BID OPENING DATE AND TIME

On: JANUARY 27, 2014 **AT: 10:30 A.M.**

BID NO.	PAGE	INVITATION AND BID ADVERTISED	BIDDER MUST COMPLETE BELOW
S4XN8980	1 OF 28		BIDDER AGREES TO COMPLY WITH ALL CONDITIONS OF THIS BID. UNSIGNED BIDS WILL NOT BE ACCEPTED.

This Invitation to Bid with your quotations must be received prior to the above cited bid opening date and time.

DEPARTMENT	DIVISION
City Commissioner's Office	Statistical Unit

AWARDED

DATE

FOR THE PROCUREMENT COMMISSIONER

CITY OF PHILADELPHIA
PROCUREMENT DEPARTMENT
MUNICIPAL SERVICES BLDG.
1401 JFK BLVD, ROOM 170A
PHILADELPHIA, PA 19102-1685

NAME AND ADDRESS OF FIRM

Federal EIN/Social Security Number

BUYER: S. BROWN
S. JUSTICE

TITLE OF BID: PRINTING OF ELECTION REGISTERS VOTER POLL BOOKS

GENERAL INFORMATION

This Invitation to Bid and Contract is issued under the Antidiscrimination Policy described in the Mayor's Executive Order 03-12.

While there are no ranges for the participation of Minority (MBE), Woman (WBE) or Disabled (DSBE) Owned Business Enterprises (collectively, M/W/DSBEs) projected for this Bid, bidders are prohibited from discriminating in their selection of subcontractors and are encouraged to use their Best and Good Faith Efforts to solicit quotes from M/W/DSBEs on an equitable basis with other firms. See the Office of Economic Opportunity (OEO) Instructions and Form which is part of this Invitation to Bid and Contract.

BID QUESTIONS

All questions concerning this Invitation to Bid, including specifications and conditions, must be presented prior to the bid opening date and time. Contact the Procurement Department, Public Information Center by emailing Bid.Info@phila.gov or by calling (**215)686-4720** with questions.

BID SECURITY

When applicable, BIDDERS MUST SUBMIT BID SECURITY.

BID SIGNATURE

BIDDERS MUST SIGN PAGE 9 OF THE "TERMS AND CONDITIONS".

For City Use Only

BID SECURITY See Conditions of Bidding	MASTER BID SECURITY		CERTIFIED CHECK SUBMITTED WITH BID	
	☐ YES	☐ NO	AMOUNT	CHECK NUMBER

CITY OF PHILADELPHIA
OFFICE OF ECONOMIC OPPORTUNITY
ANTIDISCRIMINATION POLICY- MINORITY, WOMAN AND DISABLED OWNED BUSINESS ENTERPRISES
INSTRUCTIONS AND FORM
(SEALED BID CONTRACTS)

Under the authority of Executive Order No. 03–12, the City of Philadelphia has established an antidiscrimination policy ("Policy") relating to the participation of Minority (MBE), Woman (WBE) and Disabled (DSBE) Owned Business Enterprises in City contracts. Executive Order 03–12 is administered by the City's Office of Economic Opportunity ("OEO").

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

For this Bid, the City has not established ranges for the participation of MBEs, WBEs and/or DSBEs (collectively, "M/W/DSBEs"), but bidder is encouraged to exercise Best and Good Faith Efforts to include M/W/DSBEs in this bid and in bidder's supply chain. "Best and Good Faith Efforts" are those efforts, the scope, intensity and appropriateness of which are designed and performed to achieve meaningful and commercially useful participation by M/W/DSBEs. An OEO Certification Registry of M/W/DSBEs is maintained by the OEO and is available online at www.phila.gov/OEO/directory. Firms owned and controlled by minority persons, women or disabled persons, which are certified as MBE, WBE, DSBE or DBE by an approved certifying agency, including the Pennsylvania Unified Certification Program, may apply to the OEO for listing in its OEO Certification Registry.

Bidder is also encouraged to identify below, any M/W/DSBEs that will be used by bidder if successful:

Company Name	Address	Certification Status (MBE, WBE or DSBE)	Type of Work/Supply Effort
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---	---	---	---
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SECTION 1: GENERAL BID SUBMISSION

1.1 TITLE: Printing Of Election Registers Voter Poll Books

1.2 CONTRACT TERM: 02/01/2014 to 01/31/2015 ("Initial Term"), with an option to renew for up to two (2) additional one (1) year periods plus one (1) five (5) month period, ("the Renewal Term") exercisable, at the City's sole discretion, as of the expiration of the Initial Term or the 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.

1.2.1 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.

1.2.2 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 1.2.2, and failure to do so shall be an event of default pursuant to Section 19, Default, of the attached Terms and Conditions of Bidding and Contract.

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

1.3 CONTRACT TYPE: **REQUIREMENTS**

1.3.1 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.

1.3.2 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.

1.4 METHODOLOGY OF ACQUISITION: Purchase only.

1.5 STATEMENT OF DIRECTION:

1.5.1 It is the intent of the City of Philadelphia to make an award for The Printing Of Election Registers Voter Poll Books for the City Commissioners Office as specified herein during the contract period.

1.6 BID SECURITY

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

All bids submitted with a total greater than $32,000.01 must be accompanied by the proper Bid Security.

Bidders already enrolled in the City's Master Bid Security Program (July 1, 2013 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.

1.6.2 **Bids Opening July 1, 2013 through June 30, 2014**
Bidders may qualify for the Master Bid Security Program described above for **July 1, 2013 – June 30, 2014** by submitting a check in the amount of **$140.00** made payable to the City of Philadelphia. The check should be submitted, under separate cover, to the Bid Unit Supervisor at least one day prior to the first bid that the bidder wants covered under the program and is *non-refundable.* Or if, and only if, the bidder chooses to submit the check for the Master Bid Security Program with their bid, the check **MUST** be in the form of a Certified, Treasurer's or Cashier's Check, Bank or United States Postal Money Order and is non-refundable.

1.6.3 If the bidder is not enrolled and does not intend to enroll; or if the total value of the bid submitted exceeds $500,000.00, the Master Bid Security Program is not applicable. Bidders instead MUST submit with their bid a refundable Certified, Treasurer's or Cashier's Check, Bank Money Order or United States Postal Money Order in the amount as specified in Paragraph 2 entitled "Bid Security", of the "Terms and Conditions of Bidding and Contract".

1.7 BID INFORMATION:

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

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

1.8 BID SUBMISSION:

1.8.1 All bids submitted to the City of Philadelphia must adhere to the bid submission requirements. It is the bidder's responsibility to ensure all bid submission requirements are met. Failure to adhere to these instructions may result in the bid being disqualified.

1.8.2 Advertised sealed bids shall be received and opened publicly at 10:30 AM Philadelphia local time in Room #170A, 1st Floor of the Municipal Services Building, located at 1401 JFK Boulevard, Philadelphia, Pennsylvania 19102, on the bid opening date.

1.8.3 Vendors must submit their bid to the City of Philadelphia **no later than 10:30 AM** on the date that the bid opens. **BIDS MUST BE PLACED IN THE BID BOX** (slot located outside of Room 170A) prior to the bid opening. Bids that are not in the bid box prior to the bid opening may be disqualified.

1.8.4 It is the bidder's responsibility to ensure that the bid is submitted in a timely manner and placed in the bid box prior to the bid opening. If the bid is being sent by courier or mailed, it is recommended that the bid be sent early. The bid should arrive at least one business day before the bid opens to ensure timely receipt.

1.8.5 All bids **must** be placed in a **sealed** envelope. **The Bid Number, Opening Date and Company Name MUST be clearly labeled on the envelope.** If the bid is being delivered by courier or express mail, the bid **must** be in a **separate** sealed envelope inside the courier's envelope or express mail. This is to ensure that all bids conform to the sealed bid process of the City of Philadelphia. Failure to do so may result in the bid being disqualified.

1.8.6 Vendor's bid should be complete and include ALL information required as described in the various paragraphs of the bid specifications. All pricing must be completed on the forms provided and must be in **ink or typed**.

1.8.7 In accordance with Chapter 17-109 of The Philadelphia Code relating to Local Bidding Preferences and the Regulations promulgated thereto, this bid may be subject to a 5% local bid preference. In order to determine eligibility to receive the 5% preference, if applicable, bidder must be certified as a Local Business Entity ("LBE") at the time of the bid opening and must submit with the bid its LBE Certification number as issued by the Procurement Department:

Bidder's LBE Certification Number_____

Further, through submission of this bid, bidder makes the following certification in connection with the grant of any local bidding preference:

"Throughout the entirety of the contract, my company or my subcontractor(s)[1] will perform the majority of any work on the subject contract within the geographic limits of the City of Philadelphia and my company or my subcontractor(s) will maintain within the City a majority of the inventory or equipment that will be used on the contract or the amount of inventory that is customary for that industry."

[1] If the Bidder relies upon subcontractor(s) to perform the majority of the work and maintain the majority of the inventory or equipment within the City, the subcontractor(s)' LBE Certification Number and most recent annual affidavit of continuing eligibility must be submitted to the Procurement Department.

NOTE: If you wish to apply for Local Business Entity (LBE) certification, go to www.phila.gov/bids. Please provide sufficient time prior to bidding for processing of the LBE application. The Procurement Commissioner reserves the right to request any additional or clarifying information at any time prior to award of the contract, and during the performance of the contract.

1.8.8 **BID PROCESSING FEE:**

All bids submitted where the bid total is greater than $32,000 must be accompanied by the proper Bid Processing Fee. The fee shall be in the form of a separate check or money order in accordance with Paragraph 3 of the “Terms and Conditions of Bidding and Contract”.

1.8.9 CONTACT PERSON:

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_____

Vendor's WEB 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_____

Vendor's WEB address_____

1.8.10 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 prior to the bid opening by calling (215) 686-4720 or 4721, or by addressing a letter or fax (fax # 215-686-4727) to the Buyer. Questions, whether written, phoned or faxed should be received no later than seven (7) calendar days prior to the scheduled opening date of the bid. The City reserves the right to only respond to those questions submitted prior to the stated deadline. If it is in the City's best interest to do so, the bid **MAY** be amended to reflect the proposed changes/modifications. Exceptions taken **DO NOT** obligate the City to change the specifications.

The City of Philadelphia, Procurement Department will notify all bidders in writing, by addendum duly issued, of any interpretations/changes made to specifications or instructions. The City will not accept responsibility for oral instructions, suggestions or changes by any City agency.

1.9 BIDDER QUALIFICATION:

1.9.1 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 bidders 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.

