.2.17.2)	EA	16	\$ _____	\$ _____
5.17.3	<b>25050 006 086</b> Belmont High Service Pumping Station (REF: Section 2.2.17.3)	EA	16	\$ _____	\$ _____
5.17.4	<b>25050 006 087</b> Belmont Raw Water Pumping (REF: Section 2.2.17.4)	EA	16	\$ _____	\$ _____

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>67 73</b>
		FIRM NAME (Must be filled in)	

	<u>UNIT OF MEASURE</u>	<u>EST. QTY</u>	<u>UNIT PRICE/ EACH CUT</u>	<u>EXTENDED AMOUNT</u>
--	----------------------------	---------------------	---------------------------------	----------------------------

5.17.5	<b>25050 006 088</b> East Park Pumping Station (REF: Section 2.2.17.5)	EA	16	\$ _____	\$ _____
--------	---	----	----	----------	----------

5.17.6	<b>25050 006 088</b> Queen Lane Pumping Station (REF: Section 2.2.17.6)	EA	16	\$ _____	\$ _____
--------	--	----	----	----------	----------

**TOTAL OF ITEMS (5.17.1 THROUGH 5.17.6) \$ \_\_\_\_\_**

5.18 **Waste Water Pumping Facilities**

5.18.1	<b>25050 006 089</b> Rennard Street Pumping Station (REF: Section 2.2.18.1)	EA	16	\$ _____	\$ _____
--------	---	----	----	----------	----------

5.18.2	<b>25050 006 090</b> Lockhart Pumping Station (REF: Section 2.2.18.2)	EA	16	\$ _____	\$ _____
--------	--	----	----	----------	----------

5.18.3	<b>25050 006 091</b> Mingo Creek Storm Water Pumping Station (REF: Section 2.2.18.3)	EA	16	\$ _____	\$ _____
--------	---	----	----	----------	----------

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>68 73</b>
		FIRM NAME (Must be filled in)	

		<u>UNIT OF MEASURE</u>	<u>EST. QTY</u>	<u>UNIT PRICE/ EACH CUT</u>	<u>EXTENDED AMOUNT</u>
5.18.4	<b>25050 006 092</b> Central Schuylkill Pumping Station (REF: Section 2.2.18.4)	EA	16	\$ _____	\$ _____
5.18.5	<b>25050 006 094</b> Neill Drive Pumping Station (REF: Section 2.2.18.5)	EA	16	\$ _____	\$ _____
5.18.6	<b><u>Sewer Maintenance Headquarters</u></b>				
5.18.6.1	<b>25050 006 095</b> Sewer Maintenance Headquarters (REF: Section 2.2.18.6).1	EA	8	\$ _____	\$ _____
5.18.6.2	<b>25050 006 096</b> Sewer Maintenance Headquarters (REF: Section 2.2.18.6.2)	EA	8	\$ _____	\$ _____
<b>TOTAL OF ITEMS (5.18.1 THROUGH 5.18.6.2) \$ _____</b>					

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>69 73</b>
		FIRM NAME (Must be filled in)	

	<u>UNIT OF MEASURE</u>	<u>EST. QTY</u>	<u>UNIT PRICE/ EACH CUT</u>	<u>EXTENDED AMOUNT</u>
<b>5.19 Building Maintenance</b>				
<b>25050 006 098</b>				
5.19.1	Building Maintenance /Cahill Field (REF: Section 2.2.19.1)	EA	16	\$ _____ \$ _____
<b>25050 006 099</b>				
5.19.2	Building Maintenance/ Lots, Islands, Complex Areas (REF: Section 2.2.19.2)	EA	32	\$ _____ \$ _____
<b>25050 006 100</b>				
5.19.3	Building Maintenance/ Edging (REF: Section 2.2.19.3)	EA	8	\$ _____ \$ _____
<b>25050 006 153</b>				
5.19.4	Building Maintenance/ Lower Pipe Yard Weed Whacking (REF: Section 2.2.19.4)	EA	8	\$ _____ \$ _____
<b>TOTAL OF ITEMS (5.19.1 THROUGH 5.19.4)</b>				<b>\$ _____</b>

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>70 73</b>
		FIRM NAME (Must be filled in)	

		<u>UNIT OF MEASURE</u>	<u>EST. QTY</u>	<u>UNIT PRICE/ EACH CUT</u>	<u>EXTENDED AMOUNT</u>
<b>25050 006 933</b>					
5.20	BioSolids Recycling Center (REF: Section 2.2.20)	EA	4	\$ _____	\$ _____
5.21	<b><u>Central Laboratory</u></b>				
<b>25050 006 101</b>					
5.21.1	Central Laboratory Grounds (REF: Section 2.2.21.1)	EA	16	\$ _____	\$ _____
<b>25050 006 102</b>					
5.21.2	Central Laboratory Grounds/Edging (REF: Section 2.2.21.2)	EA	3	\$ _____	\$ _____
<b>25050 006 970</b>					
5.21.3	Central Laboratory Meadow (Ref: Section 2.2.21.3)	EA	4	\$ _____	\$ _____
<b>25050 006 971</b>					
5.21.4	Central Laboratory Meadow Path (Ref: Section 2.2.21.4)	EA	4	\$ _____	\$ _____
<b>TOTAL OF ITEMS (5.21.1 THROUGH 5.21.4)</b>					<b>\$ _____</b>

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>71 73</b>
		FIRM NAME (Must be filled in)	

<u>UNIT OF MEASURE</u>	<u>EST. QTY</u>	<u>UNIT PRICE/ EACH CUT</u>	<u>EXTENDED AMOUNT</u>
----------------------------	---------------------	---------------------------------	----------------------------

5.22 **Northeast Water Pollution Control Plant**

**25050 006 936 03**

5.22.1	Northeast Water Pollution Control Plant (REF: Section 2.2.22.1)	EA	16	\$ _____	\$ _____
--------	---	----	----	----------	----------

**25050 006 102**

5.22.2	Northeast Water Pollution Control Plant Grounds/Edging (REF: Section 2.2.22.2)	EA	8	\$ _____	\$ _____
--------	---	----	---	----------	----------

**TOTAL OF ITEMS (5.22.1 THROUGH 5.22.2) \$ \_\_\_\_\_**

5.23 **Southeast Water Pollution Control Plant**

**25050 006 936 03**

5.23.1	Southeast Water Pollution Control Plant (REF: Section 2.2.23.1)	EA	16	\$ _____	\$ _____
--------	---	----	----	----------	----------

**25050 006 965 03**

5.23.2	Southeast Water Pollution Control Plant Spray week killer around solar panel field (REF: Section 2.2.23.2)	EA	8	\$ _____	\$ _____
--------	---	----	---	----------	----------

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>72 73</b>
		FIRM NAME (Must be filled in)	

		<u>UNIT OF MEASURE</u>	<u>EST. QTY</u>	<u>UNIT PRICE/ EACH CUT</u>	<u>EXTENDED AMOUNT</u>
5.23.3	<b>25050 006 965 04</b> Southeast Water Pollution Control Plant Edge all side walks and curbs (REF: Section 2.2.23.2)	EA	8	\$ _____	\$ _____
5.23.4	<b>25050 006 965 05</b> Southeast Water Pollution Control Plant Trim all weeds from the curbs (REF: Section 2.2.23.2)	EA	8	\$ _____	\$ _____
<b>TOTAL OF ITEMS (5.23.1 THROUGH 5.23.4)</b>					<b>\$ _____</b>

5.24 **Fence Line Vegetation Removal  
(With Round Up)**

5.24.1	<b>25050 006 138</b> 25' of Clearing	EA	1	\$ _____	\$ _____
5.24.2	<b>25050 006 139</b> 50' of Clearing	EA	1	\$ _____	\$ _____
5.24.3	<b>25050 006 140</b> 100' of Clearing	EA	1	\$ _____	\$ _____
5.24.4	<b>25050 006 141</b> 200' of Clearing	EA	1	\$ _____	\$ _____

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S3Z59440</b>	PAGE OF <b>73 73</b>
		FIRM NAME (Must be filled in)	

		<u>UNIT OF MEASURE</u>	<u>EST. QTY</u>	<u>UNIT PRICE/ EACH CUT</u>	<u>EXTENDED AMOUNT</u>
5.24.5	<b>25050 006 142</b> 500' of Clearing	EA	1	\$ _____	\$ _____
5.24.6	<b>25050 006 143</b> 1000' of Clearing	EA	1	\$ _____	\$ _____
<b>TOTAL OF ITEMS (5.24.1 THROUGH 5.24.6)</b>				<b>\$ _____</b>	

5.25 **Fence Line Vegetation Removal**  
**(No Herbicide Permitted)**

5.25.1	<b>25050 006 144</b> 25' of Clearing	EA	1	\$ _____	\$ _____
5.25.2	<b>25050 006 145</b> 50' of Clearing	EA	1	\$ _____	\$ _____
5.25.3	<b>25050 006 146</b> 100' of Clearing	EA	1	\$ _____	\$ _____
5.25.4	<b>25050 006 147</b> 200' of Clearing	EA	1	\$ _____	\$ _____
5.25.5	<b>25050 006 148</b> 500' of Clearing	EA	1	\$ _____	\$ _____
5.25.6	<b>25050 006 149</b> 1000' of Clearing	EA	1	\$ _____	\$ _____
<b>TOTAL OF ITEMS (5.25.1 THROUGH 5.25.6)</b>				<b>\$ _____</b>	

**EXTENDED TOTAL BID AMOUNT  
(UNIT PRICE X QUANTITY FOR  
ALL TIMES BID)** \$ \_\_\_\_\_

**TURF MANAGEMENT - WATER DEPARTMENT**

**MANDATORY**

**SITE-VISIT SCHEDULE**

**AND**

**SITE-VISIT CERTIFICATION FORMS**

**IT IS STRONGLY RECOMMENDED THAT BIDDERS REFER TO THE ATTACHED SITE VISIT SCHEDULE WHICH PROVIDES THE MANDATORY SITE VISIT DATES / TIMES IN THE ORDER THEY ARE TO BE CONDUCTED.**

**THERE WILL BE NO MAKE-UP SITE VISITS IN THE EVENT A BIDDER SHOULD FAIL TO COMPLETE A SITE VISIT ON THE SCHEDULED DATE AND TIME LISTED BELOW:**

**TUESDAY, NOVEMBER 13<sup>th</sup>, 2012**

- Paragraph 2.2.10      Queen Lane Water Treatment Plant (Fox Street and Queen Lane)  
**Tuesday, November 13<sup>th</sup>, 2012    at 8:30 AM**
- Paragraph 2.2.1      Upper Roxborough - Cathedral Road Grass Strip Outside of Fence Line  
**Tuesday, November 13<sup>th</sup>, 2012    at 9:30 AM**
- Paragraph 2.2.2      Upper Roxborough – Harner Street Grass Strip Outside of Fence Line  
**Tuesday, November 13<sup>th</sup>, 2012    at 9:45 AM**
- Paragraph 2.2.3      Upper Roxborough – Hagy’s Mill Road Outside of Fence Line  
**Tuesday, November 13<sup>th</sup>, 2012    at 10:00 AM**
- Paragraph 2.2.4      Upper Roxborough – Hagy’s Mill Road Inside of Fence Line  
**Tuesday, November 13<sup>th</sup>, 2012    at 10:15 AM**
- Paragraph 2.2.5      Upper Roxborough – Harner Street Inside of Fence Line  
**Tuesday, November 13<sup>th</sup>, 2012    at 10:30 AM**
- Paragraph 2.2.6      Upper Roxborough – Storage Reservoir (Port Royal Ave. between Harner St. and Hagy’s  
Mill Rd.)  
**Tuesday, November 13<sup>th</sup>, 2012    at 10:45 AM**
- Paragraph 2.2.7      Upper Roxborough Clearwell (Port Royal Ave. between Harner St. and Hagy’s Mill Rd.)  
**Tuesday, November 13<sup>th</sup>, 2012    at 11:00 AM**
- Paragraph 2.2.9      Lower Roxborough – Abandoned Sand Filters  
**Tuesday, November 13<sup>th</sup>, 2012    at 11:15 AM**
- Paragraph 2.2.11      East Park Reservoir (33<sup>RD</sup> Street and Montgomery Ave. / Reservoir Slope (NE Basin)  
/ NE Basin Fence Line / Remaining Fence Line(s) / Former Tank Pen Roadway Behind  
W/S Basins)  
**Tuesday, November 13<sup>th</sup>, 2012    at 11:45 AM**

**WEDNESDAY, NOVEMBER 14<sup>th</sup>, 2012**

- Paragraph 2.2.14**      **Baxter Courts (Pennypack Street and State Road)**  
**Wednesday, November 14<sup>th</sup>, 2012 at 8:30 AM**
- Paragraph 2.2.12**      **Oak Lane Reservoir (5<sup>th</sup> Street & Chelton Ave.)**  
**Wednesday, November 14<sup>th</sup>, 2012 at 10:00 AM**
- Paragraph 2.2.13**      **Belmont Water Treatment Plant**  
**Wednesday, November 14<sup>th</sup>, 2012 at 11:30 AM**
- Paragraph 2.2.21**      **Central Laboratory Grounds (1500 E. Hunting Park Avenue)**  
**Wednesday, November 14<sup>th</sup>, 2012 at 1:00 PM**
- Paragraph 2.2.22**      **Northeast Water Pollution Control Plant (3895 Richmond Ave)**  
**Wednesday, November 14<sup>th</sup>, 2012 at 2:30 PM**

**THURSDAY, NOVEMBER 15<sup>th</sup>, 2012**

- Paragraph 2.2.16.1      **Torresdale Pumping Station (8601 State Road)  
Thursday, November 15<sup>th</sup>, 2012   at 8:00 AM**
- Paragraph 2.2.16.2      **Torresdale Raw Water Pumping Station (5202 Pennypack Street)  
Thursday, November 15<sup>th</sup>, 2012   at 8:30 AM**
- Paragraph 2.2.16.3      **Lardner's Point Pumping Station (5100 Levick Street)  
Thursday, November 15<sup>th</sup>, 2012   at 9:15 AM**
- Paragraph 2.2.15.1      **Somerton Tanks (Tomlinson and Greinor Roads)  
Thursday, November 15<sup>th</sup>, 2012   at 10:00 AM**
- Paragraph 2.2.15.2      **Fox Chase Tank / behind Burholme Park (Cottman and Central Avenue)  
Thursday, November 15<sup>th</sup>, 2012   at 10:45 AM**
- Paragraph 2.2.16.4      **Fox Chase Pumping Station (Lardner Street and Oakley Street)  
Thursday, November 15<sup>th</sup>, 2012   at 11:15 AM**
- Paragraph 2.2.16.5      **West Oak Lane Pumping Station (1901 68<sup>th</sup> Avenue)  
Thursday, November 15<sup>th</sup>, 2012   at 12:00 PM**
- Paragraph 2.2.19        **Building Maintenance (29<sup>th</sup> & Cambria Complex)  
Thursday, November 15<sup>th</sup>, 2012   at 1:00 PM**

