

## BID OPENING DATE AND TIME

On: December 11, 2013

AT: 10:30 A.M.

BID NO.  S4Z60220	PAGE 1 OF 34	INVITATION AND BID  ADVERTISED	BIDDER MUST COMPLETE BELOW
			BIDDER AGREES TO COMPLY WITH ALL CONDITIONS OF THIS BID. UNSIGNING 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.		  CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT MUNICIPAL SERVICES BLDG. 1401 J FK BLVD, ROOM 170A PHILADELPHIA, PA 19102-1685	NAME AND ADDRESS OF FIRM
DEPARTMENT VARIOUS	DIVISION VARIOUS		Federal EIN/Social Security Number
AWARDED			BUYER: L. KUGEL T. WATERS
DATE FOR THE PROCUREMENT COMMISSIONER			

TITLE OF BID: SMALL EQUIPMENT REPAIR

### 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](mailto: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	
	<input type="checkbox"/> YES	<input type="checkbox"/> 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](http://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:

<b>Company Name</b>	<b>Address</b>	<b>Certification Status (MBE, WBE or DSBE)</b>	<b>Type of Work/Supply Effort</b>
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<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S4Z60220</b>	PAGE OF <b>2 34</b>
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## **SECTION 1: GENERAL BID SUBMISSION**

- 1.1 **TITLE:** Small Equipment Repair Services
- 1.2 **SCHEDULE NO:** 96-02
- 1.3 **CONTRACT TERM:** 02/01/2014 to 01/31/2015 (“Initial Term”), with an option to renew for up to three (3) additional one (1) year periods, (“the Renewal Term”) exercisable, at the City’s sole discretion, as of the expiration of the Initial Term or 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.
- 1.3.1 The City shall exercise such sole option to renew the Contract Term by issuing a letter (the “Renewal Notice”) notifying the Contractor that the Contract is renewed for the Renewal Term or Additional Performance Period (identified by commencement and termination dates) that is specified in the Renewal Notice. The Contract shall be deemed to be renewed for such Renewal Term or Additional Performance Period, and Contractor shall be obligated to perform all terms and conditions of the Contract throughout such Renewal Term or Additional Performance Period, as of the effective date indicated on the City’s Renewal Notice, whether or not Contractor has agreed, verbally or in writing, to such renewal of the Contract term.
- 1.3.2 If an individual Performance Bond and/or Payment Bond is required under this Invitation and Bid, such bond(s) shall be and remain in full force and effect throughout the Initial Term, all Renewal Terms, any Additional Performance Period, and the period of any unexpired warranty provided or required under the Contract, without notice of Contract renewal by the City to the surety or the consent of the surety thereto. It is the sole responsibility of the Contractor to ensure that such bond(s) remain in full force and effect as provided in this Section, and failure to do so shall be an event of default pursuant to Section 19, Default, of the attached Terms and Conditions of Bidding and Contract.
- If participation in the City’s Master Performance Security Program is required under this Invitation and Bid, Contractor shall pay the required annual fee for such participation for each Renewal Term upon the issuance of the Renewal Notice.

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**1.4 CONTRACT TYPE: REQUIREMENTS**

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

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

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

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

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

**1.6 STATEMENT OF DIRECTION:**

It is the intent of the City of Philadelphia to make an award for Small Equipment Repair Service for the various City agencies and departments as specified herein during the contract period.

**1.7 BID SECURITY:**

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

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

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

1.7.2

**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.

1.7.3

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

1.8 **BID INFORMATION:**

1.8.1

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

1.8.2

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

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1.9 **BID SUBMISSION:**

- 1.9.1 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.
- 1.9.2 Advertised sealed bids shall be received and opened publicly at 10:30 AM Philadelphia local time in Room #170A, 1<sup>st</sup> Floor of the Municipal Services Building, located at 1401 JFK Boulevard, Philadelphia, Pennsylvania 19102, on the bid opening date.
- 1.9.3 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.
- 1.9.4 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.
- 1.9.5 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.
- 1.9.6 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**.
- 1.9.7 **BID PROCESSING FEE:**  
All bids submitted where the bid total is greater than \$32,000 shall be accompanied by the proper Bid Processing Fee. The fee shall be in the form of a separate check or money order in accordance with Paragraph 3 of the "Terms and Conditions of Bidding and Contract."

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1.9.8

**Local Business Entity:**

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)<sup>1</sup> 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.”

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

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<sup>1</sup> 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.

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1.9.9

**BID QUESTIONS OR PROBLEMS**

In preparing the bid response, should any bidder need clarification on the bid requirements, identify a discrepancy in the specifications, determine that a specified product has been discontinued or an alternate procedure is advised, etc.; then the bidder is **STRONGLY** encouraged to bring these issues to the attention of the Procurement Department’s Public Information Unit prior to the bid opening by calling (215) 686-4720 or 4721, or by faxing (215) 686-4716. **Questions, whether phoned or faxed, should be received no later than seven (7) calendar days prior to the scheduled opening date of the bid. The City reserves the right to only respond to those questions submitted prior to the stated deadline.** If it is in the City’s best interest to do so, the bid MAY be amended to reflect the proposed changes/modifications. **Exceptions taken DO NOT obligate the City to change the specifications. The City of Philadelphia, Procurement Department will notify all bidders in writing, by addendum duly issued, of any interpretations/changes made to specifications or instructions. The City will not accept responsibility for oral instructions, suggestions or changes by any City agency.**

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

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1.9.10 **CONTACT PERSON(S):**

**PRE-AWARD:**

Indicate below to whom in your firm questions concerning this Invitation and Bid should be directed:

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

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

City/State/ZC: \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Ext.: \_\_\_\_\_

Fax No. (\_\_\_\_) \_\_\_\_\_

E-mail address \_\_\_\_\_

**State Company Web Site Address:** \_\_\_\_\_

**POST-AWARD:**

Indicate below to whom in your firm questions concerning the Contract resulting from this Invitation and Bid should be directed:

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

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

City/State/ZC: \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Ext.: \_\_\_\_\_

Fax No. (\_\_\_\_) \_\_\_\_\_

E-mail address \_\_\_\_\_

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## 1.10 BIDDER QUALIFICATION:

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

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

**Bidder shall answer all inquiries posed in Sections 1.10.2 through 1.10.4. Bidder's responses shall be in detail and identified by the appropriate Section (e.g., Item 1.10.2.1, 1.10.2.2, 1.10.2.3, 1.10.3.1, 2.10.3.2, 2.10.3.3 etc.) and shall be attached with Bidder's qualification information to be included with Bid submission.**

### 1.10.2 General Information:

- 1.10.2.1 Provide a brief history of your organization and an executive summary signed by an officer that describes your company's qualifications, ability and experience in furnishing and delivering the required service as described in this bid.
- 1.10.2.2 The vendor is to give the following assurances and information and covenants that as a bidder it is fully qualified to maintain the Small Equipment at the Philadelphia International Airport on a 24 Hour x 7 Day basis.
- 1.10.2.3 No bid shall be accepted from any bidder having less than three (3) years experience in Small Equipment repair service. The bidder is to indicate the number of years and the types of Small Equipment it has maintained.

### 1.10.3 Capabilities and References

- 1.10.3.1 List all contracts your company or related companies have had with the City or its other related City agencies in the last three (3) years.

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- 1.10.3.2 List any experience in the last three (3) years in which your company or related companies failed to successfully complete a contract. List any contractual arrangements which were canceled, found to be in default, terminated for default or not renewed for poor performance.
- 1.10.3.3 Provide a minimum of five (5) contract entities that your firm has provided Small Equipment Repair services for within the last three (3) years. These references should support your company's capability in meeting the repair service requirements of the size and scope of this Bid. Provide a detailed description for each contract.
- 1.10.3.4 The description, at a minimum, is to include the contract term, estimated annual contract value, number of employees and vehicles, nature of the work, and the name, address and telephone number of the customer's contract administrator. At the discretion of the City, these persons may be contacted.

1.10.4 **Financial Information**

- 1.10.4.1 A copy of your company's financial statements, including a detailed balance sheet and profit and loss statement for the last three (3) years. The City reserves the right to request audited statements.
- 1.10.4.2 List a minimum of three (3) supplier references, name and telephone number of a person familiar with your accounts, types of accounts, loans or lines of credit and relevant dates that accounts were established. These persons may be contacted by the City as references.
- 1.10.4.3 If you are a partnership or a joint venture, give the date of the formation agreement, County and State where the agreement was filed, and name of each partner. If you are a corporation, give the date and state of incorporation and the names of the officers.

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- 1.10.4.4 List any lawsuits against your company or any of your officers or partners in the last five (5) years. Bidder shall describe any pending, contemplated or on-going administrative or judicial proceedings material to Bidder's business or finances including, but not limited to, any litigation, consent orders or agreements with any state or federal regulatory agency involving Bidder or any subcontractor Bidder plans to use for the services described in this bid.
- 1.10.4.5 List any performance bonds that were called the last five (5) years due to unsuccessful completion of the contract.
- 1.10.4.6 State whether your company, subsidiaries or affiliated organizations are delinquent in payment of any debts or obligations to the City of Philadelphia or its related agencies.

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**SECTION 1:**

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

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

**SECTION 2:**

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

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

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

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1.11 **MANDATORY PRE-BID MEETING:**

A MANDATORY PRE-BID MEETING for all interested parties will be held on **Thursday, November 21, 2013 at 10:30 AM** at Division of Aviation (DOA)-Engineering, One International Plaza, Suite 200, Philadelphia, PA 19113.

The purpose of this meeting is to respond to questions from prospective bidders. Bidders are encouraged to submit questions in writing at this time. All questions that materially impact upon the bid process will be answered, in writing, in a formal addendum issued by the City. Oral responses by City employees or their representatives are not binding and shall not in any way be a commitment by the City.

Attendance at this Pre-Bid Meeting is Mandatory. Only bidders who attend the Pre-Bid Meeting and are subsequently qualified by the City will be eligible for award.