SECTION 1:

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

Firm Name:	_____	_____	_____
Contact Name:	_____	_____	_____
Phone No.:	_____	_____	_____
Type Work:	_____	_____	_____
Years dealing w/your firm:	_____	_____	_____

SECTION 2:

Previous purchase order(s)/contract(s) with the City of Philadelphia; (State “None” if applicable).

Dept. Name:	_____	_____	_____
Contact Name:	_____	_____	_____
Phone No.:	_____	_____	_____
PO#/Contract#:	_____	_____	_____
Items:	_____	_____	_____

SECTION 2: SPECIFICATIONS

2.1 Successful bidder(s) shall be required to provide the City of Philadelphia's **CITY COMMISSIONERS' VOTER REGISTRATION DIVISION** with **DISTRICT REGISTER – ELECTION DAY VOTER POLLBOOK PRINTING AND POLLING PLACE CHANGE POSTCARDS** as specified in Sections 2 and 5 of this Invitation and Bid.

NOTE: (1) THE ELECTION CALENDAR FOR THE GENERAL AND PRIMARY ELECTIONS IS PROVIDED AS ATTACHMENT "A". THIS MATERIAL IS ESSENTIAL FOR THE CONDUCT OF FEDERAL, STATE, AND COUNTY ELECTIONS. SATURDAY AND SUNDAY PRODUCTION AND DELIVERY SHALL BE NECESSARY AS ALL PROCESSING PERIODS AND DELIVERY DATES MUST BE COMPLIED WITH.

DUE TO THE VOLUME OF PRINTING, THE RELATIVELY SHORT TURNAROUND TIME, AND THE CRITICAL NEED FOR THE POLLBOOKS FOR CONDUCTING MANDATED ELECTIONS, BIDDERS MUST DEMONSTRATE THE ABILITY TO PRINT THE ENTIRE JOB, IN-HOUSE, WITHOUT SUBCONTRACTING.

Bidders who have not performed this service for the City of Philadelphia in the past three (3) years are required to outline in their bid to the City, how they intend to perform this service within the time constraints required by the bid plus a listing of all equipment available for use on this particular job.

NOTE: (2) Prices quoted shall be based on all weekdays – Saturday and Sundays shall be included at no extra charge.

2.1.1 Printing, Laser of the General Election District Registers – Pollbooks.

2.1.2 Printing, Laser of the Primary Election District Registers – Pollbooks.

2.1.3 Printing, Polling Place Change Postcards

NOTE: (3) THE DATE OF THE 2016 PRIMARY ELECTION FOR PRESIDENT IS SUBJECT TO CHANGE.

2.2 **ELECTION DISTRICT REGISTER POLLBOOK - PAGES**

2.2.1 POLLBOOK PAGE SIZE (FINISHED)
The overall size of each pollbook page of each District Register will be fourteen by eight and one-half inches (14" X 8 -1/2"), legal landscape. Voter records containing the voter data, digitized registration signature, and voting signature box, are to be printed on one side only. The reverse side of each page will be blank.

2.2.2 POLLBOOK PAGE STOCK 20# White Bond – Sulfide

2.3 **COMPUTER DATA VOTER RECORDS & SIGNATURES**

2.3.1 The successful bidder must print via laser printer the District Registers – Pollbooks for each of the City's 1,687 election districts from data provided by the City Commissioners' Office of the City of Philadelphia from the Pennsylvania Statewide Uniform Registry of Electors, (SURE), data system. The bidder shall print voter data and digitized signature images for approximately 1,025,000 voters.

2.3.2 The City Commissioners' Office shall provide the successful bidder with **twenty – twenty five** separate production exports each consisting of a grouping of 2 or 3 Wards totaling approximately 25,000 – 40,000 voter records each group including both data and signature images in sequential order by Ward number, or Ward and Division number. These files shall be provided via FTP from the Pennsylvania Department of State's SURE personnel, or may be provided on electronic media if available, at the City's sole option.

2.3.3 At the City's sole option, the City Commissioners may be capable of sorting and grouping the voter records by Ward / Division election district, depending upon available export options in the Commonwealth's SURE system. If the City Commissioners are able to sort and group the voter records by Ward / Division election district the vendor must verify that the records were properly sorted.

If the City Commissioners are unable to sort and group the voter records by Ward / Division election district, the vendor shall be required to sort the records. The combination of the Ward and Division numbers must be used to group voters in the proper Election District Register – Pollbooks.

All voters with the same exact Ward and Division number combination are to be printed in the same Election District Register – Pollbooks for their respective Ward and Division election district.

The Ward and Division numbers can be identified using either of the following fields or columns in each voter record:

2.3.3.1 Precinct Description – The Precinct Description field identifies the Ward and Division number as: PHILA WD 62 DIV 14. This would identify a voter in the 62nd Ward, 14th Division. The Ward number may range from 01 through 66 and the Division number could currently range from 01 through 51.

2.3.3.2 Precinct Split – The Precinct Split field identifies the Ward and Division number as 6214-1. This also identifies a voter in the 62nd Ward, 14th Division, with the first two digits representing the Ward number (variable 01 through 66) and the second two digits representing the Division number (variable 01 through 51)

NOTE: (4) A CHART LISTING EACH OF THE CITY'S 66 WARDS AND THE CORRESPONDING NUMBER OF DIVISIONS WITHIN EACH WARD IS PROVIDED AS ATTACHMENT "B"

NOTE: (5) A SURE SYSTEM POLLBOOK EXPORT RECORD LAYOUT IS PROVIDED AS ATTACHMENT "C"

2.3.4 TEST DATA FILES

2.3.4.1 No later than 60 days before the election, the City Commissioners' Office shall provide the successful bidder a test file on a CD consisting of the voter records for two full Wards.

2.3.4.2 The City Commissioners shall also contact the Pennsylvania Department of State's SURE personnel to provide a separate test file of the same two full Wards via FTP from the Department or SURE system vendor personnel.

2.3.4.3 The vendor must be capable of sorting the voter data records by the Ward and Division numbers and print test Election District Register – Pollbooks for two Divisions to be selected by the City Commissioners personnel.

2.3.4.4 The vendor must provide the City Commissioners completed test Election District Register – Pollbooks for the two selected Divisions no later than 40 days before the next election.

2.3.5 VOTER DATA – COMPOSITION, SORT SEQUENCE, AND PRODUCTION

2.3.5.1 The District Register – Pollbooks for each election district (Ward/Division) shall be printed as two separate pollbooks as follows:

Pollbook 1 - Beginning with all voters within the election district (Ward/Division) whose last name begins with the letter "A" through L, and including, all voters within the election district (Ward/Division) whose last name begins with the letters "A" through "L", in alphabetical order.

Pollbook 2 - Beginning with all voters within the election district(Ward/Division whose last name begins with the letter “M” through Z, and including, all voters within the election district (Ward/Division) whose last name begins with the letters “M” through “Z”, in alphabetical order.

The vendor must verify the sort sequence of Ward; Division; Last Name - first letter A-L; Last Name - first letter M-Z; First name.

2.3.5.2 Page Break – The vendor shall insert a page break after the last voter record of each first letter of the last name, and insert a blank colored page to serve as an alphabetical separator.

2.3.5.3 Voter Data Records – Printed, at a minimum of 4 records per page, and in the spaces designated on Attachment “D” shall be each voter’s data record from the appropriate fields or columns of the export, in the sequence listed as follows:

Line 1: Last Name, First Name, Initial, Suffix;
Line 2: House Number, Street Name which includes direction and designation, Apartment Number (if available);
Line 3: Date of Birth, Date of Registration;
Line 4: Party, Assistance Required;
Line 5: SURE System Voter ID Number;
Line 6: Registration Status;

NOTE: (6) **A SAMPLE POLLBOOK PAGE CONTAINING VOTER RECORDS SHALL BE PROVIDED TO THE AWARDED VENDOR BY THE REGISTRATION ADMINISTRATOR. THIS SAMPLE MUST BE USED FOR PLACING DATA AND IMAGES ON THE PAGE AND DETERMINING THE APPROPRIATE FONT SIZE.**

2.3.5.4 Voter Status – Active and Inactive Voters - The successful bidder must designate each voter record as either Active or Inactive.

If the Voter Status field or column had an “**A**” print the word **ACTIVE** in bold print following the boilerplate information of Registration Status on Line 6.

If the Voter Status field or column had an “**I**” print the word **INACTIVE** in bold print following the boilerplate information of Registration Status on Line 6.

2.3.5.5 Registration Signature Box / Registration Record Signature Image The Signature image from the Signature field or column in the export must be printed in the registration signature box in the location designated on the Sample Pollbook Page.

No Signature on File
If the City did not have a digitized signature file when its county records were converted to the SURE system the Signature field or column shall consist of an image with the text “No Signature on File”.

If the City has not scanned the voter’s signature into the SURE system then the Signature field or column shall be blank or have no image at all.

If the Signature field or column is blank or has no signature or “No Signature on File” text image, then the successful bidder shall print “No Signature on File” in the registration signature box for that corresponding voter data record. The vendor’s “No Signature on File” text must have a different font size and style than the font size and style used by the City in its SURE system image.

2.3.5.6 Voter Certificate The Voter Certificate, is to be printed below the digitized registration signature file box consisting of the following text: **“IN PLACING MY SIGNATURE IN THE VOTING SIGNATURE BOX TO THE LEFT, I HEREBY CERTIFY THAT I AM QUALIFIED TO VOTE IN THIS ELECTION; THAT I HAVE NOT AND WILL NOT VOTE BY CIVILIAN, MILITARY, VETERANS ABSENTEE OR ALTERNATIVE BALLOT”.** This Voter Certificate text must be printed upside down to enable the voter to read it without the need for the polling place official to turn or flip the pollbook (Refer to the Sample Pollbook Page to be provided to the awarded vendor).

2.3.5.7 Voting Signature Box
The successful bidder must print a voting signature box for each voter’s data record. The voting signature box must contain a line on which a voter must place their signature prior to voting. The text “Signature or Mark of Voter” and the full name of the voter must be printed below the line. The voting signature box, and the text within, is to be printed upside down to enable the voter to sign without the need for the polling place official to turn or flip the pollbook (Refer to the Sample Pollbook Page to be provided to the awarded vendor).

2.3.5.8 Voting Signature Box Messages

The successful bidder must print a Message in the Voting Signature box for voter records that have a certain combination of designations in the Voter Status and MustConfirmID fields or columns as follows:

If the Voter Status field has an **"A"** and the MustConfirmID field is **"N"** there is no Message to be printed as per the Sample Pollbook Page.

If the Voter Status field has an **"A"** and the MustConfirmID field is **"Y"** then print the words **"ID REQUIRED"** in half tone in the voting signature box as per the Sample Pollbook Page to be provided to the awarded vendor.