**FRIDAY, NOVEMBER 16<sup>th</sup>, 2012**

- Paragraph 2.2.18.1      Rennard Street Pumping Station (1064 Rennard Street)  
**Friday, November 16<sup>th</sup>, 2012    at 8:00 AM**
- Paragraph 2.2.18.2      Lockhart Pumping Station (10778 Lockhart Road)  
**Friday, November 16<sup>th</sup>, 2012    at 8:30 AM**
- Paragraph 2.2.18.3      Mingo Creek Storm Water Pumping Station (7000 Penrose Avenue)  
**Friday, November 16<sup>th</sup>, 2012    at 9:15 AM**
- Paragraph 2.2.18.4      Central Schuylkill Pumping Station (600 University Avenue)  
**Friday, November 16<sup>th</sup>, 2012    at 10:00 AM**
- Paragraph 2.2.18.5      Neill Drive Pumping Station (4000 Neill Drive)  
**Friday, November 16<sup>th</sup>, 2012    at 11:15 AM**
- Paragraph 2.2.18.6      Sewer Maintenance Headquarters (Fox Street and Roberts Avenue)  
**Friday, November 16<sup>th</sup>, 2012    at 12:00 PM**
- Paragraph 2.2.23          Southeast Water Pollution Control Plant (25 Pattison Avenue)  
**Friday, November 16<sup>th</sup>, 2012    at 1:00 PM**
- Paragraph 2.2.20          Bio-Solids Recycling Center (7800 Penrose Ferry Road)  
**Friday, November 16<sup>th</sup>, 2012    at 2:00 PM**

**MONDAY, NOVEMBER 19<sup>th</sup>, 2012**

**Paragraph 2.2.17.1**      **Queen Lane Raw Water Pumping (4600 Ridge Avenue)**  
**Monday, November 19<sup>th</sup>, 2012 at 9:00 AM**

**Paragraph 2.2.17.2**      **Roxborough High Service Pumping Station (434 Dearnley Street)**  
**Monday, November 19<sup>th</sup>, 2012 at 9:45 AM**

**Paragraph 2.2.17.3**      **Belmont High Service Pumping Station (2500 Monument Road)**  
**Monday, November 19<sup>th</sup>, 2012 at 11:00 AM**

**Paragraph 2.2.17.4**      **Belmont Raw Water Pumping Station (1700 West River Drive)**  
**Monday, November 19<sup>th</sup>, 2012 at 12:45 AM**

**Paragraph 2.2.17.5**      **East Park Pumping Station (3199 Girard Avenue)**  
**Monday, November 19<sup>th</sup>, 2012 at 1:30 PM**

**Paragraph 2.2.17.6**      **Queen Lane Pumping Station (3595 Fox Street)**  
**Monday, November 19<sup>th</sup>, 2012 at 2:30 PM**

Bid Number: \_\_\_\_\_

Opening Date: \_\_\_\_\_

**SITE VISIT CERTIFICATION**  
(To Be Submitted With Bid Package)

This is a Mandatory Site Inspection and Vendor is required to visit the following Water Department locations on Tuesday, November 13<sup>th</sup>, 2012 at the listed times specified below:

Queen Lane Water Treatment Plant  
Expressway Slope

8:30 AM

Signature: \_\_\_\_\_  
Ricardo Everett

(Fox Street and Queen Lane)

This Form **MUST** be signed and dated by the Contract Administrator or his/her designee listed above for each location to certify that the below vendor has inspected the area.

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

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

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

City/State/Zip Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

Bid Number: \_\_\_\_\_

Opening Date: \_\_\_\_\_

**SITE VISIT CERTIFICATION**  
(To Be Submitted With Bid Package)

This is a Mandatory Site Inspection and Vendor is required to visit the following Water Department locations on **Tuesday, November 13<sup>th</sup>, 2012** at the listed times specified below:

Upper Roxborough - Cathedral Road Grass Strip Outside of Fence Line	9:30 AM	Signature: _____ Ricardo Everett
Upper Roxborough - Harner Street Grass Strip Outside of Fence Line	9:45 AM	Signature: _____ Ricardo Everett
Upper Roxborough - Hagy's Mill Road Outside of Fence Line	10:00 AM	Signature: _____ Ricardo Everett
Upper Roxborough - Hagy's Mill Road Inside of Fence Line	10:15 AM	Signature: _____ Ricardo Everett
Upper Roxborough - Harner Street Inside of Fence Line	10:30 AM	Signature: _____ Ricardo Everett

This Form **MUST** be signed and dated by the Contract Administrator or his/her designee listed above for each location to certify that the below vendor has inspected the area.

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

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

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

City/State/Zip Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

Bid Number: \_\_\_\_\_

Opening Date: \_\_\_\_\_

**SITE VISIT CERTIFICATION**  
(To Be Submitted With Bid Package)

This is a Mandatory Site Inspection and Vendor is required to visit the following Water Department locations on **Tuesday, November 13<sup>th</sup>, 2012** at the listed times specified below:

Upper Roxborough – Storage Reservoir  
(Port Royal Ave. between Harner St. and Hagy’s Mill Rd.)

10:45 AM

Signature: \_\_\_\_\_  
Ricardo Everett

Upper Roxborough – Clearwell  
(Port Royal Ave. between Harner St. and Hagy’s Mill Rd.)

11:00 AM

Signature: \_\_\_\_\_  
Ricardo Everett

Lower Roxborough - Abandoned  
Sand Filters

11:15 AM

Signature: \_\_\_\_\_  
Ricardo Everett

This Form **MUST** be signed and dated by the Contract Administrator or his/her designee listed above for each location to certify that the below vendor has inspected the area.

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

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

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

City/State/Zip Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

Bid Number: \_\_\_\_\_

Opening Date: \_\_\_\_\_

**SITE VISIT CERTIFICATION**  
(To Be Submitted With Bid Package)

This is a Mandatory Site Inspection and Vendor is required to visit the following Water Department locations on **Tuesday, November 13<sup>th</sup>, 2012** at the listed times specified below:

East Park Reservoir  
33<sup>RD</sup> Street and Montgomery Ave.  
Reservoir Slope (NE Basin)  
NE Basin Fence Line  
Remaining Fence Line(s)  
Former Tank Pen  
Roadway Behind W/S Basins

11:45 AM

Signature: \_\_\_\_\_  
Ricardo Everett

This Form **MUST** be signed and dated by the Contract Administrator or his/her designee listed above for each location to certify that the below vendor has inspected the area.

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

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

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

City/State/Zip Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

Bid Number: \_\_\_\_\_

Opening Date: \_\_\_\_\_

**SITE VISIT CERTIFICATION**  
(To Be Submitted With Bid Package)

This is a Mandatory Site Inspection and Vendor is required to visit the following Water Department locations on Wednesday, November 14<sup>th</sup>, 2012 at the listed times specified below:

Baxter Courts  
Pennypack Street and State Road

8:30 AM

Signature: \_\_\_\_\_  
Ricardo Everett

Courts [1 to 65]  
Baxter Residuals Lagoon  
Baxter Filtered Water Basin  
Courts Basin Slopes [1-65]  
Courts End Caps [1-65]

This Form **MUST** be signed and dated by the Contract Administrator or his/her designee listed above for each location to certify that the below vendor has inspected the area.

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

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

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

City/State/Zip Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

Bid Number: \_\_\_\_\_

Opening Date: \_\_\_\_\_

**SITE VISIT CERTIFICATION**  
(To Be Submitted With Bid Package)

This is a Mandatory Site Inspection and Vendor is required to visit the following Water Department locations on Wednesday, November 14<sup>th</sup>, 2012 at the listed times specified below:

Oak Lane Reservoir  
5TH Street and Cheltenham Avenue

10:00 AM

Signature: \_\_\_\_\_  
Ricardo Everett

This Form **MUST** be signed and dated by the Contract Administrator or his/her designee listed above for each location to certify that the below vendor has inspected the area.

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

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

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

City/State/Zip Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

Bid Number: \_\_\_\_\_

Opening Date: \_\_\_\_\_

**SITE VISIT CERTIFICATION**  
(To Be Submitted With Bid Package)

This is a Mandatory Site Inspection and Vendor is required to visit the following Water Department locations on **Wednesday, November 14<sup>th</sup>, 2012** at the listed times specified below:

Belmont Raw Water Basin  
(East Slope, City Line Ave, & Belmont Ave.)  
Ford Road and Monument Avenue Slope

11:30 AM

Signature: \_\_\_\_\_  
Ricardo Everett

This Form **MUST** be signed and dated by the Contract Administrator or his/her designee listed above for each location to certify that the below vendor has inspected the area.

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

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

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

City/State/Zip Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

Bid Number: \_\_\_\_\_

Opening Date: \_\_\_\_\_

**SITE VISIT CERTIFICATION**  
(To Be Submitted With Bid Package)

This is a Mandatory Site Inspection and Vendor is required to visit the following Water Department location on **Wednesday, November 14<sup>th</sup>, 2012** at the listed times specified below:

Central Laboratory Grounds  
1500 E. Hunting Park Avenue

1:00 PM

Signature: \_\_\_\_\_  
Brian Serbin

This Form MUST be signed and dated by the Contract Administrator or his/her designee listed above for each location to certify that the below vendor has inspected the area.

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

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

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

City/State/Zip Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

**Bid Number:** \_\_\_\_\_

**Opening Date:** \_\_\_\_\_

**SITE VISIT CERTIFICATION  
(To Be Submitted With Bid Package)**

This is a Mandatory Site Inspection and Vendor is required to visit the following Water Department location on Wednesday, November 14<sup>th</sup>, 2012 at the listed time specified below:

Northeast Water Pollution Control Plan  
3895 Richmond Ave.

2:30 PM

Signature: \_\_\_\_\_  
Michael Burns

This Form **MUST** be signed and dated by the Contract Administrator or his/her designee listed above for each location to certify that the below vendor has inspected the area.

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

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

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

City/State/Zip Code: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

Bid Number: \_\_\_\_\_

Opening Date: \_\_\_\_\_

**SITE VISIT CERTIFICATION**  
(To Be Submitted With Bid Package)

This is a Mandatory Site Inspection and Vendor is required to visit the following Water Department locations on **Thursday, November 15<sup>th</sup>, 2012** at the listed times specified below:

Torresdale Pumping Station 8601 State Road	8:00 AM	Signature: _____ Anthony Falcone
Torresdale Raw Water Pumping Station 5202 Pennypack Street	8:30 AM	Signature: _____ Anthony Falcone
Lardner's Point Pumping Station 5100 Levick Street	9:15 AM	Signature: _____ Anthony Falcone
Somerton Water Tank Tomlinson Road & Greinor Road	10:00 AM	Signature: _____ Anthony Falcone
Fox Chase Water Tank Cottman Ave. & Central Ave.	10:45 AM	Signature: _____ Anthony Falcone
Fox Chase Pumping Station Lardner Street and Oakley Street	11:15 AM	Signature: _____ Anthony Falcone
West Oak Lane Pumping Station 1901 68 <sup>th</sup> Avenue	12:00 PM	Signature: _____ Anthony Falcone

This Form **MUST** be signed and dated by the Contract Administrator or his/her designee listed above for each location to certify that the below vendor has inspected the area.

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

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

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

City/State/Zip Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

Bid Number: \_\_\_\_\_

Opening Date: \_\_\_\_\_

**SITE VISIT CERTIFICATION**  
(To Be Submitted With Bid Package)

This is a Mandatory Site Inspection and Vendor is required to visit the following Water Department locations on **Thursday, November 15<sup>th</sup>, 2012** at the listed times specified below:

Building Maintenance  
29<sup>TH</sup> & Cambria Complex

1:00 PM

Signature: \_\_\_\_\_  
Joseph Wawrzyniak

This Form **MUST** be signed and dated by the Contract Administrator or his/her designee listed above for each location to certify that the below vendor has inspected the area.

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

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

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

City/State/Zip Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

Bid Number: \_\_\_\_\_

Opening Date: \_\_\_\_\_

**SITE VISIT CERTIFICATION**  
(To Be Submitted With Bid Package)

This is a Mandatory Site Inspection and Vendor is required to visit the following Water Department locations on Friday, November 16<sup>th</sup>, 2012 at the listed times specified below:

Rennard Street Pumping Station 1064 Rennard Street	8:00 AM	Signature: _____ Larry Szymanik
Lockhart Pumping Station 10778 Lockhart Road	8:30 AM	Signature: _____ Larry Szymanik
Mingo Creek Storm Water Pumping Station 7000 Penrose Avenue	9:15 AM	Signature: _____ Larry Szymanik
Central Schuykill Pumping Station 600 University Avenue	10:00 AM	Signature: _____ Larry Szymanik
Neill Drive Pumping Station 4000 Neill Drive	11:15 AM	Signature: _____ Larry Szymanik
Sewer Maintenance Headquarters Fox Street and Roberts Avenue	12:00 PM	Signature: _____ Larry Szymanik

This Form MUST be signed and dated by the Contract Administrator or his/her designee listed above for each location to certify that the below vendor has inspected the area.

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

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

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

City/State/Zip Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

**Bid Number:** \_\_\_\_\_

**Opening Date:** \_\_\_\_\_

**SITE VISIT CERTIFICATION  
(To Be Submitted With Bid Package)**

This is a Mandatory Site Inspection and Vendor is required to visit the following Water Department location on **Friday, November 16<sup>th</sup>, 2012** at the listed time specified below:

Southeast Water Pollution Control Plan  
25 Pattison Avenue

1:00 PM

Signature: \_\_\_\_\_  
Matthew Moses

This Form **MUST** be signed and dated by the Contract Administrator or his/her designee listed above for each location to certify that the below vendor has inspected the area.

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

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

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

City/State/Zip Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

**Bid Number:** \_\_\_\_\_

**Opening Date:** \_\_\_\_\_

**SITE VISIT CERTIFICATION**  
**(To Be Submitted With Bid Package)**

This is a Mandatory Site Inspection and Vendor is required to visit the following Water Department location on **Friday, November 16<sup>th</sup>, 2012** at the listed time specified below:

BioSolids Recycling Center  
7800 Penrose Ferry Road

2:00 PM

Signature: \_\_\_\_\_  
Amy Szor

This Form **MUST** be signed and dated by the Contract Administrator or his/her designee listed above for each location to certify that the below vendor has inspected the area.

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

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

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

City/State/Zip Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

Bid Number: \_\_\_\_\_

Opening Date: \_\_\_\_\_

**SITE VISIT CERTIFICATION**  
(To Be Submitted With Bid Package)

This is a Mandatory Site Inspection and Vendor is required to visit the following Water Department locations on **Monday, November 19<sup>th</sup>, 2012** at the listed times specified below:

Queen Lane Raw Water Pumping 4600 Ridge Avenue	9:00 AM	Signature: _____ Michael Hengstler
---	---------	---------------------------------------

Roxborough High Service Pumping Station 434 Dearnley Street	9:45 AM	Signature: _____ Michael Hengstler
--	---------	---------------------------------------

Belmont High Service Pumping Station 2500 Monument Road	11:00 AM	Signature: _____ Michael Hengstler
--	----------	---------------------------------------

Belmont Raw Water Pumping 1700 West River Drive	12:45 PM	Signature: _____ Michael Hengstler
--	----------	---------------------------------------

East Park Pumping Station 3199 Girard Avenue	1:30 PM	Signature: _____ Michael Hengstler
---	---------	---------------------------------------

Queen Lane Pumping Station 3595 Fox Street	2:30 PM	Signature: _____ Michael Hengstler
---	---------	---------------------------------------

This Form **MUST** be signed and dated by the Contract Administrator or his/her designee listed above for each location to certify that the below vendor has inspected the area.