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

1.12 **Mandatory** Site Visit shall commence immediately following the pre-bid meeting. Bidder is responsible for examining equipment prior to bid submission. Vendors shall examine the Airport facilities in which the repair services will be performed during contract period. Attendance at the site inspection is mandatory.

1.12.1 **THE SITE CERTIFICATION FORM IS TO BE SUBMITTED WITH BID QUALIFICATION PACKAGE**

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

Failure to submit a signed Certification of Site Visit form will disqualify bidder. (See "Certification of Site Visit" form below).

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MANDATORY SITE VISIT CERTIFICATION

BID NO. S4Z60220

(TO BE SUBMITTED WITH BID PACKAGE)

Vendor must contact Philip Civatte at 215-937-6890, to make arrangements to visit the site for inspection.

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

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

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

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

CITY/STATE/ZIP CODE: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

CITY REPRESENTATIVE:

DEPT.: \_\_\_\_\_

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

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

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

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## **SECTION 2: SPECIFICATIONS**

2.1 The successful Bidder shall provide repair services on Small Equipment currently owned by the Philadelphia International Airport (PIA) and other City agencies upon request, on a time and materials basis. Attached is an anticipated listing of small equipment, referenced in Attachment "A", located at the end of bid document. The attachment provided is not an all inclusive listing. Items may be added or deleted at any time during the contract.

2.1.1 Scheduling of Repair services will be the responsibility of the PIA Maintenance Section Supervisor, Superintendent, or appropriate Staff Administrators for other City agencies that may request service during the contract period.

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

**Standard Hours of Operation are Monday through Friday between 7 AM to 11 PM. All other hours are deemed to be outside standard hours.**

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

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

and

"On-Call Service" Technicians as required:

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

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“On-Call Service” Technicians (Weekends/Holidays):

The successful bidder shall be available to provide “On-Call Service” outside of standard operating hours to the City of Philadelphia. It is anticipated that “On-Call Service” would only be required during inclement weather conditions (snow, ice and sleet storms etc.). A two (2) hour response time is required for On-Call Service and a minimum of two (2) hours is guaranteed for “On-Call” repair services. This may be accomplished by having designated individuals on call who have the authority and knowledge, when required, to provide repairs and/or equipment replacement.

Please Note: Security Clearance ID Badges will be required for all Technicians providing repair services at the Philadelphia International Airport.

2.1.3 During the afternoon shift and night shift, if repairs are called for and the importance of the equipment demands, the vendor may be subject to recall for repairs and/or replacement. If replacement with substitute equipment is made, the equipment substituted must be equal to the out of service equipment.

2.1.4 Should repairs on Small Equipment at PIA be deemed to take longer than twenty-four (24) hours, a replacement piece of equipment shall be made available at no additional cost to the City. **(Please Note: This replacement shall not be applicable to other City agencies.)** Failure to provide replacement piece of equipment will result in a **\$75 per day** penalty on each piece of non-replaced equipment.

In the event that it has been determined by both the City and awarded vendor that equipment has exceeded its operation capacity and is beyond repair service; the City shall properly dispose of the equipment and the vendor shall not be obligated to provide substitute equipment for the failed machine.

2.1.5 The Philadelphia International Airport will make space available for the installation of a maintenance and support shop for the use of the vendor in servicing all equipment. (No repairs that involve dismantling will be performed in public areas.) The space will be rent free and have available utilities, limited to heat, power, and light. If available, the Philadelphia International Airport will allow storage of non-use equipment in its Supply Warehouse or other designated secured areas. The City will assume no responsibility for this equipment.

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**2.2 Annual Safety Inspection**

Vendor shall be required to provide an annual safety inspection for all battery operated passenger carts within the confines of Philadelphia International Airport (PIA). Inspection shall include, but not be limited to validate sticker, verify that all information is visible on cart such as company name and cart number, determine any visible damage, check all items such as: tire treads, steering wheel, parking brake, battery for any leaks, connections, horn, bells and headlights to determine if carts are fully operational, etc.

**2.3 Response Time (For other City Agencies utilizing this contract)**

Contractor’s personnel must arrive at City’s site, with all necessary tools, materials, and equipment required to commence work within twenty-four (24) hours from the time the City contacts the vendor’s representative until the vendor arrives at City’s site. Each occurrence of failure to meet this response time shall (may) subject contractor to liquidated damages as specified in paragraph 4.2.4.1 below.

A representative of the vendor must be available by telephone for a minimum of eight (8) hours daily, five (5) days per week, to respond to support needs. A twenty-four (24) hour emergency number shall be supplied for use as needed.

State vendor contact name and phone number for normal business hours:

**CONTACT NAME:** \_\_\_\_\_

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

**EMAIL:** \_\_\_\_\_

State vendor contact name and phone number for emergencies:

**CONTACT NAME:** \_\_\_\_\_

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

**EMAIL:** \_\_\_\_\_

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## 2.4 **Work Authorization (For other City Agencies utilizing this contract)**

The vendor must prepare a written estimate of all work to be performed prior to commencement of repairs. The amount of time in which a vendor is preparing a written estimate for the repair services to be provided during the contract should be factored into the applicable hourly rates listed in Section 5, Pricing. There will be no separate charge for written estimates permitted during the contract. Estimate should include:

Estimated number of hours and parts required for repairs.

Estimated completion time of repairs

Estimated total cost for repairs

The vendor shall then contact the City Agency supervisor or his/her designee for review of the estimate of work to be performed and receive their signed authorization to proceed prior to any repairs being initiated.

Vendor technicians will only perform repairs specifically authorized by the City Agency supervisor or his/her designee. The vendor must use the same original assigned service call number for each individual incident. Any other problems noticed by any vendor technician must be called into the city Agency Supervisor or his/her designee. Upon authorization of repairs, the vendor shall complete all repairs, as per the agreed time estimate.

### 2.4.1 **Variances from Estimates:**

The vendor shall be responsible for obtaining approval from the City Agency supervisor or his/her designee prior to undertaking any work not included in the original estimate. Additional work shall be submitted as a separate “supplemental” estimate that will only include additional work needed. Authorization Procedure shall be the same as above.

## 2.5 **Quarterly Reports**

The vendor will deliver to the PIA, any additional City agencies utilizing this contract, and the Procurement Department Buyer (Located in the Municipal Services Building – Room 12, Philadelphia PA 19102), a Quarterly Report of inventory, aging, planned replacement, maintenance and service of all equipment being serviced within each using agency.

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**2.6 Safety**

The vendor shall, in the performance of all work, follow standard safety practices of the trades and at all times comply with the requirements of the Occupational Safety and Health Act of 1970 (OSHA).

2.7 Any equipment subject to willful damage, operational neglect, abuse or theft will be reviewed, case by case and appropriate action taken to protect the interest of both the vendor and the City.

**2.8 Warranty**

All parts used in Time and Materials repair service of currently owned City equipment to be delivered under this contract must carry the original equipment's manufacturer's warranty that will commence upon acceptance of the parts by the City. During the warranty period, the vendor shall provide replacement parts to the City at no additional cost.

**2.9 New Equipment Still Under Manufacturer's Warranty:**

**The vendor shall NOT be permitted to provide Repair Services on Small Equipment that is still under Original Equipment Manufacturer's Warranty unless they have received prior approval from Both the using City agency and the City of Philadelphia Procurement Department (the using City agency Must contact the Procurement department Buyer with Written Justification for repair services of Small Equipment that is still covered under the Original equipment Manufacturer's Warranty). The vendor will NOT receive payment for these repair services rendered unless prior approval from Both the City Using Agency and the City of Philadelphia Procurement Department has been given. These repair services shall be provided under other City contracts in which the applicable Warranties are still under Contract.**

**2.10 Contractor's Repair and/or Warranty Responsibilities shall not include:**

Work external to the equipment, changes or alternations to the physical environment of the City's site, moving or reinstallation of equipment except when required by the contract provisions or as an integral part of the repair, maintenance or repair of accessories or equipment not specifically covered under the contract without written request and approval by the plant supervisor (or City designee), and the Procurement Dept. prior to commencement of work, or repair made necessary by misuse or negligence of the City, its employees, agents, contractors or invitees.

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## 2.11 Malfunction / Work Order Incident Report

Contractor shall furnish a malfunction / work order incident report to the City upon completion of each Time and Materials repair call.

**The Report shall include, as a minimum, the following:**

Date and Time Notified  
Date and Time of Arrival  
Type and Model Number of Equipment  
Serial Number of Equipment  
Time spent for Repair  
Description of Malfunction  
List of Parts Replaced

## 2.12 Service Records

In addition to malfunction incident reports, Contractor shall maintain a complete record of all service performed on each machine, including all changes performed on site. This service record shall be kept at the City installation site or other sites as may be approved by the City in writing and shall be furnished for review if requested by the City. The service record shall be an individual record identifying each machine explicitly, with a complete history of dated service and all changes recorded therein. Such record must be submitted, quarterly, to the requisitioning city agency.

## 2.13 Bidders shall submit pricing for each of the following items in Section 5, "Pricing".

Labor rate shall be computed from arrival at the facility to departure. It shall be calculated in whole hours and rounded to the nearest hour.