If the Voter Status field has an **"I"** and the MustConfirmID field is **"Y"** then print the words **"ID & AFFIRMATION REQUIRED"** in half tone in the voting signature box as per the Sample Pollbook Page.

If the Voter Status field has an **"I"** and the MustConfirmID field is **"N"** then print the words **"AFFIRMATION REQUIRED"** in half tone in the voting signature box as per the Sample Pollbook Page.

2.3.5.9 Voter Barcode

The SURE 11 digit Voter ID Number (including 51) must be printed in Barcode using 3 of 9 format on the far right, above the voting signature box for each record. (Refer to the Sample Pollbook Page).

2.3.6 STANDARDIZED INFORMATION - VOTER RECORD

The District Register – Pollbook pages shall also require certain boilerplate information, common to all voters, to be printed with each voter record. This information includes the mandated language for the Voter Certificate and the Affirmation of Elector, as well as boxes for a ballot admission number and the initials of the polling place official. This boilerplate text can be found on the sample pollbook page provided to the awarded vendor.

2.3.7 POLLBOOK PAGE TITLES & INDEXES

The bottom of each pollbook page of each District Register – Pollbook shall be printed with the following items:

"PHILADELPHIA COUNTY BOARD OF ELECTIONS"
THE WRITTEN DATE OF THE ELECTION
THE WARD AND DIVISION NUMBER
THE NUMBER OF THE BOOK FOR THE WARD & DIVISION AS BOOK X OF Y
PAGE NUMBER AS PAGE X OF Y

On the bottom right corner, the successful bidder shall print an alphabetical index of the voters whose records appear on the page. The index shall consist of the first four letters of the last name of the first voter record on the page and the first four letters of the last name of the last voter record on the page, i.e. **CIAR – CILI**.

On the very bottom of each Voter Record Pollbook page the vendor must also print the day, date and time that each Election District Register – Pollbook was prepared.

NOTE: (7) SAMPLE DISTRICT REGISTER – POLLBOOK PAGES SHALL BE PROVIDED TO THE AWARDED VENDOR.

2.3.8 POLLBOOK COMPOSITION: COVERS, BINDING, AND PACKAGING

Each Election District Register – Pollbook shall be bound in the following sort order:

2.3.8.1 Front Cover
Dimensions and Construction
Each pollbook shall have a clear plastic front cover and it shall be fourteen by eight and one-half inches.

2.3.8.2 Title Page
Directly behind each front cover shall be a title page

NOTE: (8) THE TEXT COMPOSITION OF THE TITLE PAGES OF EACH POLLBOOK IS PROVIDED AS ATTACHMENT "D" – PART 1 & PART 2

2.3.8.3 Affidavit – Identifications Requirement & Instructions Pages
Directly behind each Title Page shall be the Affidavit – Identification Requirements Page and the Instructions Re: Voter Identification page in that order. If printed as two separate pages the reverse side shall be blank. At the vendor's option, these two pages may be printed duplex, with the Affidavit for signing on the front and the Instructions for use of the Affidavit printed on the back.

NOTE: (9) THE TEXT COMPOSITION OF THE AFFIDAVIT – IDENTIFICATION REQUIREMENTS PAGE IS PROVIDED AS ATTACHMENT "E", PART 1. THE TEXT COMPOSITION FOR THE INSTRUCTIONS RE: VOTER IDENTIFICATION PAGE IS PROVIDED AS ATTACHMENT "E", PART 2.

2.3.8.4 Discrepancy Sheets
Directly behind each Affidavit ID Requirements Page shall be three (3) pages of Discrepancy Sheets.

NOTE: (10) THE TEXT COMPOSITION OF THE DISCREPANCY SHEET IS PROVIDED AS ATTACHMENT "F"

2.3.8.5 Voter Records Pollbook Pages
Directly behind the third Discrepancy Sheet page, shall begin the Pollbook Pages containing voters' data records, digitized signatures, voting signature boxes and boilerplate text in alphabetical order by the last name of the voter.

NOTE: (11) THE TEXT COMPOSITION OF THE VOTER RECORDS PAGES SHALL BE PROVIDED TO THE AWARDED VENDOR.

2.3.8.6 Back Cover Dimensions and Construction
The back cover shall be fourteen by eight and one-half inches, constructed of vinyl or cardboard.

2.3.8.7 Signature Cover
Each pollbook must include a method to cover the voter registration signature portion of the registration records, while allowing for placement of signatures in the voting signature box. This signature cover shall be four and one-half by eight and one-half inches, cardstock.

2.3.8.8 Binding
The Title, Affidavit – ID, Discrepancy, and Voter Record pollbook pages shall be spiral bound between the front and back covers on the left edge.

2.3.8.9 Packaging
Each pair of bound pollbooks in each Election District (Ward/Division) must be wrapped and sealed, back to back, in clear plastic or in a clear plastic bag. The plastic wrap, or bag, must be loose, or large enough to permit inspection of the pages within, without breaking the seal.

2.3.9 DELIVERY TIMEABLE:

Commission personnel will begin production voter data and digitized signature exports on the 18th or 19th day prior to the election. The Commission personnel and/or SURE system personnel shall notify the awarded vendor by email when the exports have been completed and either ready to be picked up on electronic media or when they are placed on an FTP site for retrieval, usually the 16th or 17th day preceding the election.

The awarded bidder must provide proofs for signoff of production. The vendor may email these as a pdf file. The awarded bidder must also deliver one entire election district consisting of two fully completed pollbooks.

The awarded bidder must make interim deliveries of the District Register-Pollbooks for completed wards, delivering a minimum of 20 Wards no later than 10 days, or the second Friday, before the election and interim deliveries thereafter, concluding no later than the first Tuesday before the election.

NOTE: (12) THE PRODUCTION TIMETABLE FOR EACH ELECTION IS PROVIDED AS ATTACHMENT "A".

2.3.10 PROGRAMMING MATERIAL

All programming material prepared specifically for this District Register – Pollbook project including coding, instruction sheets, source and object decks, flowcharts, print image and file tapes become the property of the City of Philadelphia's City Commissioners' Office. Compliance within ten (10) days of project completion is a condition of payment.

2.3.11 CONFIDENTIALITY

The Pennsylvania Voter Registration Law, Act 3 of 2002 prohibits the release of any and all voter data except by a City Commissioner or their authorized personnel. Additionally, pursuant to the PVRA, digitized signature files are not public record and release of such files is prohibited under any conditions. Bidder warrants that all Voter Registration Data and digitized signature files furnished by the City Commissioners' Office shall be retained by the successful bidder in the strictest confidence and that all such data and image tapes and/or material shall not be used, copied, duplicated, and or disclosed to anyone without the express written permission of the Chairwoman of the City Commissioners.

2.4 **POLLING PLACE CHANGE POSTCARD SPECIFICATIONS:**

Stock used is 75# Hi-Bulk, Finished size is 8.5” X 5.5”.

Pre-printing of backer with constant data shall provide the City Commissioners’ Office with a camera ready copy of the postcard notice containing all of the information common to every voter.

Inclusion of the official election mail logo authorized by the U.S. Postal Service.

Digital Laser printing of variable data.

Postage affixed by printing the City Commissioners first class, presorted bulk rate permit insignia on the postcard.

NOTE: POSTAGE NOT INCLUDED.

Postal pre-sorted to zip + 4 with Intelligent Mail barcoding to lowest postage rate.

Inserted in tray and dropped at U.S. Postal facility at 7500 Lindbergh Boulevard (Date of drop(s) shall be provided by the City Commissioners Office).

All programming material prepared specifically for this postcard notice project including coding, instruction sheets, source and object decks, flowcharts, print image and file tapes become the property of the City of Philadelphia’s, City Commissioners’ Office.

Confidentiality per the Pennsylvania Voter Registration Law, Act 3 of 2002 prohibits the release of any and all voter data except by a City Commissioner or their authorized personnel. Vendor warrants that all voter registration data files furnished by the City Commissioners’ Office shall be retained in the strictest confidence and that all such data tapes and/or materials shall not be used, copied, duplicated, disclosed or resold to anyone without the express written permission of the City Commissioners’ Office.

Vendor shall return all voter registration data provided for use in completion of work

2.5 **WARRANTY**

Bidders must guarantee all printing services requested shall be performed by fully qualified printers or printing agencies. No dealers or subcontracting of the tasks are permitted. The services performed must be guaranteed a minimum of ninety (90) days from the day the services are completed. Work must be done in a fully professional manner. The final work product(s) must be of high quality and exhibit professional quality workmanship.

2.6 **ATTACHMENTS**

2.6.1 ATTACHMENT A – Election Calendars – Tentative Time Tables for production and delivery of the District Register – Pollbooks.

2.6.1.1 ATTACHMENT "A" – General Election Timetable and Primary Election Timetable

2.6.2 ATTACHMENT B – Ward / Division Chart

2.6.3 ATTACHMENT C – SURE System Pollbook Export Record Layout

2.6.4 ATTACHMENT D – District Register – Pollbook Title Page Sample

2.6.4.1 ATTACHMENT "D" PART 1 – 20XX General (November) Election Title Page

2.6.4.2 ATTACHMENT "D" PART 2 – 20XX Primary (April/May) Election Title Page

2.6.5 ATTACHMENT E – AFFIDAVIT – IDENTIFICATION REQUIRMENTS

2.6.5.1 ATTACHMENT "E" PART 1 – Affidavit – ID Requirements

2.6.5.2 ATTACHMENT "E" PART 2 – Instructions Re: Voter ID

2.6.6 ATTACHMENT F – District Register – Pollbook Discrepancy Sheet

2.6.7 ATTACHMENT H - Postcard

2.6.7.1 Postcard front sample – shows post mark

2.6.7.2 Postcard back sample – Shows narrative – Your Polling Place has changed, Voter ID, Are you voting in this Division for the first time? Have you moved from the address on this card? (Spanish version of the same narrative is written on the opposite side of the card).

2.7 **DELIVERY LOCATION**

City Commissioners
Voter Registration Division – Statistical Unit
Riverview Place, 6th Floor
520 N. Delaware Avenue (SWC Delaware Avenue & Spring Garden Street)
Philadelphia, PA 19123

2.8 **CONTACT PERSON(S)**

Gregory Irving, 215-686-1509
Joseph Lynch, 215 686-1530

2.9 **PRICING**

Bidders shall submit a fixed price per thousand for each item listed in Section 5.

2.9.1 In Section 5 “Pricing”, bidders shall submit a price per thousand voter records for General and Primary Election District Registers – Pollbooks and the cost per thousand for Postcards. Prices shall be firm for the Initial Term of the Contract Period. If subsequent Renewal Terms are exercised by the City, the vendor may increase prices as per paragraph 4.3 "Price Increase or Decrease."