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

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

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

City/State/Zip Code: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

**ATTACHMENT**

**MAPS**

**A HARD COPY OF MAPS FOR ITEMS 2.2.1 THROUGH  
2.2.23 ARE AVAILABLE BY CALLING THE  
PROCUREMENT DEPARTMENT PUBLIC INFORMATION  
UNIT AT (215) 686-4755.**

**ITEMS  
[2.2.1 THROUGH 2.2.8]**



**ITEM**  
**[2.2.9]**



**ITEM  
[2.2.10]**



ITEMS  
[2.2.11.1 THROUGH 2.2.11.6]



**ITEM**  
**[2.2.12]**



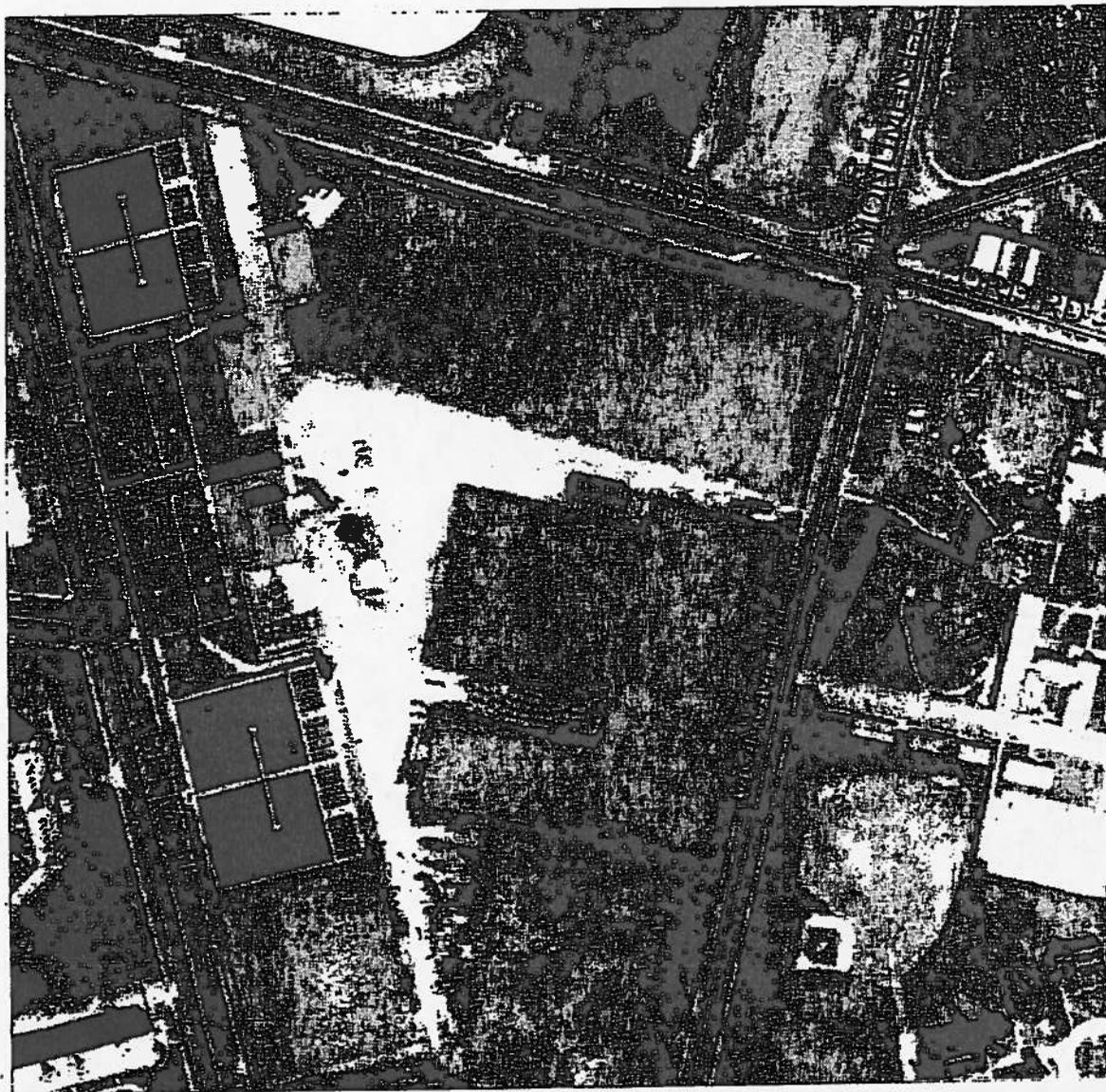
**ITEM**  
**[2.2.13.1]**



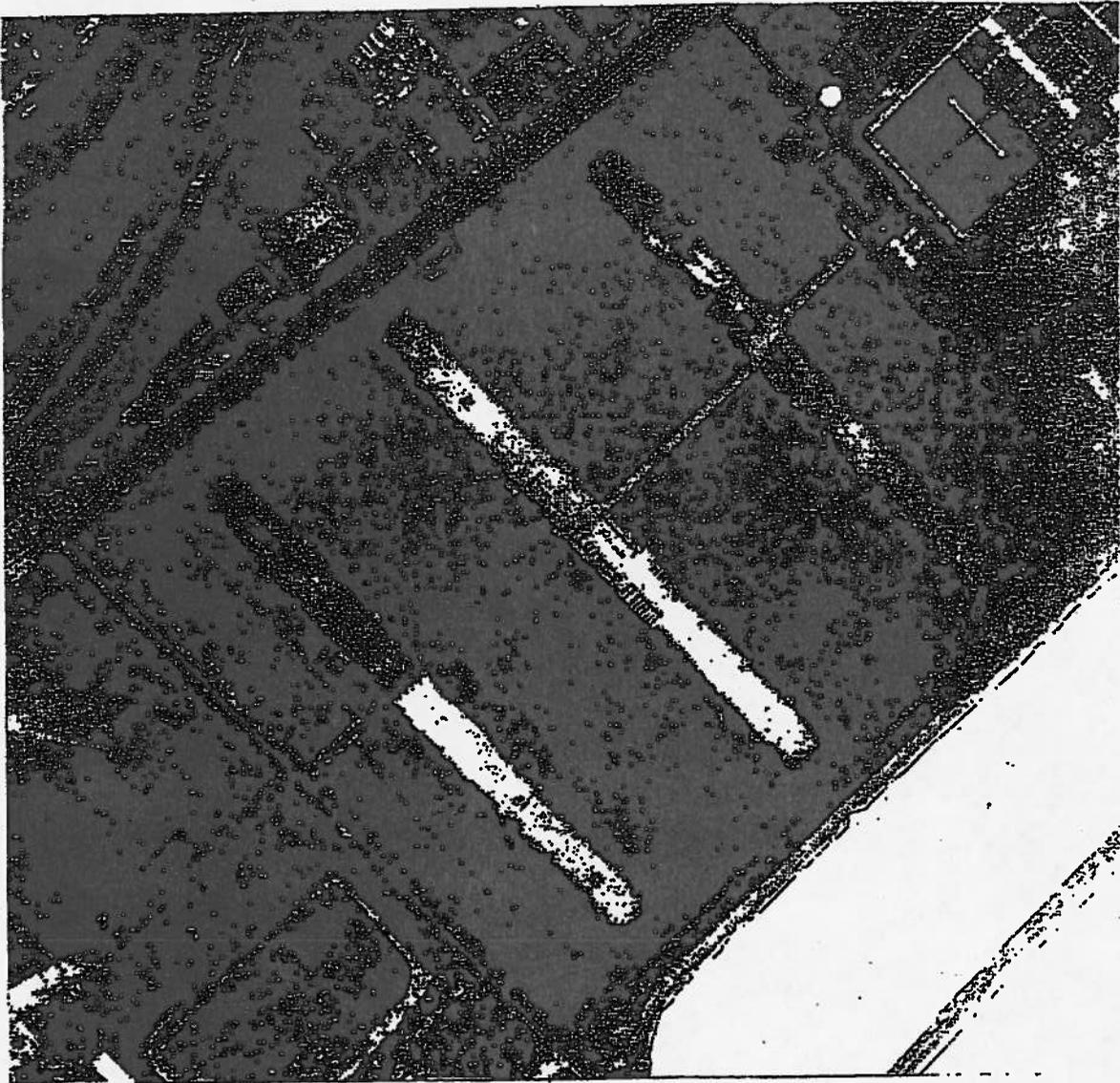
**ITEMS**  
**[2.2.13.2 & 2.2.13.3]**



**ITEMS**  
**[2.2.13.4, 2.2.13.5, 2.2.13.6]**



**ITEMS**  
**[2.2.14.1, 2.2.14.4, 2.2.14.5]**



**ITEMS**  
**[2.2.14.2, 2.2.14.3]**



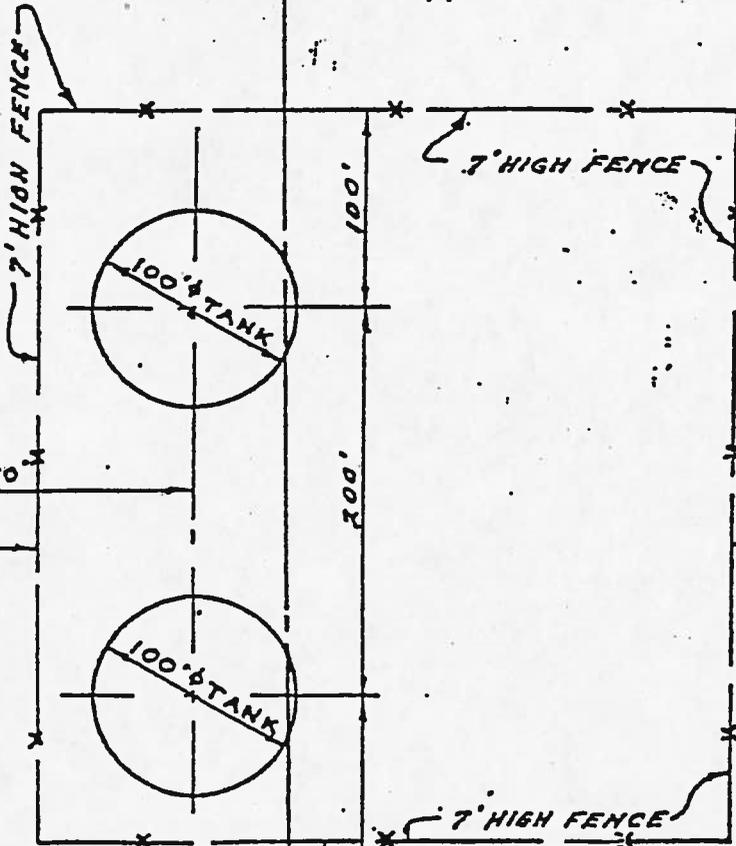
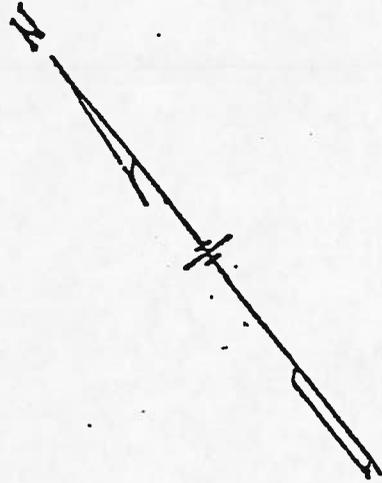
GREINER ROAD

1000'

S 98° 03' 54" W

1000'

SOMERTON TANKS



199'-10"

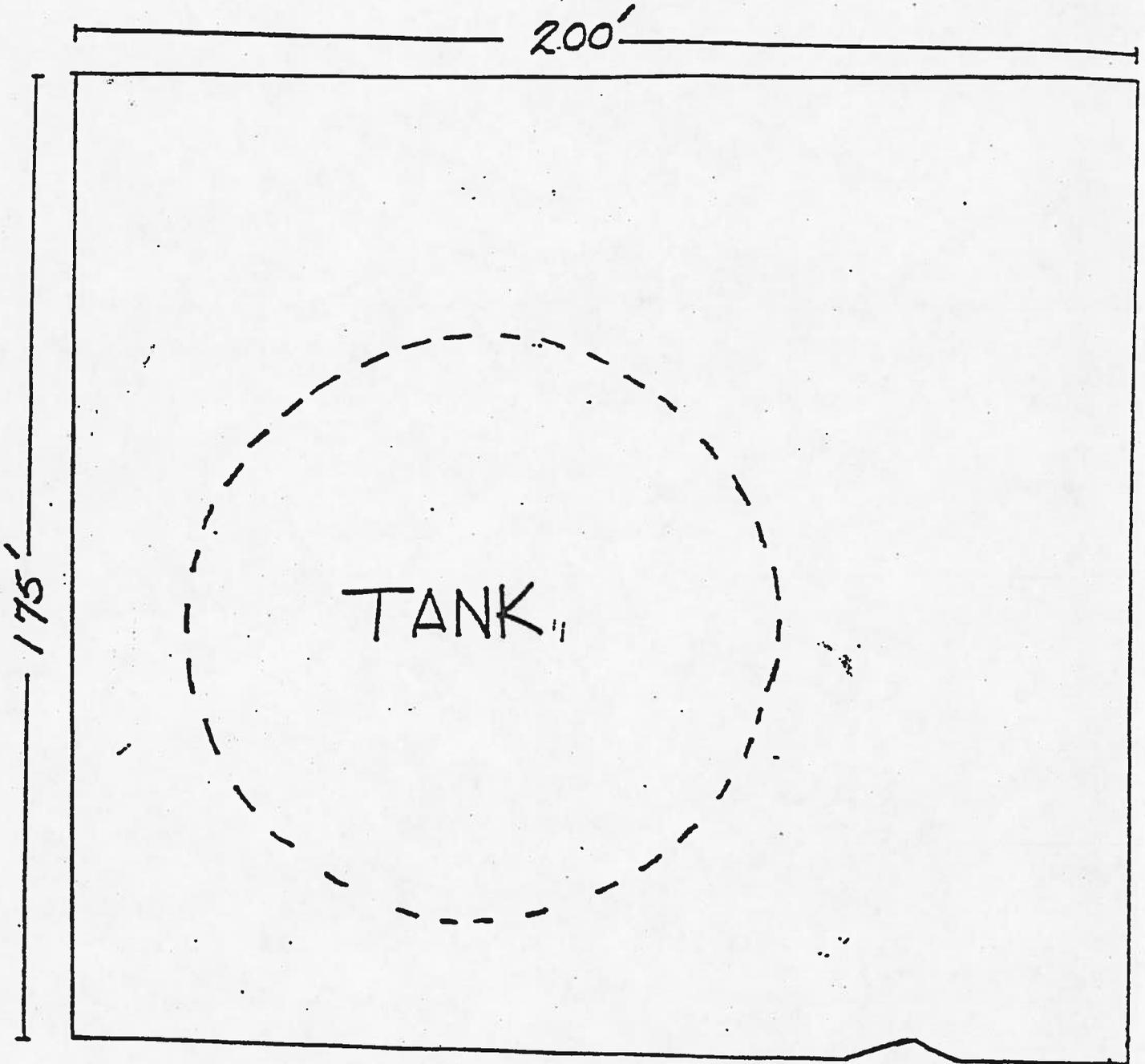
300'-2"

TOMLINSON

ROAD

ITEM [2.2.15.1]