### 2.13.1 **26089 091 001**

Labor rate per hour for repairs to existing Small Equipment  
(Monday through Friday between 7:00 AM to 3:00 PM)

### 2.13.2 **26089 091 002**

Labor rate per hour for repairs to existing Small Equipment  
(Monday through Friday between 3:00 PM to 11:00 PM)

### 2.13.3 **26089 091 003**

Labor rate per hour for "On-Call Service" repairs to existing Small Equipment  
(Monday through Friday between 7:00 AM to 3:00 PM)

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- 2.13.4      **26089 091 004**  
Labor rate per hour for “On-Call Service” repairs to existing Small Equipment (Monday through Friday between 11:00 PM to 7:00 AM)
- 2.13.5      **26089 091 005**  
Labor rate per hour for “On-Call Service” repairs to existing Small Equipment (Monday through Friday between 3:00 PM to 11:00 PM)
- 2.13.6      **26089 091 007**  
Labor rate per hour for “On-Call Service” repairs to existing Small Equipment (Weekends and Holidays between 7:00 AM to 3:00 PM)
- 2.13.7      **26089 091 008**  
Labor rate per hour for “On-Call Service” repairs to existing Small Equipment (Weekends and Holidays between 3:00 PM to 11:00 PM)
- 2.13.8      **26089 091 009**  
Labor rate per hour for “On-Call Service” repairs to existing Small Equipment (Weekends and Holidays between 11:00 PM to 7:00 AM)
- 2.13.9      **26027 107 001**  
Annual Safety Inspection for battery operated passenger carts (per paragraph 2.2)
- 2.13.10     **26089 091**  
**PARTS SHALL BE REIMBURSED BY THE CITY AT VENDOR’S ACTUAL PURCHASE COST FROM THEIR SUPPLIER (as shown on supplier’s invoice) +13% MARK-UP (TO BE SUPPORTED BY SUPPLIER’S INVOICES). Vendor must submit a copy of original supplier’s invoice with their invoice to the City. In no case shall parts cost exceed the actual cost from the supplier + 13%. No overhead, expenses, etc. shall apply to these parts costs. Any overhead, expenses, etc. must be factored into the vendor’s quoted labor rates. No additional charges will be paid by the City.**

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**If the supplier of the part/item is NOT the manufacturer, then supplier can NOT mark-up part/item cost by a greater percentage than that bid by the contracted vendor.**

**The City of Philadelphia reserves the right, solely and in its best interests, NOT to purchase the part/item in question if the City finds the pricing cost prohibitive.**

**The City of Philadelphia reserves the right, solely and in its best interest, to purchase the part/item in the open, competitive market.**

**Estimated Expenditures ..... \$450,000.00**

#### 2.14 City-Owned Small Equipment

For information purposes only, attachment "A" (located at end of bid document) of this Invitation and Bid provides a current listing of City-Owned Small Equipment located at the Philadelphia International Airport that may require repair services on a time and materials basis.

### SECTION 3: BID EVALUATION AND AWARD

#### 3.1 EVALUATION:

- 3.1.1 Bids will be evaluated by the Procurement Department.
- 3.1.2 Bids will be evaluated for responsiveness to the bid specifications and for responsibility of the bidders.
- 3.1.3 Bids which are determined to be non-responsive for reasons of:
  - (i) improper bid security
  - (ii) improper bid execution
  - (iii) incompleteness
  - (iv) offering counter terms and conditions
  - (v) improper or incomplete execution of OEO documents (if applicable)

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

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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 as a whole to the lowest responsive and responsible bidder based upon the total amount of items 5.1 through 5.9 and 5.10 with mark-up factored in.

3.2.2 If the 5% local bid preference is applicable, the total bid price or total section price of the certified Local Business Entity (LBE) will be multiplied by .95 and rounded to the second decimal place. The adjusted bid price of the LBE will then be used in determining the lowest responsive and responsible bidder. If any section of the bid is awarded by line item, the 5% local bid preference will not apply to that section.

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

**3.2.3 Mandatory Pre-Award Meeting:**

A mandatory pre-award meeting will be held after the bid opening prior to award with the apparent low bidder to ensure that they have met all Bidder Qualifications and are fully capable of performing the scope of services listed in this Invitation and Bid.

**3.2.4 PERFORMANCE SECURITY:**

Bidder’s attention is directed to paragraph 14 of “Terms and Conditions of Bidding and Contract,” for the required Performance Security.

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

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Performance security shall be required for any subsequent renewal periods.

OR

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

3.2.5 **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:**

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- 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.

### **Additional Insurance**

Every organization requiring vehicular access to the Air Operations Area (AOA) is required to:

1. Have, and provide proof of, automobile liability insurance covering liability arising from the maintenance and use of all owned, non-owned, hired, leased and rented trucks, automobiles, with a minimum combined single limit of Five Million Dollars (\$5,000,000.00).
2. List the City of Philadelphia as an additional insured in its automobile insurance policy; and
3. Be registered with the Airport Operations Departments. Contact the Airport Operations Department at (215)937-6914 for the appropriate forms and specific requirements. An updated insurance list of authorized operators and vehicles will be maintained at Gate V01 and other authorized access controlled gates.

All certificates are to be sent to the Office of Risk Management, One Parkway, 1515 Arch Street, 14<sup>th</sup> Floor, Philadelphia, PA 19102, Attn. Debbie Lawton or FAX to (215) 683-1705.

## **SECTION 4: CONTRACT MANAGEMENT**

### **4.1 CITY OF PHILADELPHIA RESPONSIBILITY:**

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

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### **Order Against Contracts**

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

- 4.1.2 Invoices shall be submitted after delivery and acceptance of the product or service by the City. The City attempts to process invoices in a timely manner. Delays can occur because of incomplete or inaccurate invoicing information. Please make sure that invoices contain information as specified in Section 4.2.11. This is necessary to process payments. Invoices which are not in accordance with the instructions in Section 4.2.11 will be rejected for correction.
- 4.1.3 Invoices submitted shall be processed for payment upon the City's acceptance of the subject product and/or service.
- 4.1.4 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.
- 4.1.5 **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.**

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#### 4.2 **VENDOR RESPONSIBILITY:**

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

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

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

#### 4.2.4 **VIOLATION OF CONTRACT**

If contractor abandons the work or if the job time schedule as defined between the operating department and the contractor prior to the initiation of work is exceeded or if he contractor neglects or fails to prosecute the work with promptness and diligence, or shall refuse or neglect to furnish and supply a sufficiency of properly skilled workmen and necessary equipment, or if vendor shall execute any of the work improperly, carelessly, or in bad faith or if the contractor shall default in the performance of any of the terms, conditions and provisions of the contract, the operating department may notify in writing the contractor to remedy his neglect or default and require the contractor to comply with the terms, conditions and provisions of this contract resulting from this Invitation and Bid.

##### 4.2.4.1 **Liquidated Damages:**

Upon the occurrence of any event or omission listed below, there shall be imposed by the City of Philadelphia upon the vendor liquidated damages of **\$75.00** for each event or omission per day until such actions are remedied by the vendor:

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

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

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

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

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

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

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

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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 One invoice shall be submitted for labor (vendor should place an "L" [for labor] at the end of the invoice number submitted to the City); a separate invoice shall be submitted for parts (vendor should place a "P" [for parts] at the end of the invoice number).

4.2.11.3 Invoices should be sent in triplicate to each ordering department.

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

4.2.11.3.2 All receipts for parts shall have the signature and payroll ID number of the authorized/designated City personnel.

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4.3 **PRICE INCREASE OR DECREASE:**

Contractor shall provide Small Equipment Repair Services at the prices set forth in Section 5 for a period of twelve (12) months; thereafter, the contract may be renewed under the terms and conditions of this agreement at the sole option of the City on an annual basis for up to three (3) additional one (1) year period(s). Contractor may increase prices for future renewal periods provided that:

Notice of price increases must be received, in writing, by the City at least sixty (60) days prior to the expiration of each contract period in order for price increase to be effective as of the first day of the renewal period. Price increase letter shall be sent to the Buyer in Room 120 Municipal Services Building, 1401 JFK Blvd., Philadelphia, PA 19102, referencing bid number, contract number, period and showing item(s) description and applicable pricing. Failure to notify the City within this sixty (60) day time frame shall result in the following:

the effective date of the price increase shall be sixty (60) days from the receipt of the price increase letter by the City;

or

if the letter is not received before the last day of the contract period, the prices for the renewal period shall be the same as the prices for the previous contract period.

For each renewal period the price increase and/or decrease shall be based upon the **percent (%) change** in the Index for All Urban Consumers – Philadelphia of the Consumer Price Index (All Items) as published by the U.S. Department of Labor, Bureau of Labor Statistics and as indicated by the Mid-Atlantic CPI Announcement for October of the **applicable year of the renewal.**

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

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

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

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**SECTION 5: PRICING**

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

NOTE:

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

	<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.1 <b>26089 091 001</b> Labor rate per hour for repairs to existing Small Equipment (Monday through Friday between 7:00 AM - 3:00 PM)	6,500	HR	\$_____	\$_____
5.2 <b>26089 091 002</b> Labor rate per hour for repairs to existing Small Equipment (Monday through Friday between 3:00 PM - 11:00 PM)	3,500	HR	\$_____	\$_____
5.3 <b>26089 091 003</b> Labor rate per hour for "On-Call Service" repairs to existing Small Equipment (Monday through Friday between 7:00 AM - 3:00 PM)	50	HR	\$_____	\$_____

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S4Z60220</b>	PAGE OF <b>32 34</b>
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	<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.4 <b>26089 091 004</b> Labor rate per hour for repairs "On-Call Service" to existing Small Equipment (Monday through Friday between 11:00 PM - 7:00 AM)	2,000	HR	\$_____	\$_____
5.5 <b>26089 091 005</b> Labor rate per hour for "On-Call Service" repairs to existing Small Equipment (Monday through Friday between 3:00 PM - 11:00 PM)	20	HR	\$_____	\$_____
5.6 <b>26089 091 007</b> Labor rate per hour for "On-Call Service" repairs to existing Small Equipment (Weekends and Holidays between 7:00 AM - 3:00 PM)	20	HR	\$_____	\$_____
5.7 <b>26089 091 008</b> Labor rate per hour for "On-Call Service" repairs to existing Small Equipment (Weekends and Holidays between 3:00 PM - 11:00 PM)	20	HR	\$_____	\$_____

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S4Z60220</b>	PAGE OF <b>33 34</b>
		FIRM NAME (Must be filled in)	

**Estimated  
Quantities      Unit of  
Measure      Unit  
Price      Total  
Amount**

5.8 **26089 091 009**

Labor rate per hour for "On-Call Service"  
repairs to existing Small Equipment  
(Weekends and Holidays  
between 11:00 PM - 7:00 AM)