2.9.1.1 **32513 001 015**
Printing, Laser of the General Election District Register – Pollbooks.
Estimated Quantity: 1,000,000 – 1,200,000 TH

2.9.1.2 **32513 001 016**
Printing, Laser of the Primary Election District Register – Pollbooks.
Estimated Quantity: 1,000,000 – 1,200,000 TH

2.9.1.3 **32513-001-029**
Post card: Polling place change.
Estimated Quantity: 50,000 – 100,000 TH

2.9.1.4 **32513-001-030**
Post card: Polling place change.
Estimated Quantity: 25,000 – 49,000 TH

2.9.1.5 **32513-001-031**
Post card: Polling place change.
Estimated Quantity: 10,000 - 24,000 TH

SECTION 3: BID EVALUATION AND AWARD

3.1 EVALUATION

3.1.1 Bid will be evaluated by the Procurement Department.

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

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

(i) improper bid security
(ii) improper bid execution
(iii) incompleteness
(iv) offering counter terms and conditions
(v) improper or incomplete execution of OE 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 and responsible bidder(s).

3.2.2 This Invitation and Bid shall be awarded as a whole to the lowest responsive and responsible bidder. Bidder must bid all items to be eligible for award.

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

Unless the Procurement Commissioner determines not to grant a preference for the reasons stated in subsection b., of the LBE Regulation, an LBE, whose bid is otherwise responsive and responsible and who has submitted the information required above, shall be granted a five percent bid preference on competitive bid(s) awards that are over $32,000.00 and awarded as a whole or by section.

3.2.4 Performance Security

If the total award amount is $500,000 or less, bidders attention is directed to paragraph 14 of "Terms and Conditions of Bidding and Contract", for the required Performance Security.

Please note however, that all awards as a result of this bid will have a minimum contract amount of $32,00.01. All awards at the $32,000.01 amount will be subject to a $50.00 Master Performance Security Fee.

If the total award amount exceeds $500,000, the Master Performance Security Program does not apply. Upon notification of award, the City will require the successful vendor to provide an individual Performance Bond in the amount of 100% of the contract award as specified in the Letter of Award. For any subsequent renewal periods, sections 1.2.1 and 1.2.2 shall apply.

3.2.5 **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.

3.2.6 Insurance

Insurance is a requirement for this bid in accordance with Paragraph 15 of the “Terms and Conditions of Bidding and Contract”. No contract will be executed nor purchase order issued unless and until all required insurance certificates, in the required amount, are received. **All insurance MUST meet the following requirements:**

- Insured must be in the same name and address as the Bidder
- The insurance carrier must be rated “A” or better by AM Best
- The certificate holder must be the City of Philadelphia, and specifically named as an additional insured on the certificate in the “Description of Operations section.”
- Certificate must be signed by an authorized representative of the insurance company/carrier

All certificates are to be sent to the Office of Risk Management, One Parkway, 1515 Arch Street, 14th 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 Order Against Contracts

(i) Subsequent to contract conformance of a Requirements bid, purchase orders will be issued at such time that the product and/or service is needed. Such purchase orders will show if delivery is to be made upon receipt of order, or only after notification by the using department.

4.1.2 Invoices shall be submitted after delivery and acceptance of the Product or service by the City. The City attempts to process invoices in a timely manner. Delays can occur because of incomplete or inaccurate invoicing information. Please make sure that invoices contain the information as specified in Section 4.2.11. This is necessary to process payments to the Contractor as quickly as possible. Invoices which are not in accordance with the instructions in section 4.2.11 will be rejected for correction.

4.1.3 The using agencies and departments are responsible for monitoring the services and/or products delivered as described in the contract. If any problems arise, a letter should be sent to the vendor requesting resolution by a specified date. A copy should be sent to the buyer. If vendor does not resolve the breach of contract by the requested date the matter should be turned over to the buyer.

4.1.4 **ADD-ONS:**
The City reserves the right to add, delete and/or acquire products/services that the vendor can supply that are similar to, but not specifically called for in this bid. The procedure for such acquisitions shall be as follows:

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

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

4.2 VENDOR RESPONSIBILITY

4.2.1 Contractor may deliver only products, services or equipment as authorized in the contract and only after receipt of a purchase order or other authorized document from the Procurement Department. All orders must be in writing. Contractor shall not accept verbal delivery requests until after receipt of purchase order or other authorizing document from Procurement.

4.2.2 Contractor may deliver only products, services or equipment at the prices quoted in the contract and that are reflected on a purchase order or a change to a purchase order (a change to a purchase order is issued whenever the items, unit price, total amount, or terms and conditions change from the original purchase order).

4.2.3 Contractors may deliver products, services or equipment up to the dollar limit of the purchase order and for the period shown on the purchase order. Contractors are requested to carefully monitor obligations against purchase orders and inform the departments of anticipated funding shortfalls.

4.2.4 DELIVERY:

Please refer to Section 2.3.9.

4.2.4.1 Liquidated Damages

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

4.2.5 In the event that the contractor receives an order for products, services or equipment not specifically priced and incorporated into the contract, they must:

(i) bring this to the immediate attention of the Procurement Dept., and
(ii) notify the ordering agency in writing and refuse to deliver.

4.2.6 Should products, services, or equipment be delivered that are not specifically incorporated and priced into the contract, and/or be delivered without purchase order, the City shall have no obligation for payment.

4.2.7 For delivery of products or equipment, contractors shall honor and be paid for orders placed until the close of business of the date of purchase order expiration. Delivery of product may occur following purchase order expiration, so long as the order was placed prior to the purchase order expiration date.

4.2.8 For performance of services, contractor shall honor and be paid for orders placed until the close of business of the date of purchase order expiration. Performance of services may occur following purchase order expiration, so long as the order was placed prior to the purchase order expiration date.

4.2.9 Approval of Work

All completed work shall be approved by the ordering department prior to approval for payment. Work must be completed in a first class workmanlike manner to the absolute satisfaction of the City. The cost of any faulty or inadequate workmanship or parts will not be paid for by the department and must be assumed by the Contractor.

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

4.2.11 Invoices/Receipts

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

4.2.11.2 For Time and Material type invoices it is typically necessary to submit two (2) separate invoices – one for labor expenses and one for parts. If two (2) invoices are required, there will be two (2) different purchase orders also. The City recommends that such Time and Material invoices have the same invoice number but different suffixes (e.g. 1234L (labor) and 1234P (Parts)). Supporting Work Orders with the signature and payroll ID number of the authorized/designated City personnel must be included.

4.2.11.3 Invoices should be sent in triplicate to each ordering department: One (1) original and two (2) copies of fully itemized invoices. Failure to submit invoices in the form noted below will cause a delay in payment.

(a) After the delivery or services have been completed the Contractor must submit three (3) copies of the invoice for payment to the receiving department listed on the purchase order.
(b) The invoice must correctly reference the purchase order number, the vendor name, address and Federal Employer Identification number.
(c) Checks will only be made payable to the company name as shown on the purchase order; the invoice must reflect this same company name as the “pay to”.
(d) The invoice must show the quantity and type of item or service and the price.
(e) The unit of purchase on the invoice must agree with the unit cited on the purchase order. Reference to the specific line item is helpful.

4.3 **PRICE INCREASE OR DECREASE:**

Contractor shall provide the printing of Election Registers Voter Poll Books at the prices set forth in Section 5 for period of twelve (12) months; thereafter, service may be renewed under the terms and conditions of this agreement at the sole option of the City on an annual basis for additional one (1) year period(s). Contractor may increase prices for the three (3) renewal period(s) provided that; notice of price increases must be received, in writing, by the City at least 60 days prior to the expiration of each contract period and price increase letter shall be sent to the Buyer, Room 120 Municipal Services Building, 1401 JFK Blvd., Phila., PA 19102, referencing the Bid #, Contract #, period and showing item(s), descriptions and applicable pricing.

In no event shall the increased prices exceed contractor’s published charges for non-educational state and local governments on the effective date of the adjustment, under similar terms and conditions.

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.

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

Failure to notify the City within the time frame specified in 4.3 will result in a commensurate delay in implementing the price change.

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

SECTION 5: PRICING

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

Unit pricing quoted below will prevail in case of any discrepancy(ies) between unit price and the extended amount and will be the determining factor in establishing applicable contract amount(s)/award.

		QUANTITY	UNIT OF MEASURE	UNIT PRICE
5.1	**32513 001 015** Printing, Laser of General Election District Register – Pollbooks	1,000,000 – 1,200,000	TH	$_____
5.2	**32513 001 016** Printing, Laser of the Primary Election District Register-Pollbooks	1,000,000 – 1,200,000	TH	$_____
5.3	**32513 001 029** Post Card: Polling place change	50,000 – 100,000	TH	$_____
5.4	**32513 001 030** Post Card: Polling place change	25,000 – 49,000	TH	$_____
5.5	**32513 001 031** Post Card: Polling place change	10,000 – 24,000	TH	$_____
		Extended Total Bid Amount (Unit Price X Quantity for all items bid).	**$_____**	

BIDDER TO STATE HOW PRODUCT(S), SUPPLIES AND/OR PARTS ARE TO BE DELIVERED TO THE CITY OF PHILADELPHIA: (E.G. ON-SITE DELIVERY VIA AWARDED VENDOR'S TRUCK, UNITED PARCEL, U.S. POSTAL SERVICE ETC.).