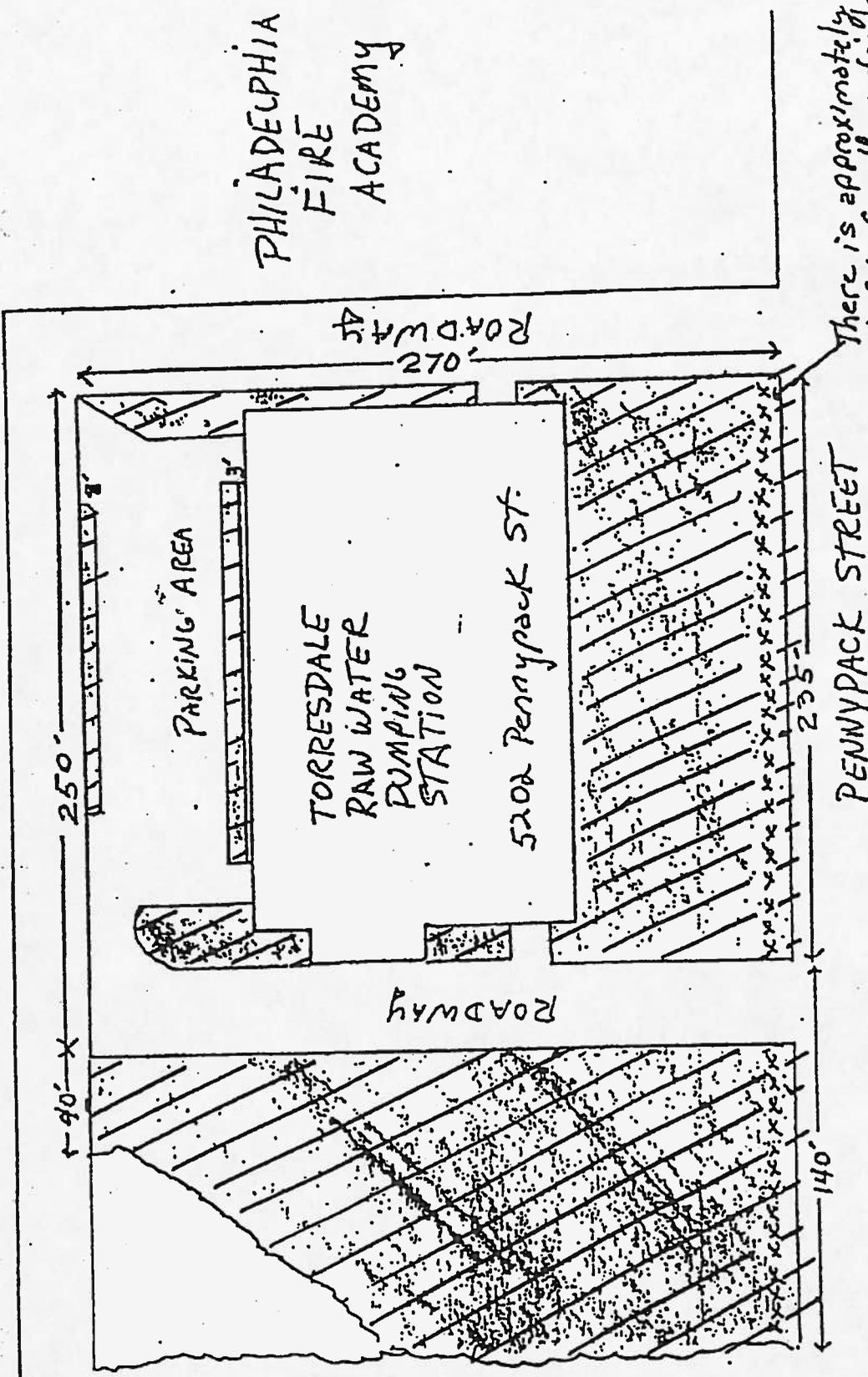
FOX CHASE  
TANK



ITEM  
[2.2.15.2]



TREES + HEAVY FOLIAGE

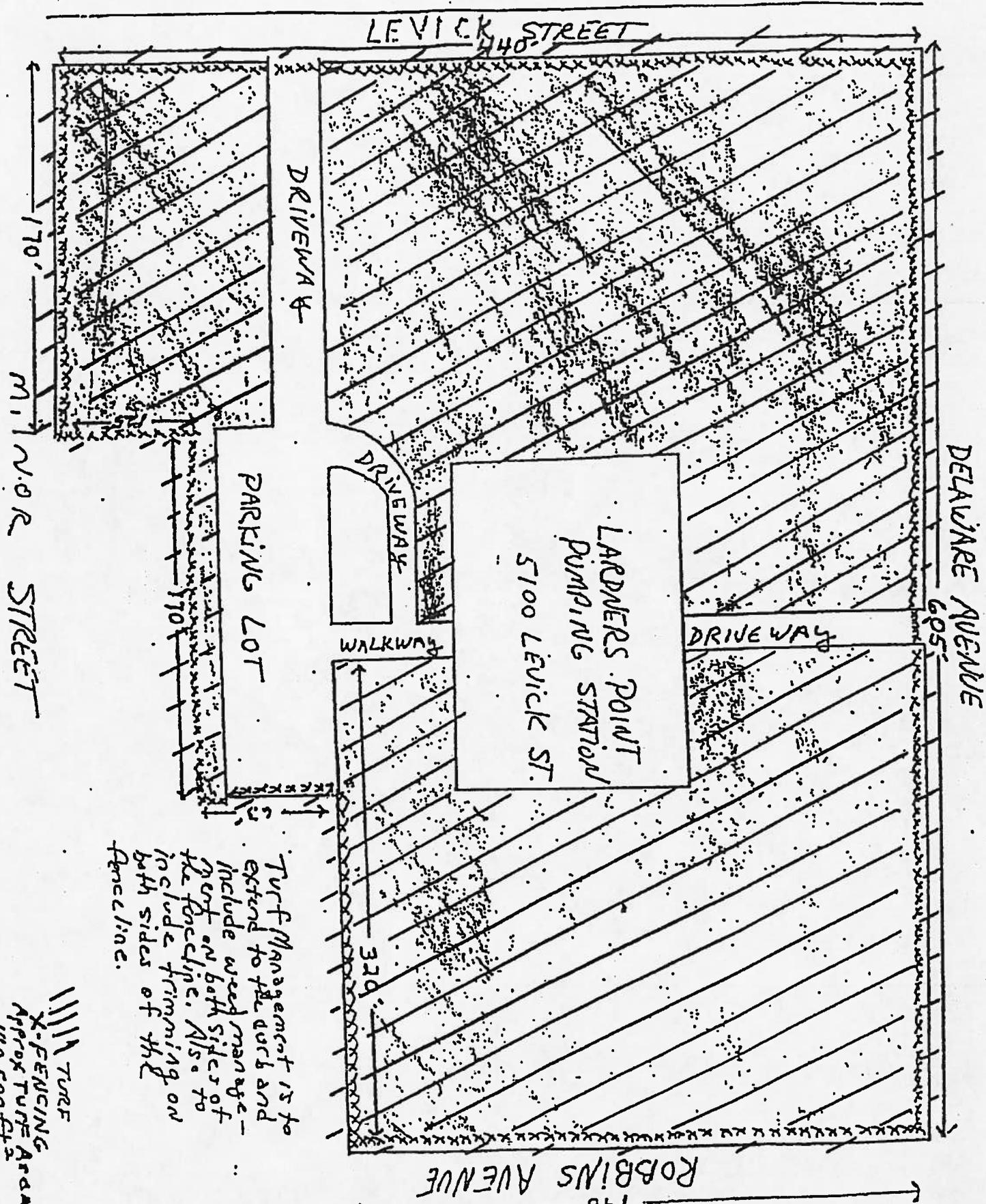


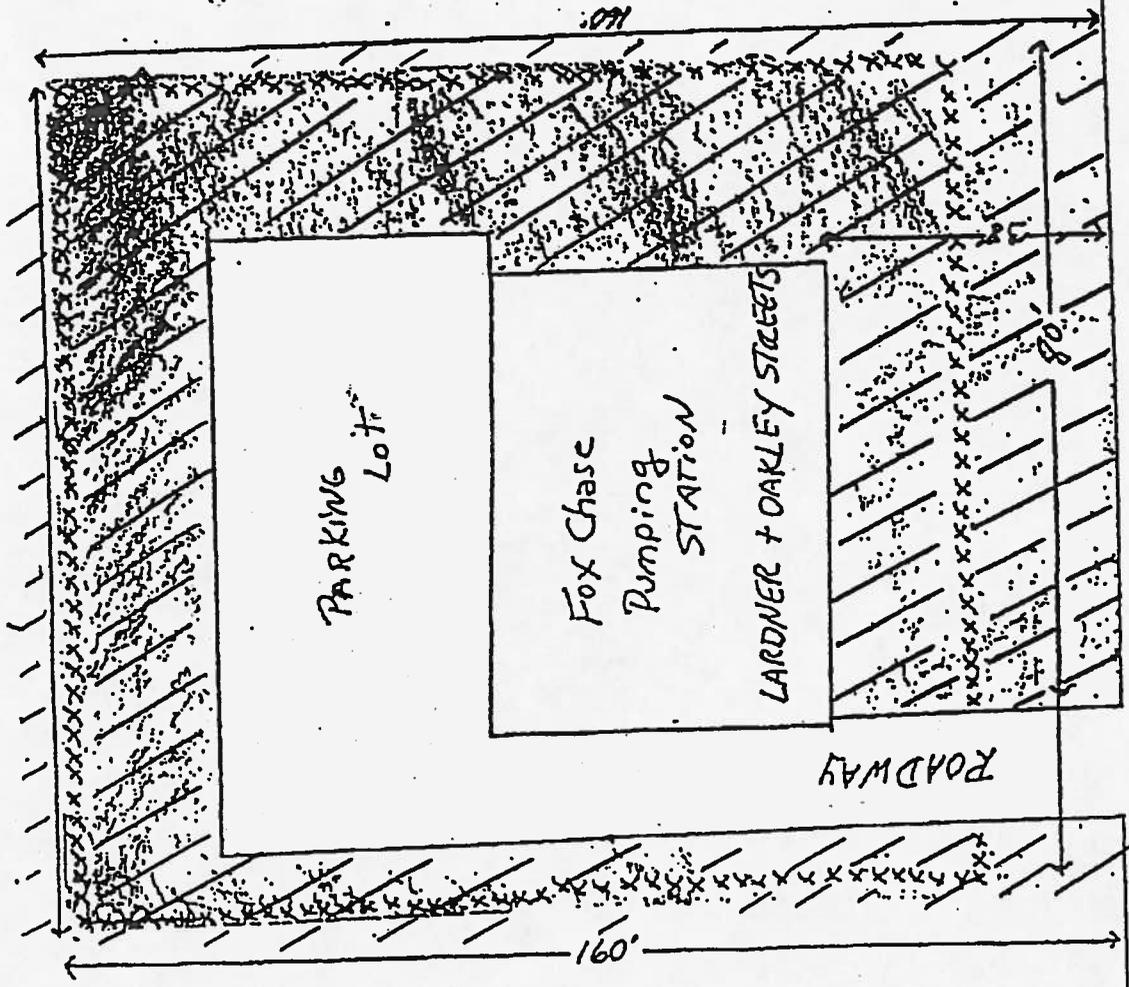
PHILADELPHIA  
FIRE  
ACADEMY

There is approximately  
8' of turf on the outside  
of the perimeter fence  
that is to be maintained.  
Weed trimming at both  
sides of road. ||||| - TURF  
X- FENCING  
Approx Turf Area  
39,250 ff2

ITEM  
[2.2.16.2]

ITEM  
[2.2.16.3]





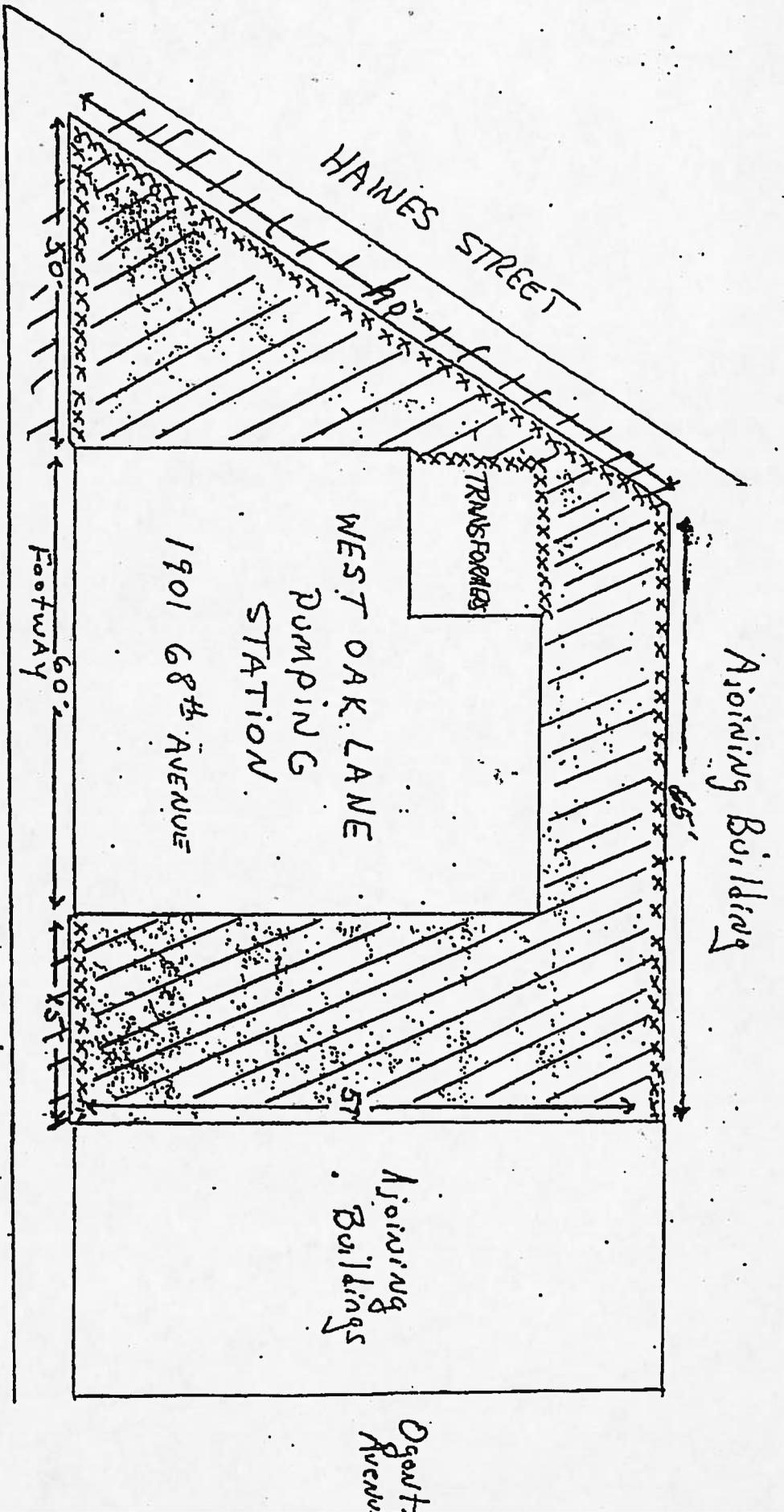
Turf Management is to extend to the curb, and including weed management at the curb. Turf at fence line is to be trimmed on both sides. All papers + debris is to be picked up + removed prior to cutting the turf.