20                      HR                      \$\_\_\_\_\_                      \$\_\_\_\_\_

5.9 **26027 107 001**

Annual Safety Inspection of  
all battery operated passenger  
carts

100                      EA                      \$\_\_\_\_\_                      \$\_\_\_\_\_

5.10 **26089 091**

**PARTS SHALL BE REIMBURSED BY THE CITY AT VENDOR'S ACTUAL PURCHASE COST FROM THEIR SUPPLIER (as shown on supplier's invoice) + 13% MARK-UP (TO BE SUPPORTED BY SUPPLIER'S INVOICES). Vendor must submit a copy of original supplier's invoice with their invoice to the City. In no case shall parts cost exceed the actual cost from the supplier + 13%. No overhead, expenses, etc. shall apply to these parts costs. Any overhead, expenses, etc. must be factored into the vendor's quoted labor rates. No additional charges will be paid by the City.**

**If the supplier of the part/item is NOT the manufacturer, then supplier can NOT mark-up part/item cost by a greater percentage than that bid by the contracted vendor.**

**The City of Philadelphia reserves the right, solely and in its best interests, NOT to purchase the part/item in question if the City finds the pricing cost prohibitive.**

**The City of Philadelphia reserves the right, solely and in its best interest, to purchase the part/item in the open, competitive market.**

**Estimated Expenditures..... \$450,000.00**

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S4Z60220</b>	PAGE OF <b>34 34</b>
		FIRM NAME (Must be filled in)	

**Extended Total Bid Amount           \$ \_\_\_\_\_**  
**(Unit Price X Quantity for all**  
**items plus estimated expenditures**  
**for parts factored in)**

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

**TYPE OF TRANSPORT:** \_\_\_\_\_

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

Attachment “A”

City-Owned Small Equipment

At

Philadelphia International  
Airport

## Machine Inventory for Philadelphia International Airport (PIA)

	Machine Type	Mfg	Model	Mfg Serial	Purchase Date
	Autoscrubber, Ride-On	Nobles, Inc. Tennant Sales & Service	Rider Scrubber, Nobles Speedscrub W/Fast	10274546	3/24/2006
	Autoscrubber, Ride-On	Nobles, Inc. Tennant Sales & Service	Rider Scrubber, Nobles Speedscrub W/Fast	10274547	3/24/2006
	Autoscrubber, Ride-On	Nobles, Inc. Tennant Sales & Service	Rider Scrubber, Nobles Speedscrub W/Fast	SSR10265487	7/28/2006
00000	Outdoor Equipment, Summer	Redmax	BC3401DL	00000	N/A
00204089	Outdoor Equipment, Summer	Redmax	BCZ3050SW	00204089	N/A
00204407	Outdoor Equipment, Summer	REDMAX	BCZ3030S	00204407	N/A
00204410	Outdoor Equipment, Summer	Redmax	BCZ3050SW	00204410	N/A
00204411	Outdoor Equipment, Summer	Red Maxx	BCZ3050SW	00204411	N/A
00204436	Outdoor Equipment, Summer	Redmax	BCZ3050SW	00204436	N/A
00204441	Outdoor Equipment, Summer	Redmax	BCZ3050SW	00204441	N/A
00204444	Outdoor Equipment, Summer	Redmax	BCZ3050SW	00204444	N/A
00300489	Outdoor Equipment, Summer	Red Maxx	weed wacker	00300489	N/A
00300494	Outdoor Equipment, Summer	Redmax	BCZ3050SW	00300494	N/A
00300500	Outdoor Equipment, Summer	redmax	00300500	00300500	N/A
00705973	Outdoor Equipment, Summer	RedMax	BCZ3050SW	00705973	N/A
00705979	Outdoor Equipment, Summer	Redmax	BCZ3050SW	00705979	N/A
00800568	Outdoor Equipment, Summer	RedMax	BCZ3050SW	00800568	N/A
0110307592	All Other	MB	0110307	0110307592	3/31/2007
050211-004	All Other	Reelcraft	5PG04	050211-004	N/A
0636043654	Vacuum, Upright	Sanitaire	EZ Kleen	0636043654	N/A
063604485	Vacuum, Upright	Sanitaire	EZ Kleen	063604485	N/A
07452113	Burnisher, Battery	NSS	Charger 2717	07452113	N/A
0979494671	Outdoor Equipment, Summer	Efco	CS52	0979494671	N/A
0979494912	Outdoor Equipment, Summer	Efco	CS52	0979494912	N/A
1000	Autoscrubber, Ride-On	Wind	0FA1B	1000043496ET	1/1/1990
1000064904	Carpet Dryer	Century 400	400-26	1000064904	N/A
1002 retired	Burnisher, Ride-On	Nilfisk-Advance	56420000	1494188	1/1/1990
1003	Sweeper, Ride-On	Nilfisk-Advance	411002	a123936	1/1/1990
1005 retired	Burnisher, Ride-On	Nilfisk-Advance	56420000	1387292	1/1/1990
1006	All Other	Cushman	minute miser	Im5089	1/1/1990
1007 retired	Burnisher, Ride-On	Nilfisk-Advance	56420000	1661590	1/1/1990
1008	Sweeper, Ride-On	Nilfisk-Advance	411002	a123934	1/1/1990
1009	Sweeper, Ride-On	Nilfisk-Advance	411002	a123940	1/1/1990

## Machine Inventory for Philadelphia International Airport (PIA)

	Machine Type	Mfg	Model	Mfg Serial	Purchase Date
1010 retired	Burnisher, Ride-On	Nilfisk-Advance	56420000	1668149	1/1/1990
10108	Tractor	John Deere	1565	TCRG75807027	8/1/2007
10109	Tractor	John Deere	1565 AWD	TC1565D06025	8/1/2007
10111 retired	Burnisher, Ride-On	Nilfisk-Advance	56420000	1494187	1/1/1990
10110	Carpet Dryer	CFR	CFR 500DX	102413	N/A
10111	Carpet Dryer	CFR	CFR 500DX	102412	4/1/2006
10113	Stripping Machine	Aztec	Sidewinder 30	E#89606-10-	N/A
1012 retired	Burnisher, Ride-On	Nilfisk-Advance	56420000	1668150	1/1/1990
1013	Autoscrubber, Ride-On	Wind	qfatb	6000081	1/1/1990
1015 retired	Burnisher, Ride-On	Nilfisk-Advance	56420000	1387305	1/1/1990
1016 retired	Burnisher, Ride-On	Nilfisk-Advance	56420000	1494189	1/1/1990
1017 retired	Burnisher, Ride-On	Nilfisk-Advance	56420000	1668148	1/1/1990
1020	Wet/Dry Vacuum, Electric	Nobles, Inc. Tennant Sales & Service	608688	n159e0003749	1/1/1990
1023	Sweeper, Push	Sweepster Attachments, LLC	c36twcuds	9849061	1/1/1990
1025	Snow Thrower	John Deere	724d	m0724dx2028	1/1/1990
1026	Snow Thrower	John Deere	724d	m0724dx2028	1/1/1990
1027	Snow Thrower	John Deere	724d	m0724dx2029	1/1/1990
1028	Snow Thrower	John Deere	724d	m0724dx2028	1/1/1990
1029	Wet/Dry Vacuum, Electric	Nilfisk-Advance	gm625	026404br1300	1/1/1990
1030	Pallet Jack	Wesco	5500 lb	0301ws-1081	1/1/1990
1034	Carpet Extractor, Walk-	Nilfisk-Advance	261000	N/A	1/1/1990
1035	Carpet Extractor, Walk-	Nilfisk-Advance	261000	1170923	1/1/1990
1036	Sweeper, Push	Nilfisk-Advance	467215 / RETRIEVER 134B	1136567	1/1/1990
1037	Vacuum, Wide-Area	Kent/Euroclean	kc280	962861814	1/1/1990
1038-retired	Carpet Extractor, Walk-	Nilfisk-Advance	263501	1123584	1/1/1990
1039	Vacuum, Wide-Area	Kent/Euroclean	kc280	962861824	1/1/1990
1040	Sweeper, Push	Nilfisk-Advance	467215	1136566	1/1/1990
1041	Vacuum, Hip	Kent/Euroclean	011486-3	962460934	1/1/1990
1043	Vacuum, Upright	Minuteman International, Inc.	c25120	r7502010848	1/1/1990
1045	Carpet Extractor, Walk-	Nobles, Inc. Tennant Sales & Service	609640	nrc150000787	1/1/1990
1046	Carpet Extractor, Walk-	Nobles, Inc. Tennant Sales & Service	609640	nrc150000782	1/1/1990
1047	Carpet Extractor, Walk-	Nobles, Inc. Tennant Sales & Service	609640 / QUICKCLEAN 1500	N/A	1/1/1990
1048	Burnisher, Battery	ProChem Professional Chemicals	Meteor	10481	1/1/1990