TYPE OF TRANSPORT: _____

ATTACHMENT A

GENERAL ELECTION TIMETABLE AND PRIMARY ELECTION TIMETABLE

ELECTION CALENDAR FOR THE NOVEMBER 4, 2014 GENERAL ELECTION

Tentative Time Table for the production and delivery of:
District Register – Poll book

DAY	DATE	EVENT
29 Monday	**October 6, 2014**	**Last Day to Register to Vote for General Election**
19 Thursday	**October 16, 2014**	CCO Closes Data File for Street List Production P.M. – CCO executes District Register – Poll book Export.
18 Friday Thru 16 Sunday	**October 17, 2014 Thru October 19, 2014**	CCO – SURE Personnel make Poll book Exports Available to Vendor via FTP from SURE personnel
15 Monday AM	**May 5, 2014 AM**	SURE District Register-Poll book Export Available for Vendor FTP Pickup
15 Monday or 14 Tuesday	**May 5, 2014 May 6, 2014**	Vendor submits proofs of Poll books, including fill book for ward 01, Division 01
13 Wednesday Thru 7 Tuesday	**May 7 2014 Thru May 13, 2014**	Vendor Begins productions of District Register-Poll books and delivery ASAP and continues with daily delivery.
6 Wednesday	**May 14, 2014**	Vendor completes Delivery of ALL Division District Register-Poll Books for all 1,681 Divisions in all 66 wards
5 Thursday	**May 15, 2014**	CCO – Personnel complete packing poll books and other election supplies into Election Material Boxes
4 Friday	**May 16, 2014**	CCO – Streets Deliver Election materials Boxes to Distribution Sites
3 Saturday Thru 1 Monday	**May 17, 2014 Thru May 19, 2014**	CCO – Personnel distribute Election Material Boxes to Polling Place Officials
0 Tuesday	**May 20, 2014**	**2014 Primary Election**

ELECTION CALENDAR FOR THE MAY 20, 2014 PRIMARY ELECTION

Tentative Time Table for the production and delivery of:
District Register – Poll book

DAY	DATE	EVENT
29 Monday	**April 21, 2014**	**Last Day to Register to Vote for General Election**
19 Thursday	**May 1, 2014**	CCO Closes Data File for Street List Production P.M. – CCO executes District Register – Poll book Export.
18 Friday Thru 16 Sunday	**May 2, 2014 Thru May 4, 2014**	CCO – SURE Personnel make Poll book Exports Available to Vendor via FTP from SURE personnel
15 Monday AM	**May 5, 2014 AM**	SURE District Register-Poll book Export Available for Vendor FTP Pickup
15 Monday or 14 Tuesday	**May 5, 2014 May 6, 2014**	Vendor submits proofs of Poll books, including fill book for ward 01, Division 01
13 Wednesday Thru 7 Tuesday	**May 7 2014 Thru May 13, 2014**	Vendor Begins productions of District Register-Poll books and delivery ASAP and continues with daily delivery.
6 Wednesday	**May 14, 2014**	Vendor completes Delivery of ALL Division District Register-Poll Books for all 1,681 Divisions in all 66 wards
5 Thursday	**May 15, 2014**	CCO – Personnel complete packing poll books and other election supplies into Election Material Boxes
4 Friday	**May 16, 2014**	CCO – Streets Deliver Election materials Boxes to Distribution Sites
3 Saturday Thru 1 Monday	**May 17, 2014 Thru May 19, 2014**	CCO – Personnel distribute Election Material Boxes to Polling Place Officials
0 Tuesday	**May 20, 2014**	**2014 Primary Election**

ATTACHMENT B

WARD / DIVISION CHART

WARDS / DIVISIONS

WARD	# DIV	WARD	# DIV	WARD	# DIV
01	21	**23**	23	**45**	25
02	27	**24**	19	**46**	23
03	22	**25**	24	**47**	14
04	21	**26**	24	**48**	23
05	29	**27**	23	**49**	22
06	18	**28**	18	**50**	30
07	23	**29**	18	**51**	28
08	30	**30**	17	**52**	28
09	17	**31**	19	**53**	23
10	29	**32**	31	**54**	22
11	20	**33**	24	**55**	29
12	24	**34**	42	**56**	41
13	25	**35**	32	**57**	28
14	11	**36**	41	**58**	44
15	19	**37**	21	**59**	25
16	18	**38**	21	**60**	23
17	29	**39**	46	**61**	28
18	17	**40**	51	**62**	26
19	19	**41**	26	**63**	25
20	11	**42**	25	**64**	18
21	45	**43**	25	**65**	23
22	29	**44**	19	**66**	46

NOVEMBER 2010 – 1,687 Voting Divisions

ATTACHMENT C
SURE SYSTEM POLLBOOK EXPORT
RECORD LAYOUT

ATTACHMENT "C"

DISTRICT REGISTER – POLLBOOK EXPORT
ExportName = "PA - Poll Book" Format=TabDelimited

Col1=[ElectionDescription] Char (50)
Col2=[ElectionDate] Date
Col3=[CountyID] Integer
Col4=[GovernmentLevelCode] Char (5)
Col5=[ID_Number] Char (12)
Col6=[FullVoterName] Char (255)
Col7=[Title] Char (5)
Col8=[First_Name] Char (25)
Col9=[Middle_Name] Char (15)
Col10=[Last_Name] Char (25)
Col11=[Suffix] Char (5)
Col12=[House__] Char (10)
Col13=[HouseNoSuffix] Char (4)
Col14=[Street_Name] Char (50)
Col15=[UnitType] Char (5)
Col16=[Apt__] Char (15)
Col17=[Address_Line_2] Char (30)
Col18=[City] Char (35)
Col19=[State] Char (2)
Col20=[Zip_Code] Char (15)
Col21=[Date_Registered] Date
Col22=[Date_of_Birth] Date
Col23=[HandicapCode] Char (5)
Col24=[Voter_Status] Char (1)
Col25=[Absentee] Char (1)
Col26=[PoliticalPartyCode] Char (20)
Col27=[PoliticalPartyDesc] Char (255)
Col28=[PrecinctDescription] Char (40)
Col29=[PrecinctSplitCode] Char (15)
Col30=[Ward] Char (15)
Col31=[Confidential] Char (1)
Col32=[MustConfirmID] Char (1)
Col33=[VoteInPerson] Char (1)
Col34=[Signature] LongChar

ATTACHMENT D – PART 1

20XX GENERAL (NOVEMBER) ELECTION
TITLE PAGE

PHILADELPHIA CITY COMMISSIONERS
COUNTY BOARD OF ELECTIONS
VOTER REGISTRATION DIVISION

GENERAL ELECTION – NOVEMBER 4, 2014

ELECTION DISTRICT REGISTER – ELIGIBLE VOTERS

WARD 01 DIVISION 01
BOOK 2 OF 2; M - Z

CHAIR, ANTHONY CLARK
VICE CHAIR, AL SCHMIDT
COMMISSIONER, STEPHANIE SINGER

ELECTION DAY TELEPHONE: 686-1590

THIS DOCUMENT IS SUBJECT TO CHANGE BY COUNTY BOARD OF ELECTIONS

ATTACHMENT D – PART 2

20XX PRIMARY (APRIL/MAY) ELECTION

TITLE PAGE

PHILADELPHIA CITY COMMISSIONERS
COUNTY BOARD OF ELECTIONS
VOTER REGISTRATION DIVISION

PRIMARY ELECTION – MAY 20, 2014

ELECTION DISTRICT REGISTER – ELIGIBLE VOTERS

WARD 01 DIVISION 01
BOOK 2 OF 2; M - Z

CHAIR, ANTHONY CLARK
VICE CHAIR, AL SCHMIDT
COMMISSIONER, STEPHANIE SINGER

ELECTION DAY TELEPHONE: 686-1590

ATTACHMENT E – PART 1

AFFIDAVIT – ID REQUIREMENTS

AFFIDAVIT – IDENTIFICATION REQUIREMENTS

The undersigned, members of the district election board for the election district designated as **WARD** _____ **DIVISION** _____ by the Board of Elections of **PHILADELPHIA COUNTY**, having been duly sworn according to law, state as follows:

1. I understand that, before certain electors who appear to vote are permitted to cast a ballot in the ordinary manner, the law requires an individual to present to an election officer for examination either a proper form of photo identification or, if the individual does not have proper photo identification, a proper form of identification that shows the name and address of the elector.

2. I further understand that in the event that the district register indicates that an elector appearing to vote is required to show proper identification, it is the responsibility of the responsible election officer(s) to require the elector to present a proper form of identification and to examine the identification presented to determine whether the identification is proper and demonstrates to the satisfaction of the inspectors of election and/or the judge of elections that the individual appearing to vote is a registered and qualified elector of the election district.

3. I further understand that in the event that an election officer has examined the identification presented and the elector has been permitted thereafter to sign the district register and to vote in the ordinary manner, the election officer who examined the identification is required to indicate that he or she has examined the elector's identification by affixing his or her initials next to the name of the elector in the district register in the place designated for such purpose.

4. Based on the aforesaid understandings, where my initials appear in the district register indicating that I have examined an elector's identification, I swear under oath that I did in fact examine the identification presented by the elector as required by law.

_____	_____	_____
Judge of Elections	Majority Inspector	Minority Inspector
_____	_____	
Majority Clerk	Minority Clerk	

SWORN AND SUBSCRIBED BEFORE US ACCORDING TO LAW, this ___ day of _____, _____.

_____	_____
Judge of Elections	Majority Inspector
_____	
Minority Inspector	

Please refer to the instructions on the following page.

ATTACHMENT E – PART 2

INSTRUCTIONS RE: VOTER ID

NEW INSTRUCTIONS RE: VOTER IDENTIFICATION

Since 2004, certain individuals have been required by Federal and State law to present to an election officer a proper form of identification before they may be allowed to vote. Those individuals who by law are required to present identification are designated clearly in the district register/poll book. Those individuals who are unable to present proper identification when required must be given the opportunity to vote by provisional ballot.

In Act No. 97 of 2004, the Pennsylvania General Assembly amended the Pennsylvania Election Code to add a new requirement for elections officials. For elections conducted in November 2005 and thereafter, every election officer who during Election Day examines the identification of an elector required by law to present proper identification must sign the *Affidavit* on the preceding page stating that he or she has done so.

To comply with this new requirement of the law, the Pennsylvania Department of State has instructed the Philadelphia County Board of Elections to implement two procedures:

- When an election officer has examined an elector's identification, found it satisfactory, and permitted the elector to sign the poll book and vote, the election officer must sign his or her initials in the appropriate space (within box marked Election Official) above the signature of the elector.

- The board of elections has supplied the district board of elections with an Affidavit that must be signed, after the close of the polls, by all election officers who examined voters' identifications any time during the course of Election Day. In signing the Affidavit, the election officer is swearing under oath that he or she examined the required identification presented by the voters beside whose names in the poll book the election officer has affixed his or her initials.

The Affidavit form is designed to be used in all elections districts. Thus, it includes a space for signature by all poll workers. However, only those election officers who actually examined voter identification during Election Day are required to sign the Affidavit.

The Affidavit form is also designed so that any or all of the three election officers authorized to administer oaths (*i.e.*, the constitutional officers—the judge of elections, the majority inspector and the minority inspector) may sign as the administrators of the oath. In determining who will administer the oaths, it is important to remember that an election officer cannot administer the oath to himself. Thus, if all three of the constitutional officers examined voter identification during Election Day, it would be necessary for at least two of the constitutional election officers to sign the Affidavit as the administrators of the oaths for each other.

This Affidavit, signed by all election officers required to do so, must remain in the District Register – Pollbook and the pollbook must be returned to the county board of elections in your Election Materials Box with all other supplies and materials by 2 AM.