ITEM [2.2.16.4]

OAKLEY STREET

Lardner STREET

||||| - TURF  
 x - FENCING  
 Approx Turf Area 52,500 sq. ft.



68th AVENUE

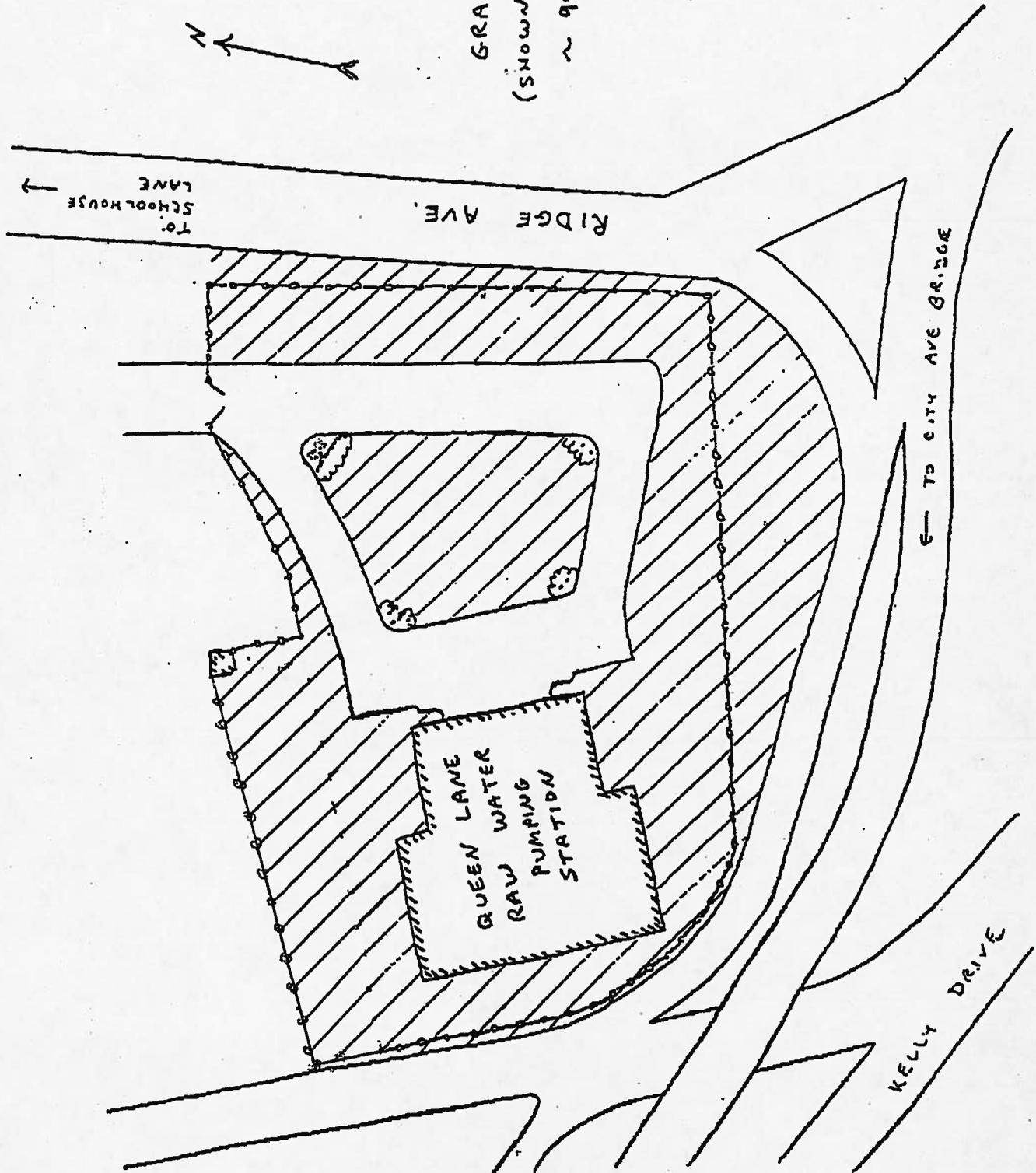
ITEM  
[2.2.16.5]

Turf Management is to extend to the curb line and include weed control at the curb and on the sidewalk. Turf trimming is required on both sides of fencing, except on the 65' side. All papers and debris is to be picked up and removed prior to cutting the turf.

WALL-TURF  
X-FENCING  
Approx Turf Area  
E12

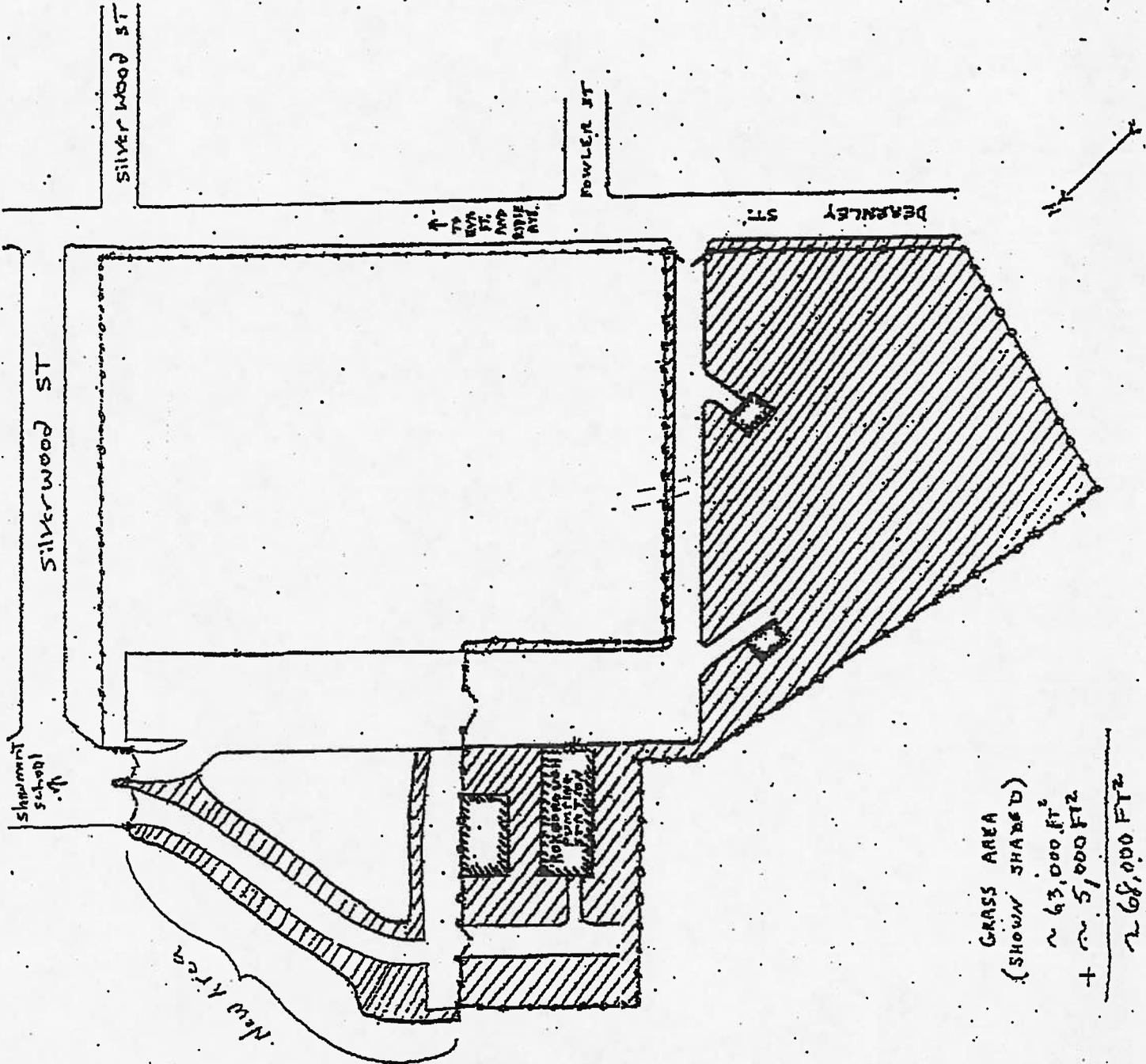
ITEM  
[2.2.17.1]

GRASS AREA  
(SHOWN SHADED)  
~ 99,500 FT<sup>2</sup>



Roxborough  
High Service  
Rumping Station  
(Revised 1/17/03)

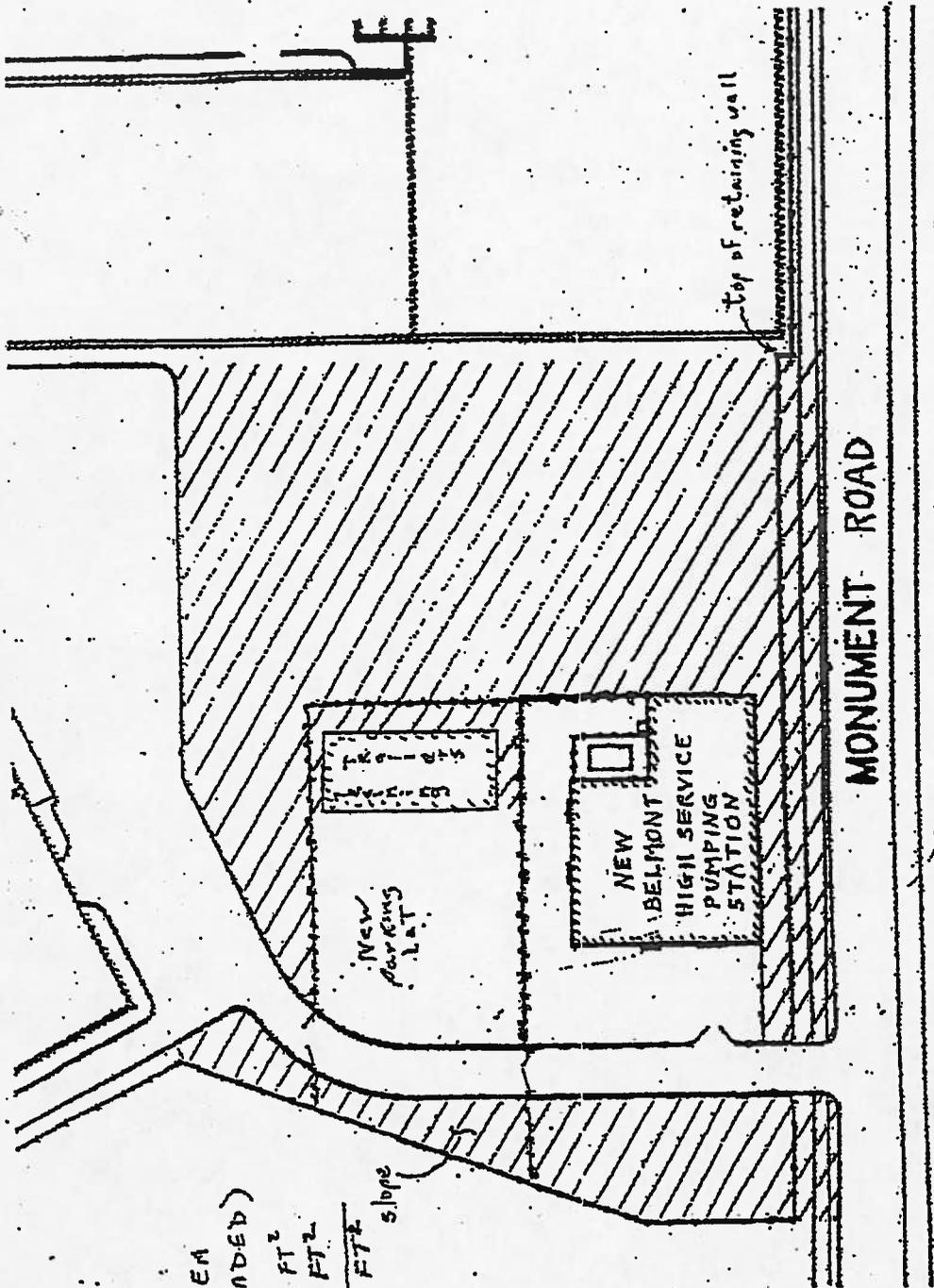
ITEM  
[2.2.17.2]



GRASS AREA  
(SHOWN SHARED)  
~ 63,000 FT<sup>2</sup>  
+ ~ 5,000 FT<sup>2</sup>  
~ 68,000 FT<sup>2</sup>

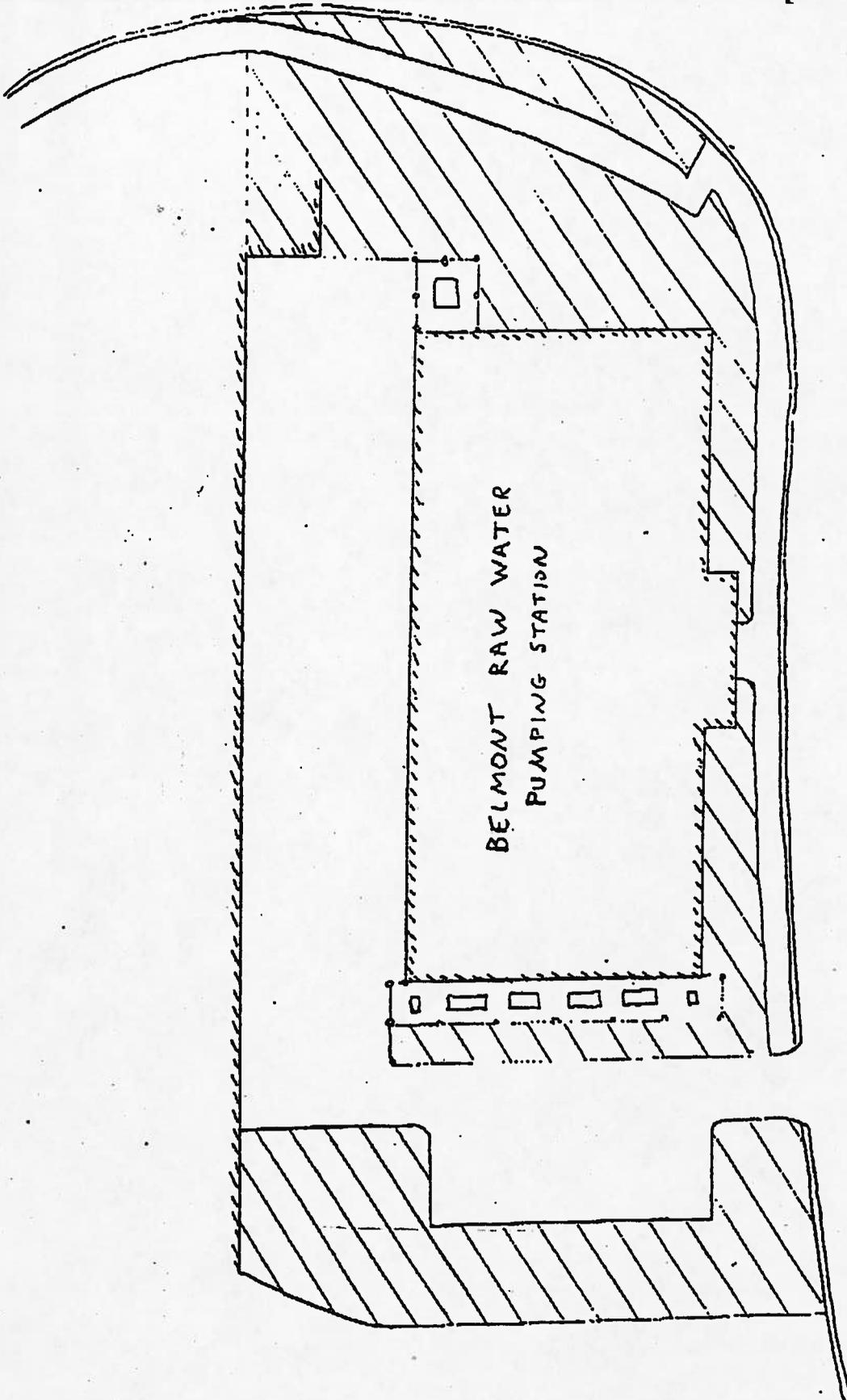
Belmont  
High Service  
Pumping Station  
(Revised 1/17/03)