## Machine Inventory for Philadelphia International Airport (PIA)

	Machine Type	Mfg	Model	Mfg Serial	Purchase Date
1049	Vacuum, Wide-Area	Wind	wav	1000106992	1/1/1990
1055	Carpet Extractor, Walk-	Niifisk-Advance	261000	1170929	1/1/1990
1056	Carpet Extractor, Walk-	Wind	cmd20	1000106811	1/1/1990
1058	All Other	Nobles, Inc. Tennant Sales & Service	4300	2141	1/1/1990
1059	Outdoor Equipment, Summer	REDMAX	sc3400dl	N/A	1/1/1990
1061	Outdoor Equipment, Summer	REDMAX	sc3400dl	N/A	1/1/1990
1062	Outdoor Equipment, Summer	REDMAX	sc3400dl	N/A	1/1/1990
1063	Outdoor Equipment, Summer	REDMAX	sc3400dl	N/A	1/1/1990
1074	All Other	Nobles, Inc. Tennant Sales & Service	4300	1646	1/1/1990
1075	Tractor	John Deere	3tn75rj	ch3033001619	1/1/1990
10765	Outdoor Equipment, Summer	Red Max	GZ30N	00204410	N/A
1077	Outdoor Equipment, Summer	REDMAX	sc3400dl	N/A	1/1/1990
10771	Vacuum, Upright	PERFECT	P100M	09050001813	N/A
1078	Outdoor Equipment, Summer	REDMAX	sc3400dl	N/A	1/1/1990
1079	Outdoor Equipment, Summer	REDMAX	sc3400dl	N/A	1/1/1990
1083	Vacuum, Backpack	Redmax	EB431	631905	1/1/1990
10852	Wet/Dry Vacuum, Electric	Dayton	2RPD8 / WET-N-DRY VAC	N/A	N/A
1087	Pressure Washer	Spider	4530D	856	1/1/1990
10876	Burnisher, Propane	Pioneer Eclipse	ST28KWA/SPEED STAR	68631	N/A
10876	Burnisher, Propane	Pioneer Eclipse	ST28KWA/SPEED STAR	68631	N/A
10881	Burnisher, Battery	NSS	6402734A / Charger 2717 DB	21643113	N/A
10897	Outdoor Equipment, Summer	John Deere	CS52	TCCS52x00096	N/A
1090	Edger	Little Wonder	fa130d	N/A	1/1/1990
1091	Outdoor Equipment, Summer	Little Wonder	N/A	244852	1/1/1990
1092	Pressure Washer	Other	N/A	N/A	1/1/1990
1094	All Other	Agrotec	ask5257	5189	1/1/1990
1095	All Other	Franklin Trailers	N/A	TA08176M92D	1/1/1990
1100	Carpet Extractor, Walk-	Nobles, Inc. Tennant Sales & Service	609640 / QUICKCLEAN 1500	NR1500007827	1/1/1990
1104	Carpet Extractor, Walk-	Nobles, Inc. Tennant Sales & Service	609640	N/A	1/1/1990
1105	Carpet Extractor, Walk-	Nobles, Inc. Tennant Sales & Service	609640	N/A	1/1/1990
1106	Carpet Extractor, Walk-	Nobles, Inc. Tennant Sales & Service	609640 / SPOT CLEANER	N/A	1/1/1990
1112	Vacuum, Wide-Area	Windsor	N/A	1000106993	1/1/1990
1113	Burnisher, Propane	Eagle Floor Care, Inc.	680578	0304-24628	1/1/1990

## Machine Inventory for Philadelphia International Airport (PIA)

	Machine Type	Mfg	Model	Mfg Serial	Purchase Date
11133	Vacuum, Upright	Nobles	614219	155562	N/A
11137	All Other	Pad and Bonnet order	N/A	N/A	N/A
11139	All Other	Mis Part Order Parts	N/A	N/A	N/A
1114	Autoscrubber, Ride-On	Wind	Flex 3	1000107085	1/1/1990
11140	Outdoor Equipment, Summer	Redmax	3401DL	70507032	N/A
11145	Outdoor Equipment, Summer	Redmax	3400DL	70506980	N/A
11149	Vacuum, Upright	Nobles	N/A	155557	N/A
1115	Autoscrubber, Ride-On	Wind	Flex 3	1000107083	1/1/1990
11150	Autoscrubber, Ride-On	Nobles	MSSR	103670601	N/A
11152	Vacuum, Upright	Nobles	614219	157427	N/A
11154	Wet/Dry Vacuum, Electric	Nilfisk Advance	GM625	004033RB1503	N/A
11155	Wet/Dry Vacuum, Electric	Nilfisk Advance	GM625	004034BR1503	N/A
11156	Carpet Extractor, Walk-	Nobles	609640	10056668	N/A
11157	Vacuum, Upright	Nobles	614219	155565	N/A
11158	Stripping Machine	Aztec	N/A	0102441	N/A
1116	Sweeper, Ride-On	Wind	Radius 47	1000282994	1/1/1990
11163	Vacuum, Upright	Sanitaire	SC887	0633014771	N/A
11164	Wet/Dry Vacuum, Electric	Nilfisk Advance	GM 625	004036BR1503	N/A
11165 retired	Vacuum, Upright	Nobles	614219	155618	N/A
11168	Carpet Dryer	windsor	2000	20007986	N/A
11169	All Other	Lincoln	225 G7	N/A	N/A
1117	Autoscrubber, Ride-On	Wind	Flex 3	1000107082	1/1/1990
11170	Carpet Dryer	MinuteMan	C-42000-01	BCH442000012	N/A
11176	Carpet Extractor, Walk-	Nobles	609640	609640-	N/A
11177	Wet/Dry Vacuum, Electric	Nobles	EV15	N15E00037668	N/A
11179	Outdoor Equipment, Summer	Red Maxx	BC3401DL	71108654	N/A
11180	Outdoor Equipment, Summer	Red Maxx	BC3401DL	71108672	N/A
11183	Outdoor Equipment, Summer	Red Max	711086**	00000001	N/A
11185	Outdoor Equipment, Summer	Redmax	BC3401DL	7057152	N/A
11186	Outdoor Equipment, Summer	Red Maxx	BC3401DL	71108661	N/A
11187	Outdoor Equipment, Summer	Red Maxx	BC3401DL	71108651	N/A
11188	Outdoor Equipment, Summer	Red Maxx	BC3401DL	71108659	N/A
11189	Outdoor Equipment, Summer	Red Maxx	BC3401DL	71108673	N/A

## Machine Inventory for Philadelphia International Airport (PIA)

	Machine Type	Mfg	Model	Mfg Serial	Purchase Date
11192	Outdoor Equipment, Summer	Red Maxx	BC3401DL	71108657	N/A
11193	Outdoor Equipment, Summer	Red Maxx	BC3401DL	71108652	N/A
11194	Carpet Extractor, Walk-	Nobles	609640	N/A	N/A
11195	Outdoor Equipment, Summer	Redmax	BC3401DL	71108662	N/A
11195	Outdoor Equipment, Summer	Redmax	BC3401DL	71108662	5/25/2010
11197	Outdoor Equipment, Summer	Redmax	BC3401DL	71108667	N/A
11200	Outdoor Equipment, Summer	Redmax	BC3401DL	71108666	N/A
11201	Outdoor Equipment, Summer	Redmax	BC3401DL	71108671	N/A
11204	Outdoor Equipment, Summer	Redmax	BC3401DL	71108663	N/A
11207	Carpet Extractor, Walk-	Nobles	609640	NRC15000078	6/1/2006
11210	Outdoor Equipment, Summer	Redmax	643118-d	70507103	N/A
11212	Vacuum, Upright	sanitare	sc887	0633014767	N/A
11213	Wet/Dry Vacuum, Electric	Nobles	609640	nrc150000794	N/A
11215	Floor Machine, Single Speed	Graco	G-1520-HD FLOOR MACHINE	0320024338	N/A
11217	Vacuum, Upright	mercury	muv-12	1201420	N/A
1122	Carpet Extractor, Walk-	Nobles, Inc. Tennant Sales & Service	609640	1500007816	1/1/1990
1123	Carpet Extractor, Walk-	Nobles, Inc. Tennant Sales & Service	609640 / QUICKCLEAN 1500	1500007631	1/1/1990
1126	Floor Machine, Single Speed	Other	g1520-hd	320024338	1/1/1990
1127	Floor Machine, Single Speed	Other	g1520-hd	320024333	1/1/1990
1128	Floor Machine, Single Speed	Other	g1520-hd	120010909	1/1/1990
1132	Vacuum, Wide-Area	Wind	WAV	1000106991	1/1/1990
1133	Floor Machine, Single Speed	Kent/Euroclean	KF-2045L	N/A	1/1/1990
1134	Vacuum, Upright	Other	SC886 / UPRIGHT VACUUM	1000091494	1/1/1990
1138	Carpet Dryer	Wind	AM3	20008173	1/1/1990
1139	Carpet Extractor, Walk-	Nobles, Inc. Tennant Sales & Service	609640	609640-	1/1/1990
1142	Burnisher, Propane	Eagle Floor Care, Inc.	680578	00-16185	1/1/1990
1143	Vacuum, Wide-Area	Kent/Euroclean	KC-280	962861823 KC-	1/1/1990
1144	Floor Machine, Single Speed	Other	G-20	40007164	1/1/1990
1145	Carpet Extractor, Walk-	Nobles, Inc. Tennant Sales & Service	609640	1500008011	1/1/1990
1146	Carpet Extractor, Walk-	Nobles, Inc. Tennant Sales & Service	609640	1500007821	1/1/1990
1147	Pressure Washer	Other	Monsoon	8351	1/1/1990
1148	Burnisher, Propane	Eagle Floor Care, Inc.	680578	0304-2463	1/1/1990
1149	Vacuum, Upright	Kent/Euroclean	12DC	n/a	1/1/1990