QUESTIONS? CALL 215-686-1590

ATTACHMENT F

DISTRICT REGISTER – POLLBOOK DISCREPANCY SHEET

ATTACHMENT "F"

CITY COMMISSIONERS - VOTER REGISTRATION DIVISION

DISCREPANCY SHEET

WARD_____ DIVISION_____

TO THE ELECTION OFFICERS:

Please use this Discrepancy Sheet to inform the Voter Registration Office of any changes that should be made to the voter registration records in this pollbook. In the spaces provided below please provide the necessary information and check the appropriate box for the type of change needed. If you need to provide more detailed information about a record you have listed on this page, you may write the detailed information on the voter record that appears in this pollbook.

Page #	Voter Name	ID Number	Date of Birth	Change Information	
				☐ Deceased ☐ Affirmation, New Address on Voter Record ☐ Correction, See Record ☐ Moved, New Address Unknown	
				☐ Deceased ☐ Affirmation, New Address on Voter Record ☐ Correction, See Record ☐ Moved, New Address Unknown	
				☐ Deceased ☐ Affirmation, New Address on Voter Record ☐ Correction, See Record ☐ Moved, New Address Unknown	
				☐ Deceased ☐ Affirmation, New Address on Voter Record ☐ Correction, See Record ☐ Moved, New Address Unknown	
				☐ Deceased ☐ Affirmation, New Address on Voter Record ☐ Correction, See Record ☐ Moved, New Address Unknown	
				☐ Deceased ☐ Affirmation, New Address on Voter Record ☐ Correction, See Record ☐ Moved, New Address Unknown	
				☐ Deceased ☐ Affirmation, New Address on Voter Record ☐ Correction, See Record ☐ Moved, New Address Unknown	
				☐ Deceased ☐ Affirmation, New Address on Voter Record ☐ Correction, See Record ☐ Moved, New Address Unknown	
				☐ Deceased ☐ Affirmation, New Address on Voter Record ☐ Correction, See Record ☐ Moved, New Address Unknown	

ATTACHMENT H

POSTCARDS

PHILADELPHIA CITY COMMISSIONERS
VOTER REGISTRATION OFFICE
Riverview Place, 5th Floor
520 N. Delaware Avenue
Philadelphia, PA 19123

FORWARDING SERVICE REQUESTED

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PHILA PA
Permit No. 61

ELECTION DAY IS TUESDAY, NOVEMBER 6, 2012
POLLS ARE OPEN: 7:00 AM till 8:00 PM

DIA DE ELECCIONES ES EL MARTES, 6 DE NOVIEMBRE DEL 2012
LAS URNAS ESTARAN ABIERTAS: 7:00 AM hasta 8:00 PM

FOR MORE INFORMATION – www.phillyelection.com
PARA MÁS INFORMACIÓN – www.phillyelection.com

Your WARD: 43 Su DISTRITO: 43
Your DIVISION: 07 Su DIVISIÓN: 07

The Polling Place where you must vote is located at:
El Lugar de Votar donde debe de votar se encuentra en el:

LENFEST CENTER
10TH & PIKE STS

*********AUTO**5-DIGIT 19140 T19 P1 1
THE CORDERO HOUSEHOLD:
4023 N DARIEN ST
PHILADELPHIA PA 19140-2236

19405

PHILADELPHIA CITY COMMISSIONERS
VOTER REGISTRATION OFFICE
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PARA MÁS INFORMACIÓN – www.phillyelection.com

Your WARD: 59 Su DISTRITO: 59
Your DIVISION: 21 Su DIVISIÓN: 21

The Polling Place where you must vote is located at:
El Lugar de Votar donde debe de votar se encuentra en el:

STAPELEY RETIREMENT HOME
6300 GREENE ST

*********AUTO**5-DIGIT 19144 T25 P1 1
DANIELLE N ROBINSON
6105 WAYNE AVE APT 202
PHILADELPHIA PA 19144-6115

27523

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The front of this card lists your new polling place. It has been changed to meet handicap accessibility requirements.

VOTER ID
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ARE YOU VOTING IN THIS DIVISION FOR THE FIRST TIME?
You must show identification to your polling place officials. If you are unable or unwilling to show approved ID, you will be given the opportunity to vote on a paper Provisional Ballot.

HAVE YOU MOVED FROM THE ADDRESS ON THIS CARD?
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La parte frontal de esta tarjeta muestra su nueva mesa electoral. Se ha cambiado para satisfacer los requisitos de accesibilidad para discapacitados.

IDENTIFICACIÓN DEL ELECTOR
Un funcionario de la mesa electoral le pedirá que muestre su identificación con foto. Sin embargo, la identificación con foto no es obligatoria para votar en una máquina de votación en esta elección si está registrado en el Padrón electoral y no es elector nuevo en su división.

¿ESTÁ USTED VOTANDO EN ESTA DIVISIÓN POR PRIMERA VEZ?
Debe mostrar su identificación a los funcionarios de su mesa electoral. Si no puede o no desea mostrar una identificación aprobada, se le dará la oportunidad de votar en una papeleta provisional de votación.

¿SE HA MUDADO DE LA DIRECCIÓN QUE FIGURA EN ESTA TARJETA?
Si se ha mudado de la dirección que figura en su registro de inscripción, no notificó el cambio a la Oficina de Registro Electoral, y sigue en la lista de la mesa electoral de su antigua dirección (que aparece en la parte frontal), las leyes electorales le permiten regresar y votar una vez después de mudarse. Debe completar y firmar un formulario de DECLARACIÓN en la mesa electoral antes de votar, en la que nos da su nueva dirección domiciliaria.

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PHILADELPHIA CITY COMMISSIONERS
VOTER REGISTRATION OFFICE
Riverview Place, 5th Floor
520 N. Delaware Avenue
Philadelphia, PA 19123

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FOR MORE INFORMATION – www.phillyelection.com
PARA MÁS INFORMACIÓN – www.phillyelection.com

Your WARD: 40 Su DISTRITO: 40
Your DIVISION: 03 Su DIVISIÓN: 03

The Polling Place where you must vote is located at:
El Lugar de Votar donde debe de votar se encuentra en el:

EZEKIEL BAPTIST CHURCH
5701 GRAYS AVE

*********AUTO**5-DIGIT 19104 T1 P1 1
JOYCE M COX
GENERAL DELIVERY
PHILADELPHIA PA 19104-9999

4

PHILADELPHIA CITY COMMISSIONERS
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PARA MÁS INFORMACIÓN – www.phillyelection.com

Your WARD: 27 Su DISTRITO: 27
Your DIVISION: 19 Su DIVISIÓN: 19

The Polling Place where you must vote is located at:
El Lugar de Votar donde debe de votar se encuentra en el:

HILL HOUSE
3333 WALNUT ST

*********AUTO**5-DIGIT 19104 T1 P1 1
THE JOHNSON HOUSEHOLD:
3333 WALNUT ST
U OF P HILL HOUSE
PHILADELPHIA PA 19104-6193

YOUR POLLING PLACE HAS CHANGED
The front of this card lists your new polling place. It has been changed to meet handicap accessibility requirements.

VOTER ID
You will be asked to show your photo ID by a polling place official. However, photo ID is not required to vote on a voting machine in this election if you are listed in the Poll Book and not a first-time voter in your division.

ARE YOU VOTING IN THIS DIVISION FOR THE FIRST TIME?
If the front of this card has ID REQUIRED, our records show you are voting in this election district for the first time and your record at the polls will be marked ID REQUIRED. You must show identification to your polling place officials. If you are unable or unwilling to show approved ID, you will be given the opportunity to vote on a paper Provisional Ballot.

HAVE YOU MOVED FROM THE ADDRESS ON THIS CARD?
If you moved from the address on your registration record, did not notify the Voter Registration Office of the change, and remain on the list at the polling place for your former address (listed on the front), election laws permit you to return and vote one time after moving. You must complete and sign an AFFIRMATION form at the polling place before you vote, giving us the new address where you live.

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IDENTIFICACIÓN DEL ELECTOR
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¿ESTÁ USTED VOTANDO EN ESTA DIVISIÓN POR PRIMERA VEZ?
Si la parte frontal de esta tarjeta tiene IDENTIFICACIÓN SOLICITADA, nuestros registros indican que usted está votando en este distrito electoral por primera vez y su registro en las urnas será marcado con IDENTIFICACIÓN SOLICITADA. Debe mostrar su identificación a los funcionarios de su mesa electoral. Si no puede o no desea mostrar una identificación aprobada, se le dará la oportunidad de votar en una papeleta provisional de votación.

¿SE HA MUDADO DE LA DIRECCIÓN QUE FIGURA EN ESTA TARJETA?
Si se ha mudado de la dirección que figura en su registro de inscripción, no notificó el cambio a la Oficina de Registro Electoral, y sigue en la lista de la mesa electoral de su antigua dirección (que aparece en la parte frontal), las leyes electorales le permiten regresar y votar una vez después de mudarse. Debe completar y firmar un formulario de DECLARACIÓN en la mesa electoral antes de votar, en la que nos da su nueva dirección domiciliaria.

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PARA MÁS INFORMACIÓN – www.phillyelection.com

Your WARD: 36 Su DISTRITO: 36
Your DIVISION: 10 Su DIVISIÓN: 10

The Polling Place where you must vote is located at:
El Lugar de Votar donde debe de votar se encuentra en el:

MITCHUM WILSON FUNERAL HOME
1410 S 20TH ST

*********AUTO**5-DIGIT 19146 T28 P1 1
THE FLOUNLACKER HOUSEHOLD:
1728 DICKINSON ST
PHILADELPHIA PA 19146-4757

32205

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FOR MORE INFORMATION – www.phillyelection.com
PARA MÁS INFORMACIÓN – www.phillyelection.com

Your WARD: 54 Su DISTRITO: 54
Your DIVISION: 20 Su DIVISIÓN: 20

The Polling Place where you must vote is located at:
El Lugar de Votar donde debe de votar se encuentra en el:

CALVARY MEMORIAL CHURCH
7200 ROOSEVELT BLV

*********AUTO**5-DIGIT 19149 T31 P2 1
ROBERTA B PORTNER
7251 HANFORD ST
PHILADELPHIA PA 19149-1313

34952

YOUR POLLING PLACE HAS CHANGED
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VOTER ID
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520 N. Delaware Avenue
Philadelphia, PA 19123

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FOR MORE INFORMATION – www.phillyelection.com
PARA MÁS INFORMACIÓN – www.phillyelection.com

Your WARD: 27 Su DISTRITO: 27
Your DIVISION: 05 Su DIVISIÓN: 05

The Polling Place where you must vote is located at:
El Lugar de Votar donde debe de votar se encuentra en el:

CIVIC HOUSE/UNIV OF PENNA
3914 LOCUST WALK

*********AUTO**5-DIGIT 19104 T1 P2 1
THE COCHRAN HOUSEHOLD:
4017 BALTIMORE AVE APT C4
PHILADELPHIA PA 19104-4518

1069

PHILADELPHIA CITY COMMISSIONERS
VOTER REGISTRATION OFFICE
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FOR MORE INFORMATION – www.phillyelection.com
PARA MÁS INFORMACIÓN – www.phillyelection.com

Your WARD: 56 Su DISTRITO: 56
Your DIVISION: 30 Su DIVISIÓN: 30

The Polling Place where you must vote is located at:
El Lugar de Votar donde debe de votar se encuentra en el:

AMER LEGION POST 810
9151 OLD NEWTOWN RD

*********AUTO**5-DIGIT 19115 T3 P1 1
MARK L MICHELMAN
1522A GREGG ST
PHILADELPHIA PA 19115-4283

3869

YOUR POLLING PLACE HAS CHANGED
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YOUR POLLING PLACE HAS CHANGED
The front of this card lists your new polling place. It has been changed to meet handicap accessibility requirements.