GRASS AREA  
(SHOWN SHADED)  
~ 96,000 FT<sup>2</sup>  
~ 16,000 FT<sup>2</sup>  
~ 70,000 FT<sup>2</sup> slope



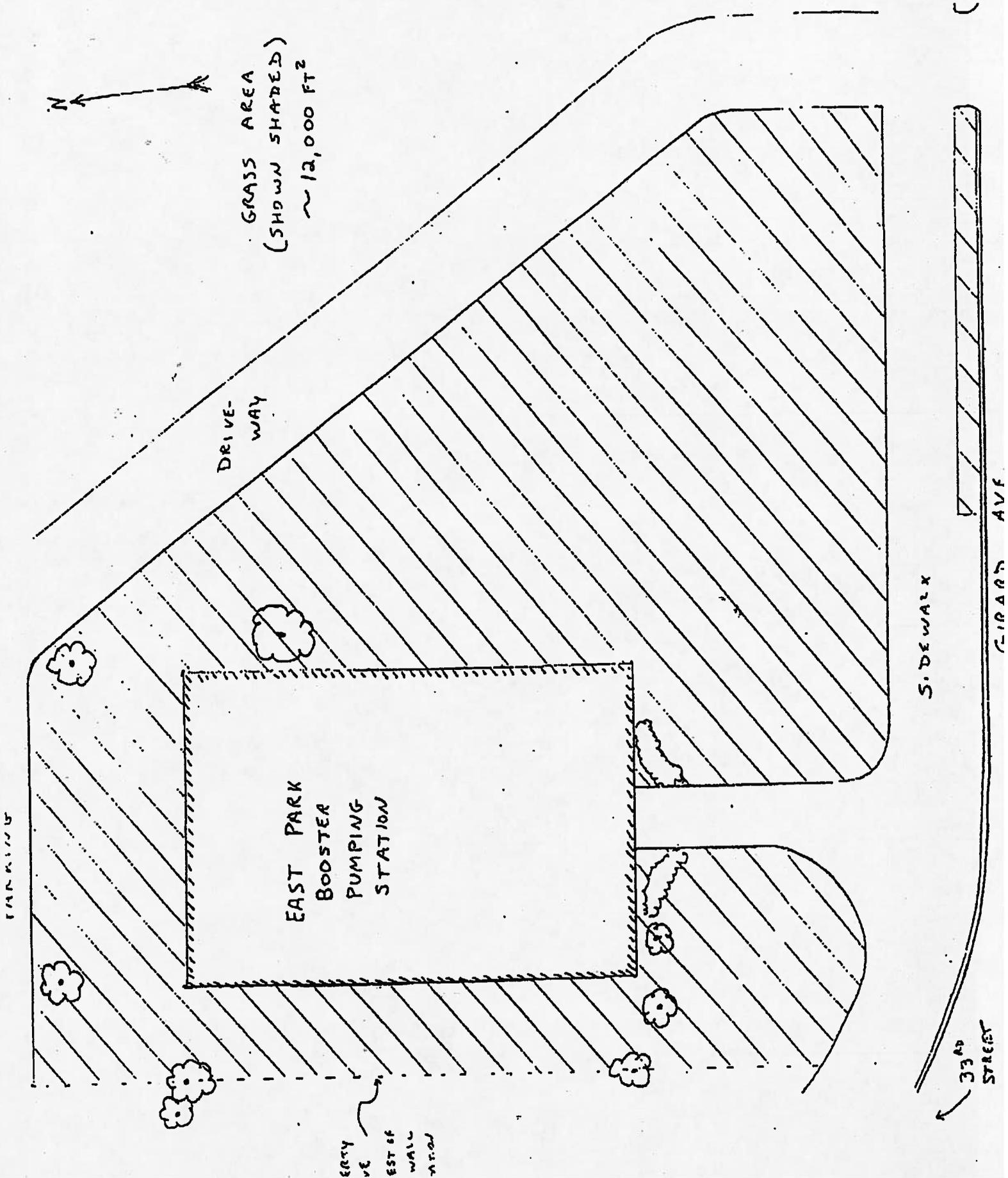
ITEM  
[2.2.17.3]

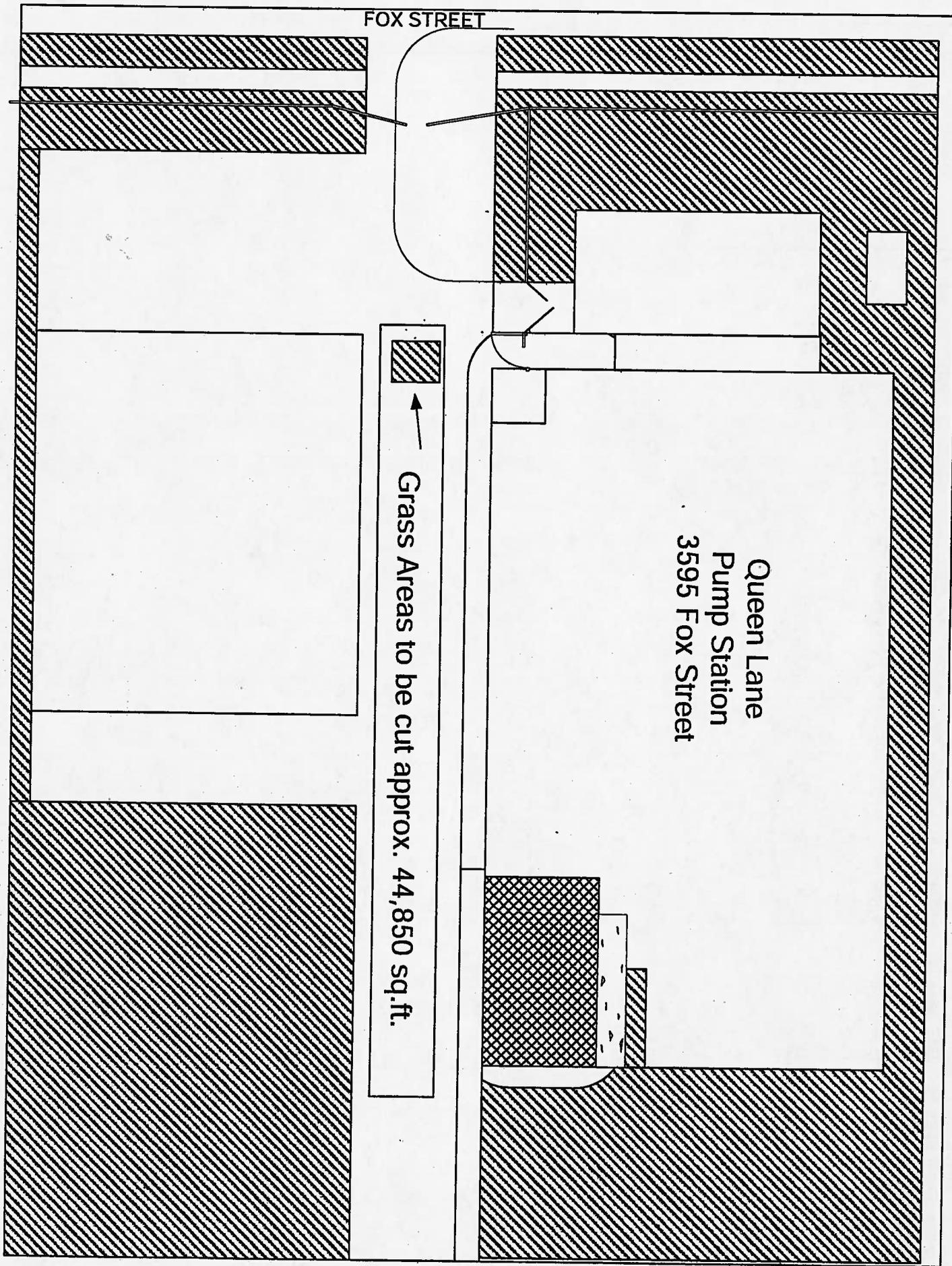
ITEM  
[2.2.17.4]



GRASS AREA  
(SHOWN SHADED)  
~ 15,000 FT<sup>2</sup>

ITEM  
[2.2.17.5]





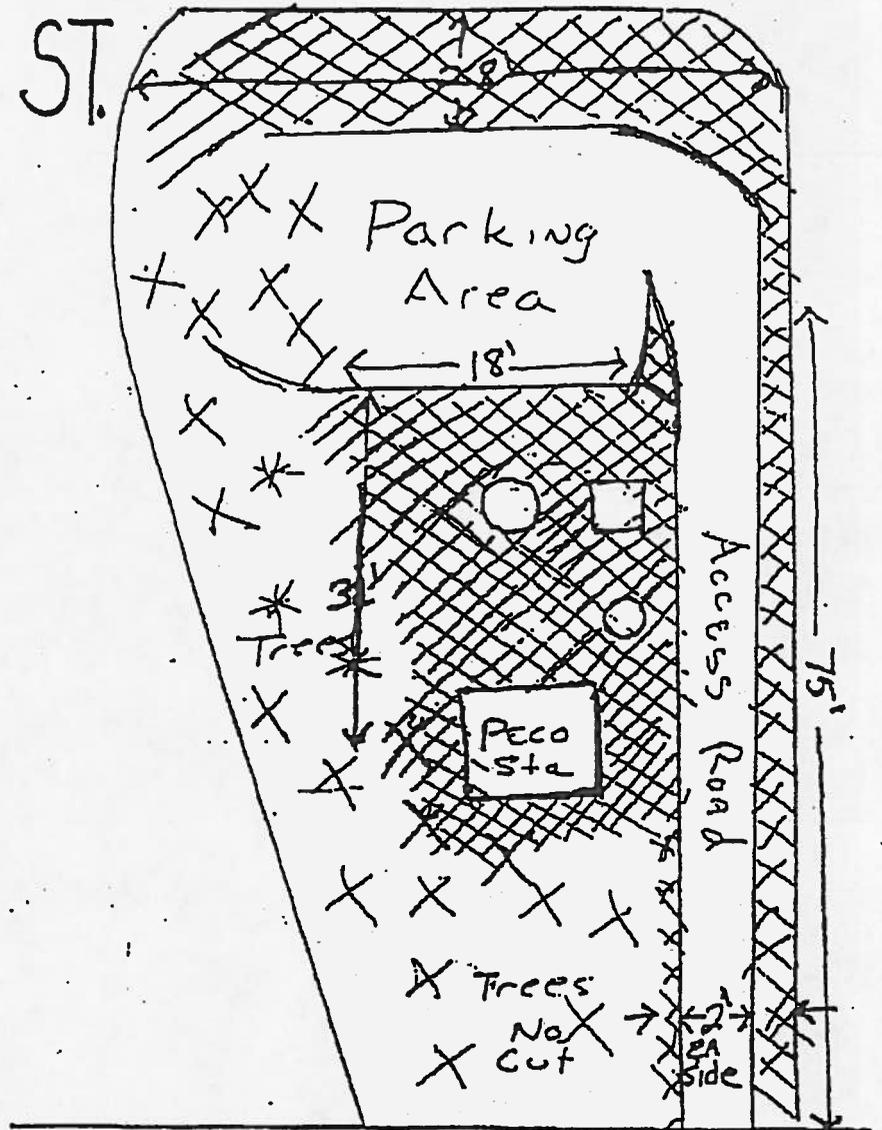
FOX STREET

Queen Lane  
Pump Station  
3595 Fox Street

Grass Areas to be cut approx. 44,850 sq.ft.

ITEM  
[2.2.18.1]

# RENNARD ST. PUMPING STATION



Cut entire crosshatch area.

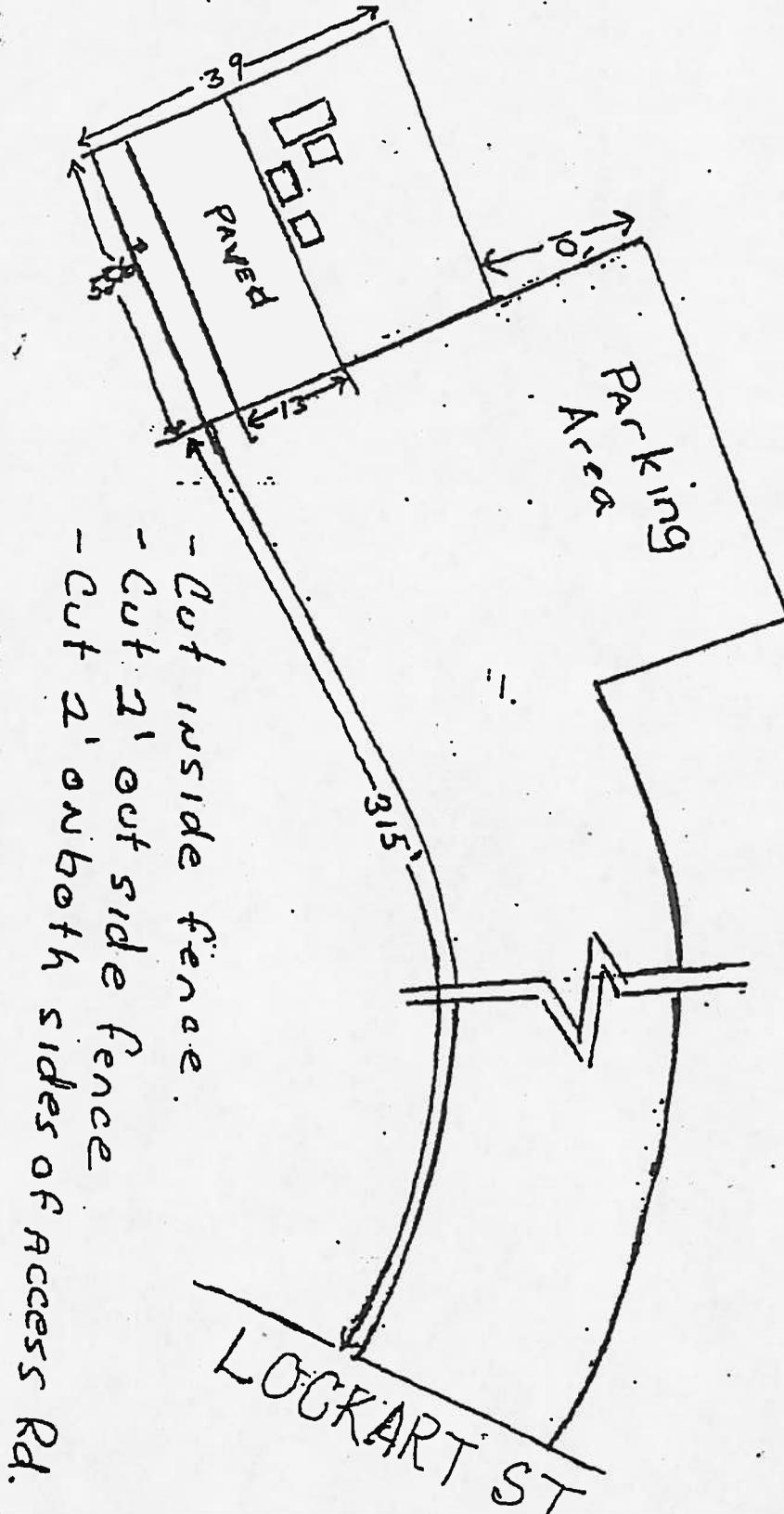
All measurements are of extremely irregular areas so sq. ft. measurements not given