## Machine Inventory for Philadelphia International Airport (PIA)

	Machine Type	Mfg	Model	Mfg Serial	Purchase Date
1150	Floor Machine, Single Speed	Hawk	G-20	40007162	1/1/1990
1151	Floor Machine, Single Speed	Other	G-20 / FLOOR MACHINE	20002761	1/1/1990
1152	Vacuum, Upright	Kent/Euroclean	KC-280	9628961818	1/1/1990
1153	Vacuum, Upright	Minuteman International, Inc.	C2512042	R7502010851	1/1/1990
1154	Carpet Extractor, Walk-	Nobles, Inc. Tennant Sales & Service	609640	N/A	1/1/1990
1155	Carpet Extractor, Walk-	Nobles, Inc. Tennant Sales & Service	609840	N/A	12/15/2005
1156	Wet/Dry Vacuum, Electric	Mastercraft Industries, Inc.	DA1512	M03D73356	1/1/1990
1157163	All Other	EZ GO	US Airways Cart	1157163	N/A
1158	Vacuum, Backpack	Wind	VP10	10021327	1/1/1990
1159	Vacuum, Upright	Kent/Euroclean	PS16	N/A	1/1/1990
1160	Wet/Dry Vacuum, Battery	Nobles, Inc. Tennant Sales & Service	608688	N159E0003750	1/1/1990
1161	Floor Machine, Single Speed	Other	G-20	120010910	1/1/1990
1162	Vacuum, Upright	Maytag Corporation/Hoover	U5280940	20200106507	1/1/1990
1163	Vacuum, Upright	Maytag Corporation/Hoover	U5280940	20200106496	1/1/1990
1165	Wet/Dry Vacuum, Electric	Mastercraft Industries, Inc.	DA-1512	M03073315	1/1/1990
1166	Wet/Dry Vacuum, Electric	Mastercraft Floor Equipment	239085 / WET-N-DRY VAC	39310179	1/1/1990
1172	All Other	ProChem Professional Chemicals	line lazer	n/a	N/A
1177	Vacuum, Upright	Kent	KC-165MV	962359123	N/A
11822	Tractor	John Deere	1565 AWD	TCRG75807001	N/A
11823	Tractor	John Deere	1565 AWD	TC1565D06025	8/1/2007
1185 retired	Burnisher, Ride-On	Nilfisk-Advance	2700	1494003	N/A
1187	Burnisher, Propane	Eagle Floor Care, Inc.	27	0304-24630	6/1/2004
1188	Wet/Dry Vacuum, Electric	Nobles	609640	1500007825H	N/A
1190	Outdoor Equipment, Summer	Red Maxx	g31cts	003290	1/22/2001
1193	Carpet Extractor, Walk-	Nobles, Inc. Tennant Sales & Service	609640	nrc150007hdu	N/A
1196 retired	Burnisher, Ride-On	Nilfisk-Advance	2700	1386579	N/A
1202835	All Other	EZ Go	EZ Go	1202835	N/A
1203	Vacuum, Wide-Area	Kent/Euroclean	kc-28	962861815	N/A
1208	Vacuum, Upright	Electrolux Home Care Products LTD	SC886	N/A	N/A
1211	Floor Machine, Single Speed	GRACO/HAWK	g-1520-hd	0320024333	N/A
1222	All Other	Cushman	898336B	99004365	N/A
122214	All Other	Taylor-Dunn	Taylor-Dunn	122214	N/A
12263	Carpet Extractor, Walk-	Nobles	Strive Compact/9004202	60003007	6/10/2010

## Machine Inventory for Philadelphia International Airport (PIA)

	Machine Type	Mfg	Model	Mfg Serial	Purchase Date
1227	Floor Machine, Single Speed	Graco	G-1520-HD	0320024339	N/A
1230	Floor Machine, Single Speed	ProChem Professional Chemicals	g-1520hd	0320024331	N/A
1231	Floor Machine, Single Speed	ProChem Professional Chemicals	g-1520hd	0320024336	N/A
12330	Burnisher, Ride-On	WINDSOR	CB20X / IGLOSS/ STANDUP	100200900001	6/20/2010
12334	Burnisher, Ride-On	WINDSOR	CB20X / IGLOSS/ STANDUP	100200900001	6/21/2010
12335	Snow Thrower	John Deere	1028E	2014613059	12/15/2010
12336	Snow Thrower	John Deere	1028E	2014613067	12/15/2010
12337	Snow Thrower	John Deere	1028E	2014613897	12/15/2010
1234	Vacuum, Upright	Nilfisk advance	56648093	1753123	N/A
12340	Carpet Extractor, Walk-	Nobles	609640	NRC15000078	N/A
12342	Outdoor Equipment, Summer	RedMax	GZ30N	00204426	N/A
12343	Sweeper, Ride-On	Tennant	6100	6100-4399	6/21/2010
12344	Vacuum, Upright	Sanitaire	80886	0618018724	N/A
12345	Snow Thrower	John Deere	1028E	2014592616	12/15/2010
12346	Snow Thrower	John Deere	1028E	2014613319	12/15/2010
12349	Burnisher, Ride-On	WINDSOR	CB20X / IGLOSS/ STANDUP	100200900001	6/21/2010
1235	All Other	minuteman	C25120-12 750201	R7502010842	N/A
12350	Autoscrubber, Walk-Behind	Nobles	9004200	60009151	6/21/2010
12351	Burnisher, Ride-On	WINDSOR	CB20X / IGLOSS / STANDUP	100200900001	6/21/2010
12352	Burnisher, Ride-On	WINDSOR	CB20X / IGLOSS/ STANDUP	100200900001	6/21/2010
12353	Snow Thrower	John Deere	1028E	2014648294	12/15/2010
12354	Snow Thrower	John Deere	1028E	2014592620	12/15/2010
12355	Snow Thrower	John Deere	1028E	2014613329	12/15/2010
12358	Burnisher, Ride-On	WINDSOR	CB20X / IGLOSS/ STANDUP	100200900001	6/21/2010
12359	Sweeper, Ride-On	Tennant	6100	6100-4393	6/21/2010
12362	Sweeper, Ride-On	Tennant	6100	6100-4400	6/21/2010
12363	Outdoor Equipment, Summer	Red Max	GZ30N	00705963	N/A
12364	Vacuum, Backpack	Windsor	VACPAC	28599030011-	11/10/2002
12366	Burnisher, Ride-On	WINDSOR	CB20X / IGLOSS/ STANDUP	100200900013	6/21/2010
12370	All Other	Professional	TORCH	12370	N/A
12371	Burnisher, Ride-On	WINDSOR	CB20X / IGLOSS/ STANDUP	100200900001	6/21/2010
12372	Vacuum, Upright	Nilfisk-Advance	56648091 / Select-Vac-12	1602111	10/14/2008
12373	Pressure Washer	Cobra	190A05	101192809	5/1/2010

## Machine Inventory for Philadelphia International Airport (PIA)

	Machine Type	Mfg	Model	Mfg Serial	Purchase Date
12377	Carpet Extractor, Walk-	Windsor	1.008-022.0	100202200018	6/11/2010
12378	Carpet Extractor, Walk-	Windsor	1.008-022.0	100802200018	6/2/2010
12378	Carpet Extractor, Walk-	windsor	CDT7	100802200018	N/A
12379	Carpet Extractor, Walk-	Windsor	1.008-022.0	100802200018	6/2/2010
12383	Outdoor Equipment, Summer	John Deere	CS52	TCCS52x00966	N/A
12387	Outdoor Equipment, Summer	RedMax	RMHB280	20092800808	N/A
12391	Outdoor Equipment, Summer	RedMax	BCZ3050SW	00800578	N/A
12392	Outdoor Equipment, Summer	Vanguard/ B&S	245432	JO279932	N/A
12393	Lift	Genie	GS-1930	49956	5/12/2002
1242	Floor Machine, Single Speed	Kent/Euroclean	kf-204sl	96235206	N/A
1248 retired	Burnisher, Ride-On	Nilfisk-Advance	2700	1668151	N/A
1249	Wet/Dry Vacuum, Electric	Nobles	608688	n159e0003966	N/A
1253	Outdoor Equipment, Summer	Redmax	G310TS	500030	N/A
1255	All Other	ProChem Professional Chemicals	233-725	BA2879	N/A
1256	Pressure Washer	Aladdin	4530B	58391	N/A
1258	All Other	Minuteman International, Inc.	BGLC411PSE	n/a	N/A
1261	All Other	Minuteman International, Inc.	BGLC411PSE	n/a	N/A
1265	Burnisher, Propane	Eagle Floor Care, Inc.	680578	0609-34682	5/1/2004
1268	All Other	Minuteman International, Inc.	BGLC411PSE	n/a	N/A
1269	Pallet Jack	Jungheinrich/Multiton	eieac4527x48	0304426	N/A
1272	All Other	ProChem Professional Chemicals	233-725	BA2508	N/A
1278	Outdoor Equipment, Summer	Redmax	BC3401DL	n/a	N/A
12787	Outdoor Equipment, Summer	Redmax	BC3401DL	n/a	N/A
1288	Pallet Jack	Jungheinrich/Multiton	eieac4527x48	03115164	N/A
1296	Pallet Jack	Jungheinrich/Multiton	ELE AC 4527x48	03094426	N/A
13090	Burnisher, Propane	pioneer	845912 / SPEEDSTAR	60705	N/A
1322	Outdoor Equipment, Summer	REDMAX	BC3400DL	N/A	N/A
13229	Sweeper, Ride-On	IPC Eagle	1050E	8000014882	N/A
132339	Sweeper, Ride-On	Eagle Power	1050E	80000014882	N/A
13242	Outdoor Equipment, Summer	Red Max	3G34L18-D	70507107	N/A
13243	Outdoor Equipment, Summer	Red Max	3400DL	70507147	N/A
13244	Outdoor Equipment, Summer	Red Max	3400DL	70507038	N/A
13247	Vacuum, Upright	Nilfisk	56648094	1383204	N/A