VOTER ID
You will be asked to show your photo ID by a polling place official. However, photo ID is not required to vote on a voting machine in this election if you are listed in the Poll Book and not a first-time voter in your division.

ARE YOU VOTING IN THIS DIVISION FOR THE FIRST TIME?
You must show identification to your polling place officials. If you are unable or unwilling to show approved ID, you will be given the opportunity to vote on a paper Provisional Ballot.

HAVE YOU MOVED FROM THE ADDRESS ON THIS CARD?
If you moved from the address on your registration record, did not notify the Voter Registration Office of the change, and remain on the list at the polling place for your former address (listed on the front), election laws permit you to return and vote one time after moving. You must complete and sign an AFFIRMATION form at the polling place before you vote, giving us the new address where you live.

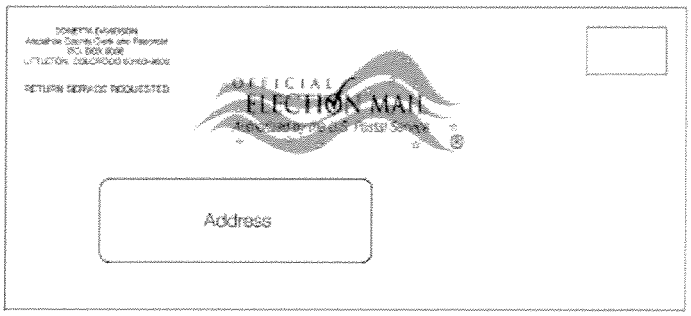
SU MESA ELECTORAL HA CAMBIADO
La parte frontal de esta tarjeta muestra su nueva mesa electoral. Se ha cambiado para satisfacer los requisitos de accesibilidad para discapacitados.

IDENTIFICACIÓN DEL ELECTOR
Un funcionario de la mesa electoral le pedirá que muestre su identificación con foto. Sin embargo, la identificación con foto no es obligatoria para votar en una máquina de votación en esta elección si está registrado en el Padrón electoral y no es elector nuevo en su división.

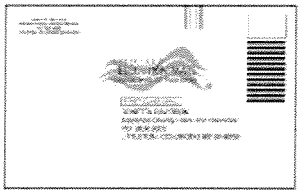
¿ESTÁ USTED VOTANDO EN ESTA DIVISIÓN POR PRIMERA VEZ?
Debe mostrar su identificación a los funcionarios de su mesa electoral. Si no puede o no desea mostrar una identificación aprobada, se le dará la oportunidad de votar en una papeleta provisional de votación.

¿SE HA MUDADO DE LA DIRECCIÓN QUE FIGURA EN ESTA TARJETA?
Si se ha mudado de la dirección que figura en su registro de inscripción, no notificó el cambio a la Oficina de Registro Electoral, y sigue en la lista de la mesa electoral de su antigua dirección (que aparece en la parte frontal), las leyes electorales le permiten regresar y votar una vez después de mudarse. Debe completar y firmar un formulario de DECLARACIÓN en la mesa electoral antes de votar, en la que nos da su nueva dirección domiciliaria.

Correct



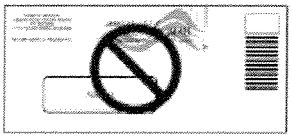
Envelope



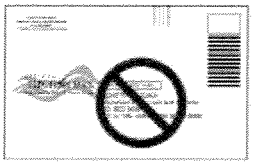
Postcard

Label

Incorrect



Envelope



Postcard

Label

Attention Bidder:

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

Exhibits
Drawings
Attached specifications
Attached documents

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

C I T Y O F P H I L A D E L P H I A

INSTRUCTIONS FOR GETTING PAID BY THE CITY OF PHILADELPHIA

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

1. **AFTER THE DELIVERY OR SERVICES HAS BEEN COMPLETED YOU MUST SUBMIT THREE (3) COPIES OF AN INVOICE FOR PAYMENT TO THE RECEIVING DEPARTMENT LISTED ON THE PURCHASE ORDER.**

2. **THE INVOICE MUST CORRECTLY REFERENCE THE PURCHASE ORDER NUMBER, THE VENDOR NAME, ADDRESS AND FEDERAL EMPLOYER IDENTIFICATION NUMBER.**

3. **CHECKS WILL ONLY BE MADE PAYABLE TO THE COMPANY NAME AS SHOWN ON THE PURCHASE ORDER, THE INVOICE MUST REFLECT THIS SAME COMPANY NAME AS THE "PAY TO".**

4. **THE INVOICE MUST SHOW THE QUANTITY AND TYPE OF ITEM OR SERVICE AND THE PRICE.**

5. **THE UNIT OF PURCHASE ON THE INVOICE MUST AGREE WITH THE UNIT CITED ON THE PURCHASE ORDER. REFERENCE TO THE SPECIFIC LINE ITEM IS HELPFUL.**

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

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

IN YOU ARE INTERESTED IN RECEIVING YOUR PAYMENTS ELECTRONICALLY RATHER THAN BY CHECK PLEASE SEE ATTACHED LETTER & ACH VENDOR ENROLLMENT AND CHANGE FORM.

GENERAL BIDDERS GUIDELINES*

The following checklist will assist you in the preparation of your bid. Failure to adhere to these instructions may result in your bid being disqualified.

- ☐ Read the entire bid so that you fully understand all of the requirements. Bidder must meet all qualifications and requirements.

- ☐ Bids and pricing must be written in ink or typed. Faxed bids will not be accepted.

- ☐ Make sure that you have signed the Contract Page and affixed your Corporate Seal as required.

- ☐ If applicable, sign and return all addenda.

- ☐ All bids must be submitted to the City of Philadelphia **no later than 10:30 AM** on the date that the bid opens. **Bids MUST be placed in the Bid Box** (slot located outside of Room 170A) prior to the bid opening**.** Bids that are not in the bid box prior to the bid opening may be disqualified.

- ☐ It is the bidder's responsibility to ensure that the bids are submitted in a timely manner and placed in the bid box prior to the bid opening. If the bid is being sent by courier or mail, it is recommended that the bid be sent early. The bid should arrive at least one business day before the bid opens to ensure timely receipt.

- ☐ All bids **must** be placed in a **sealed** envelope. **The Bid Number, Opening Date and Company Name MUST be clearly labeled on the envelope.** If the bid is being delivered by courier or express mail, the bid **must** be in a **separate** sealed envelope inside the courier's envelope or express mail. This is to ensure that all bids conform to the sealed bid process of the City of Philadelphia.

- ☐ Make sure you submit the appropriate Bid Security and Bid Submission Fee with your bid. Refer to Section 1 of the bid and Sections 2 and 3 of the Terms and Conditions. See below.

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".

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

AMOUNT OF BID OR ESTIMATED. CONTRACT	AMOUNT OF CERTIFIED CHECK
$32,000.00 or less	No Check Required
$32,000.01 - $99,999.99	$500.00
$100,000.00 - $249.999.99	$2,000.00
$250,000.00 - $499,999.99	$4,000.00
$500,000.00 or more	$6,000.00

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

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

AMOUNT OF BID OR ESTIMATED CONTRACT	AMOUNT OF PROCESSING FEE
$ 32,000.00 or less	No Check Required
$ 32,000.01 - $ 100,000.00	$ 10.00
$ 100,000.01 - $ 300,000.00	$ 30.00
$ 300,000.01 - $ 500,000.00	$ 50.00
$ 500,000.01 - $1,000,000.00	$100.00
$1,000,000.01 - $2,000,000.00	$200.00
$2,000,000.01 - $3,000,000.00	$300.00
$3,000,000.01 - $4,000,000.00	$400.00
$4,000,000.01 - $5,000,000.00	$500.00
$5,000,000.01 or more	$600.00

☐ Do not combine any payment amounts. All payments should be individual and specific.

☐ If an alternate to any item is being offered, you must follow the instructions in Section 4 of the Terms and Conditions.

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

☐ If the bid is going to be awarded as a whole, you must bid on all items. See Section 3 of the bid: Bid Evaluation and Award.

☐ If the bid requires a site inspection, attendance at a Pre-Bid Meeting, samples, financial information or other data you must adhere to these requirements.

☐ Do not submit any counter terms or conditions. **Your bid may be rejected**.

☐ Please double check all mathematical calculations for errors.

If you have questions, please contact Public Information Unit at bid.info@phila.gov or call 215-686-4720.

*This information is provided for guidance only and does not preclude your responsibility to read fully and respond to all portions of the bid.

CITY OF PHILADELPHIA
PROCUREMENT DEPARTMENT
Public Information Unit

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

ATTENTION VENDORS

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

BID RESULTS REQUEST FORM

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

Date of Request:_____

Bid Number Requested: _____ Opening Date: _____

Company Name: _____
Company Representative: _____
Address: _____
_____
Email Address _____
Telephone No.: _____ Fax No.: _____

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

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

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

Mail Request To:
The Procurement Department Public Information Unit
Attention: Bid Results
1401 JFK Blvd.
Room 170B
Philadelphia, PA 19102

COMPANY CHECK OR MONEY ORDER ONLY

C I T Y O F P H I L A D E L P H I A

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

Hugh Ortman
Procurement Commissioner

Master Bid Security Program for Service, Supplies and Equipment Bids
Period of Coverage: July 1, 2013 – June 30, 2014

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

Dear Vendor:

The Philadelphia City Charter requires that each bid submission over $32,000 be accompanied by a certified check in the amount specified in the bid invitation. This requirement can be met for most bids if the Bidder is covered under the City's Master Bid Security Program. This program provides bid security coverage for Service, Supply and Equipment bids that have a total dollar value of over $32,000 up to $500,000.