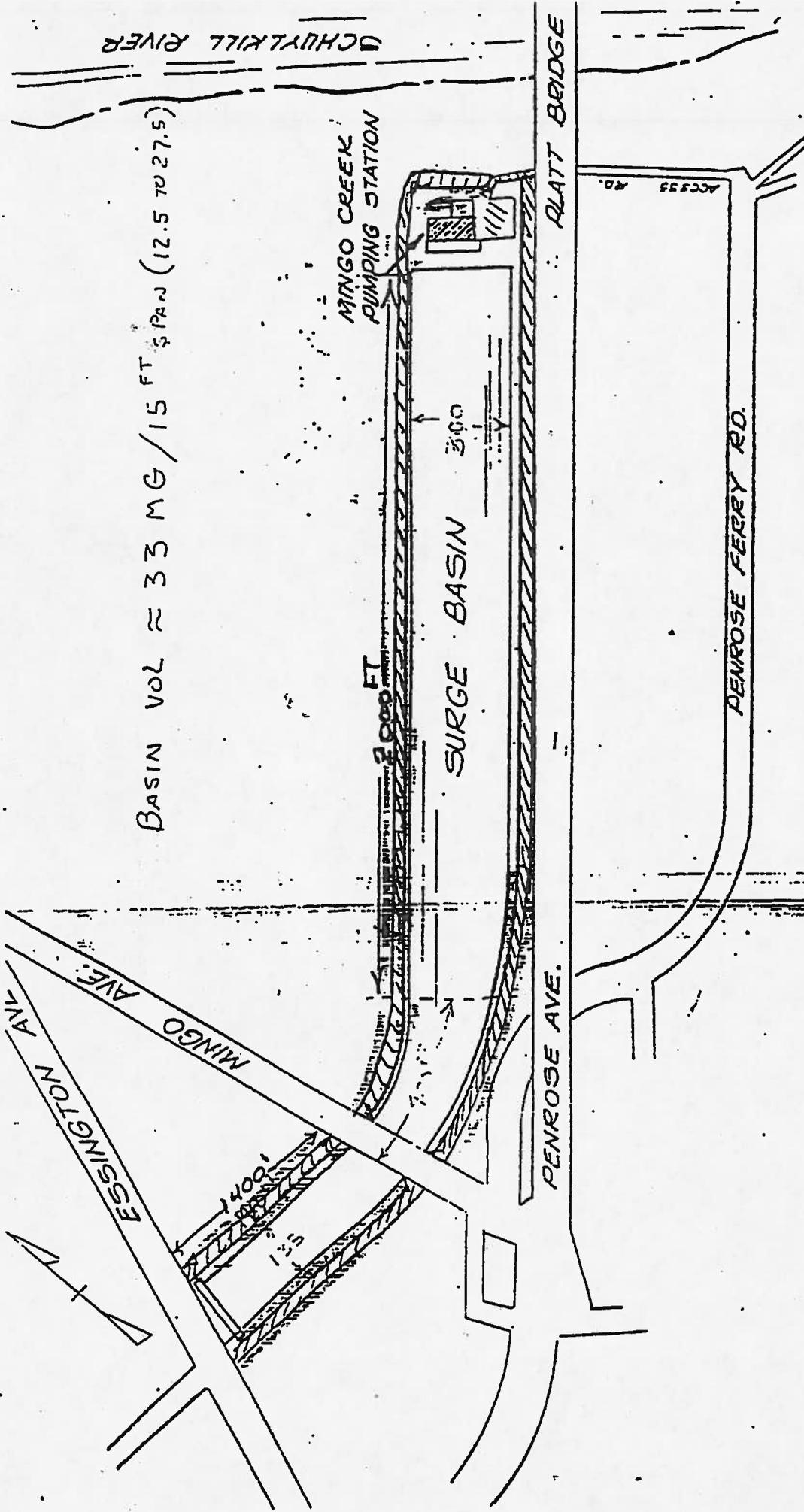
Shopping  
Center

Rennard  
St  
↓

ITEM  
[2.2.18.2]

# LOCKHART ST. PUMPING STATION





BASIN VOL  $\approx$  33 MG / 15 FT & PAN (12.5 TO 27.5)

MINGO CREEK PUMPING STATION

2000 FT

SURGE BASIN 300

PENROSE AVE.

QUATT BRIDGE

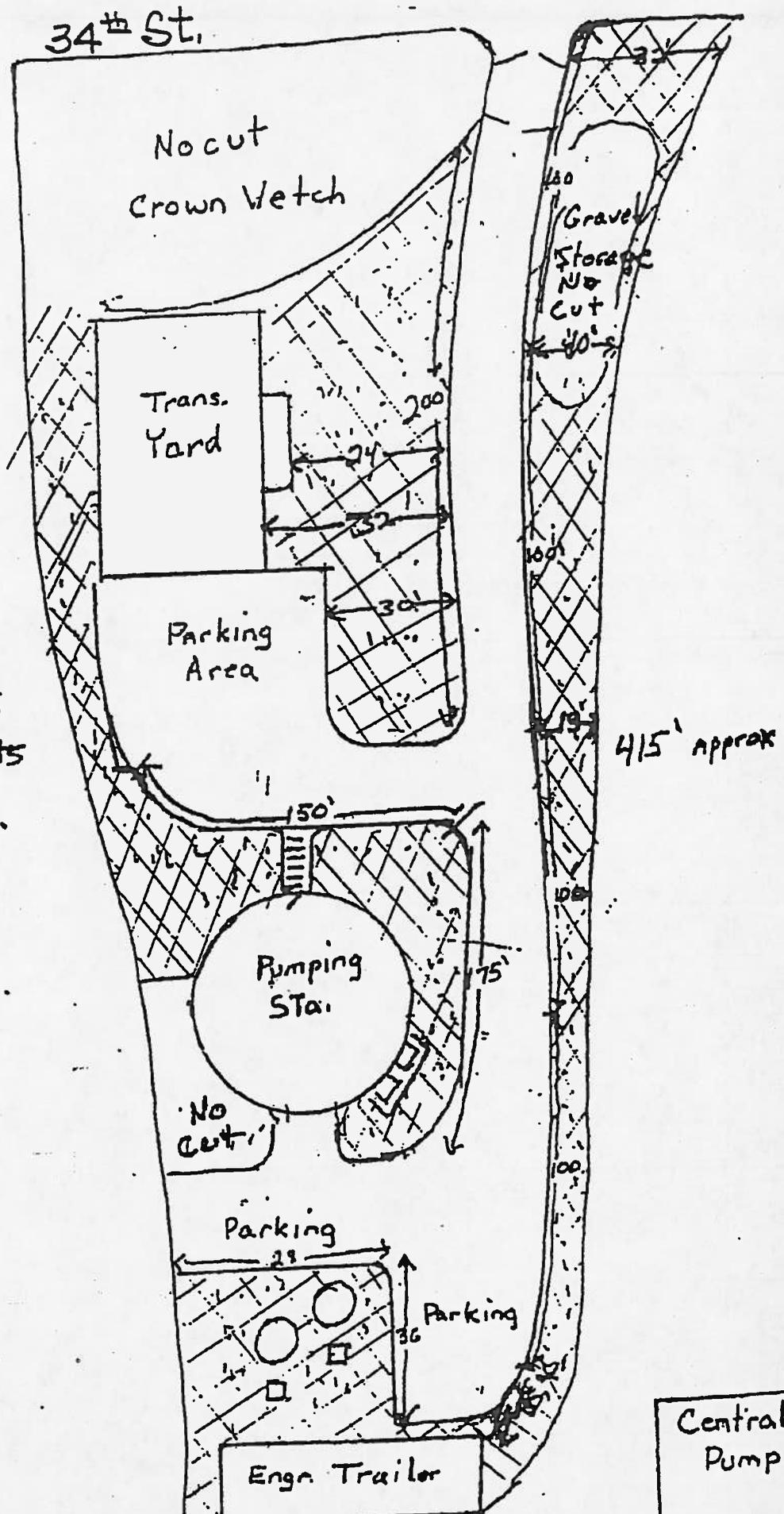
PENROSE FERRY RD.

MINGO CREEK STORMWATER PUMPING STATION LOCATION PLAN

ITEM [2.2.18.3]

- Gut back 2' both sides of Road - Grass & trees and where Road meets curb -
- Both Basins -
- Around Pumping Station Access Rd

# CENTRAL SCHUYLKILL PUMPING STATION



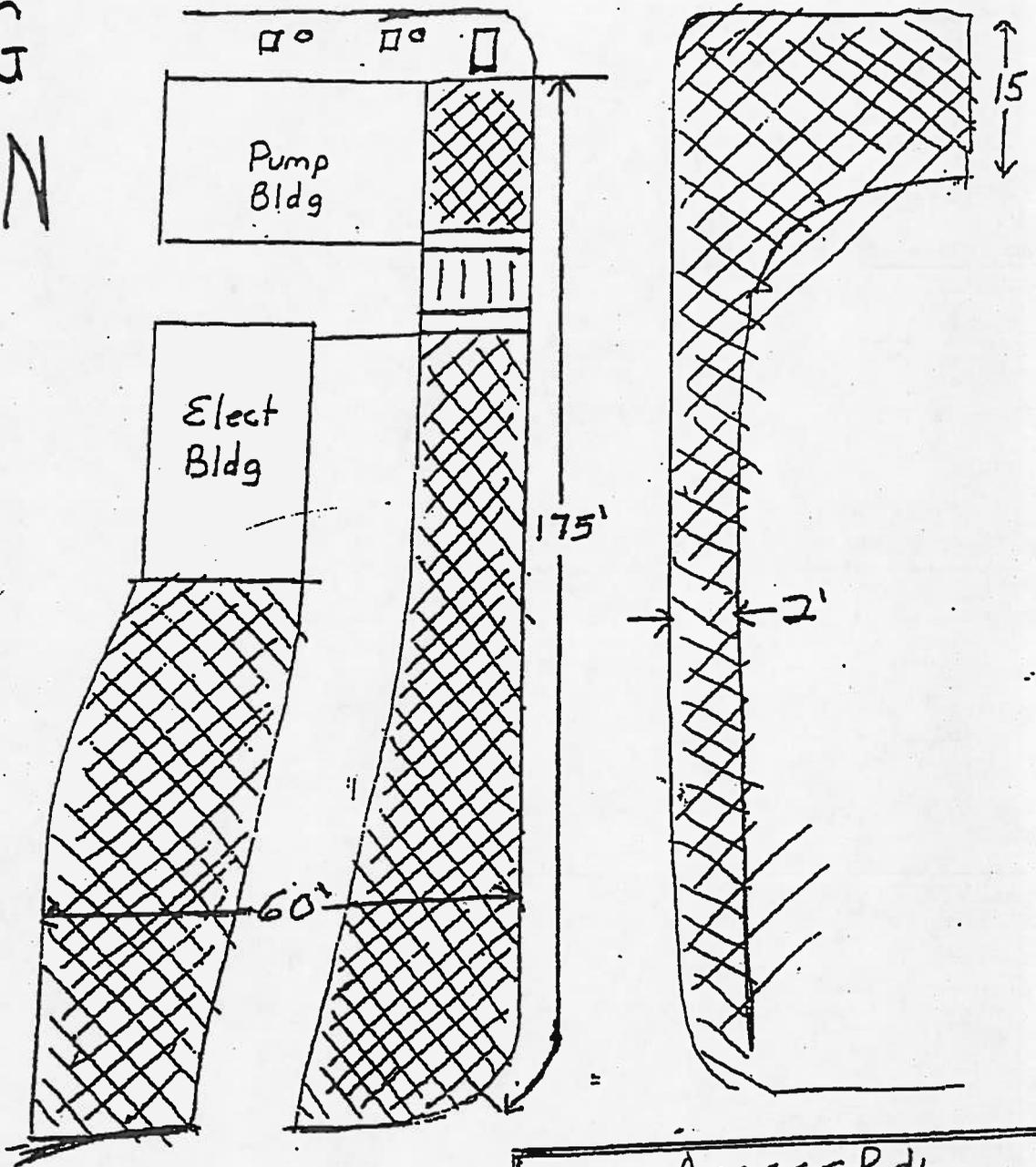
All Areas  
Irregular -  
Approximate  
measurements  
only for  
estimation.

ITEM  
[2.2.18.4]

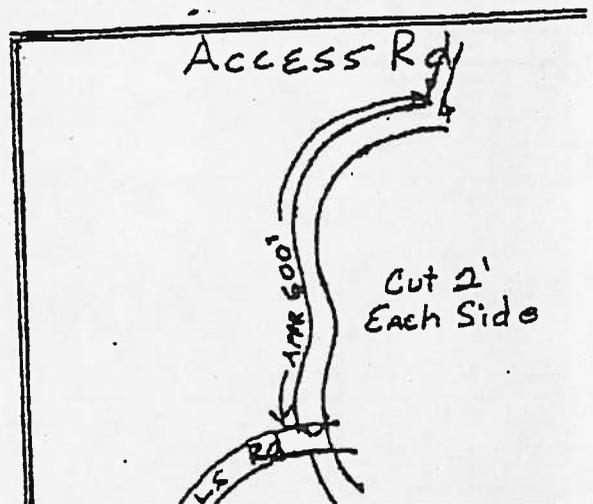
Central Schuylkill  
Pumping Sta.