## Machine Inventory for Philadelphia International Airport (PIA)

	Machine Type	Mfg	Model	Mfg Serial	Purchase Date
13251	Lift	Genie	GS-1930	GS3007A-	N/A
13252	Pallet Jack	Vestil	EPT-2547-30	031589	N/A
13253	Pallet Jack	Vestil	EPT-2547-30	080830	N/A
13255	Lift	Genie	Z30/20N	Z30N07-10021	N/A
13256	Vacuum, Upright	Nobles	614219 / ULTRAGLIDE	155557	N/A
1355	All Other	Taylor Dunn	B2-48-TT	148155	N/A
1358	Floor Machine, Single Speed	ProChem Professional Chemicals	g-1520-hd	0320024334	N/A
1364	Carpet Extractor, Ride-On	Nobles	Strive-Rider	STRVRD-	2/19/2008
1369	Outdoor Equipment, Summer	Red Maxx	weed trimmer	N/A	N/A
1370	Outdoor Equipment, Summer	Red Maxx	bc3401dl	n/a	N/A
1371	Outdoor Equipment, Summer	Red Maxx	bc341d1	41204088	N/A
1374	Outdoor Equipment, Summer	REDMAX	n/a	n/a	N/A
1376	Outdoor Equipment, Summer	Red Maxx	bc3401dl	80507609	N/A
1377	Outdoor Equipment, Summer	Red Maxx	BC3401DL	41204105	N/A
1378	Outdoor Equipment, Summer	REDMAX	n/a	n/a	N/A
1384	Outdoor Equipment, Summer	REDMAX	n/a	n/a	N/A
1390	Vacuum, Wide-Area	Other	jav280		N/A
1396	Carpet Extractor, Ride-On	Nobles	Strive Rider	STRVRD-	N/A
14196	Lift	Genie	ES40D	1529	N/A
14203	Vacuum, Wide-Area	Windsor	00000	101230050001	N/A
14204	Vacuum, Wide-Area	Windsor	000	101230050001	N/A
14205	Vacuum, Wide-Area	Windsor	00	101230050001	N/A
14206	Vacuum, Wide-Area	Windsor	0	101230050001	N/A
14207	Carpet Extractor, Walk-	Nobles	609640	10419366	6/1/2009
14208	Carpet Extractor, Walk-	Nobles	609640	10421572	6/1/2008
14209	Carpet Extractor, Walk-	Nobles	609640	10420338	N/A
14210	Carpet Extractor, Walk-	Nobles	609640	10419363	2/2/2009
14211	Carpet Extractor, Walk-	Nobles	609640	10421367	N/A
14212	Carpet Extractor, Walk-	Nobles	609640	10419365	N/A
14213	Carpet Extractor, Walk-	Nobles	609640	10419945	N/A
14214	Carpet Extractor, Walk-	Nobles	609640	10420337	2/12/2009
14215	Vacuum, Wide-Area	Windsor	599310	101230050001	N/A
14216	Vacuum, Wide-Area	Windsor	599312	101230050001	N/A

## Machine Inventory for Philadelphia International Airport (PIA)

	Machine Type	Mfg	Model	Mfg Serial	Purchase Date
14217	Vacuum, Wide-Area	Windsor	599313	101230050001	N/A
14218	Vacuum, Wide-Area	Windsor	599308	101230050001	N/A
14219	Vacuum, Wide-Area	Windsor	599311	101230050001	N/A
14220	Vacuum, Wide-Area	Windsor	599303	101230050001	N/A
14221	Vacuum, Wide-Area	Windsor	599307	101230050001	N/A
14222	Vacuum, Wide-Area	Windsor	599300	101230050001	N/A
14227	Vacuum, Wide-Area	Windsor	599306	101250050001	N/A
14228	Vacuum, Wide-Area	Windsor	599306	101250500009	N/A
14230	Vacuum, Upright	Sanitaire	SC684	0434046705	N/A
14232	Pallet Jack	Dayton	4YX96	001	N/A
14234	Vacuum, Upright	sanitaire	sc887	0633014765	N/A
14240	Autoscrubber, Walk-Behind	Nobles	9004140 / SPEED SCRUB 20 INCH / ECH20	10476705	6/10/2010
14241	Autoscrubber, Walk-Behind	Nobles	9004140	10476710	6/10/2010
14242	Autoscrubber, Walk-Behind	Nobles	9004140 / SPEED SCRUB 20 INCH / ECH20	10476706	6/10/2010
14243	Autoscrubber, Walk-Behind	Nobles	9004140	10476713	6/10/2010
14244	Autoscrubber, Walk-Behind	Nobles	9004140	10474848	6/10/2010
14247	Autoscrubber, Walk-Behind	Nobles	9004140 / SPEED SCRUB 20 INCH / ECH20	10476709	6/10/2010
14248	Autoscrubber, Walk-Behind	Nobles	9004140	10476707	6/10/2010
14249	Autoscrubber, Walk-Behind	Nobles	9004140	10476701	6/10/2010
14251	Burnisher, Propane	Pioneer Eclipse	REV28NXG / FD731V-B06	71750	6/4/2010
14252	Burnisher, Propane	Pioneer Eclipse	REV28NXG	71783	6/4/2010
14253	Burnisher, Propane	Pioneer Eclipse	REV28NXG / REVOLUTION / 501V	71782	6/4/2010
14254	Burnisher, Propane	Pioneer Eclipse	REV28NXG	71781	6/4/2010
14255	Carpet Dryer	Prochem	65-950536	1000087422	1/1/1999
14256	Burnisher, Propane	Pioneer Eclipse	REV28NXG	71751	6/4/2010
14257	Wet/Dry Vacuum, Electric	NOBLES	608688	N159E0003750	N/A
14261	Wet/Dry Vacuum, Electric	Dayton	2RPD8	N/A	N/A
14263	Pressure Washer	Alcatro	10000	N/A	N/A
14264	Carpet Extractor, Walk-	Nobles	09640	nro150000800	N/A
142647	Carpet Extractor, Walk-	Nobles	09640	nro150000800	5/1/2010
14265	Outdoor Equipment, Summer	John Deere	CS52	TCCS52X00098	N/A
14266	Outdoor Equipment, Summer	John Deere	CS52	TCCS52X00075	N/A
14267	Vacuum, Upright	sanitaire	sc887	0633014757	N/A

## Machine Inventory for Philadelphia International Airport (PIA)

	Machine Type	Mfg	Model	Mfg Serial	Purchase Date
15062395	Pressure Washer	John Deere	HSP-3504-3jgh	15062395	N/A
1807	All Other	Squeeze Repair	Squeeze Repair	Squeeze	N/A
1808	Lift	Other	pm5030	05497	N/A
1808	Outdoor Equipment, Winter	BCS	Salt Spreader	1808	N/A
1809	Lift	Genie Industries	tmz-50	t5002-224	1/1/2000
1809	Wet/Dry Vacuum, Electric	nobles tennant	608688	n159e0003750	N/A
1809	Wet/Dry Vacuum, Electric	nobles tennant	608688	n159e0003750	N/A
1810	All Other	ProChem Professional Chemicals	248862	BA0585	N/A
1811	All Other	ProChem Professional Chemicals	248862	BA0824	N/A
1812	All Other	Taylor Dunn	b2-48	122214	N/A
1817	Vacuum, Upright	Electrolux Home Care Products LTD	KC-165MU	1000226	N/A
1818	All Other	Brush Bandit	90XP	002931	N/A
1819	Tractor	John Deere	4115	H421317	4/14/2005
1823	Lift	Genie Industries	GS-1930	29984	N/A
1840	All Other	Minuteman International, Inc.	bglc411pse	92-7-1230	N/A
1841	Autoscrubber, Ride-On	Nobles, Inc. Tennant Sales & Service	Rider Scrubber, Nobles Speedscrub W/Fast	SSR-10274549	3/24/2006
1848	Vacuum, Wide-Area	Kent/Euroclean	KC-280	962861821	10/12/1999
1849	Pallet Jack	Jungheinrich/Multiton	ELEAC4527X48	03094428	N/A
1853	Vacuum, Upright	Nilfisk-Advance	56648093	1751634	5/1/2004
1854	Burnisher, Propane	Eagle Floor Care, Inc.	680578	0609-34688	5/1/2004
1855	Vacuum, Upright	Nilfisk-Advance	566482243	1870348243	N/A
1861	Autoscrubber, Walk-Behind	ProChem Professional Chemicals	saturn 245	N/A	N/A
1863	Pallet Jack	Jungheinrich/Multiton	ELE AC 4527x48	03094425	N/A
1866	Carpet Dryer	Wind	AM3	20007988	N/A
1867	Autoscrubber, Ride-On	Nobles, Inc. Tennant Sales & Service	MSSR	SSR-10265487	4/1/2006
1869	Autoscrubber, Ride-On	Nobles, Inc. Tennant Sales & Service	MSSR	SRR-10274546	4/1/2006
1871	Carpet Dryer	Wind	AM3	20008240	N/A
1873	Autoscrubber, Ride-On	Nobles, Inc. Tennant Sales & Service	MSSR	SSR-10274547	4/1/2006
2014278405	Outdoor Equipment, Summer	John Deere	7800575	2014278405	N/A
2014278405	Outdoor Equipment, Summer	JOHN DEERE	JS36	20142784045	N/A
2014278406	Outdoor Equipment, Summer	John Deere	7800575	2014278406	N/A
2014422933	Outdoor Equipment, Summer	John Deere	7800575	2014422933	N/A
2014422933	Outdoor Equipment, Summer	JOHN DEERE	JS36	2014422933	N/A

## Machine Inventory for Philadelphia International Airport (PIA)

	Machine Type	Mfg	Model	Mfg Serial	Purchase Date
20881	Outdoor Equipment, Summer	REDMAX	BC3401DL	UNKNOWN	N/A
2142	Lift	Alto US Inc.	TMG 25	TMG24816179	N/A
2143	Lift	Alto US Inc.	TMG 25 / MAN LIFT	TMG24816189	N/A
2144	Lift	Alto US Inc.	TMG 25	TMG24815759	N/A
2215856	All Other	EZ Go	EZ Go	2215856	N/A
2646	Sweeper, Push	Sweepster Attachments, LLC	LXD03B	942648	1/1/1993
2675	Floor Machine, Dual Speed	Clarke	CFP-2000	FF2009	N/A
2759	All Other	Milwaukee Electric tool corp.	cat.no. 6367 CBIF	632-14926	N/A
2760	All Other	taylor dunn	R3-80-48	161642	9/1/2006
2761	All Other	taylor dunn	R3-80-48	161641	9/1/2006
2762	Floor Machine, Dual Speed	Clarke	CFP-2000	FF2011	3/1/2007
2763	All Other	taylor dunn	R3-80-48	161640	9/1/2006
2764	All Other	taylor dunn	R3-80-48	161637	9/1/2006
2765	Floor Machine, Dual Speed	Clarke	CFP-2000	FF2009	7/17/2007
2766	All Other	taylor dunn	R3-80-48	161639	9/1/2006
2767	Floor Machine, Dual Speed	Clarke	CFP-2000	FF2017	N/A
2769	Carpet Extractor, Ride-On	Nobles	MSTRIVERIDER	10309551	10/1/2007
2770	Vacuum, Upright	sanitare	sc887	0633014766	3/12/2006
2772	Carpet Extractor, Ride-On	Nobles	MSTRIVERIDER	STRVRD-	11/3/2006
2773	Carpet Dryer	century	400-26	1000064903	N/A
2774	Autoscrubber, Ride-On	Nobles	SPEEDSCRUBRIDER	SSR-10337075	3/24/2006
2775	Autoscrubber, Ride-On	Nobles	SPEEDSCRUBRIDER	10337072	6/27/2007
2776	Autoscrubber, Ride-On	Nobles	SPEEDSCRUBRIDER	10337073	6/3/2007
2777	Carpet Extractor, Walk-	Nobles	609640	10098766	6/1/2007
2778	Outdoor Equipment, Summer	John Deere	CS52	TCCS52X00033	N/A
2779	Outdoor Equipment, Summer	John Deere	CS52	TCCS52X00039	N/A
2781	Floor Machine, Dual Speed	Clarke	CFP-2000	FF2008	N/A
2782	Burnisher, Propane	Eagle Solutions	680578	0701-35453	2/15/2007
2783	Burnisher, Propane	Eagle Solutions	680578	0701-35452	4/10/2007
2784	Burnisher, Propane	Eagle Solutions	680578	0701-35451	1/18/2007
2785	Burnisher, Propane	Eagle Solutions	680578	0701-35459	2/15/2006
2786	Burnisher, Propane	Eagle Solutions	680578	0701-35460	2/15/2007
2787	Autoscrubber, Ride-On	Nobles	Speed Scrub Rider	SSR-10337074	6/3/2007