To file for coverage under the Bid Security Program, for the period **July 1, 2013 to June 30, 2014**, complete the enclosed application and return it with a check for **$140.00.** Make the check payable to "**City of Philadelphia**". It is **non-refundable.** To clarify the precise use of the check, enter the words "**Bid Security Program**" **2013 – 2014** on the face of the check.

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

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

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

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

Company Name: _____

Fed EIN/SSN: _____

Street Address: _____

City, State, Zip: _____

Contact Person: _____

E Mail Address: _____

Telephone No: (___)_____**Fax No:** (___)_____

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

DO NOT SEND CASH. NO PERSONAL CHECKS.

Internal Use Only

Rcvd. ___/___/___ Pymt. Type _____ Ck. Amt. $ _____ Ck.# _____

C I T Y O F P H I L A D E L P H I A

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

Hugh Ortman
Procurement Commissioner

Dear Valued Vendor,

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

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

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

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

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

BID SUBMISSION

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

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

AMOUNT OF BID OR ESTIMATED. CONTRACT	AMOUNT OF CERTIFIED CHECK
$ 32,000.00 or less	No Check Required
$ 32,000.01 – $ 99,999.99	$ 500.00
$100,000.00 – $249.999.99	$2,000.00
$250,000.00 – $499,999.99	$4,000.00
$500,000.00 or more	$6,000.00

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

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

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

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

AMOUNT OF BID OR ESTIMATED CONTRACT	AMOUNT OF PROCESSING FEE
$ 32,000.00 or less	No Check Required
$ 32,000.01 – $ 100,000.00	$ 10.00
$ 100,000.01 – $ 300,000.00	$ 30.00
$ 300,000.01 – $ 500,000.00	$ 50.00
$ 500,000.01 – $1,000,000.00	$100.00
$1,000,000.01 – $2,000,000.00	$200.00
$2,000,000.01 – $3,000,000.00	$300.00
$3,000,000.01 – $4,000,000.00	$400.00
$4,000,000.01 – $5,000,000.00	$500.00
$5,000,000.01 or more	$600.00

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

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

Section 16 and/or 18.

6. LOCAL BIDDING PREFERENCE
In accordance with Chapter 17-109 of the Philadelphia Code relating to Local Bidding Preferences for Procurement Contracts, this bid may be subject to a 5% local bid preference. In order to determine eligibility to receive the 5% preference, if applicable, bidder 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.

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

EVALUATION AND AWARD

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

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

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

9. RESPONSIBILITY. Unless otherwise specified, after bids are opened, the Procurement Department, and other City departments or agencies where appropriate or specified, shall review and may investigate the responsibility, including, but not limited to, the qualifications, references, capacity and ability to perform the Contract resulting from the Invitation and Bid in accordance with its terms, and integrity, of the lowest responsive bidder. All determinations of bidder responsibility shall be vested in the sole discretion of the Procurement Commissioner and other City officials. Any bidder who is deemed not responsible shall be ineligible for award of the Contract.

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

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

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

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

CONTRACT EXECUTION AND CONFORMANCE

13. CONTRACTS. Awards of contracts in amounts less than or equal to $32,000 shall become contracts binding upon the City upon written notice of award by the Procurement Commissioner. Awards of contracts in amounts greater than $32,000 shall not become contracts binding upon the City until after written notice of award is made and until after all of the following conditions have been satisfied:

a. Successful bidder posts sufficient performance security, as required in the Invitation and Bid, within the time specified in the written notice of award;

b. Successful bidder posts a payment bond or other payment security, if and as required by the Invitation and Bid, within the time specified in the written notice of award;

c. Approval of the Contract as to form by the City's Law Department;

d. Certification by the Director of Finance and City Controller as to the availability of funds; and

e. Execution of the Contract by the Procurement Commissioner.

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

14. PERFORMANCE SECURITY. The City of Philadelphia requires performance security for contracts greater than $32,000. If the amount of the contract to be awarded is greater than $32,000 but less than or equal to $500,000, the successful bidder is required to participate in the City's Master Performance Security Program by paying to the City a non-refundable fee of $5.00 per thousand dollars of the contract amount for firm limit contracts and $4.00 per thousand dollars of the contract amount for requirements contracts, or as otherwise specified. If the amount of the contract to be awarded is in excess of $500,000 the successful bidder is required to furnish an individual performance bond, issued by a surety approved by the City on a form prepared by the City's Law Department and in the amount specified in the notice of contract award. The successful bidder is also required to pay a bond preparation fee to the City's Law Department in an amount prescribed by Chapter 17-700 of The Philadelphia Code; a schedule of such fees may be obtained from the Procurement Department's Public Information Office.

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

(a) WORKERS COMPENSATION AND EMPLOYERS LIABILITY

(1) Workers' Compensation – Statutory limits

(2) Employers Liability – $100,000 Each Accident – Bodily Injury by Accident; $100,000 Each Employee – Bodily Injury by Disease; $500,000 Policy Limit – Bodily Injury by Disease

(3) Other states insurance including Pennsylvania

(b) GENERAL LIABILITY INSURANCE

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

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

(c) AUTOMOBILE LIABILITY

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

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

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

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

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

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

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

a. Failure by Contractor to comply with any provision or Section of the Contract, including the bid specifications contained in the Invitation and Bid and these Terms and Conditions of Bidding and Contract and/or failure by Contractor to comply with any federal, state and local law, statute, ordinance or regulation of any governmental department, board, agency and commission.

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

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

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

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

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

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

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

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

b. Appropriate to the payment of the difference between the Contract price and the cost of such substitute goods or services, and the amount of any other loss, cost or damage incurred by the City as a

result of the default, any monies which may then be due and payable to Contractor under this Contract or any other Contract that Contractor then has with the City.

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

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

TAX MATTERS

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

22. TAX INDEBTEDNESS. The City of Philadelphia does not wish to do business with tax delinquents or other businesses indebted to the City. In furtherance of this policy, the following certifications have been developed and shall form a part of any Contract resulting from the Invitation and Bid. The successful bidder or other entity Contracting with the City is referred to below as the "Contractor".

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

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

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

23. TAX REQUIREMENTS. Any person or entity who

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

a. Business Income and Receipts Tax
b. Net Profits Tax
c. City Wage Tax

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

GENERAL INFORMATION

24. COMPLIANCE WITH LAWS. All goods and services and all documents and other materials furnished under the Contract shall conform with all applicable federal, state and local laws, statutes and ordinances and the applicable rules, regulations, methods and procedures of all governmental boards, bureaus, offices, commissions and other agencies. Contractor shall maintain during the term of the Contract all licenses, and authorizations required by any applicable federal, state or local law or regulation. **Applicable law shall include, without limitation, the laws stated in paragraphs 25 through 31 herein.**

25. NONDISCRIMINATION.

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

b. In accordance with Chapter 17-400 of The Philadelphia Code, Contractor agrees that its payment or reimbursement of membership fees or other expenses associated with participation by its employees in an exclusionary private organization, insofar as such participation confers an employment advantage or constitutes or results in discrimination with regard to hiring, tenure of employment. promotions, terms, privileges or conditions of employment, on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin or ancestry, shall constitute an event of default under this Contract and shall entitle the City to all rights and remedies as provided herein in Section 19 or otherwise available to the City at law or in equity. Contractor agrees to include the immediately preceding sentence, with appropriate adjustments for the identity of the parties, in all subcontracts which are entered into pursuant to this Contract. Contractor further agrees to cooperate with the Commission on Human Relations of the City of Philadelphia in any manner which the said Commission deems reasonable and necessary for the Commission to carry out its responsibilities under Chapter 17-400 of The Philadelphia Code. Failure to so cooperate shall constitute an event of default under this Contract entitling the City to all rights and remedies as provided herein in Section 19 or otherwise available to the City at law or in equity.

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

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

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

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

27. NORTHERN IRELAND. Section 17–104(2)(b) of The Philadelphia Code prohibits the City from accepting bids from companies that do business in Northern

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

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

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

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

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

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

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

The Managing Director's Office (MDO) may grant a partial or total waiver of Chapter 17–1300 based on specific stipulated reasons elaborated in Section 17–1304.

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

31. EQUAL BENEFITS. If this is a Service Contract, as defined in Philadelphia Code Section 17–1901(4), for an amount in excess of $250,000, Contractor shall, for employees providing services under the Service Contract who reside in the City or employees who are non-residents subject to City wage tax under Philadelphia Code Section 19–502(b), extend the same employment benefits the Contractor extends to spouses of its employees to life partners of such employees. By submission of its Bid, Contractor so acknowledges and certifies its compliance with Chapter 17–1900 of the Philadelphia Code and shall notify its employees of the employment benefits available to life partners pursuant to Chapter 17–1900. Following the award of a contract subject to Chapter 17–1900 and prior to execution of the contract by the City, Contractor shall certify that its employees have received the required notification of the employment benefits available to life partners and that such employment benefits will actually be available, or that the Contractor does not provide

employment benefits to the spouses of married employees.

Contractor's failure to comply with the provisions of Chapter 17–1900 or any discrimination or retaliation by the Contractor against any employee on account of having claimed a violation of Chapter 17–1900 shall be a material breach the Service Contract.

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

SIGNING OF BIDS

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

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

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

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

SIGNING OF BIDS:
If bid is by an INDIVIDUAL or a PARTNERSHIP, or if the bid does not exceed $32,000, date and sign the bid here, with the original signatures, in ink.

This _____day of_____20

(Signature of Owner, Partner)	**(Type or Print Name and Title)**
(Business Name of Bidder)	
(Address, including Zip Code)	**(Telephone Number, including Area Code)**

If the bid is a CORPORATION, date and sign the bid here with original signatures, in ink, by (a) President or Vice President of the Corporation AND (b) Secretary, Assistant Secretary, Treasurer or Assistant Treasurer of the Corporation; and (c) affix the seal of the Corporation. If the form is not signed by the President or a Vice President and Secretary, Assistant Secretary, Treasurer or Assistant Treasurer, attach a duly certified corporate resolution authorizing the person signing in place of such officers to execute this bid for the corporation.

This_____day of_____20

CORPORATE SEAL

	(Corporate or Business Name of Bidder)
(Address, including Zip Code)	**(Telephone Number, including Area Code)**
(Signature of President or Vice President)	**(Signature of Secy., Asst. Secy., Treas. or Asst. Treas.)**
(Type or Print Name and Title)	**(Type or Print Name and Title)**

APPROVED AS TO FORM	**CONTRACT EXECUTION**
(Assistant City Solicitor)	**(Procurement Commissioner)**