# NEILL DR. PUMPING STATION

ITEM  
[2.2.18.5]



Cut Crosshatch  
Area



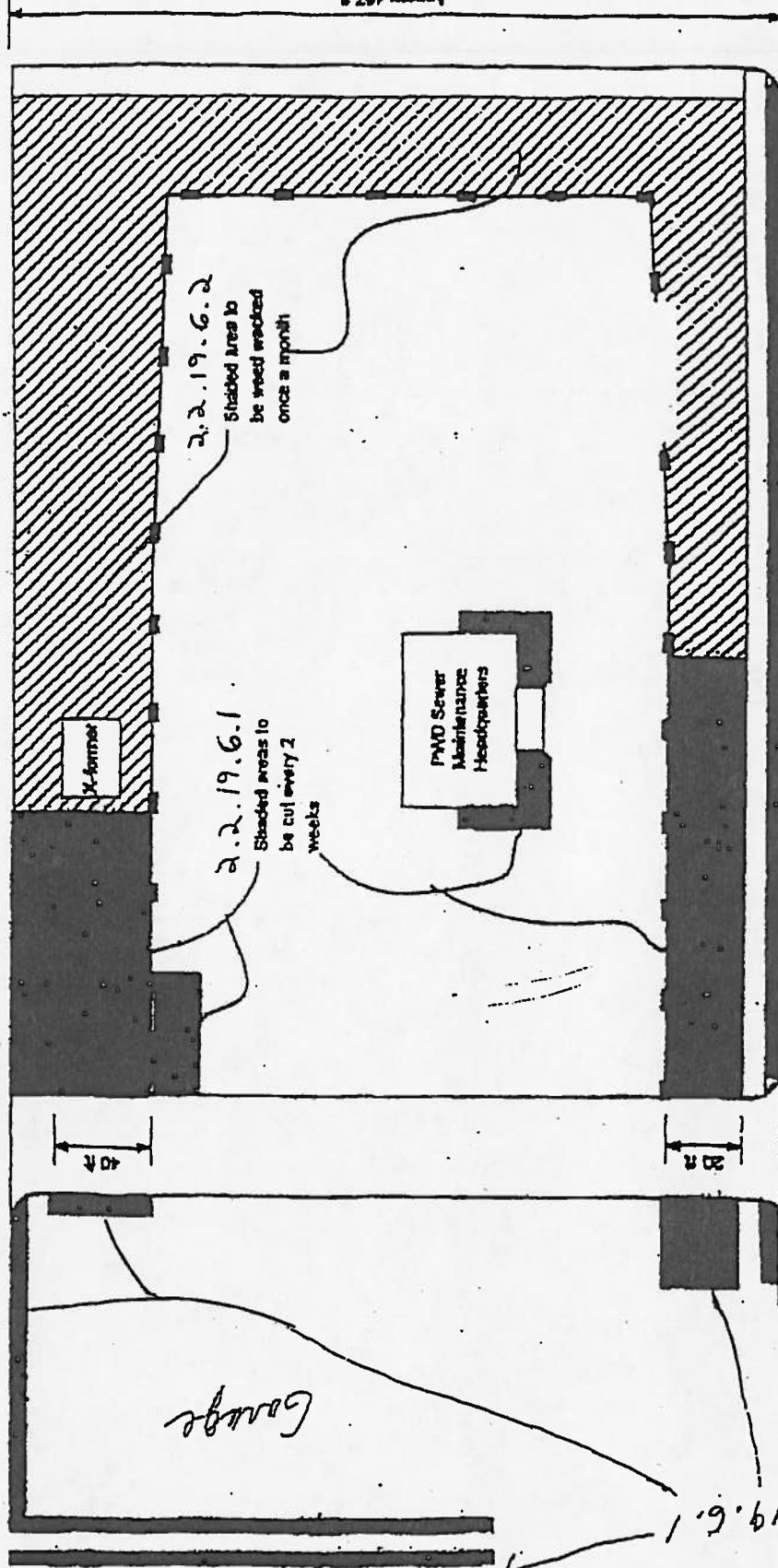
Stokley Street

268'



Approx 602 ft

322' Alameda



Approx 457 ft  
Roberts Avenue

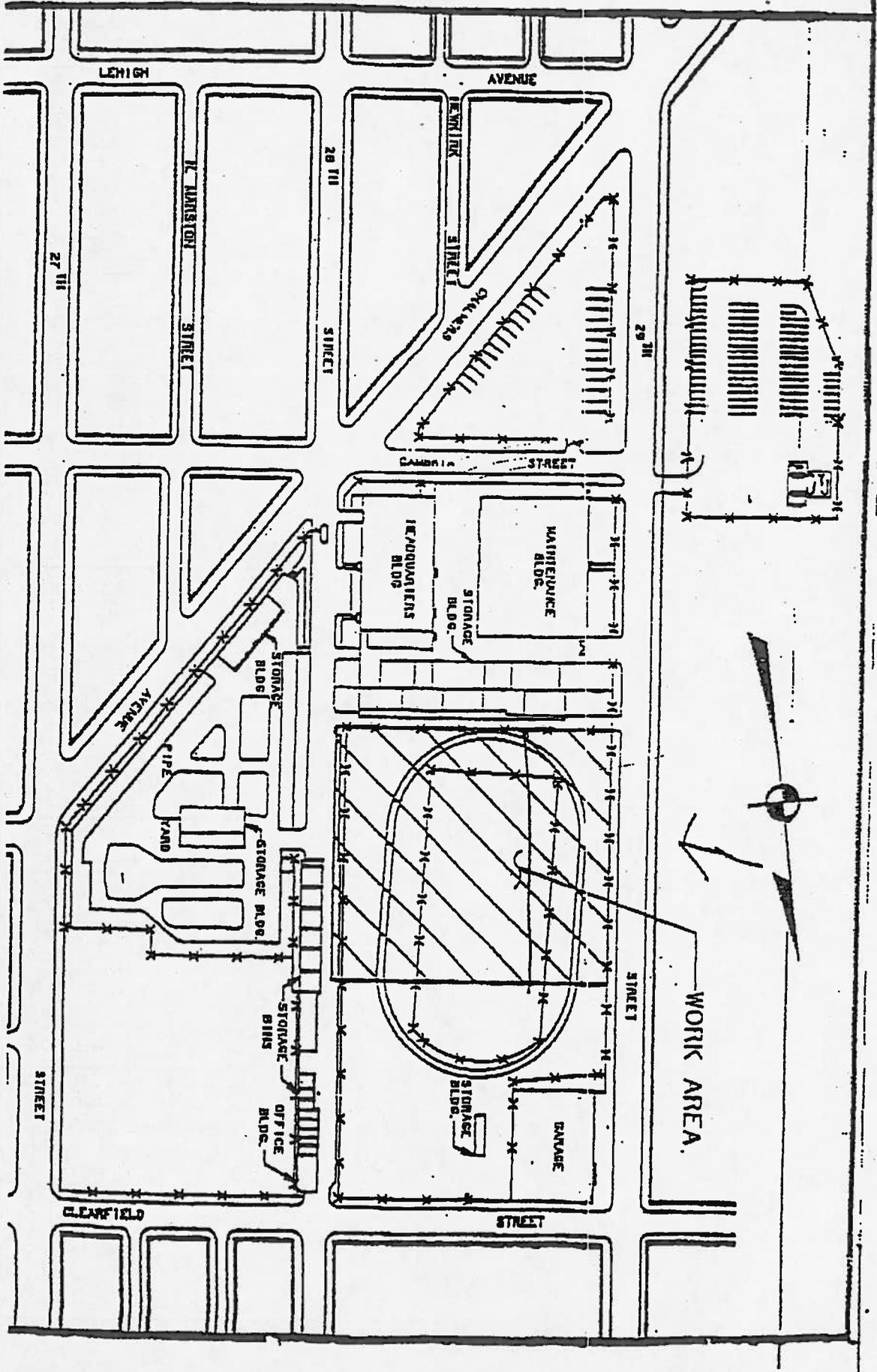
Fox Street

250 ft

Sewer Maintenance  
Headquarters - Fox & Roberts

ITEMS  
[2.2.18.6.1 & 2.2.18.6.2]

ITEMS  
[2.2.19.1, 2.2.19.2 2.2.19.3]

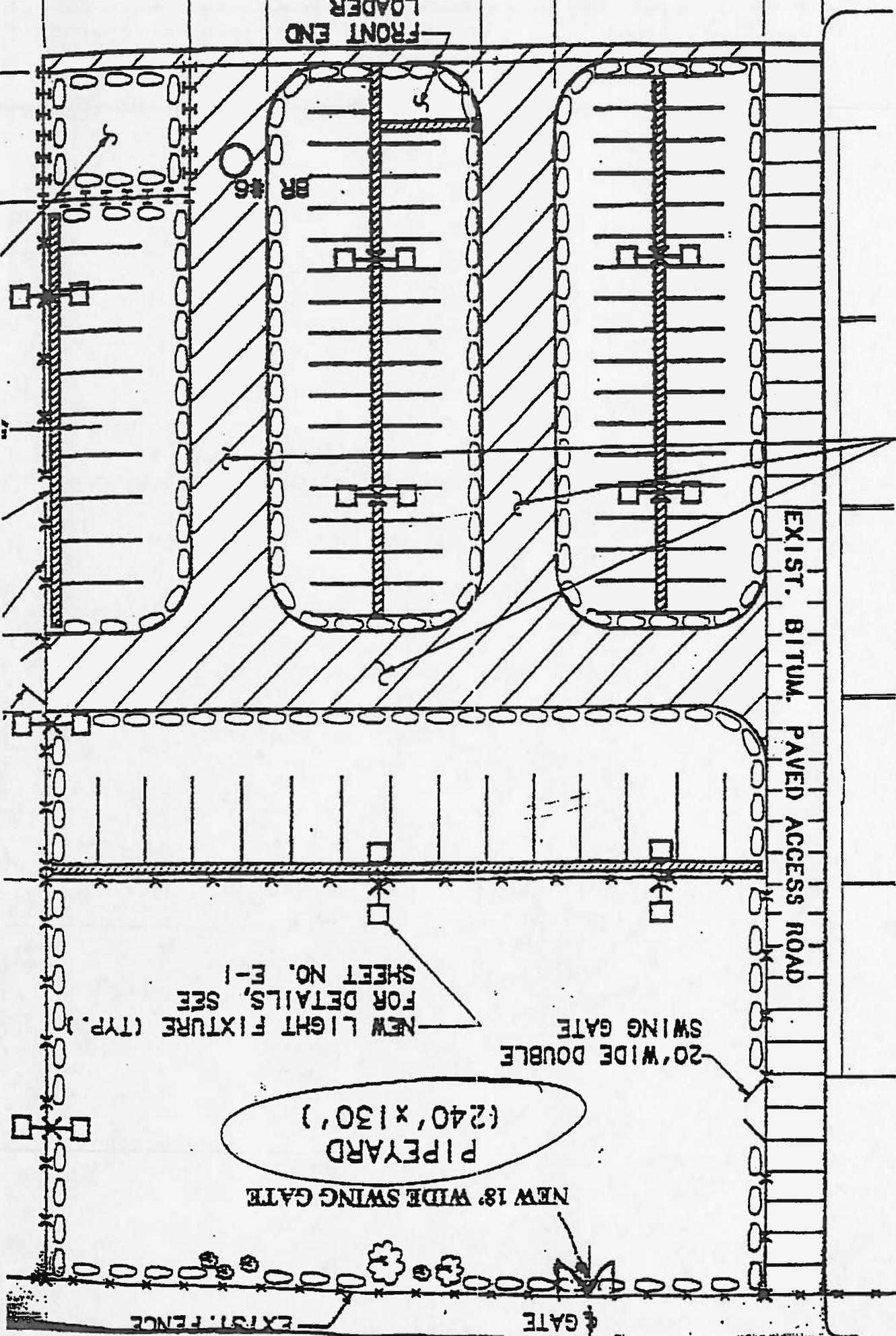


ITEM

[2.2.19.4]

EXIST. STORAGE SHED AND LOADING DOCK

EXIST. BITUM. PAVED ACCESS ROAD



FRONT END  
LOADER

NEW LIGHT FIXTURE (TYP.)  
FOR DETAILS, SEE  
SHEET NO. E-1

PIPEYARD  
(240' x 130')

NEW 18' WIDE SWING GATE

20' WIDE DOUBLE  
SWING GATE

EXIST. FENCE

GATE



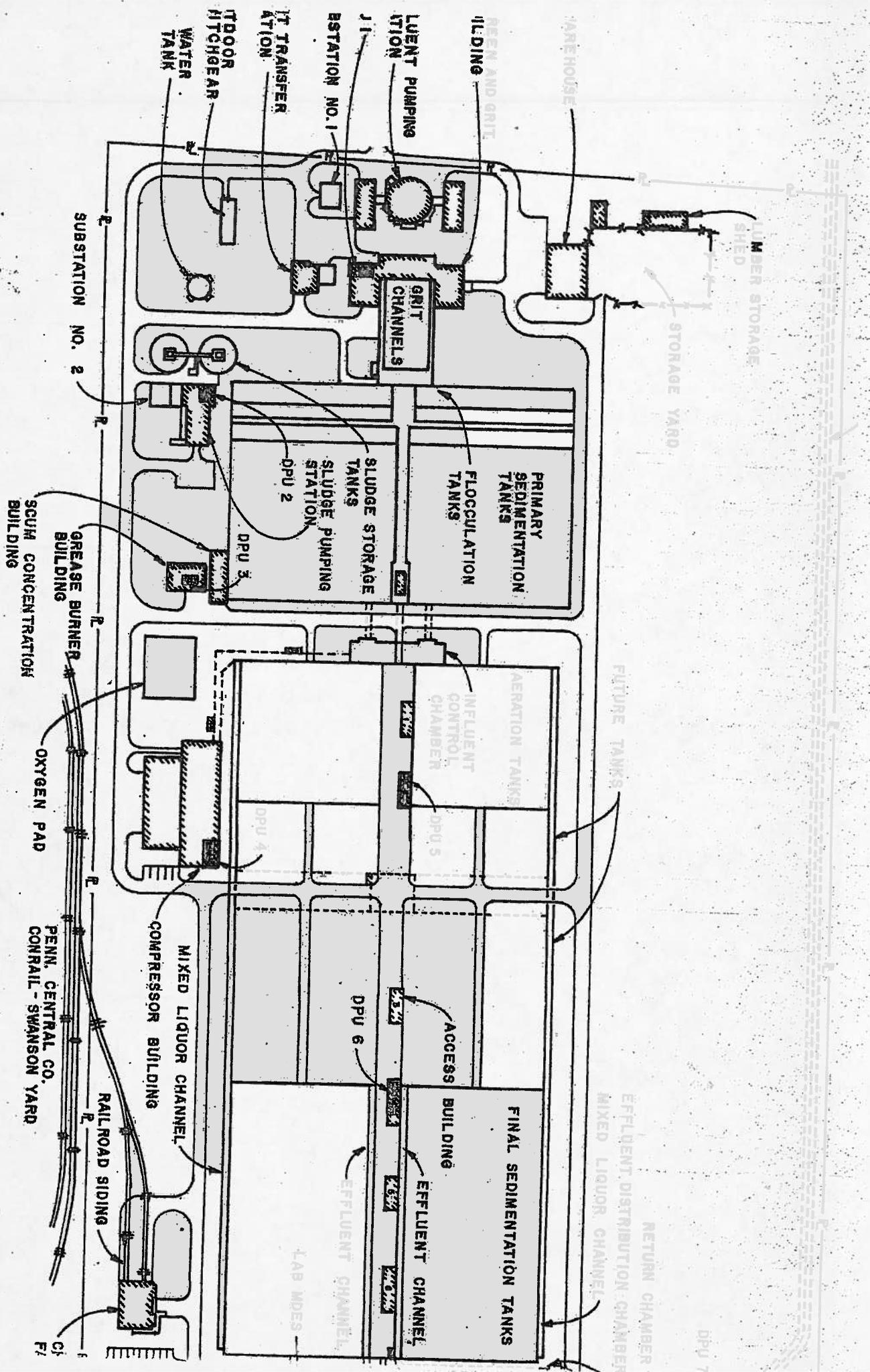


ITEM  
[2.2.21]



ITEM  
[2.2.22]





ITEM

[2.2.23]