## Machine Inventory for Philadelphia International Airport (PIA)

	Machine Type	Mfg	Model	Mfg Serial	Purchase Date
2789	All Other	taylor dunn	R3-80-48	161638	N/A
2791	Floor Machine, Single Speed	Graco	G-1520-HD	0320024340	N/A
2792	Floor Machine, Single Speed	Graco	G-1520-HD	0320024332	N/A
2793	All Other	Milwaukee Electric tool corp.	cat.no.6014	662-59814	N/A
2808	Outdoor Equipment, Summer	MK DIAMOND AUSTRALIA	Saw, Concrete Cast Alluminum MK2024	582318	11/8/2006
2835	All Other	Graco	Line Lazer	BA0777	N/A
3	All Other	EDCO	GRINDER	3	N/A
300479	Outdoor Equipment, Summer	Redmax	BCZ3050SW	300479	N/A
300484	Outdoor Equipment, Summer	Redmax	BCZ3050SW	300484	N/A
300493	Outdoor Equipment, Summer	Redmax	BCZ3050SW	300493	N/A
300494	Outdoor Equipment, Summer	Redmax	BCZ3050SW	300494	N/A
300499	Outdoor Equipment, Summer	Redmax	BCZ3050SW	300499	N/A
42023	Vacuum, Upright	Advance	56704200	2019857	N/A
60009035	Carpet Extractor, Walk-	Nobles	900420	60009035	6/21/2010
60009035 ret	Carpet Extractor, Walk-	Nobles	Compact Strive/9004202	60009035	6/10/2010
60009046	Carpet Extractor, Walk-	Nobles	Compact Strive/9004202	60009046	6/10/2010
60009046 ret	Carpet Extractor, Walk-	Nobles	900420	60009046	6/21/2010
60009047	Carpet Extractor, Walk-	Nobles	900420	60009047	6/21/2010
60009143	Autoscrubber, Walk-Behind	Nobles	9004200	60009143	6/21/2010
60009145	Autoscrubber, Walk-Behind	Nobles	9004200	60009145	6/21/2010
60009148	Autoscrubber, Walk-Behind	Nobles	9004200	60009148	6/21/2010
6009047 retir	Carpet Extractor, Walk-	Nobles	Compact strive/9004202	6009047	6/10/2010
6100-4394	Sweeper, Ride-On	Tennant	6100	6100-4394	6/21/2010
6100-4395	Sweeper, Ride-On	Tennant	6100	6100-4395	6/21/2010
6100-4396	Sweeper, Ride-On	Tennant	6100	6100-4396	6/21/2010
7050724	Outdoor Equipment, Summer	Redmax	BC3401DL	7050724	N/A
71108572	Outdoor Equipment, Summer	Redmax	BC3401DL	71108572	N/A
71108668	Outdoor Equipment, Summer	Redmax	BC3401DL	71108668	N/A
71108999	Outdoor Equipment, Summer	Redmax	BC3401DL	71108999	N/A
83908114	Outdoor Equipment, Summer	Redmax	BC3401DL	83908114	N/A
BA-0584	Outdoor Equipment, Summer	GRACO	LL 3900 / 248-862 / SERIES G05A	BA-0584	N/A
BA0823	All Other	GRACO	LINE LAZER	BA0823	N/A
BA0824	Outdoor Equipment, Summer	GRACO	3900	BA0824	N/A

## Machine Inventory for Philadelphia International Airport (PIA)

	Machine Type	Mfg	Model	Mfg Serial	Purchase Date
BA2500	Outdoor Equipment, Summer	GRACO	LINEDRIVER SERIES D05A / 233-725	BA2500	N/A
BA2679	Outdoor Equipment, Summer	GRACO	LINEDRIVER SERIES G05A / 233-725	BA2679	N/A
GDJ090	Carpet Extractor, Walk-	TENNANT / NOBLES	900426 / MINI STRIVE	GDJ090	N/A
GRA1234	All Other	Graco	Line Lazer	GRA1234	N/A
JU2-303605	All Other	Yamaha	Yamaha	JU2-303605	N/A
KK121182	All Other	MILLER	903791 / SPECTRUM 701	KK121182	N/A
L211-073186	Outdoor Equipment, Summer	Swisher	ST60022Q	L211-073186	N/A
LA108514	All Other	HOBART	500437 / AIRFORCE 250A	LA108514	N/A
LA158800	All Other	Hobart	Hobart	LA158800	N/A
LL5900	Outdoor Equipment, Summer	GRACO	LL5900	LL5900	N/A
RA099	All Other	E-Z-GO	US Aurways Elec. Cart	1202830	N/A
RA100	All Other	E-Z-GO	Elec. Cart	1202834	N/A
RA102	All Other	EZ Go	EZ Go	1202831	N/A
RA108	All Other	EZ Go	EZ Go	1157507	N/A
RA109	All Other	E-Z-GO	US Airways Elec. Cart	1157163	N/A
RA121	All Other	EZ Go	EZ Go	2215296	N/A
RA122	All Other	E-Z GO	E-Z GO	2215056	N/A
RA123	All Other	E-Z-GO	RA123	RA123	N/A
RA124	All Other	E-Z-GO	Elec. Cart	2215289	N/A
RA125	All Other	E-Z-GO	US Airways Elec. Cart	RA125	N/A
RA154	All Other	Star Electric	Star Electric	11448421446R	N/A
RA155	All Other	Star Electric	Star Electric	11448421447R	N/A
RA156	All Other	STAR EV	US Airways Elec. Cart	11448421448R	N/A
RA157	All Other	Star Electric	Star Electric	11448421449R	N/A
RA158	All Other	STAR EV	US Airways Elec. Cart	11448421455R	N/A
s594868	Pallet Jack	Vestil	EPT-2547-30	s594868	2/10/2009
UT0262	All Other	Columbia	Columbia	UT0262	N/A
UT0263	All Other	Columbia	Columbia	UT0263	N/A
UT0264	All Other	Columbia	Columbia	UT0264	N/A
UTO265	All Other	Columbia	Elec. Cart	UTO265	N/A

Attention Bidder:

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

**Exhibits**

**Drawings**

**Attached specifications**

**Attached documents**

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



## **CITY OF PHILADELPHIA**

### **INSTRUCTIONS FOR GETTING PAID** **BY THE CITY OF PHILADELPHIA**

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

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

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

**City of Philadelphia  
Accounting Verification  
Room 1340 Municipal Services Building  
1401 J.F.K. Blvd.  
Philadelphia, PA 19102  
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](mailto: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**



# CITY OF PHILADELPHIA

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

Hugh Ortman  
Procurement Commissioner

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

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

Dear Vendor:

The Philadelphia City Charter requires that each bid submission over \$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.# \_\_\_\_\_



# CITY OF PHILADELPHIA

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

Hugh Ortman  
Procurement Commissioner

Dear Valued Vendor,

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

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

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

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

**TERMS AND CONDITIONS OF BIDDING AND CONTRACT**

**BID SUBMISSION**

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

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

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

AMOUNT OF BID OR ESTIMATED CONTRACT	AMOUNT OF CERTIFIED CHECK
\$ 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

## TERMS AND CONDITIONS OF BIDDING AND CONTRACT

Section 16 and/or 18.

### 6. LOCAL BIDDING PREFERENCE

In accordance with Chapter 17-109 of the Philadelphia Code relating to Local Bidding Preferences for Procurement Contracts, this bid may be subject to a 5% local bid preference. In order to determine eligibility to receive the 5% preference, if applicable, bidder 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](http://www.phila.gov/bids). Please allow sufficient time prior to bidding for processing of the LBE application.

### EVALUATION AND AWARD

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

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

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

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

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

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

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

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

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

### CONTRACT EXECUTION AND CONFORMANCE

## TERMS AND CONDITIONS OF BIDDING AND CONTRACT

**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

## TERMS AND CONDITIONS OF BIDDING AND CONTRACT

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

## TERMS AND CONDITIONS OF BIDDING AND CONTRACT

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

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

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

### TAX MATTERS

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

**22. TAX INDEBTEDNESS.** The City of Philadelphia does not wish to do business with tax delinquents or other businesses indebted to the City. In furtherance of this policy, the following certifications have been

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

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

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

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

**23. TAX REQUIREMENTS.** Any person or entity who

## TERMS AND CONDITIONS OF BIDDING AND CONTRACT

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

## TERMS AND CONDITIONS OF BIDDING AND CONTRACT

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

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

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

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

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

The bidder expressly understands and agrees that any false certification or representation in connection with

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

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

The 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

## **TERMS AND CONDITIONS OF BIDDING AND CONTRACT**

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)